Community Sport Service Level Agreement

QMSU Community Sport is the sport Leadership & workforce development programme within Queen Mary University of London Students’ Union. The programme enables students to engage in opportunities as coaches, officials and mentors as well as developing their employability skills and facilitating physical activity in the local community.

This service level agreement is designed to provide a framework for the relationship between QMSU Community Sport and its Leaders, outlining the roles and responsibilities of all parties.

1. **Parties**

Programme Lead Organisation (“Community Sport”): QMSU Community Sport, Qmotion Sport and Fitness Centre, 15 Godward Squad, Mile End, E1 4FZ

Student volunteer, coach, official or mentor (“Leader”): [***Insert Full Name Here***]

1. **Agreement Duration** 
   1. Community Sport hereby agrees to work with and support the Leader as part of the Community Sport programme.
   2. The Leader agrees to adhere to the code of conduct and guidelines set out by Community Sport from September 2019 to August 2020 (or during their involvement on the programme).
   3. Involvement on the programme may be ceased if the Leader fails to comply with the contents of this agreement.
2. **Roles and Responsibilities of Community Sport  
   General**
   1. Gain annual feedback from the Leaders as to the quality of their experience on the programme.
   2. Support the development of student Leaders with additional opportunities and incentives for development, such as training and qualifications, further continued professional development (CPD) and clothing.

**Communication**

* 1. Signpost Leaders on the Community Sport programme to the relevant opportunities available with the local partners.
  2. Provide contact details for the partner organisation to all Leaders who have expressed an interest in volunteering with them.
  3. Communicate with the Leader in a timely manner regarding any issues and/or concerns.

**Safeguarding**

* 1. Ensure that all Leaders involved with the Community Sport programme have completed an induction that includes basic safeguarding training, best practice, and reporting procedures.
  2. Ensure that all Leaders have read and understood the code of conduct and safeguarding agreement as well as completing an enhanced DBS check through the Students’ Union.
  3. Work with the partners to ensure that the correct safeguarding and protection policies and procedures are in place prior to any voluntary activities.

1. **Roles and Responsibilities of the Leader  
   General**
   1. Consistently display high standards of behaviour and appearance. Remember that you are representing Queen Mary University of London and not simply Community Sport.
   2. Attend all opportunities (sessions and events) that are organised and agreed with Community Sport and local organisations.
   3. Update Community Sport with all opportunities/partners that you engage with and ensure that hours are logged online.
   4. Commit to a minimum of 1 hour delivered on the Community Sport programme during each year of involvement.

**Communication**

* 1. Communicate with Community Sport in a timely manner regarding any issues and/or concerns.
  2. Communicate with partner organisations to arrange opportunities and provide them with timely notice in the event of a change/disruption to your availability.
  3. Respond to any queries from Community Sport in an appropriate timeframe.

**Safeguarding**

* 1. Ensure that you have read and understood the code of conduct & safeguarding agreement, attended any safeguarding training hosted by Community Sport and completed an enhance DBS check through the Students’ Union.
  2. Report all safeguarding concerns/issues to the appropriate designated safeguarding adviser (listed in the safeguarding agreement).

1. **Data Protection**
   1. Both Community Sport and the Leader agree to meet their legal obligations, as set out in the Data Protection Act 1998, concerning the collection and use of personal data provided by young adults taking part in the Community Sport programme. Further guidance on QMSU’s data protection policy can be found at <https://www.qmsu.org/governance/>
2. **Statutory Requirements/Laws and Regulations**
   1. Both Community Sport and the Leader agree to comply with all statutory requirements and any other laws and regulations relating to the implementation and developing of the partnership, including all relevant equal opportunities, anti-racism, financial regulations, child protection, human rights, health & safety and employment related laws and regulations.
3. **Imagery and Advertising**
   1. Community Sport have the right to collect photographs and video footage that may be used for marketing/promotional purposes and any issues with this must be communicated to Community Sport in advance.
4. **Resolution of Issues**
   1. Either party has a right to terminate this agreement, subject to providing notice in the form of an email or face-to-face meeting.

A review will be carried out at the end of this agreement (August 2020), if not sooner. Relevant amendments can and will be made in reaction to the review process and a decision will be made following this meeting on the agreement moving forward for the 2020/21 academic year, considering all points in this document.

**Community Sport – Declaration**

We at Community Sport agree and accept the terms and conditions on this SLA

Community Sport Staff Name: Ashley Marshalleck Signature: 

**Community Sport Leader – Declaration**

I confirm that I have also read and understood the QMSU Safeguarding Agreement

I agree and accept the terms and conditions on this SLA

Leader Name: \_\_\_\_\_\_\_\_­\_\_\_\_\_\_ ­­­­­­­­­­\_\_\_\_\_ Signature: Date: \_\_\_\_\_\_\_\_\_\_