

Our **BUSINESS ESSENTIALS** four hour course provides an **essential guide** to the rules, regulations and best practice required for anyone involved in delivering a sports coaching programme with self-employed coaches **including:**

- Coaches
- Volunteers
- Sport Administrators
- Community Workers
- Development Officers
- Committee Members

The course costs just £30 which includes a copy of our Coach Handbook as well as a CD Rom of useful software and resources!

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COURSE SCHEDULE

JULY

Thu 1	Telford, Shropshire
Fri 2	Lincoln, Lincolnshire
Mon 5	Sutton, Surrey
Tue 6	Chingford, Essex
Wed 7	Dartford, Kent
Thu 8	Crawley, Sussex
Fri 9	Aldershot, Hampshire
Mon 19	Carlisle, Cumbria
Tue 20	Edinburgh, Scotland
Wed 21	Stirling, Scotland
Thu 22	Sunderland, North East
Fri 23	York, Yorkshire
Mon 26	Loughborough, Leicestershire
Tue 27	Perry Barr, Birmingham
Wed 28	Moulton Park, Northampton

AUGUST

Mon 2	Cardiff, South Wales
Tue 3	Bristol, Avon
Wed 4	Taunton, Somerset

Are you a **self-employed** sports coach or working with/responsible for **self-employed** coaches?

Know where you can find out about the **strict self-employment tax rules and severe tax penalties** due if the taxman rules that you or a member of your team is not self-employed?

Know where you can get a **comprehensive guide** to these issues and other essential business information?

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www.gbsport.org.uk

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business essentials

It is a little known fact that a coach cannot just declare themselves as self-employed. Revenue & Customs have strict guidelines for self-employment that can be a minefield for a coach and their clients, as well as financially disastrous should the taxman later rule that their relationship is one of employment and demands back tax and penalties from both client and coach.

This course explains the rules and regulations surrounding self-employment and what to do to ensure you don't fall foul of the taxman. It details the type of contract clauses needed and provides a working example for delegates to take away with them.

The course also details the type of book-keeping you need for a coaching business, what type of business structure is right for you, how to cost your coaching sessions and how to most effectively engage the services of your coaches and volunteers (including essential advice on CRB and VBS checking). The complex VAT and insurance rules surrounding sports coaching are also covered and we review the various options available for computerising the administration of a coaching programme.

our tutors

We only employ the very best tutors to deliver our training courses, all of whom are practicing sports coaches as well as coaching business experts.



course timetable

9:45am	Registration
10:00	Welcome and Introductions
	Self-employment Guidelines for Client and Coach
	Contracts – Getting it Right
	Business Structure – Sole Trader or Limited Company?
	Insurance and Child Protection
12:00	Break
12:10	Costing your Coaching Sessions
	Basic Book-keeping – your Legal Obligations
	Running a Coaching Team – Employing Staff/Volunteers
	The VAT Rules for a Coaching Business
	Using a Computer to Administer your Coaching Programme
	Marketing Basics - Building a Brand
13:45	Feedback
14:00	Finish



about us

GBSport is a national sports consultancy specialising in business training and support for those working and volunteering in sport.

We also produce specialist computer software and web sites for the sports industry, including a dedicated coaching programme administration package called CoachServe that automates much of the administration involved in running a coaching business.

We also run other courses for sport on a wide range of subjects including Marketing, Computer Basics and Team Management. We can also tailor a course for your team at your venue and we provide one to one consultancy and training - call us to discuss your requirements.



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We deliver courses throughout Britain so call us to find out about courses in your area or visit our web site at www.gbsport.org.uk

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