

INVERNESS GYMNASTICS CLUB

PAYMENT FOR SELF-EMPLOYED COACHES: POLICY DOCUMENT

- All appointed coaches attached to Inverness Gymnastics Club are eligible to invoice for hours agreed in advance.
- The agreement of coaching provision, and the allocation of hours will be conducted in line with the Club's objectives and business needs.
- Coaching hours will be scheduled in advance under the overall responsibility of the Club Head Coach, or delegated discipline leads where appropriate.
- Coaches may only invoice for time that has been previously agreed as outlined above.
- Coaches receiving payment for regular sessions should give sufficient notice of planned absences so that cover can be organised in advance.
- Coaches should inform a lead coach if they are going to be late or unexpectedly absent as soon as possible, in order to work with the lead coaches to agree suitable cover.
- Inverness Gymnastics Club is not responsible any tax, National Insurance obligations, sick pay, holidays, parental leave or pensions for anyone in receipt of payment for services.
- Coaches will be responsible for undertaking risk assessments relating to any personal circumstances, consulting with IGC to discuss and agree any modifications, mitigations or specific requirements where appropriate.
- For competition and course attendance, coaches may invoice for any regular hours that have been missed as a consequence of attendance.
- For overnight stays, all coaches may invoice an additional £20 per night to cover food and drink expenses. This does not require to be supported by receipts and should be included on an invoice as an "overnight supplement"
- For camps and training events, rate of pay will be agreed in advance where appropriate. These may be different to regular rates in order to ensue financial viability.
- To receive payment, coaches will be required to submit a monthly invoice stating the dates and hours coached, the total amount payable, their name and address, and an invoice number. On receipt of your invoice, the club will make the payment by bank transfer.
- IGC will always seek to offer a fair and comparable rate of pay in line with comparable rates, and in recognition of the responsibility, expertise, and role delivered by any coach.
- All rates of pay will be agreed in advance.
- To recognize and encourage additional the additional work undertaken by lead coaches within the club – mentoring, lesson planning, development planning and CPD – a 20% addition to hours coached can be billed. Lead Coaches will be identified and confirmed by the Head Coach and Club Trustees.