



TRAINER POLICY, PROCEDURE and AGREEMENT

I. Trainer Policy

- a) All Teams are required to enter into an agreement with a **Club** Approved Trainer or Training Company each Fall & Spring season.
- b) All Trainers or Training Companies must be approved by DOC & President.
- c) All Trainers are assigned by the DOC.
- d) Any Trainers that are utilized by a team must submit their credentials and all clearances and EPYS risk mgmt. to be considered for approval. This includes any offsite activity.
- e) Team Training contracted at an offsite location must be approved by President. A COI must also be obtained from the owner or business naming BUSC.
- f) Typically a trainer will work with the team for 1.5 hours each session, 8 sessions a season.
- g) Contracting with a Trainer for the winter is not required but encouraged.
- h) All Trainers must be connected to the team site by the soccer office.

II) Training Hours

- a) The minimum number of hours that are agreed upon (for example 8 sessions at 1.5 hours = 12 hours) are the number of hours the team will be required to pay the trainer during the season.
- b) There will be no refunds and no make-up sessions after each season is over.
- c) The trainer and team must be flexible in making up sessions during the season that are cancelled for reasons such as bad weather, field closures or other unforeseen circumstances.
- d) Most Trainers will have a back to back session with another team. Any cancelations or rescheduling must be coordinated with the other team and trainer prior to any rescheduling.

III) Trainer requirements

- a) All Trainer must sign the BUSC Trainer Agreement.
- b) All Trainers must complete the EPYSA Risk Management Registration each year, as well as all required background checks and show proof before any training begins.
- c) Trainer must complete the required concussion (online) awareness course and submit evidence of completion each year as required by EPYSA and BUSC.
- d) A W-9 must be on submitted/on file with the club for 1099 purposes.

IV) Coach/Team Leadership Requirements

- a) Coach /Team Leadership must submit a copy of the Trainer Agreement to the DOC and President.
- b) Coach must coordinate with the Trainer and Soccer Office in the event the Trainer has not completed the EPYS Risk Assessment or Concussion Awareness Course.
- c) All Training dollars must be reported on a seasonal basis (1099 annual reporting) to the Director of Finances.

Team Leadership procedures for hiring a trainer

- o Coach must connect the trainer with the DOC and President in order to begin the process and obtain evidence of training license, credentials and approval.
- o Trainer information must be submitted to prior to the start of the Season for approval.
- o Coach must ensure that they have received notice from Director of Conduct that the trainer has completed the EPYSA Risk Management before any training begins.
- o Coach must ensure that they have received notice from Director of Conduct that the trainer has completed the EPYSA Concussion test before any training begins.
- o Coach must ensure that all clearances and background checks have been obtained for approval.
- o Coach must coordinate with the Trainer and Director of Conduct in the event the Trainer has not completed the EPYSA Risk Assessment or Concussion Awareness Course.



Trainer Agreement

NAME OF BUSC TEAM:

_____ [Level (Premier, Blue, Green..) / Birth Year / Gender]

TRAINER'S NAME:

TRAINER'S EMPLOYER:

ADDRESS:

EMAIL ADDRESS:

CELL PHONE:

COMPENSATION TERMS:

Fee per hour \$ _____

Sessions per Season/Hours per Session:

Fall _____ / _____ = _____
No. of sessions / hrs per session total no. of hours per season

Winter _____ / _____ = _____
No. of sessions / hrs per session total no. of hours per season

Spring _____ / _____ = _____
No. of sessions / hrs per session total no. of hours per season

ADDITIONAL SERVICES:

Fee per hour: \$ _____

Fee per session: \$ _____
(specify game, practice, tournament, etc.)

- I. Trainer is hired as an independent contractor to train the players of the soccer team named above.
- II. All Trainers must be approved by the Soccer President and DOC.
- III. This Agreement contains all of the terms and conditions of the contract between the Team and the Trainer and may not be changed except in writing. This Agreement is not valid unless and until signed by both the Trainer and the Team.
- IV. The Trainer shall provide the services of training, alone or in conjunction with others, to the players of the Team in the sport of soccer. It is expressly agreed that the details of how the Trainer's work will be performed are wholly within the control of the Trainer, subject only to the Trainer's acknowledgement of the rules of the game of soccer and compliance with BUSC Rules and Code of Conduct, which Trainer acknowledges he/she is fully familiar with the terms contained therein.



- V. The Trainer will follow the curriculum for the club as presented by the Director of Coaching.
- VI. The Trainer is responsible for organizing the practices and determining what skills will be taught in any particular practice, as well as the means and methods of how those skills will be taught. The Trainer will provide all equipment necessary and/or required for training, and, at his/her sole cost and expense.
- VII. The Trainer agrees to submit the annual EPYS Risk Assessment prior to any training.
- VIII. The Trainer agrees to submit all required background checks and clearances required. The trainer must receive approval from clearances@cbaasports.org prior to any training.
- IX. The Trainer agrees to complete the EPYSA concussion test each August, as required by EPYS and submit evidence of completion to the BUSC Coach.
- X. The number of hours that are agreed upon in this agreement are the number of hours the team will be required to pay the trainer during the season. There will be no refunds and no makeup sessions after each season is over. It is expected that the trainer and team must be flexible in making up sessions during the season that are cancelled for reasons such as bad weather, field closures or other unforeseen circumstances.
- XI. CBAA considers any Trainer who executes this Agreement to be an independent contractor according to the regulations of the Internal Revenue Service, the Pennsylvania State Department of Labor, and the Workman's Compensation Board. As such, Trainer is not covered by Workman's Compensation Insurance under CBAA nor does CBAA withhold employment taxes, social security or pay PA Unemployment Insurance on the Trainer's earnings. It is the Trainer's responsibility to ensure that all tax and insurance obligations are covered by him or her.
- XII. This Agreement may be terminated by either party at any time for any reason, or for no reason at all. Trainer's services are provided at will. If terminated, only fees due to the Trainer up to the date of termination shall be payable, regardless of the period of engagement.

AGREED TO AND ACCEPTED:

Trainer

Date

Name Printed

BUSC Team Representative

Date

Name Printed