

### **Registers**

The head coach for each team will have access to their class register on Google Drive. Please ensure this is completed by the Monday following your class.

### **Athlete absences**

If an athlete has notified us of an absence this is highlighted in amber on your register. If an athlete has not attended class please ensure this is reflected on your register.

For COVID-19 related absences please follow the [Athlete COVID-19 Procedure](#).

### **Equipment**

In the SportCheer Scotland office there is a coaches' cupboard which has multiple stereos that can be used. Please ensure they are put back in the cupboard after your practice.

The First Aid box is in the Team Scotland plastic drawers, please ensure you bring this out at the start of class and record any accidents in the accident book. If the stock is running low please email [national.team@sportcheerscotland.org.uk](mailto:national.team@sportcheerscotland.org.uk) so we can replenish stock.

### **Housekeeping**

When your class is finished, please ensure the hall is clear and any rubbish is binned. If you are the last Team Scotland class of the day please ensure all lights and plugs are off and any fire exits are closed prior to locking up the centre.

### **Athlete kit purchases**

The head coach will be responsible for distributing kit to the athletes on their team. Once the kit orders are ready we will update you with a collection point and where you record the kit you have distributed.

### **Athlete payments**

All athletes will have received an invoice for training fees for September – December 2021 along with half of their athlete package. If they have not yet paid their £50 deposit to confirm their place on the team this has been added on to their invoice along with a 5% late fee. Payments are due by 30 September 2021.

All trip payments will be paid via bank transfer. All payment amounts and payment method information has been shared with athletes/parents/guardians.

Can you please remind your athletes that these payments are due and must be paid on time or they will incur a late fee.

## SPORTCHEER SCOTLAND NATIONAL TEAM COACHES INFORMATION

All payment dates are detailed in the athlete pack, can you please ensure you are reminding athletes as these deadlines are approaching.

### **Music**

All music must be licenced for ICU World Championships.

Could you please review your music and identify the name and artist of each track in your music and email the track listings to [national.team@sportcheerscotland.org.uk](mailto:national.team@sportcheerscotland.org.uk).

### **Team Costumes**

The National Team will shortly be in touch about costumes, as we will need to organise time before or after your practice for costumes to be measured for alterations to existing costumes or new costumes being made. Once we have this information we will be in touch with the head coaches to arrange this.

### **Invoicing and Expenses Claims**

Head coaches must invoice SportCheer Scotland for hours worked (training plus 1 hour) at the end of each month. Your invoice should detail the dates you were in attendance and the bank account in which you wish the monies to be paid to. Self-employed hours will not be paid when you do not attend training sessions. It is your responsibility to file any relevant self-assessment tax returns to HMRC.

When volunteer expenses are incurred, travelling to and from Team Scotland training/events and whilst in the USA, you must complete a volunteer expenses claim in order to be reimbursed for expenses. A full breakdown of claimable expenses can be found in SportCheer Scotland's Volunteer Expense Policy however, in general, volunteers are entitled to claim 45p per mile of travel, 5p per additional passenger mile and the cost of bus/rail fare for the lowest available rate. For longer events, volunteers are also able to claim subsistence (food) expenses within reason. Where volunteers are also athletes and travel to training sessions they can only claim one part of the journey not both i.e. travel to session as a coach, travel from as an athlete. Should you wish to discuss this further please get in touch.

All invoices and expense claims must be submitted by the 30<sup>th</sup> of each month. Payment will be made no later than 14 days after the 30<sup>th</sup> of each month.