

Appendix

# 7

## Volunteer Coach Agreement

Re; Voluntary Coach Position, UCD XX Club

Dear XXXXX

Academic Year 2017-2018

I refer to previous discussions, and would like to thank you for volunteering to undertake to coach the UCD XXXXX club members for the above mentioned academic year.

As a volunteer you will not be paid for your contribution but you will be entitled to reclaim vouched agreed expenses up to a maximum of XXX. You must submit a claim for agreed expenses to xxxxxx.

The Club reserves the right not to reimburse an expenses claim made by a volunteer should the claim be for an expense not agreed by the Club or not evidence of such expense is provided. The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.

I also enclose the following documents for you to read, complete and sign:

- Garda Vetting Form
- Athletic Union Council's Code of Ethics & Conduct for Sports Coaches
- Volunteer Coaching Agreement

I would be appreciated if you could return the above with a copy of your coaching qualification and a copy of your NGB Insurance/Affiliation to XXXXXXXX by XXX.

Please note that the appointment of all coaches is subject to the receipt of all required documentation and the approval of the UCD Athletic Union Council.

**Kind Regards,**

Chairperson

UCD XXXXXXXX Club

# UCD Athletic Union Council

## Volunteer Coaching Agreement 2017-2018

<b>UCD Club &amp; Team:</b>	
Coaches Name:	
Coaches Email:	
Coaches Telephone Number:	

<b>Training Dates Semester 1:</b>	September	
	October	
	November	
	December	

<b>Training Dates Semester 2:</b>	February	
	March	
	April	
	May	

<b>Training Days &amp; Times:</b>	
-----------------------------------	--

<b>Reimbursement of Expenses</b>	Reimbursement of expenses will be made by your Club up to XXX euro. Only expenses agreed by your Club will be reimbursed by your Club subject to relevant receipts / proof being submitted to your Club.  The reimbursement will be in accordance with Revenue Guidance Reference SP-IT/2/07.
----------------------------------	---

<b>Coaches Qualification (s)</b>	
----------------------------------	--

Please note the following:

- All coaching is subject to securing sufficient membership numbers and funding in the UCD Club and/or Team.
- All coaching is subject to proof of coaching qualifications.
- It is the Coach's responsibility to pay their own insurance and membership fees to the respective sports association/governing body.
- The Coach must provide sufficient notice if they are not available to attend a coaching session.
- There may be other out of pocket expenses that you incur outside those covered above. Please check in advance for allowable expenses with your Club.

In signing below, you agree to provide Voluntary coaching support to the XXX Club for the period XXXXX to XXXXXX in accordance with the terms of this Agreement and accept and acknowledge the terms of the letter accompanying this Agreement. You further agree to at all times fulfil this engagement in accordance with the rules of the XXX Club and University College Dublin Athletic Council Union

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_