**Memorandum of Understanding- GUSA Club Coaches**

This document outlines the responsibilities of “CLUB NAME” (herein referred to as “the Club”) has to “COACH NAME” (herein referred to as “the Coach”) and what both parties can expect during their time of engagement.  This is not a contract of employment, but an understanding between club and coach regarding what can be expected with regards to behaviour and conduct.

By joining a GUSA Club, all club members agree to the GUSA Code of Conduct, which can be found here:

https://www.gla.ac.uk/myglasgow/sport/gusa/documents/

**Reference to general running of club and it’s aims and vision**

E.g. “Club Name” is a competitive/non competitive/recreational club for all abilities where any University of Glasgow student is welcome to become involved and experience INSERT SPORT/ACTIVITIY. “Club Name” has a X teams/ sessions that range from performance to recreational/ beginner.

**Responsibilities of the Club to the Coach (this is not a definitive list and all points will not apply to all clubs/teams):**

1. Inform the coach of training/ match/trip times and when they are expected to attend.

2. Ensure that team members attend training/match/trips.

3. Assist in the selection of teams.

4. Provide Coach(es) with any changes to agreed times and with as much notice as possible.

5. Agreement on who should provide equipment (normally club).

6. Provide coach with further training as agreed and/or as required, to carry out the role.

7. Set payment dates and ensure these are met.

8. Allow coaches to lead sessions without interference. If the coach is unavailable, but leaves sessions plans, these should be followed and not changed.

**Responsibilities of the Coach to the Club (this is not a definitive list and all points will not apply to all clubs/teams):**

1. The coach should endeavor to arrive to scheduled practice or games in good time.

2. The coach should be willing to undertake any necessary training to enable them to fulfil their role.

3. Work well with other coaches for the good of the club, if applicable.

4. Be willing to meet with committee members on a regular basis.

5. The coach should work within their specific remit and be aware that above all else, the club is a student run club with the intention of enhancing the student experience.

6. To provide sessions plans to the club when absent/on holiday (excluding unexpected illness or incidences).

7. Select teams/competitors, but be willing to accept feedback from captains if legitimate

Concerns over the selection.

8. Using inclusive and appropriate language at all times.

**Code of Conduct (this is not a definitive list and all points will not apply to all clubs/teams):**

You are expected to conduct yourself in a manner suitable to the reputation of the Club and the University of Glasgow. Failure to do so may result in verbal/written warning, or if deemed appropriate, immediate removal of you as a coach from your position without dispute.

Coaches must not engage or display the following behaviour:

* Behaviour that is deemed to be violent or abusive in any way, shape or form this includes both in person or virtually.
* Engage in personal relationships with club members.
* GUSA does not generally discourage consensual relationships, however the following exceptions apply: i) relationships with students who you may be coaching or have responsibility for are strongly discouraged; and ii) relationships between coaches and students under the age of 18 are prohibited as per the child protection guidance under SportScotland
* Bully or intimidate any club members, either verbally or emotionally.

Both parties have the right to give one month’s written notice if they do not wish to continue with the post / post holder.

The position is subject to annual review at the conclusion of each academic year/season.

**(Agreement Terms**

Clubs should insert any additional agreements such as petrol expenses here.)

If you as the club or as the coach would like to discuss any matters with GUSA or the UofG Sport Development team, you can by contacting the following people, who will be able to assist you:

* GUSA President - gusa-president@glasgow.ac.uk
* Sport Development Manager - Jenny.Beedie@glasgow.ac.uk
* Sport Development Coordinator – Amber.Campbell@glasgow.ac.uk

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| Signed |  | Name |  |
| Date |  | Position |  |

On behalf of Glasgow University Club

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| Date |  | Position |  |