**Payment of Coaches and Officials**

**IMPORTANT – PLEASE READ.**

**ACTION REQUIRED**

In order to operate within recognised best practice, we are seeking options to improve operations of our Sports Clubs and Societies. In doing so, we need to examine the method by which we make payment to individuals who provide Sports Clubs and Societies for services they deliver. This includes Sports Coaches, Instructors, Guides and Officials

The Athletic Union needs all the necessary coach registration forms completed and all coaching qualifications provided for approval – this should be carried out by all coaches whether paid or voluntary.

**Coaches:**

We are providing two options for payment:

1. Register for Self-Assessment with HMRC (if not already done so) and invoice the club for payment.
2. Sign a contract of employment with Cardiff University Students Union. This will allow the coach(s) to complete a time sheet which will be approved by the club and then a member of staff within the Athletic Union. Payment will be made by BACS payment on a two weekly or monthly basis.

**Officials:**

1. Treasurers will be able to come in and fill in a Finance request form to withdraw cash in advance of a fixture. The filling in of this form will need to be done with an AU member of staff and needs to be done more than 24 hours in advance. Along with the cash withdrawal, you will be provided with an “Officials payment form”. Immediately after the fixture, this form will need to be completed by each match official and returned to the Athletic Union. If this is not returned to the Athletic Union, no further funds will be paid out for officials for you club.
2. Any officials who wish to would be encouraged to register for Self-Assessment with HMRC (if not already done so) and invoice the club for payment.

For both officials and coaches, payment systems may change during this academic year. Where this is the case, we will give you as much notice as possible.