

STARS COACHING AGENCY

COACH AGREEMENT

If you contact us or respond to job email/s and accept interviews or work via this Agency, then you are agreeing to our terms and conditions here as stated, and are therefore agreeing to work via this agency concerning that introduction, and regardless of whether you have read this or signed it.

Ms Amanda Wadman – Proprietor of Stars Coaching Agency (the Agency), obtains your services (the Coach) for gymnastics coaching for different Organisations (the Client). All business and information associated with the Agency, must remain strictly private and confidential between the Agency and the Coach.

The Coach is responsible for:

1. Obtaining, and maintaining, the necessary coaching qualifications,
2. Ensuring that their DBS / SPC check is current and updated on BG gym net for viewing.
3. Ensuring that they observe British Gymnastics Guidelines in Health and Safety, Code of Conduct and Ethics.
4. Maintaining their insurance with British Gymnastics for public liability.
5. Submitting invoices, on headed paper, to the Agency, showing the coaching jobs completed in that month.
6. The set up and de-rig, and occasional admin, in their own time, and as a gesture of goodwill, unless otherwise notified by the Agency.
7. Not discussing rate of pay or any financial details with the Client at any time.
8. Not contacting, or accepting contact from any present or previous Client introduced via this agency to arrange coaching hours, or permanent placements, without first consulting the Agency or within a two year period of the introduction.
9. You are not owed by the agency and are free to find other work yourself, however any introduction or branch that comes via the agency is to stay with the agency.
10. Once introduced via the agency for work to the client on sub contract, I agree not to apply for any internal permanent roles directly or by-pass the agency in any way and without their consent, whether this be directly or anyone associated to them.

The Agency is responsible for:

1. Contacting suitably qualified Coach(es) for a Client and checking BG / DBS status.
2. Paying the Coach at the end of each month for work completed in that month in accordance with their invoice in a timely manner. Checking payroll information is up to date and accurate and in accordance with HMRC rules / work contract.

NOTICE:

Once a task has been agreed between a Client, the Agency is obliged supply the coach and provide sick cover where possible. One month's notice is required.

DIRECT DEALING PENALTY and AGENCY RULES: By taking on an introduction via this agency, you automatically agree to be charged a poaching penalty of £500 should direct dealing happen or disclosure of private information concerning rates without the consent of the agency, and you accept that there may be a trial period before full contracts are exchanged. It is the responsibility of the coach to read these terms and also supply a UTR number on all invoices if self employed, or inform the agency up front of which method / payroll you are on (tax code etc) as well as provide timely and accurate time sheets.

I accept these terms which will take effect from the time of responding to a job role via Stars Agency (with or without completion of a contract).

Print Name: Date:

Address:

Signed:

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