

England Programme Associate Coach Associate Agreement

(Terms for the Supply of Associate Coaching Services)

This summary outlines the standard terms under which British Judo may engage self-employed coaches from the Associate Coaching Pool. These terms are indicative only. A defined scope of work within a Service Level Agreement and accompanying letter of engagement will be issued at time of appointment on an annual basis, setting out specific duties, deliverables, timescales, payment, and conditions.

1. Nature of Engagement

- Inclusion in the Associate Coaching Pool is not a contract of employment and does not confer employee status.
- Coaches are engaged as independent suppliers of services. There is no obligation on British Judo to offer work, and no obligation on the Associate to accept any offer of work.
- Engagements are ad hoc, short-term, and task-specific, typically to support the England Development Programme, national training camps, or international trips.
- Work is allocated based on operational need, availability, and required skills.

2. Scope of Work and Responsibilities

Each engagement will be governed by a specific Scope of Work document detailing:

- Purpose of the engagement and alignment with the England Pathway Programme.
- Location and dates (which may include evenings, weekends, and international travel).
- Expected deliverables (e.g. training session delivery, competition coaching, athlete feedback, safeguarding duties, and coach mentoring).
- Required liaison with key contacts including the England Lead Coach, Performance Manager, Performance Pathway Senior Administrator, and club/area coaches.
- Any required reporting, performance benchmarking, or data collection in support of athlete development.

Associates are expected to:

- Deliver high-quality, inclusive coaching services in line with British Judo's values and athlete development frameworks.
- Adhere to all safeguarding and UKAD anti-doping protocols.

- Work collaboratively and respectfully with other staff, athletes, parents, and volunteers.
- Act as ambassadors for British Judo, modelling integrity, professionalism, and positive leadership at all times.

3. Payment and Expenses

- A daily rate (and where appropriate a half-day rate) will be confirmed in the letter of engagement.
- All fees are inclusive of preparation and administration unless otherwise stated.
- Reasonable travel and subsistence expenses may be reimbursed in accordance with British Judo's expense policy, subject to prior approval and provision of valid receipts.
- Associates will invoice British Judo on completion of services. Invoices must reference the engagement details and be accompanied by any required supporting evidence.
- Payment will be made within 30 days of receipt of a valid invoice.

4. Taxation and Insurance

- Associates are responsible for their own income tax, national insurance, and pension arrangements.
- Where applicable, IR35 assessments may be undertaken by British Judo at the point of engagement.
- Associates must maintain adequate professional indemnity, public liability, and personal accident insurance and provide evidence of cover upon request.
- British Judo accepts no liability for any tax, insurance, or employment-related claims arising from associate activity.

5. Vetting and Eligibility

Associates must hold and maintain:

- A current First Aid certificate.
- A valid Safeguarding and Protecting Children/Vulnerable Adults certificate.
- A completed UKAD Coach Clean qualification.
- An Enhanced DBS check acceptable to British Judo.

Additional vetting may be required for international travel or working with minors.

6. Standards of Behaviour and Professional Conduct

Associates are expected to comply with:

- The British Judo Code of Conduct and Ethics.
- The British Judo Safeguarding Policy and Procedures.
- The Equality, Diversity & Inclusion Framework.
- All relevant national and international standards governing coaching, child protection, and anti-doping.

Failure to meet expected standards may result in immediate removal from the Coaching Pool and termination of any current engagement.

7. Confidentiality and Data Protection

- Associates must maintain confidentiality and professionalism in relation to all personal, organisational, or performance data encountered during engagements.
- All work must be carried out in accordance with UK GDPR and the Data Protection Act 2018.
- No information may be shared or published externally without written consent from British Judo.

8. Review, Monitoring and Pool Participation

- Continued participation in the Coaching Pool is subject to ongoing suitability, compliance with standards, and organisational need.
- British Judo reserves the right to remove individuals from the Coaching Pool at its discretion, including for reasons of capacity, inactivity, or conduct.
- A light-touch review may be conducted annually to confirm continued eligibility.