

Coaches Contract of Service with BRS Academy / Coaching Youth Football Club – Version 3.0

1. Introduction

- 1.1. BRS is committed to creating and maintaining the safest possible environment for children and young people to enjoy Youth Football, and this contract sets out the terms of employment for our paid and voluntary coaches who are responsible for supervising our players of all ages.
- 1.2. These terms set out the duties, and expectations of each Coach, and BRS in respect of our engagement.
- 1.3. Please read and sign these terms and conditions to demonstrate that you are aware of the content, and that you agree to be bound by these terms in the execution of your duties for BRS.

2. Parties

- 2.1. This Agreement is entered into between BRS Coaching Youth Football Club and/or BRS Coaching Academy as the context requires (hereafter referred to as BRS), and the Coach as detailed in the agreed version of the Schedule 1 form submission online, (to be completed by the Coach before execution and return to BRS) (hereafter referred to as the Coach).
- 2.2. Collectively they are referred to as Parties in this Agreement.
- 2.3. And the Parties now agree as follows:

3. Term

- 3.1. Subject to the terms and conditions of this Agreement, BRS shall employ the Coach for the roles set out in the agreed version of the digital form in Schedule 2, initial employment will be on a probationary basis as outlined in clause 8, once the probationary basis is completed the contract unless terminated earlier by either party following reasonable notice of not less than 3 months, or termination pursuant to clause 5.
- 3.2. Three months prior to the end date of the Agreement as set out in the agreed version of the digital form in Schedule 2, the Parties shall meet to mutually discuss the option to enter into an extended period. Any agreed extension period must be captured in writing by amendment of this Agreement to reflect updated end date in the agreed version of the digital form in Schedule 2.
- 3.3. Where the Parties fail to meet, or reach agreement on an extension to term then this Agreement shall terminate on the end date specified in the agreed version of the digital form in Schedule 2.
- 3.4. On termination of this Agreement then any BRS issued equipment or branded kit in the possession of the Coach shall be returned or disposed of and may not be worn or used by the Coach in delivering any sports activities beyond termination.
- 3.5. Any outstanding payments on termination for delivered activities shall be promptly paid to the Coach once BRS issued equipment and kit has been returned. In the event that BRS issued equipment or kit is not returned within 30 days of termination then BRS shall be entitled to retain irrevocably any sums owed to the Coach and may seek to recover the costs of issued kit and equipment via small claims court.

4. The coaches duties and performance expectations

- 4.1. The Coach is a professional sub-contractor of BRS and is subject to the applicable provisions of the BRS Policy and Procedures (which are provided via the BRS website).
- 4.2. The Coach may work elsewhere in any capacity, but such activities away from BRS shall not unreasonably infringe or restrict or conflict with the scope of this Agreement.
- 4.3. The Coach shall report directly to the BRS Headquarters Committee (BRS HQ) and shall be responsible for the football development / training program within the scope of the agreed version of the digital form in Schedule 2 on any duties assigned by BRS, subject to the directives, input and advice of BRS HQ – including but not limited to the BRS principles of play.
- 4.4. Specifically the Coach shall:



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- a. be required to have an appropriate level of qualifications for their role – e.g. a current FA Certification relating to Safeguarding Children, and Emergency Sport First Aid, in addition to a FA recognised qualification in Football coaching and shall sustain the same.
- b. Develop the players they are responsible for, including but not limited to the development of their individual skills, their team play, and their attitude and enthusiasm for the game, including good sportsmanship.
- c. Be a positive role model for the team or players under their supervision, exhibiting a positive attitude towards players, parents, opponents, and officials.
- d. make all reasonable efforts to create an environment in which players respect and abide by all policies rules and regulations governing players at BRS.
- e. Be on time, set up and ready to go, at the commencement of each session they are assigned.
- f. Be the adult responsible for the safety and welfare of the players under their control. Coach should intervene at any time in practices or games if circumstances, such as behaviour or field conditions, are jeopardizing the safety of the players. Coach should not leave younger players (U15 and younger) alone at any location, such as after a practice or game.
- g. Look for help and guidance from other BRS staff members when they are unsure.
- h. Present themselves and their team professionally, and tidily to set a good example to others;
- i. Wear BRS approved attire from our kit suppliers only, details of which will be presented at the commencement of employment and will be readily available via the company website.
- j. be expected to perform such other duties as may be assigned by the BRS from time to time that are reasonably requested and within the scope of capability of the Coach.

4.5. And if responsible or participating in the running of a BRS Team then shall also:

- k. Conduct at least one practice of not less than one hour in duration per week, appropriate to the teams age group and skill level, and support or lead the administration and attendance at fixtures established by the relevant league or by BRS.
- l. Attend all games and all tournament games, unless other arrangements are made with the team, for suitably qualified cover to be present.
- m. establish expectations for players as to their readiness to begin practice, and their preparation prior to games. BRS suggests that, based on prior experience, arrival at least thirty minutes before game time is a reasonable expectation, allowing players to prepare themselves for the practices and games.
- n. Communicate clearly and positively to players and parents Coach's expectations for players. Examples of reasonable expectations are attendance and participation at practices, improvement in individual and team skills, enthusiasm toward the team and teammates, and a positive attitude both on and off the field.
- o. Recognise that BRS does not mandate equal playing time at any age level. Strategic decisions regarding game play and practice drills are within Coach's own discretion. BRS does, however, expect coaches to find opportunities to provide playing time for players who have met Coach's expectations as set forth in item g. above.
- p. Communicate directly to players if there are reasons, such as lack of attendance or participation, skill limitations, or negative attitude, that are restricting their playing time, so that the player and parents can address such matters.
- q. Complete at least twice in the season, for each member of the team, a written player evaluation for consideration by any supporting BRS staff and by BRS HQ. Distribution of the written player evaluation (in simplified form – focussing on 1-2 key themes) to the player who is the subject of the evaluation is subject to the discretion of the Coach.
- r. Fairly consider players recommended to them by BRS HQ for trials, and to make fair and reasonable determinations on their suitability for the team based on the players footballing ability, role, and fit in the team.
- s. Be responsible for retention and development of players, and make decisions and take appropriate steps (with the support of BRS HQ) when players are considered for release from the team.
- t. Communicate effectively with the opposition and any match officials prior to any home fixture where they are responsible for the same – using the systems and tools prescribed by the relevant league (e.g. SportLomo for JPL).
And
- u. Promptly and pursuant to any relevant league rules, report post game offering the minimum level of detail (final score, goal scorers from the BRS team and minute scored, Cautions for BRS team and minute) to be entered into the relevant system and a short written report to BRS HQ in the coaches WhatsApp group. (if someone else leads then support as they reasonably request).

4.6. and specifically must not:

- v. use BRS as a 'recruiting ground' for any teams they are connected with outside of BRS (as doing so would turn grassroots clubs away from our offering); or
- w. act in a manner that disengages players or parents or grassroots clubs from our offering.



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5. Conduct of the coach

- 5.1. The Coach's failure to act in full compliance with the terms set out in clause 4 above, or any behaviour by the Coach or others under their supervision that reflects negatively on the image and reputation of BRS may result in disciplinary or corrective action as may be appropriate in light of the severity of the conduct.
- 5.2. Where the FA are engaged in respect of any complaint or incident then the Coach shall offer their full support to any such engagement to resolve reported matters in a timely and satisfactory way.
- 5.3. Complaints are addressed by BRS HQ, who will make a reasonable investigation into the nature and extent of the issues raised, and shall form a view based on their enquiries whether any action should be taken in respect of the Coach.
- 5.4. The BRS HQ may decide (having fair consideration for the gravity of the issues and any mitigation actions or circumstances) to take; no action, may issue a verbal warning, a written warning or may in the case of persistent warnings, or gross misconduct (including but not limited to any action or omission that is analogous to, or is a criminal offence) may elect to suspend or terminate this Agreement without notice.
- 5.5. The decision of BRS HQ in respect of the outcome of their investigations shall be final and there shall be no route of appeal under these terms.

