

DRAFT TFF Provider Agreement for []

Thank you for taking on the role of Principle Site Coach (PSC) at the [] Tennis For Free site.

Parties to the Agreement (The Partnership)

Tennis For Free (TFF): Paul Jessop

Principal Site Coach/Tennis Provider: []

Agreement Term

This agreement runs on an automatically renewable 12 month basis (following a 2 month satisfactory probationary period). Either party may terminate the contract at any given time subject to giving 2 months written notice. For the purpose of notice to TFF, please email support@tennisforfree.com. If the contract is not satisfactorily adhered to then Tennis For Free reserves the right to withdraw or suspend any funding relating to the delivery of such services.

Programme Description

To deliver a programme of tennis activity in accordance with TFF's delivery documentation as outlined in the registration process.

Responsibilities of Tennis For Free

1. To support the Provider to identify site and programme needs and actions to ensure optimal delivery and performance of the weekly TFF session. The TFF Officer assigned to supporting the site will offer on-going support and training, including site visits where necessary.
2. To provide a comprehensive Equipment Support Package (ie. rackets, balls, training aids..ec) when the site has achieved the appropriate level in the community growth programme (please refer to 'TFF Levelling Up' PDF document for more details) which may be sponsor branded and may contain related sponsor promotions from sales of additional equipment.
3. To provide a single monthly payment to the lead coach covering all TFF delivery activity for the given month. This payment will cover TFF delivery services of a single coach delivering a 12yrs+ session at £25 for a level 3+ coach or £18 for a level 2 coach delivering. As the site expands to deliver All Ages TFF, a further coach fee can be claimed, including a Level 1 support coach (at £14 per hour) as long as a third coach or volunteer is also supporting delivery without additional cost to TFF. Such costs will be automatically invoiced to TFF as a result of sessions being submitted on TFF's Courtline system
4. To provide reimbursement for the provision of delivery services payable to the lead coach who will be required to disburse funds accordingly to the deliverers of the various sessions.
5. All personal data submitted by the Provider will be securely stored in accordance with the Data Protection Act 1998.
6. To API link TFF's Courtline system to ClubSpark to allow TFF sessions to be recorded and submitted via TFF's session submitting policy (that creates invoices automatically for the lead coach).

Undertakings from The Provider

1. To be in attendance for the vast majority of TFF sessions. In the event of illness or holiday, to ensure a suitably qualified and insured coach is your locum/replacement (who must be registered with TFF in advance). As the site expands to All Ages TFF delivery, to ensure that the full quota of 3x TFF deliverers are available for each session (remembering that TFF will cover payment for two of the three deliverers).
2. To ensure that all TFF session deliverers (ie. Support Lead Coach, Assistant Coach and All Volunteers) are FULLY registered on the TFF website.
3. To ensure that any coaches or volunteers at your TFF site session receive suitable training & guidance from you to be able to support the TFF sessions.
4. To ensure that all TFF sessions are structured and delivered in accordance with the TFF guidelines and that ALL Administrators/Volunteers of the TFF Session have read and understood the TFF training documentation too (outlined and declared as part of the registration process).
5. If a TFF session is required to be cancelled, The Provider or other TFF session administrators to cancel the session on ClubSpark AND Courtline. In such case, all parties in this agreement are to be notified of cancelled sessions. Please note cancelled TFF sessions are not invoiceable.
6. To ensure that ALL participants are registered and booked in for each TFF session. Training on Courtline and this process in-particular will be done at some stage prior to delivering your first TFF session (by a member of TFF's central team).
7. To ensure that all TFF supplied tennis equipment is kept locked and stored securely. It is to be noted that all equipment remains the property of Tennis For Free, including any site lockup containers IF it's the case that TFF funded the purchase of that equipment/storage solution.
8. To submit sessions on a weekly basis on the Courtline system within 3 days of the session being completed. Submitted sessions will result in timely and seamless monthly invoices (created automatically) which will be paid on the 15th of the following month. The process becomes much more complicated if sessions aren't submitted in a timely manner.
9. To ensure that only sessions that have been delivered are submitted. Sessions that didn't happen or were cancelled prior to the session start time, must be cancelled on both ClubSpark and Courtline platforms. Please note, TFF will not pay for any sessions that are cancelled.
10. To endeavour to grow the TFF community in line with TFF's Levelling Up Strategy that actively encourages players from within the TFF sessions to support the scheme and community in a variety of volunteer roles.
11. To deliver TFF sessions in accordance with the supplied Game Cards. Different game cards are unlocked at the different community levels. Please refer to the TFF Levelling Up PDF for more details of the Game Cards within each TFF Level.
12. To ensure the principles of the LTA's BRITISH TENNIS SAFEGUARDING POLICY INCLUDING STANDARDS, CODE OF CONDUCT AND REPORTING PROCEDURE are followed at all times. This document of principals is available on the [LTA website](#).
13. To provide top up equipment for the scheme ongoing. This can include old tennis balls that are not 'fit for purpose' for private tennis lessons which can be recycled into the TFF equipment pack along with old racquets. Should these recycling options not be possible, then purchasing of top-up equipment is required.
14. To link with TFF's fundraising team to help submit applicable grant applications for expansion and future funding of the TFF scheme and supporting pathway schemes.
15. To operate in accordance with the [Equal Opportunities and Diversity Policies](#).

Acknowledgement

Principal Site Coach/Tennis Provider

Name: []

Position: Lead Coach

Digitally Signed: []

Date: []