

Declaration of Coaches Self Employed Status

1. Background

This Agreement is entered into on [INSERT DATE]

between:

“Coach”

[insert coach name] Pony Club Number [insert coach name]

And

“Pony Club Area”

Area [insert area number] of The Pony Club and Branches therein: [insert Branch names]

2. Engagement

In providing the Services under this Agreement it is expressly agreed that the Coach is acting as an independent contractor and not as an employee.

For the avoidance of doubt, you are solely liable for the payment of any tax or Social Security contributions payable on any fees or expenses paid to you by The Pony Club in consequence of this agreement.

Please find outlined below details agreed between the Pony Club Area and the Coach listed above, and, by consent of the Area Representative concerned, any other Area of The Pony Club if required.

On completion, a copy will be stored on your Coach record in Pelham.

By signing this agreement, you agree to carry out the services identified below.

3. Schedule of work

3.1 Services

You shall provide Services as the Coach to The Pony Club Area, such as:

1. Coaching at mounted and unmounted activities.
2. Preparing Members for Pony Club Achievement Badges and Tests.
3. May assess for Badges and Tests subject to their Assessor accreditation.

4. Prepare Members for PC competitions, sometimes attending the event to assist or as requested.

3.2 Autonomy

As Coach, you will determine the manner in which the Services are provided and the Pony Club Area is not obliged to supervise you provided you are of Accredited Status. You are responsible for being correctly attired.

3.3 Cancellation

In the event that an activity has to be cancelled, please refer to the Pony Club Area cancellation policy.

4. Fees and Invoicing

4.1 Fee Agreement

All fees to be agreed between Pony Club Area and Coach prior to services being provided.

4.2 Invoice Submission Requirements

On completion of the services an **invoice** for fees and expenses should be submitted to the Service Recipient as applicable outlining the fee and details of expenses, with a receipt for proof of purchase if applicable, to be sent within 4 weeks of the date of contracted work delivered.

4.3 Invoice Templates

Invoice Templates are available in the Resource Hub in Word or an Excel version

5. Confidentiality and Code of Conduct

During contracted work for The Pony Club, the highest professional standards are expected when representing the Organisation, as outlined in The Pony Club Coach and Assessor Code of Conduct – [Codes-of-Conduct-for-Coaches.pdf](#)

6. Termination

6.1 By the Service Recipient

If, in the view of the Service Recipient, you have breached the Codes of Conduct this agreement may be cancelled with written notice of one week.

6.2 By the Coach

Should you wish to end your association with the Pony Club Area, written confirmation with one week's notice is required.

7. Acceptance of agreement

Signed by:

The Coach:

Print Name [insert name of Coach]

Signed

Date [insert date of signing]

For and on behalf of the Pony Club Area

Print Name [insert name of AR]

Role Area Representative

Signed [insert AR digital signature]

Date [insert date of signing]