



Garioch Gymnastics Club
Garioch Community Centre
Chelsea Road
Inverurie
Aberdeenshire
AB51 3PL
Phone: 01467 620353
Home Number: 01467 681749

TERMS AND CONDITIONS OF EMPLOYMENT

The recruitment of all staff is dependent upon the successful completion of the club's recruitment procedure.

INDUCTION

Once appointed, all new staff will be given an induction by the Head Coach or other member of staff/committee member as appointed by the Head Coach. The induction includes:

- Welcome Pack – training nights, club newsletter, competition programme, club achievements etc.
- Tour of site and facilities
- Location of first aid and telephone
- Emergency equipment and procedures
- Club contacts list – committee, coaches, facility staff
- Club documents & policies.

EDUCATION & TRAINING

All qualified coaches are expected to ensure that their qualifications are valid and updated when required. If a qualification is due for renewal the coach must report to Head Coach, Janine Lloyd.

Funding assistance may be available but unfortunately cannot be guaranteed. The club is committed to developing our staff and therefore we promise to seek and secure additional funding to support education and training.

REMUNERATION

Coaches' rates of pay are as follows:

Head Coach:

Club Coach:

Assistant Coach:

Attendance at competitions

SICKNESS / UNAVAILABILITY

In the event of any staff not being able to meet their responsibilities i.e. unable to attend training session, please notify your replacement as early as possible:

Emergency contacts:.....

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INSURANCE

Through affiliation with the club has a public liability insurance of up to £..... which gives all clubs representatives cover for

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Additional personal insurance for qualified coaches and/ or officials is highly recommended via:

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Please contact for more details.

NOTICE

There is no entitlement to notice until 4 weeks continuous service has been completed. Thereafter, one week's notice shall be required to terminate the placement from either the Club or yourself. Notice may be given by the Club either verbally or in writing.

DISCIPLINARY PROCEDURES

Should an employee’s conduct or approach to work warrant disciplinary action, this will normally in the first instance take the form of a verbal warning, and in the second instance a written warning. Continued failure of the employee to rectify his/her approach satisfactorily, will result in dismissal from the post.

Any instance of gross misconduct or gross negligence will result in immediate dismissal.

You have the right to appeal if you are dissatisfied with any disciplinary decision relating to you. Such appeal must be made in writing to the Club Chairperson.

SIGNATURES:

Job Title

Signature

Date

Chairperson

Date