



# TFF STAGES TO LAUNCH

## Stage Responsibility



**Stage 4**  
Pre - launch

**4.1** - CS number linked to Courtline via TFF IT dept. Website has basic venue page created and key site contacts (including any support coaches) are required to [create an account on TFF website](#) , also to register separately as a [coach on Courtline](#). Link given to Facility Operator for Agreement to [sign online](#).

**4.2** - Admin team receives online agreements and checks/validation of 'forms data' is undertaken. Move to next stage when validation approved.

**4.3** - Site launch date organised and confirmed

**Stage 3** LTA PDPs must ensure there is a venue CS site and that the lead coach has appropriate admin rights and received appropriate training on the system. **CS ID number supplied to TFF after admin rights and training confirmed in order to enter stage 4.**

**Stage 5 – IT Setup**

**5.1** - Courtline Installation created and refactored for ClubSpark

**5.2** - TFF website venue page to be fully functional for general public including:

- Site goals
- Taskforce members assigned roles
- Volunteers understanding their roles
- Page Photos
- Page Videos
- set digi awards to site and/or players
- Building community engagement

**Stage 6 – Training & Deliveries**

**6.1** - Training & support team send out E-Training and ensure undertaking of it. Invoice system and details set up

**6.2** - Organize site delivery and logistics of PR material and equipment. E-Flyers created

**6.3** - Check training undertaken and site operators (coaches, taskforce, volunteers) happy with TFF delivery format

**Stage 2**  
Programme Manager contacts referred coach (from Stage 1) to talk about the TFF scheme and understand Coach interests and goals. **Programme Manager must be satisfied that coach will be the person leading and delivering the sessions to move to Stage 3,**

**Stage 7 – Media Campaign**

**7.1** - Media content collated and quotes, interviews organised

**7.2** - TFF and LTA to ensure TFF is promoted on council and other partner websites and circulars + social media + check council have a press release that is promoting launch

**7.3** - Social media campaign instigated

**Stage 1**  
Site is proposed through an expression of interest from a credited source (direct, LTA, council..etc). LTA PDPs process and validate this interest and circulate: the [TFF Parks](#) and/or the [TFF Clubs](#) PDFs to understand which scheme they want to run. PDP to ascertain that the venue is suitable for TFF delivery. **Venue consent granted (in-principle) and a lead coach must be identified as delivering the scheme with Coach Code supplied to enter Stage 2. Row then created on Smartsheet before entering Stage 2.**

**Stage 8 –Site launch**

**8.1** - Courtesy call from TFF to Lead coach and or taskforce member(s) to check they are happy with everything ahead of the Site Launch. Resolve any queries/issues

**8.2 - Site Launch**