



## Information for Course Instructors



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RESPONSIBLE FOR CONTENT: CENTRAL FACILITY: UNIVERSITY SPORTS CENTER, FREIE UNIVERSITÄT

## 1. University Sport

The University Sports Center at Freie Universität Berlin primarily provides athletic services for leisure sports activities in Berlin's Dahlem and Lankwitz districts as well as in Steglitz and Zehlendorf. Our services are mostly aimed at students and employees of Freie Universität, but also extend to members of certain partner universities. Secondary school students, students at other universities, and external guests can also take advantage of our sports program.

The University Sports Center offers around 2000 classes covering 150 different sport activities each semester. The wide range of opportunities continues to grow and improve. The sports program is divided into several different areas including fitness and endurance courses, health sports, athletic games, martial arts, dance sports, aquatics and movement arts like artistic gymnastics, juggling, climbing, in addition to family sports. The University Sports Center also runs its own gym on Freie Universität's Lankwitz campus.

## 2. Business Address, Opening Hours, Contact Info

### *Dahlem Business Office*

#### Address

*Freie Universität Berlin*

Zentraleinrichtung Hochschulsport (ZEH)

Königin-Luise-Straße 47

14195 Berlin, Deutschland

Tel.: +49-(0)30-838 53320

[info@hochschulsport.fu-berlin.de](mailto:info@hochschulsport.fu-berlin.de)

#### Opening Hours

Monday and Wednesday: 9:00 – 11:30 a.m.

Tuesday: 2:00 – 5:00 p.m.\*

\*only between April 1 and May 15 and October 1 and November 15

You can arrange to borrow or return sports equipment outside of official office hours by contacting Birgit Lehmhagen in advance.

This is not possible however on holidays or when the university is closed during holiday periods.

#### contacts

**Dahlem Sports Hall Manager**

Tel.: +49-(0)30-838 54650

**Lankwitz Sports Hall Manager**

Tel.: +49-(0)30-838 70531

**Aquatic Sports Center on Lake Wannsee**

Tel.: +49-(0)30-838 8034180

All other contact details can be found on the homepage:

<https://www.hochschulsport.fu-berlin.de/hochschulsport/team/index.html>

### 3. Structure of Courses

Courses are organized into different levels. Course levels generally apply to a course during an entire semester or to workshops usually held on weekends for one or two days.

Depending on the individual sport, there might be further distinctions made based on different competition levels. Basically, courses are divided into the following levels:

**Level 1:** For beginners or people who want to get back into a sport after a long break; no or very little prior experience or knowledge about the sport

**Level 2:** Advanced beginners; knowledge of basic techniques and of the sport's rules/regulations required; some experience in playing or attending practice

**Level 3:** Advanced participants who have mastered the basic techniques and want to gain more experience in a specific sport

**Level 4:** Advanced and "professional" participants who seek intensive workouts and/or competitive matches with others at the same level

If there is no level indicated for a course, it means that it is open to all experience levels.

#### ***Trial Period***

We know that people like to try out courses before officially enrolling and sometimes just drop in for a trial class, so we would like to support that but limit it to the first two weeks of the sports program calendar.

During this period, you can drop in for a trial class without registering in advance.

However, trial drop-ins are only possible if the class isn't already at full capacity and if the specific course can accommodate drop-ins. It is up to the instructor to decide at the beginning of class if they have the capacity for trial drop-ins (enough space/equipment).

(!) For insurance purposes, please be sure to write down the names of drop-in participants on the attendance list if they are students or employees.

## 4. Course Scheduling

The schedule of courses is handled by the respective UniSport staff member in coordination with the course instructor. Each academic year consists of four sports program periods:

- Winter semester program                      October to February
- Winter interim program                        February to April
- Summer semester program                    April to July
- Summer interim program                      July to October

For some types of sports, such as aquatics or outdoor sports, these periods do not apply.

Scheduling for the upcoming program period usually begins 6-8 weeks prior to the start of the period. All of the details should be cleared up at least four weeks before the general start date so that the schedule of courses can be posted online in due time. The courses are available online four weeks before the start of the period, and registration is open starting three weeks before the start (October 1 | April 1). The respective UniSport staff member makes the final decisions regarding which courses will be offered in the different categories. In order to provide a good mix of interesting courses, it is important that communication between instructors and sports programming staff run smoothly.

