



University of Bradford Union of Students (UBU) Coaching Agreement 2025/2026

This form must be update annually and signed by both the Coach and the Club President. When completing registration, this form should be submitted with the UBU Coach Registration Form and any accompanying documents (e.g., proof of Public Liability Insurance) to UBU. Before individuals can coach a UBU Sports Club or Activity Group, they need to have completed and signed the registration document and this agreement.

Responsibilities that are broken by either the coach or the club/group can void the agreement.

If you wish to discuss anything in this agreement, please contact the UBU staff team:

Email: m.l.allhouse@bradford.ac.uk and ubu@bradford.ac.uk
Phone: 01274 233300
Address: University of Bradford Union of Students, University of Bradford, Longside Lane, Bradford, BD7 1DP

UBU Club/Group – Coach Agreement

This coaching agreement is between *(insert coach name)* as the Assistant/Lead Coach *(delete as appropriate)* and *(insert club/group name)*

The coach is responsible for the following team/s: *(insert team details)*

For 2025/26, the coaching period will commence on *(insert date)* and end on *17th April 2026*. Any dates or weeks that coaching will not be required are detailed below:

w/c 15th December

w/c 22th December

w/c 29th December

w/c 5th January

w/c 12th January

(list further exclusion dates)

Please note that this Coaching Agreement may be reviewed again in January 2026

For training, the coach will be paid at a rate of £ *(insert fee)* per hour and will complete *(number of hours)* a week. *(this cost will need to be approved by UBU staff)*

Will the coach be attending BUCS matches? Yes/No/Home Matches Only *(delete as appropriate)*

For BUCS matches, the coach will be paid at a flat rate of £ *(insert fee)* *(this cost will need to be approved by UBU staff)*

Please note that we do not cover time spent travelling to away fixtures.

If the coach will be attending any further competition/activity not covered above, please detail and include agreed payment below: *(this cost will need to be approved by UBU staff)*

Under the exceptional circumstances where travel costs need to be reimbursed, this first needs to be agreed by the club/activity group and UBU staff prior to the journey taking place. Reimbursement of fuel will be calculated using the AA or RAC Route Planner, using the average fuel price as provided by the AA and the average fuel consumption rate of 34 mpg.

Coach Responsibilities

This list should be added to by the coach/club to make it specific to this agreement. The points below should not be removed.

- To provide training sessions at the appropriate level for the participants
- To have appropriate Public Liability Insurance if you are a paid coach
- To create a safe coaching environment
- To make sure all participants partake in a safe manner
- To keep knowledge updated through training courses and continued professional development
- To invoice UBU for services received in line with this agreement monthly
- To follow UBU's GDPR policy and the University of Bradford Equality Policy
- To support any UBU investigation into Code of Conduct matters

Club/Group Responsibilities

This list should be added to by the coach/club to make it specific to this agreement. The points below should not be removed.

- To ensure all relevant Coach Registration Forms are complete and submitted with supporting documents to UBU
- To ensure a good turnout for every training session and that participants will be committed to learn from and respect the coach/instructor
- The club will participate with the right spirit, putting in maximum effort at training and matches, and accepting wins and losses with grace
- To communicate effectively with the coach, providing constructive feedback on coaching sessions, and reporting back from matches on what areas need work
- To ensure the club allows all student members the opportunity to participate in an enjoyable and safe environment
- To ensure coach invoices are submitted monthly to UBU in a timely manner with correct finance paperwork, and all invoices are submitted in the correct financial year (before the end of July).

Coach Name:

Coach Signature:

Date:

President Name:

President Signature:

Date:

This coaching agreement is not valid until checked and signed by UBU.

Office Use

Submitted to UBU on:

Checked and Approved Name and Date: