

Volunteer Coaches Agreement

Agreement between: _____ Club

And: _____
(Insert coaches name here)

CONTACT DETAILS – Coach please complete all fields in this section

Address		Post Code:
Home Phone		
Business Phone		
Mobile Phone		
Email		
Date of Birth		
Next of Kin	Name:	
	Phone:	
Qualifications <small>(copy of coach's certificates to be attached)</small>		
Is a signed copy of the Working with Children Applicant Declaration and Consent attached?		

BANKING DETAILS – Coach please complete all fields in this section

Bank name (e.g. CBA, NAB)	
Bank Branch (e.g. Broadway)	
Account name (e.g. Mr Joe Bloggs)	
Bank BSB no. (6 digits)	
Bank Account no.	

COACH DUTIES – Club please complete all fields in this section

No. of members or teams coached:	
Training days, sessions, or competitions the coach is due to attend:	
Term of agreement	Start: _____ Finish: _____

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Volunteer Coaches Agreement

Swimming Club ([T]SC) Competitive Swimming Coach

Name: _____

Address: _____

Contact Number: _____

Dear: _____

We have the pleasure of confirming your appointment as a Volunteer Coach for the [Town] Swimming Club. Your appointment will be subject to a successful Working with Children Check.

The specific terms and conditions of your volunteering role are as follows:

1. Organisation Appointing You

[Town] Swimming Club Inc., PO Box ##, [Town] Western Australia 6###

2. Volunteering Role

Club Coach

3. Duties

Your duties are as set out in position description in attachment 1 which forms part of this agreement. Club training for this season is on [Monday's Wednesday's and Friday's] and as a volunteer coach you are expected to attend as many sessions as possible.

[T]SC reserves the right to alter your duties from time to time.

4. Term of Volunteer Arrangement

You will be available to volunteer as a coach during the 1st of October 20_ to 30th April 20_. Your appointment is subject to the continuing requirements of [T]SC from time to time, and to satisfactory performance.

Your appointment does not guarantee you a future appointment with [T]SC and may be ended by either party with two-weeks' notice in writing to the President of the Club with which you coach.

5. Volunteer Benefits

You will receive the following benefits for your volunteer efforts:

- (a) Reimbursement of out-of-pocket expenses that relate to your coaching role, such as licence and training fees, reasonable pre-agreed travel costs associated with travel for training or competition attendance, if required. These expenses will be reimbursed, upon presentation of receipt, to your nominated bank account. **[Club discretion to add**

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a limit inline with Clubs budget].

6. Volunteer Obligations

- (a) During the term of your appointment, you will:
- (i) show the utmost good faith and devote the whole of your volunteering time and attention to the business of [T]SC;
 - (ii) use your best endeavours to promote the development, profitability, interests, and welfare of [T]SC;
 - (iii) honestly, faithfully, and diligently obey and perform all lawful orders and instructions of [T]SC or the person to whom you report;
 - (iv) honestly, faithfully, and diligently perform the duties and exercise the powers which from time to time may be assigned to you by [T]SC, or by the person to whom you report;
 - (v) act in the best interests of [T]SC at all times;
 - (vi) not misuse [T]SC's property or services, or allow such misuse by other persons; and
 - (vii) as soon as practicable upon becoming aware thereof inform [T]SC of any act of dishonesty pertaining to the business, property, or transactions of [T]SC on the part of any person which may have come to your knowledge.
- (b) You agree at all times to comply with the requirements of safety legislation. You will abide by all of [T]SC's safety rules, regulations, policies, and procedures.
- (c) If you engage in any inherently dangerous conduct or conduct likely to cause injury to yourself, fellow volunteers, clients, or others, or otherwise breach [T]SC's safety rules, regulations, policies, and procedures, this will result in disciplinary action which may include termination of this appointment.
- (d) At the conclusion of the coaching period provide a written report to the Club.
- (e) Abide by the Coaches code of conduct which forms part of this agreement as attachment 2

7. Club Obligations

The Club will:

- (a) Ensure that the Coach is informed of the competition draw/activity dates/club functions.
- (b) Advertise and inform all members of the training/instruction sessions and endeavour to have all club members attend.
- (c) Supply all necessary training equipment.
- (d) Book any venues required for activities.
- (e) Inform the Coach of selection trial dates.
- (f) Inform the Coach of special events/competitions.
- (g) Ensure that members are informed of the Coach's programme or any special instructions.
- (h) Provide a safe and positive environment in which volunteers engage.

8. Indemnity

You indemnify [T]SC against all claims arising out of your participation as a volunteer coach and such claims include all action suits costs claims demands brought against [T]SC by any person or corporation arising out of any negligent or

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improper act or omission by you.

You understand that your liability in indemnifying [T]SC shall be reduced proportionately to the extent that any negligent act or omission of [T]SC may have contributed to the claim.

9. Declaration by Volunteer Coach

You declare that this volunteer arrangement does not contravene any visa or immigration restrictions that may apply to you.

You hold a current 'Working with Children Check' at all times while coaching.

You understand that nothing in this document forms an employment or contractor relationship with [T]SC.

10. Conflict of Interest

You will seek to be conscious of any conflict or potential conflict of interest, openly disclose and such conflict and offer to remove yourself when conflict arises.

11. Policies and Procedures

While [T]SC expects that you will comply with policies and procedures of [T]SC which are communicated to you from time to time, those policies and procedures do not, however form, part of the terms and conditions of your volunteer appointment.

You agree to read the [T]SC policies and procedures attached to this agreement and any that may be provided to you from time to time.

12. General

Volunteers are required to be punctual at all times, signed on and ready to commence the tasks appointed to them at the designated commencement time. In the event of sickness inhibiting attendance or performance, volunteers should contact their immediate Supervisor in the first instance.

You must advise [T]SC of any medical condition that may affect the performance of your duties.

[T]SC will not accept responsibility for any personal items left unattended or unsecured. No insurance cover will be provided for lost or stolen property.

Any dispute or grievance should be directed to your immediate Supervisor in the first instance. If the matter is not resolved it should be referred as a set out in the Club's conflict resolution procedure.

13. Privacy

[T]SC collects personal information provided in accordance with this volunteer agreement. The club agrees to maintain your privacy as it relates to this agreement.

Your personal information will only be used by [T]SC in accordance with the objects of [T]SC, its general business and in relation to your participation as a volunteer.

You are able to access your personal information through [T]SC upon reasonable notice.

Except where permitted or required by law, or where your consent is obtained, this information will not be disclosed to

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third parties.

14. Acceptance of Volunteer Coach Agreement

If you are agreeable to the above terms, please sign the original of this letter and return it to [T]SC promptly. You should keep the duplicate copy for your records.

Finally, I would like to congratulate you on your volunteer appointment and look forward to you participating at the Club.

Yours faithfully,

Club President or Secretary		Date:
Club Treasurer		Date:

Acknowledgement

I _____ have read and fully understand the terms and conditions detailed above. I accept [T]SC's offer of a Volunteer Coach appointment on this basis.

Signature

Date

Attachment 1 – Duties Statement



Club Coach.docx

Attachment 2 – Coaches Code of Conduct



Club Coaches Code of Conduct.docx

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