

## How to set up your coach and guidance

Below are the details and Table of Actions about how to set up coaches. That includes, volunteer, employed and self-employed.

Where employed university coaches have not undertaken regular work or have not worked in a long time, they may no longer be in the university system and in this instance will need to be set up as a new worker. It is likely they will not be used to this process so you will need to ensure all details below are carefully followed to avoid delays.

### **The SU Bath would like to inform you that UK Law has led to the processes we follow.**

So therefore, all clubs need to adhere to the Table of Actions by law and any club found to breach this will be putting the University at risk of a large fine and potential legal action. There is a lot to work through and so there is a lot of detail to read through.

There are some actions for you as a club committee to do now:

- 1.) Read the Table of Actions carefully and familiarise yourselves with the full process so you can ensure as a committee you complete all aspects and support your coach during their set up. It should act as a good resource to refer to as you go through the process.  
*TO NOTE: All coaches need to go through this process each academic year, even if they have coached before or are continuing coaching the club.*
- 2.) Your next step is to email on this Table of Actions (page 3) to any coaches you would like to work with your club for the coming year, and to any returning coaches the club intend on using this year. Please flag as mentioned above many returning coaches will need to be set up as a new starter. **REMINDER: At this stage anything sent out is merely to start the process to allow the coach to send in relevant paperwork and get set up to avoid delays later. There is to be no confirmation of allocation of hours or payment with coaches at this stage.**
- 3.) As listed in the table of actions you will be able to follow a link to 'Coaching Budget allocation form' which will be your opportunity to inform us how you anticipate allocating your funds to coaches. To do this, you will need to know the hourly rate of your potential coach. 2 options here, one is if they are self-employed you will need to ask what they would like to receive an hour. Second option is if they will be employed through university payroll you will have to choose an hourly rate from the hourly rates guide attached. To offer some guidance normally a level 1 coach would be paid CW3 or CW4 rate, Level 2 coach would be CW5 or CW6 rate and level 3 or above CW7 or CW8. All dependant on experience etc. (you must calculate the costs using the hourly rate plus holiday pay column).

- 4.) Once you have submitted your Coaching Budget allocation form it will be assessed by SU Sports staff who will inform you via email if your allocation has been agreed or if more discussion needs to occur.
- 5.) Crucially you must not agree any hours or rates of pay with any coach until you have had written confirmation from SU Sports staff that it is ok to confirm. You must also not engage the coach in any work under any circumstances until you are cc'd into an email sent by SU Sports staff that is also sent to the coach (listed in Table of actions) confirming work can commence. This point is explicit as it is not yourselves as the committee that are the employers. You are unable to engage the coach in any work without the written evidence from the SU Sports staff who are the official employer.

If you have any questions about any of the above processes, contact [subathsport@bath.ac.uk](mailto:subathsport@bath.ac.uk)

### Coach appointments – Table of actions

#### Key to how to use this table:

**Club Committees** must familiarise themselves with the entire process in both **Section 1** and **Section 2** and follow each relevant point carefully for each individual coach they will work with.

#### Section 1

All coaches in any capacity must familiarise themselves with points 2, 3, 4 and 5

#### Section 2

Then once coaches and club committees have decided on the coaches working capacity within the club (see point 3) please refer to the following points:

**Self-employed Coaches:** must familiarise themselves with points 7, 8 and 9

**Current Uni hourly paid worker - coach role:** must familiarise themselves with points 10, 11 and 12

**New Uni hourly paid worker - coach role:** must familiarise themselves with points 13, 14, 15 and 16

**Volunteer Coaches** must familiarise themselves with point 17

## Section 1

| Point | Relevant to?                     | Action  | Notes  |
|-------|----------------------------------|---|--|
| 1     | Club<br>Committee                | Coaching budget allocated – this can be viewed on your club budget form   | Any queries in regards to budget to be directed to the Sports Officer<br><a href="mailto:susport@bath.ac.uk">susport@bath.ac.uk</a>  |
| 2     | Club<br>Committee All<br>coaches | Club committee can approach during the summer any coaches they would like to work with and discuss what the club requirements are for the year and potential funds available, at this point nothing is confirmed it is merely a discussion. Coach must be sent googledoc link (click <a href="#">here</a> ) which must be completed by the coach if they wish to embark on any association with the club  | The Googledoc must be done every year by <b>all</b> coaches both new and current, Volunteer, Paid, Students and non-students.  |
| 3     | Club<br>Committee All<br>coaches | <p>Club to determine whether the coach, if successful in obtaining coaching hours, will be working on a <b>voluntary</b> basis, <b>self-employed</b> or engaged as an <b>hourly paid worker</b> by the University. Before a coach can carry out work as <b>self-employed</b> their employment status will need to be assessed. This is to ensure they meet the government requirements to be self-employed. If a coach does not meet the requirements to be self-employed then they will need to be engaged as either a <b>volunteer</b> or an <b>hourly paid worker</b>.</p> <p>If a coach is currently set up as an hourly paid worker in the capacity of Coach for the SU then they will already be on the payroll system and can be treated as <b>Current Uni hourly paid worker - coach role</b></p> | <p>Club committees can check to see if their returning coach is already set up as an hourly paid worker on the payroll system to avoid any delays in them commencing work by emailing <a href="mailto:subathsport@bath.ac.uk">subathsport@bath.ac.uk</a>.</p> <p><i>This year many regular hourly paid workers were removed from the payroll system as they did not complete any hours so likely they will need to follow the New Uni hourly paid worker-coach role setup.</i></p> |
| 4     | Club<br>Committee All<br>coaches | <p>If a coach does not hold the relevant qualifications to undertake a coaching role they will not be able to be appointed as a paid coach. However, there may be the opportunity to for them to volunteer with the club.</p> <p>Any coaching undertaken as a volunteer without a qualification must sit within the guidelines of the NGB and may only consist of basic coaching techniques. The coach must not deliver sessions that are outside of their capabilities and must not hold any risk to themselves or others.</p>   | The following sports are listed as High risk sports and so sessions are unable to take place unless a qualified coach is present: Archery, Athletics (Jumps and throws), Cheerleading (Stunts), Boxing, Jiu Jitsu, Judo, Karate, Kickboxing, Rugby (Contact) Taekwondo and Trampolining.   |

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| 5 | Club<br>Committee All<br>coaches | Coaches access list, this is provided to the Sports department to allow coaches to access their sport specific sessions. The access into the facilities is swipe card only and no SU coaches are granted swipe cards so you will be required to request access from staff at the reception desk each time you enter the facilities. Please allow time before sessions to do this as at peak times it can be busy. Staff will decline access if a coach doesn't appear on this list, this is a rule stipulated by the SU so please refrain from disputing this with the staff on reception as they are only acting on the rule. | Coaches should be made aware it can take up to 5 working days to be added to access list so should ensure they complete their actions in this flow chart as early as possible to stop any delays. |
| 6 | Club<br>Committee                | Coaching budget allocation form can be found through this link <a href="#">here</a> Use this to identify how you will allocate your budget based on the coaches you have. This form must be completed prior to any agreement being confirmed with any coaches or commencement of any work. The completion of this form must also occur prior to the below actions taking place, no paid coaching will be commenced by the coach at this time.  | Volunteer coaches aren't affected by this action and more details on next steps to set up volunteer coaches can be found below.   |

## Section 2

| Point | Relevant to?             | Action  | Notes  |
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| 7     | Self-employed<br>Coaches | All self-employed coaches whether new or current must be aware they will be subject to the Non-employee status application for assessment of employment status (NESA process) and therefore if we choose to use them they must provide evidence of their qualification, their valid public liability insurance, NI Number and VAT trader registration number if they have one, via email ( <a href="mailto:subathsport@bath.ac.uk">subathsport@bath.ac.uk</a> ) Once info on Googledoc is provided and relevant paperwork sent in electronically, a pre-nesa questionnaire will be sent out for the coach to complete and return. | If the club committee has not completed the Coaching budget allocation form then this action will not be completed and therefore no work can take place. |
| 8     | Self-employed<br>Coaches | Once your pre-nesa questionnaire has been received and confirmation is received back from the NESA web app that the individual is ok to deliver coaching in a self-   |  |