6. BRS obligations

- 6.1. BRS HQ shall issue the Coach with their BRS branded training kit (comprising of Track Suite Bottoms, T-Shirt and Rain Jacket) – any additional apparel may be purchased by the Coach at their own cost from our approved kit supplier only.
- 6.2. BRS HQ shall support the Coach with provision of reasonably requested training kit and supplies (cones, bibs, balls, etc) subject to budget constraints.
- 6.3. BRS HQ shall register the Coach on the FA Whole Game System or similar and SportLomo or similar with respect to affiliating them to BRS, and also to support their CPD.
- 6.4. BRS HQ shall support the Coach with any current qualifications that are in need of renewal and shall support the coordination of re-certification and CPD as necessary.
- 6.5. BRS shall offer support and guidance on request, and an opportunity to learn from more experienced coaches and managers in our organisation.
- 6.6. BRS shall promptly pay the Coach's invoices for work completed pursuant to Clause 6 below.

7. Remuneration

- 7.1. The Coach shall be paid as set out in the agreed version of the digital form in Schedule 3 of this Agreement.
- 7.2. Invoices, where requested by BRS, must be prepared by the Coach in the BRS format, detailing the sessions held and sums owed pursuant to the agreed version of the digital form in Schedule 3 occurring in the month just ended. BRS shall promptly pay to the nominated account on the invoice any sums not in dispute.
 - a. Invoices for BRS Coaching Youth FC are to be presented separately from any activities in the same month that are set out in 7.2 b. below, one invoice per month to BRS HQ.
 - b. Invoices for BRS DC ADC 3v3 or Schools shall be presented separately from any activities in the same month that are set out in 7.2 a. above, one invoice per month to BRS HQ.
 - c. No single invoice may mix up a. b. activities above as they are managed separately, and will need to be re-submitted – this may delay your payment!
- 7.3. Where any discrepancies are identified by BRS then they shall promptly pay any undisputed sub, investigate and make corrections to the reasonable satisfaction of both Parties and settle any residual sums owed promptly with respect to any sums questioned.



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- 7.4. Any pre-agreed expenses incurred by the Coach may be recovered via the invoice process on the basis that valid VAT receipts are presented to BRS HQ.
- 7.5. Any other costs or expenses beyond those set out in this Clause are for the Coach's own account and BRS shall not be liable to pay for them.
- 7.6. The Coach is entirely responsible for their own tax and NI contributions as an independent contractor and BRS accepts no liability or responsibility for these arrangements. The Coach shall ensure that they are compliant with any relevant tax implications of their engagement with BRS.

8. Commencement of engagement

- 8.1. Your engagement with BRS will commence on the date agreed in the schedules to this contract (see online form) subject to agreement between parties.
- 8.2. Your engagement will be on a part time basis and will be on a zero hour contract.
- 8.3. The first three months will be on probationary. At the end of the probationary period, your performance will be reviewed. If your performance has been less than satisfactory or if BRS doubts your suitability for the role, BRS may terminate your employment or extend the probationary period, at BRS's sole discretion. BRS shall pay to date any hours served to the point of termination.

9. Acceptance

- 9.1. You have read and understood these particulars of employment referred to in the statements previously noted and the Terms and Conditions of Employment contained within BRS's policies as found on the company website.
- 9.2. By completing the engagement form on the company website, you propose to undertake the role identified on your submitted form.
- 9.3. The management at BRS shall reply via e-mail to confirm the role proposed and agree payment details with you. Once you are content the right role description and payment are agreed then you shall either;
 - 9.3.1. Reply to the e-mail correspondence with agreement to the role and payment; OR
 - 9.3.2. Start work as a BRS staff member (subject to valid CRC check)

At which point (whichever is earlier) these terms shall be binding on both parties.

