VICTORIA COLLEGE BELFAST
POLICY ON EXTERNAL SPORTS COACHES

Introduction

1. From time to time, Victoria College Belfast makes use of external sports coaches to facilitate and augment the provision of extra-curricular sporting activities across the College. The use of external sports coaches helps to extend and enrich the experience of pupils.

2. External sports coaches should only be used where equivalent staff resources are not available from within the College or where the external sports coach brings a particular set of skills and expertise. In all circumstances, the use of an external sports coach must represent value for money and the cost of the external sports coach must be affordable and within budget.

3. The appointment of an external sports coach must be approved in advance by the Principal and an external sports coach can only be used when all of the appointment requirements of the College have been satisfied (particularly those relating to child protection and insurance).

4. External sports coaches shall be appointed by the College for a maximum period of 10 months from 1 September to 30 June in each academic year. Subject to the needs of the College and the satisfactory performance of the external sports coach, a new contract may be offered by the College for a subsequent academic year.

Sports Coaches

5. Victoria College Belfast will remunerate external sports coaches on the basis of an hourly rate.

6. The hourly rate attributable to a particular coach will reflect the level of coaching qualification held by the coach and the hourly rates payable by the College from 1 September 2016 are set out in the table below. For the avoidance of doubt, a fully qualified Physical Education Teacher will be deemed to have a coaching qualification equivalent to at least Level 1.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Level</td>
<td>£12</td>
</tr>
<tr>
<td>Level 1</td>
<td>£15</td>
</tr>
<tr>
<td>Level 2</td>
<td>£20</td>
</tr>
<tr>
<td>Level 3</td>
<td>£25</td>
</tr>
</tbody>
</table>

7. The hourly rates set out above will remain in place until such time as they are updated by the College and are stated exclusive of value added tax.

8. With respect to training or practice sessions, an external sports coach will only be able to make a claim for payment for the time that the relevant pitch, court or facility is scheduled to be used or hired by the College. The external sports coach will not be able to make a claim for any additional preparation time or for any travel time.

9. With respect to matches, an external sports coach will only be able to claim for payment for 2 hours in relation to a match on a week day and for 3 hours in relation to a match on a Saturday. The same allocation of time will be granted by the College regardless of whether the match is at home or away. The external sports coach will not be able to make a claim for any additional preparation time or for any travel time.
Sports Coaches (continued)

10. With respect to overseas tours, an external sports coach will only be able to claim for payment for 6 hours for each full day that the relevant sports team is away on tour. The same allocation will be granted by the College regardless of the location of the overseas tour. The external sports coach will not be able to make a claim for any additional preparation time or for any travel time.

11. External sports coaches will be paid monthly in arrears and will be required to complete and submit a pro forma timesheet to the PE Department for approval in advance of payment being made. External sports coaches will not be able to claim any expenses from the College.

12. External sports coaches are not employees of the College and as a result, they are responsible for accounting to the appropriate authorities for their income tax, value added tax, national insurance contributions (as applicable) and all other taxes, liabilities and charges and duties.

13. External sports coaches will not be responsible for organising fixtures unless instructed to do so by the PE Department.

Umpires

14. Victoria College Belfast will remunerate external umpires appointed by the College on the basis of a fixed rate per match. The rates per match payable by the College from 1 September 2016 are £15 for a league match and £20 for a cup match. These rates will remain in place until such time as they are updated by the College and are stated exclusive of value added tax.

15. External umpires will be paid monthly in arrears and will be required to complete and submit a pro forma timesheet to the PE Department for approval in advance of payment being made. Umpires will not be able to make a claim for any additional preparation time or for any travel time and will not be able to claim any expenses from the College.

16. External umpires are not employees of the College and as a result, they are responsible for accounting to the appropriate authorities for their income tax, value added tax, national insurance contributions (as applicable) and all other taxes, liabilities and charges and duties.

Cancellations

17. Where a match or training session is cancelled and the College is able to provide the external coach or umpire with at least 24 hours’ notice of such cancellation, then no payment will be due to the external coach or umpire.

18. However, where a match or training session is cancelled and the College is unable to provide the external coach or umpire with at least 24 hours’ notice of such cancellation, then payment will be due to the external coach or umpire at a rate equivalent to 50% of the payment that the coach or umpire would have otherwise received had the match or training session gone ahead as intended.

Review

19. This policy shall be subject to annual review and evaluation in order to ensure that it continues to meet the needs of the College and that it is fair and equitable to the external sports coaches employed by the College.