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|    |   | <p>employed capacity (notification of the result is also sent directly to the individual)</p> <p>The coach will then be sent an email from SU sport staff which will include:</p> <ul style="list-style-type: none"> <li>• A Coach's information pack issued to all coaches working with student clubs.</li> <li>• A PO number which must be included on every invoice claim</li> <li>• Confirmation of the hours available and rate of pay as agreed in meeting with Club committee.</li> </ul> <p>At this point the coach is added to the Access list.</p>    |  |
| 9  | Self-employed Coaches                       | <p>Once the email has been received by the coach and club committee the coach can now commence work with the club and any invoices received as agreed will be paid within 30 days of receipt. All invoices should be sent directly to Jo Mansfield (<a href="mailto:jem89@bath.ac.uk">jem89@bath.ac.uk</a>) and the Club Chair as a minimum should be cc'd in. . (All invoices must be received by 31<sup>st</sup> July to ensure payment)</p>  | <p>No self-employed coach must commence any work with the club until receipt of the email as highlighted in action 8.</p> <p>Invoices must include on them the PO number given for the current academic year and a VAT number if they have one</p> |
| 10 | Current Uni hourly paid worker – coach role | <p>If a coach is returning for another year who is currently engaged as an hourly paid worker as a Coach for the SU they will need to send via email a copy of their current coaching qualification (<a href="mailto:subathsport@bath.ac.uk">subathsport@bath.ac.uk</a>)</p>  | <p>It's a requirement we take copies of coaching qualifications each year, even for returning coaches.</p>   |
| 11 | Current Uni hourly paid worker – coach role | <p>On receipt of the Googledoc entry info for the coach and the resubmission of evidence of their qualification (all must be received a minimum of 5 working days prior to commencing work). The coach will then be sent an email which will include:</p> <ul style="list-style-type: none"> <li>• A Coach's information pack issued to all coaches working with student clubs.</li> <li>• Confirmation of the hours available and rate of pay as agreed in meeting with Club committee.</li> </ul> <p>At this point the coach is added to the Access list.</p> | <p>If the club committee has not completed the Coaching budget allocation form then this action will not be completed and therefore no work can take place.</p>  |
| 12 | Current Uni hourly paid                     | <p>Once the email has been received by the coach and club committee, the coach can now commence work with the club for the upcoming academic year and timesheets can be submitted via iTrent as previously done.</p>  | <p>No returning Uni employed coach must commence any work with the club until</p>  |

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|    | worker – coach role                     | . (All timesheets must be received by 31 <sup>st</sup> July to ensure payment)  | receipt of the email as highlighted in action 11.  |
| 13 | New Uni hourly paid worker – coach role | <p>New coaches appointed as hourly paid workers, paid directly through the University Payroll, will be required to bring their passport in person to the SU office during working hours at a prearranged time and date, they must also bring along evidence of their qualification. This must be a minimum of 5 working days prior to commencing work.</p> <p>They will also be required to return to campus a second time on a later date during working hours to collect their username and password from the library in order to submit timesheets.</p>                                    | Coaches who are Hourly paid workers will be covered by the SU's public liability.  |
| 14 | New Uni hourly paid worker – coach role | <p>On receipt of the Googledoc entry info for the coach, evidence of their qualification, and their passport. The coach will then be sent an email which will include:</p> <ul style="list-style-type: none"> <li>• A Coach's information pack issued to all coaches working with student clubs.</li> <li>• Confirmation of the hours available and rate of pay as agreed in meeting with Club committee.</li> </ul>  | If the club committee has not completed the Coaching budget allocation form then this action will not be completed and therefore no work can take place. |
| 15 | New Uni hourly paid worker – coach role | <p>Secondary to the first email received the Coach will also be directly sent an email from a system called Stonefish, this is the system that sets them up as an employee.</p> <p>The coach will be required to set up a password to access the system in the first instance and then must provide the relevant details requested via the system including bank details etc.</p> <p>There will also be a contract in the stonefish system that the coach must approve. Only after this approval can the coach commence work.</p> <p>At this point the coach is added to the Access list.</p> | Until the coach approves their contract on Stonefish, they are unable to claim any payment for hours.  |
| 16 | New Uni hourly paid worker – coach role | <p>Payment process; Once Coach has approved their contract on Stonefish please wait 5 working days before printing off a hard copy of contract and take it to the IT service desk in the library (location and opening time details <a href="#">here</a>) this must be done in</p>  | Timesheet deadlines and pay dates are available on iTrent.   |

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|    |                   | <p>person to receive an iTrent Password and username. iTrent is the online payroll system at the university of Bath.</p> <p>Once a coach has their iTrent username and password the instructions of accessing and completing timesheets can be <a href="#">here</a> . (All timesheets must be received by 31<sup>st</sup> July to ensure payment)</p> <p>N.B. The iTrent password and username is different to the ones used for Stonefish.</p>   | <p>Hours must be submitted within 60 days of working them otherwise the system will automatically reject them as they are too far in the past.</p> |
| 17 | Volunteer Coaches | <p>Once the Googledoc is submitted by the coach, and any relevant coaching qualifications emailed to <a href="mailto:subathsport@bath.ac.uk">subathsport@bath.ac.uk</a> (all must be received a minimum of 5 working days prior to commencing work) the volunteer coach will be sent an email which will include:</p> <ul style="list-style-type: none"> <li>• A Coach's information pack issued to all coaches working with student clubs.</li> </ul> <p>At this point the coach is added to the Access list.</p> <p>Once the email has been received by the volunteer coach and club committee the coach can now commence work with the club.</p> |  |