

Health and Fitness Coach Level 2 Volunteer Agreement

Volunteers are an important and valued part of King's Sport. We hope that you enjoy volunteering with us and feel a full part of our team. We hope that you will gain valuable experience to help you progress in your future studies and career and will value your time with us.

This agreement tells you what you can expect from us and what we can expect from you. We aim to be flexible, so please let us know if you would like to make any changes, and we will do our best to accommodate them.

We, King's Sport agrees to:

- Introduce you to how the Department works and your role within it
- Provide you with a role description and a full explanation of your duties/responsibilities, including the days/times when we would like you to volunteer within the organisation
- Organise regular meetings between you and your supervisor, so that you can tell us if you are happy with how your work is organised and get feedback from us. Your supervisors name is **INSERT NAME**.
- If you cannot reach the above mentioned person, please contact another member of the King's Sports team
- Where possible, meet the costs of/provide funding towards any relevant training needs and individual insurances required to protect you and the University. King's Sport will provide you with the associated insurance policies and will agree to reimburse the cost of all **STUDENT** policies, if you are wishing to purchase a more substantial policy in order to undertake work outside of the programme, the total amount that can be reimbursed should be agreed with the supervisor prior to it's purchase.
- Provide reimbursement for travel where this is required and is outside of already purchased travel cards.
- Respect your skills, dignity and individual wishes and do our best to meet them
- Consult with you and keep you informed of possible changes that will affect you
- Insure you against any injury you suffer or cause due to negligence while you are volunteering for us
- Provide a safe and enjoyable workplace for you to learn in
- Provide training and mentoring where appropriate and further opportunities in Sport where possible
- Apply the University's equal opportunities/equity policy
- Provide you reference letters on request and further support in seek future employment
- Apply the University's complaints procedure where appropriate
- Provide you with the following documents
 - Role Description
 - University First Aid policy
 - Equal Opportunities/Equity Policy
 - Child Protection Guidelines

All Volunteers working within King's Sport agree to:

- Agree to volunteer 100hours of time, flexible but may include evenings and weekends in return for a Level 2 Gym Instructor qualification and 1 CPD qualification.
- Work to high standards and adopt recognised best practice where possible.
- To follow the University's procedures and abide by relevant policies
- In addition to their own standards of practice, Volunteers should be aware of and adopt King's Sport ambition to provide a world-class experience to our Students by adopting our Quality Service framework
- To meet the mutually agreed time commitments, giving at least 24 hrs notice when this is not possible
- To provide referees, copies of qualifications and insurances and apply for CRB disclosure as necessary

This is an honourable agreement, rather than a legal one, and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.

I, **INSERT NAME**, am familiar with the above standards of practice and agree to follow them to the best of my ability I accept the responsibilities outlined in my Role Description.

Signed: (Volunteer)

Date:.....

Signed: (Manager)

Date:.....