## 5. Instructors' Responsibilities

The main responsibility of instructors is to organize and teach their class for the duration of the planned program period. In classes with a focus on learning, the classes should build on one another progressively. Usually, the respective UniSport staff member will consult with the instructor about class content before the program begins. In order to help ensure quality instruction, we have provided some pointers below on how to be successful as an instructor.

### ***Course Content***

UniSport instructors should draw on their knowledge and training as athletes, teachers, and coaches. Classes should be structured coherently and the teaching goals should be adapted to fit the participants' level. You should also demonstrate good judgment when selecting music to use in class -- please refrain from using songs with offensive or discriminatory content.

### ***Welcoming Atmosphere***

Our participants' satisfaction depends a great deal on how instructors engage with the class. So we expect our instructors to conduct themselves in a friendly and respectful manner with the participants' best interests in mind and with an awareness of gender equality. We also ask UniSport instructors to be sensitive toward participants' different cultural backgrounds, to speak at an appropriate volume, and to take into account participants' physical limitations. To help participants feel welcome, you should be sure to introduce yourself to the group and, most importantly, answer participants' questions.

### ***Delivering Course Content***

Freie Universität Berlin considers itself an “International Network University” – it was even recently dubbed the most international university in Germany (as of February 2020). Our university is also seen as a pioneer in all matters related to gender and diversity. That is why – alongside providing stimulating and invigorating course content – it is crucial that our course instructors factor in aspects of gender equality and diversity when teaching. This means addressing course participants in a respectful manner, as well as explaining exercises and making observations in a way that cannot be taken as abusive, exclusionary, or discriminatory under any circumstances. For example, please use a mix of pronouns (“he,” “she,” “they”) when talking about people in general, and do not make any jokes or comments at the expense of other people.

Refrain from referring to exercises that are meant to be easier as versions for women, like “girl push-ups.” UniSport does not tolerate conduct, statements, or attitudes of any kind that discriminate against other people on the basis of ethnicity, religion, political opinions, skin color, age, physical impairment, beliefs, sexual identity, or sexual orientation.

### ***Punctuality***

Beginning and ending class on time is essential to keeping participants happy and to maintaining order in our class schedules. Most sports activities and classes are scheduled back to back in many facilities, so the two groups have to move quickly so that the next class can start on time. It helps if instructors end their course 1-2 minutes early so that the transition runs smoothly. The stated course time includes possible setting up/dismantling of equipment/material as well as any status checks by the course instructor. Please be aware of the closing times of certain sport facilities (see section 6 “Our Sport Facilities”).

### ***Equipment***

If you need to use equipment during your class, you are welcome to do so depending on the equipment’s availability. Equipment must be retrieved and set up during class time. The equipment must be returned to its proper place with help of course participants during class time as well. The instructor needs to check that the participants leave the sport facility in a clean and tidy condition.

If a sports hall manager is around at the beginning of class, they can help you find the equipment you need and/or show you how the stereo system works. Please inform your respective UniSport staff member of any defective or damaged equipment, so that it can be repaired or replaced as quickly as possible.

### ***Finding a Substitute***

If you can’t teach due to illness or vacation, you are responsible for arranging a substitute who is equally qualified. This person can be new to university sports or already be an instructor for another UniSport course. Either way, the staff member responsible for your sport category should be informed immediately and given the name and contact information (mobile number) of your substitute.

Course instructors are responsible for paying their substitutes if the substitute is not already a UniSport instructor. Payments for substitute teaching done by other UniSport instructors is covered in section 11 “Pay and Contracts.”

If you are unable to find a substitute after trying your best to find one, please let the UniSport office know right away so that we can inform the participants of the cancellation in due time. Usually, the staff member responsible for your sports category will help you arrange for a make-up class.



### ***Using the Self-Service Platform***

The self-service platform provides individual access to course instructors for their current classes in our course administration system. Before classes begin a UniSport staff member will send instructors an email with an individual link to their class that will remain active.

One week before classes start, the names of the participants and the attendance lists will be available online and can be printed. Because participants can sign up for classes later on, you should regularly check the lists online to make sure yours is up to date.

