



## MU Clubs and Societies Coaching Management Policy

Agreed by Clubs and Societies Management Committee: 10<sup>th</sup> June 2024

### **Purpose:**

This policy sets out the rules for the engagement and management of coaches and instructors of MU Clubs and Societies.

### **Policy:**

While MU Clubs and Societies Management Committee and Office allocates various grants to clubs, it does not take a lead role in the operation of MU Clubs and Societies. As such, all club and society coaches are engaged directly by each club or society, and not Maynooth University, it is Clubs and Societies Management Committee, or the Clubs and Societies Office.

1. Clubs and Societies engage the coaches; they recruit, manage, and terminate the working relationship as appropriate.

### *Peer to Peer Leadership in Clubs and Societies*

2. Each Club should provide opportunities for coach & referee training and certification to upskill Club members as leaders.
3. Funding of MU students attending courses leading to National Governing Body coach / referee certification will be prioritised ahead of direct coaching subsidy grants. A 1/3 cost split between Student/Club/University funding model is recommended.
4. The candidate(s) should be given relevant coaching or leadership opportunities in the Club.
5. Committee members cannot accept payment for coaching.

### *Coaching Budget Application:*

6. All Sports Clubs are entitled to apply for a budget for Coaching.

### *Eligibility and Entitlement to Coaching Budget:*

7. Not all teams within a Club are automatically entitled to coaching fees. Only elite teams are entitled to coaching support.
8. Normally only two elite teams (one men's and one women's team), can exist in any one club, unless the club is active in more than one discipline.
9. In the case of some Development Sports where sports scholars are involved, both Freshers and Second teams may also be considered for coaching support.

10. Sports that need qualified instructors outside of the competencies of club members to teach, train and certify members to required levels of ability in their sport to ensure safety standards are entitled to coaching support.

*Maximum Payments to Coaches:*

11. Total payments cannot exceed the coaching budget from the previous year, unless the additional funding needed has been secured.
12. The Club's core grant can be used to supplement the Club's coaching budget, and vice-versa. To affect this, the Club Executive must formally email the Clubs and Socs Office. These reassigned funds cannot be replenished from the Special Event / Equipment Fund.

*Coach Recruitment:*

When a change in coach is required, Clubs and Societies should have a clear system in place for recruiting, supervising and reviewing coaches, to include:

- i. Job Description (about MU Club / Society, roles, responsibilities, qualifications required)
- ii. Advertise: (Sport Ireland, National Governing Body of Sport, Student Sport Ireland, Volunteer Ireland, etc, along with using your contacts.) It is important to state that it is the MU Club / Society engaging the coach and not MU. Decide on a closing date for applications and invite letters of interest and CVs.
- iii. Shortlist: Agree a score against each role in the job description and mark each applicant against this. Invite the highest scoring applicants to interview.
- iv. Interview: The panel should have a minimum of two Committee members and one expert / professional in your sport. Ask the same questions of each interviewee.
- v. Contact: all applicants with either a 'successful' or 'unsuccessful' letter, email or phone call.

*Set up Coach on MU Life:*

- Upload Coaching Credentials (sports CV and/or Governing Body qualification certificates)
- Upload Coaching Agreement signed by both parties, Club executive President / Secretary and the Coach, stating:
  - i. start / finish date for each semester; note dates of breaks
  - ii. schedule of hours for training (e.g. Tues & Thurs 8pm – 10pm)
  - iii. total payable to the coach
  - iv. the amount payable at the end of each semester

*Review Coaching Performance*

- Regardless of whether a coach is long-standing, set a date for review of coaching arrangement and performance. This is a two-way communication with your coach(es) that should benefit both your Club and Coach.

**Remuneration Compliance with Revenue Commission**

The onus is on the employer to ensure that taxes are paid. A coach will fall into one of three remuneration categories:

1. **Volunteer** – no remuneration involved. Vouched expenses may be reimbursed subject to availability of funds and agreement by the Club / Society Committee. Upload receipts and payments to MU Life. Coaches are expected to travel on the team bus. Expenses for travel

to competition will only be funded upon request for exceptional circumstances. Expenses for travel to and from training are not eligible for reimbursement.

2. **Service Provider (Self Employed or a limited Company)** – Requires (a) email that they are providing coaching to multiple organisations outside of MU Club, (b) provide proof of Public Liability insurance (c) Tax Registration Number and (d) Tax Clearance Number if turnover is more than €10,000 per annum. Upload these documents to coach credentials on MU Life.
3. **Employee** – coaches will need to sign up with UniJobs employment agency. UniJobs will take care of coach Garda Vetting requirements, issue employment contracts, run the PAYE payroll inclusive of 8% holiday pay and 13% employers PRSI. This cost of employment, together with the Unijobs fee brings an additional 1/3 to the gross remuneration agreed with any one coach. Pay runs take place in December and May each year. Coaches need to contact Revenue themselves regarding allocation of their tax credits in relation to this employment. If they do not, the employee will be placed on emergency tax.