For urgent matters (welcome email, important information about a class, cancellations, substitute instructors), you can use the email function in the platform to contact the participants in your class. You can only contact participants this way when it has to do with information directly related to the content or organization of the course.

## **6. Participant management**

### ***Status check***

The purpose of the status check is to verify whether the registered persons are entitled to the reduced course price. Each participant is obliged to provide proof of the payment group chosen when booking a sports offer when asked by the course leader.

The proof of status must be checked especially during the first dates of a course. A check should also be made for persons who register for a course at a later date. The status of the registered persons can be viewed via the SelfService access („Teilnehmendenliste für dieses Angebot abrufen“ = Get list of participants for this offer). If there is any doubt about the status of the participating person, a report must be made to the person responsible for the sport.

### ***List of abbreviations (and what participants must show):***

- Std-xxx (Ex: Std-FUB, Std-HTW etc. - Berlin student ID card).
- Std-Ex - (external student ID)
- Pupils/trainees (pupil ID)
- Mit-xxx (Ex.: Mit-FUB, Mit-TU etc.) - Employee of a Berlin university - employee ID)
- Mit-ERG (Member of the Ernst Reuther Society)
- Alum-FUB (alumni of Freie Universität, please note: alumni network registration is required, an old student ID is not sufficient)
- External (no proof required)

### ***Recording Attendance for the Certificate of Participation***

Many health insurance companies (e.g., Techniker Krankenkasse, AOK, Barmer) reimburse or subsidize participation in courses, events, and workshops offered by the University Sports Center. The University Sports Center can verify that participants have attended its courses, events, or workshops on request.

To do so, participants must fill out the form “Teilnahmebescheinigung Kurs” (Course Certificate of Participation – only available in German), which can be found on our website under “Der Hochschulsport → Downloads → Teilnehmende” and have the course instructor verify they have regularly attended the course (at least 80 percent of classes).

We recommend that this process be taken care of before the course begins so that the course instructor can record the attendance of individual participants. Ideally, participants should notify the instructor at the beginning of the course so that they can gage/document whether the participant has regularly participated throughout.

The University Sports Center no longer has to maintain an attendance list and submit it after the course ends. **Please note:** The attendance of students and employees who participate in the trial period must still be recorded/documented for insurance purposes.

### ***Participants under the Age of 18***

If you have participants who are under the age of 18, UniSport will inform you in advance. Anyone over the age of 16 is allowed to take classes through UniSport. If minors show up to class without registering in advance, instructors should inform the respective UniSport staff member. Minors are not allowed to participate in a class without a permission form signed by a parent or guardian. The permission form can be downloaded from the UniSport website by clicking on “University Sports” and “Downloads.”

### ***Increasing Capacity for Classes***

Our courses only allow for a certain number of participants per class. Depending on the facility, the instructor to participant ratio, and the availability of equipment, capacity can vary. Even when a course is fully booked, there are always some participants who don’t end up attending. So if you notice that you still have some room in your class for more participants after the course has begun, please let us know and we can open up enrollment for a few more people.

### ***Registering Participants after the Start of the Program***

We know that every now and then participants show up to classes without signing up in advance. As a rule, people can only participate in a class if they have registered in advance (outside of the trial period). If they aren’t registered, they are not covered by our insurance, which also puts you as course instructor at risk.

However, it is still possible to register retroactively. Because we have waiting lists for every course offered, we cannot open up spots for specific individuals. If you would like to help someone get into your course, send us an email and we will open up registration for a single spot or multiple ones. The participant or participants should then sign up through our website as soon as possible. Please be aware, the free spot is not personalized, it could be taken by someone else trying to register for the same course.



## 7. Our Sport Facilities

In addition to the sport facilities in Dahlem and Lankwitz that belong to Freie Universität and the aquatics center on Lake Wannsee, we also use a number of municipal sport facilities for our courses. In some cases, we also use sport facilities from other external parties. The following table lists information about the various facilities, including who to contact for access as well as the equipment located there.

### *UniSport Facilities*

Sport facility	Address	Telephone	On-site contact person	Keys/access
Dojo Lankwitz	Malterserstraße 75-100 (building F) 12249 Berlin	030 -838 70531	Lankwitz Sports Hall Manager	Sports hall manger on site
“UniFit” Gym Lankwitz	Malterserstraße 75-100 (building H) 12249 Berlin	030 -838 58381	Lankwitz Sports hall manager	Get key from gate G and return it
FU Sports Hall Dahlem & Kleinfeldplatz	Königin-Luise-Straße 47 14195 Berlin	030 -838 54650	Sports hall manager	Sports hall manger on site
FU Sports Hall Lankwitz	Malterserstraße 75-100 (building F) 12249 Berlin	030 -838 70531	Sports hall manager	Sports hall manger on site
FU Dance Studio Lankwitz	Malterserstraße 75-100 (building L) 12249 Berlin	030 -838 70531	Lankwitz Sports Hall Manager	Get key from gate G and return it, or get it from the instructor before you/hand it off to the instructor after you
FU Sports room Fabeckstrasse	Fabeckstraße 34-36 (lower level); 14195 Berlin		currently no contact person	Contact Birgit Lehmhagen before classes start to get a transponder key
Forum Steglitz	Schlossstraße 1 12163 Berlin Access via Bornstraße Turm 6 (Tower 6)			Contact Birgit Lehmhagen before classes start to get a transponder key
FU centre of water sports	Badeweg 3 14129 Berlin	030-838 8034180	Staff of the centre of water sports	P. Salzwedel, staff, spare key in the safe

FU = Freie University

***Municipal Sport Facilities (school buildings are closed during Berlin public school holidays)***

<b>Sport facility</b>	<b>Address</b>	<b>Telephone</b>	<b>Keys/access</b>	<b>Additional info</b>
Arndt Schule	Königin-Luise-Straße 80-84 14195 Berlin	0157 - 850421437 Mr. Sorpkaya	Get keys for the sports hall and music cabinet from Birgit Lehmhagen	Entrance located on Bitterstrasse
Shadow- Gymnasium (High School)	Beuckestraße 25 14163 Berlin	---	Get key from Birgit Lehmhagen	---
Droste-Hülshoff-Schule (upper hall)	Schönower Straße. 8 14165 Berlin	Secretary's office 0157 - 845 08 466	Gkeys for the sports hall and equipment container (in room 101) from Birgit Lehmhagen	---
Droste-Hülshoff-Schule (lower hall)	Schönower Straße. 8 14165 Berlin	---	Get keys for the sports hall and equipment container (in room 101) from Birgit Lehmhagen	---
Erich-Kästner-Grundschule (Elementary School)	Bachstelzenweg 2 14195 Berlin	---	Get key from FU Sports hall and return it <u>OR</u> : get it from the instructor before you/hand it off to the instructor after you	The keys for the cabinet and equipment room are on the same key chain, The equipment cabinet is on the far right of the equipment room.
Gail S. Halvorsen Schule	Im Gehege 6 14195 Berlin	facility manager Mr. Fuchs 0160 928 07 822	Get key for equipment room from Birgit Lehmhagen, security officers will open the hall for you and lock it afterward	Equipment room is in the back left corner of the hall, Key for opening the windows in the cabinet
Hermann-Ehlers-Gymnasium (High School) - Gymnastics and Tumbling Hall	Elisenstraße 3-4 12169 Berlin	facility manager Mr. Scherer 0172 384 55 14	Get key from Birgit Lehmhagen	---
Johann-August-Zeuneschule	Rothenburgstraße 14 12165 Berlin	---	Hall is unlocked	---
Hüttenweg Climbing Room	Hüttenweg 41-45 14169 Berlin	---	Get key from Birgit Lehmhagen	---
DAV Climbing Tower	Teufelseestrasse 14055 Berlin	---	---	---
Sachsenwald-Schule	Sachsenwaldstraße 20 12157 Berlin	facility manager Mr. Charpentier 0176 944 39 91	Get key from Birgit Lehmhagen	---
Onkel-Tom-Strasse Sports Hall	Onkel-Tom-Straße 58 14169 Berlin	030 -9395 -2990	Hall is unlocked. Key for the music cabinet is in the waiting room hanging on the key rack	---
Lippstädter Strasse Sports Field	Lippstädter Straße 5 12207 Berlin	---	Get keys for the sports hall (changing rooms) and ball cart from Birgit Lehmhagen	---

Marshallstraße Sports Center (Sports Hall and Mirrored Studio)	Marshallstraße 3 14169 Berlin	030-902996752	Cabinet with combination lock	---
Wilma-Rudolph-Gesamtschule	Am Hegewinkel 2A 14169 Berlin	---	Get keys for the sports hall equipment cabinet from Birgit Lehmhagen	---
Zinnowwald-Schule	Wilskistraße 78-80 14163 Berlin	Mr. Feder 0157 362 232 94	Get key for silver box containing the stereo equipment from Birgit Lehmhagen	---

### *External Sport Facilities*

UniSport staff usually takes care of the organizational details (access, times, etc.) when it comes to using facilities from external providers.

All information on external sports facilities can be found on the [event rooms and locations](#) because the selection is so varied and constantly changing.

## 8. Using Music in Classes

All classes that need music usually take place in a facility with some sort of sound system. In special circumstances, you can borrow a portable stereo device (boom box, blue tooth box) for the duration of the entire sports program period, which you then have to bring with you to each class. But there is only a limited number of devices available.

You can usually connect your smartphone, iPad, or similar device to the sound system using an audio cable. The facilities with sound systems are also equipped with audio cables. Please do not remove the audio cables from the rooms and treat them with care so that other instructors are not inconvenienced.

If the sound system or cable is damaged or missing, please inform Birgit Lehmhagen immediately ([b.lehmhagen@fu-berlin.de](mailto:b.lehmhagen@fu-berlin.de)).

**Music in the FU sports room Fabeckstraße:** In the sports room Fabeckstraße, music may only be used at an appropriate volume and only with the windows closed!

**Important note on music selection:** In your courses, it is necessary to observe an appropriate selection of music - therefore playing titles with provocative or discriminatory content is not permitted. At this point we would like to make you aware of the fact that when choosing your music, you should ensure that it is not discriminatory, hurtful or violent in any way. Surely you do not always pay close attention to the text and then such content will not be noticed immediately. On Spotify, for example, you can recognize these songs by the capital E. You can mark "Inappropriate content (with the E)" with gray in your settings and then these songs will not be displayed to you in the first place. Or you look for alternatives on Spotify, which are often available from the same song without the explicit content.

University sports should be a place without discrimination of any kind and that also includes our @HOME offer. Therefore it is important to pay attention to your music as well as your language.

## 9. WiFi in Freie Universität Sport Facilities

Instructors who are not otherwise members of Freie Universität can request WiFi access for the eduroam network on campus in order to be able to, for example, stream music for a class.

Please fill out the visitor account application form, which is available under the following link: <https://www.zedat.fu-berlin.de/pub/ZEDAT/Antragsformulare/std-account-gast.pdf> (only in German)

Please obtain a signature from UniSport as the "host" before you submit the form to the User Services Office (Silberlaube JK27/133).

Don't forget to bring some form of identification when you submit the form. The User Services Office is open Mon., Tues., Thur., and Fri from 10:00 a.m. to 4:00 p.m.

*Habelschwerdter Allee 45*

*14195 Berlin*

*+49 030 838-56069*

*Email: [benutzerservice@zedat.fu-berlin.de](mailto:benutzerservice@zedat.fu-berlin.de)*

## 10. Using Webex for UniSport @HOME classes

A FU Berlin account is required to use our Webex software free of charge. This must be requested by people outside the university.

Please fill out the [application](#) and send it signed to us as the "host" ([info@hochschulsport.fu-berlin.de](mailto:info@hochschulsport.fu-berlin.de)). We will then take care of the forwarding to the user service and support you in handling the software.

We have summarized further helpful information. You can also find these in the download area on our homepage in the section "Course leaders".

### **Online classes via Webex:**

- [Text template invitation mail to participants](#) (Word document)
- [Preview](#) before the course starts (JPG)
- [Webex-Manual](#) for setting up a Webex Event (PDF)
- Video-Tutorial 1 – [How to set up an event](#) (MP4)
- Video-Tutorial 2 – [How to send an email with the access data to the participants](#) (MP4)
- Video-Tutorial 3 – [How to start an event and what are the options?](#) (MP4)
- Various instructions in the [WIKI of the FU Berlin](#)

## 11. Safety Concerns

### *Accidents During Class*

Instructors have a basic responsibility to prevent dangerous situations from occurring that could lead to accidents. If, however, an accident does occur during class, it is important to follow First Aid guidelines when caring for the injured person. When in doubt, call for emergency assistance. The number is **112**.

Students and employees from Berlin partner institutions are insured through the “Landesunfallkasse Berlin” (public accident insurance for the State of Berlin). That is why it is important to complete an accident report without delay after the event. The injured person must fill out the accident report and submit it to the UniSport business office. Accident report forms can be downloaded from the UniSport website. External participants (including alumni) are covered by their personal insurance.

### *First Aid Training*

Course instructors who want to do paid work for Freie Universität Berlin’s University Sports Center need proof of first aid training (a nine unit training course) within the last two years. UniSport can provide instructors with support in getting their certifications. For more information, see section 12 on “Training and Further Education Opportunities.”

## 12. Course Instructors’ Insurance Coverage

Course instructors are insured through Freie Universität’s employers’ liability insurance (for personal injuries and material damages). Substitute instructors are only insured if the appropriate UniSport staff member is informed in advance. There is no coverage for personal accident insurance (for the instructors) or legal expenses insurance. We suggest that you inform yourself further about additional insurance options, as we are not permitted to provide you with any advice on this matter.

## 13. Pay and Contracts

### *Pay Scale*

The amount you are paid is based on our pay scale chart which takes into account certain formal requirements and your level of training and experience, for which you need to provide documentation. You and the respective UniSport staff member will negotiate your exact hourly rate. The final decision is made by the UniSport staff member. See the pay scale chart in the [download section](#) of our webpage (mostly in German).

### *Contract*

Generally, you will receive your contract via email prior to the start of the sports program period. Please return a signed copy of the contract to us promptly (at the latest when the invoice is issued) since it serves as the basis for invoicing the hours worked. We can return a signed document on request.

We do not need a signed paper copy. Scanned copies or documents with digital signatures are legal binding when it comes to invoices.

### *Invoices*

Please submit the invoice for your hours worked within four weeks' time following the end of your course. You can also submit invoices during the sports program period for hours worked in classes you have already given. We do however ask that you only submit one invoice per month per course in order to keep things running smoothly.

You can find an [invoice template](#) (in German only) on the UniSport website under "UniSport Downloads."

If you are teaching multiple courses, for which you would like to be paid, please write **a separate invoice for each course**.

The invoice must include the following information:

- Name, address, tax ID number, invoice number, date
- Date on the honorarium contract in question
- The relevant course number and name
- The date of each class taught for which you are seeking payment. Please don't just give the range of dates for the course.
- (If applicable) state why you do not need to pay sales tax
- Signature (original, scan, or digital signature)
- Please indicate any classes for which you had a substitute.

Please send your invoice via email to [info@hochschulsport.fu-berlin.de](mailto:info@hochschulsport.fu-berlin.de), by mail, or personally drop it off at our business office.



## 14. Training and Further Education & own Participation

### *Training and Further Education Opportunities*

The University Sports Center actively supports course instructors in their pursuit of further training and qualifications. Each semester Berlin's various university sports organizations offer a selection of training programs especially aimed at course instructors working for Berlin university sport organizations. You can find a list of current training programs on our website under [Education](#).

Course instructors are also welcome to take advantage of training programs provided by other organizations such as the *Allgemeinen Deutschen Hochschulsportverband* ("adh", German University Sports Federation), the *Landessportbund* ("LSB", state sports association), or the German Olympic Sports Federation.

### *Financial Support for Training Programs*

Support for training programs and further education helps course instructors obtain professional qualifications and thereby improves the quality of programming offered by UniSport. We therefore want to encourage instructors to seek out opportunities to improve their skills when it comes to university athletics coaching and instruction.

The training and education supervisor at the University Sports Center reviews requests for financial support, and consults with the respective UniSport staff member to make approval decisions based on the specific content of the training program in question.

Instructors can request financial support in the amount of 50 euros once a year. The funds can be applied to one training course or divided up for several different programs.

Instructors who take advantage of this offer subsequently commit to working for UniSport for at least 12 months following their participation in the training program.

The funds for additional training and further education is a voluntary service provided by the University Sports Center and does not constitute a legal guarantee for all instructors. Support will only be granted if **requested and approved in advance**, before the training program has begun.

### *Application Process*

The financial support request must be submitted before the start of the training program to the training and education supervisor of the University Sports Center. Please use the [application form](#) (only in German) on our website to submit your request.

You should also include a description of the training program/course with your application. The following information must be included: Name of the organization, place, dates, content of the program, and costs.

You must register and submit payment for the training program yourself.

### *Refund*

After completing the training program, please submit a copy of your participation certificate and the original receipt of payment to the UniSport office. The financial support for training and continuing education will be deposited to your bank account on record with us.

If for some reason you are not able to attend the training program, you must cover the costs yourself. Travel expenses will not be refunded.

### ***First Aid and Lifeguard Training***

The University Sports Center regularly offers first aid training classes, including special training for sports and athletic groups, in order to ensure that all instructors have current first aid certification. Instructors for aquatic activities should have a training certificate from the *Deutsche Lebens-Rettungs-Gesellschaft* (“DLRG”, German Life Saving Association).

For these training courses, you pay 15.00 euros out of pocket and UniSport covers the remaining costs.

You are not limited to taking first aid training courses offered through the University Sports Center at Freie Universität or other universities. Check with our office to see about taking courses from external organizations, such as the German Red Cross, Johanniter, or Malteser. You can also look for first aid courses in English. UniSport covers up to 50.00 euros for these training courses. We ask that you pay a 15.00-euro deductible. After completing the first aid training, please submit the following to the UniSport office: an expense refund form (available from our training and education supervisor), a copy of your participation certificate, and the original receipt of payment. The refund will be transferred to your bank account on record with us.

The financial support you receive for first aid training does not count against the annual funds provided by UniSport for training and continuing education programs. Instructors may receive support for both.

### ***Coach the Coach***

We encourage you to attend UniSport classes taught by other instructors as a way of getting new ideas for your classes and as a chance for instructors to get feedback about their teaching.

We ask that you pay a small fee of 5.00 euros and speak with the respective UniSport staff member in advance if you want to take advantage of this offer.

The offer is only good for one course per semester as course capacity permits. Please wait until the first week of class is over before attending the course. The class you attend should have some relevance to your own teaching, which is something you should discuss with the respective UniSport staff member. If the course is full, you will not be able to attend.

### ***Train in the UniFit gym***

As an active course participant, you can exercise at the UniFit gym for a reduced price. We grant you a 50% discount on your chosen ticket, which allows you to work out at your leisure during the current opening hours. Course leaders are assigned to pay group 2 (employee of Freie Universität Berlin). Berlin students can choose pay group 1.

#### **How does it work?**

- Registration for an instruction date/short instruction date
- Subsequent booking of the desired period (choose a start date that is on the same day as your appointment)
- After your registration write an e-mail directly to: [fitness@hochschulsport.fu-berlin.de](mailto:fitness@hochschulsport.fu-berlin.de).
- We will then manually reduce the fee by 50 percent.
- Pack your bag, come by and start training right away!

## 15. Health Sports

### *Health Promotion Program*

As a part of internal guidelines at Freie Universität Berlin, the University Sports Center offers an array of classes that promote health sports. Fees apply to the courses offered through the health Promotion program. More information is available [here](#). However, legal provisions allow for partial support through your health insurance or from the employer.

### *Refund of Costs*

According to paragraph 20 of the Book V of the German Social Code (SGB V), you can request refund for course costs upon presentation of your certificate of participation. You should check with your health insurance provider about their policies concerning refund for course costs. The University Sports Center cannot guarantee that your health insurance will cover refund for course costs.

### *Certificates of Participation*

The University Sports Center provides course participants with certificates that attest to their regular attendance and participation in the course. In order to obtain a certificate, a person must be registered in the course and demonstrate proof of regular attendance (the instructor's attendance list). Participants must have attended at least 80% of the course. Instructors should ask course participants in advance if they would like to receive a certificate. Certificates are granted after the end of the course.

## 16. Code of conduct

Discrimination and (sexualized) violence have many faces. As a university sports center, we are guided by the guidelines of the FU Berlin and ensure that the personal rights of people and their individual personal boundaries are respected and maintained.

The code of conduct is part of our prevention concept and must be signed and acknowledged by you as the course leader for future cooperation.

[Download Code of Conduct](#)