

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 and must be via the Tennis For Free Regional Development Manager. 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 the structured programme set out in TFF Strategy/Induction pack and any supplementary induction administered by the local RDO.

Responsibilities of Tennis For Free

1. To appoint/assign a TFF Regional Development Officer to work with the Tennis Provider to identify site and programme needs and actions to ensure optimal delivery and performance of the weekly TFF session. The Regional Development Officer will be able to offer any on-going support including site visits.
2. To provide a comprehensive Equipment Support Package (ie. rackets, balls and lockable storage box on site) which may be sponsor branded and may contain related sponsor promotions from sales of additional equipment.
3. To provide all reasonable start-up costs for the site. Such costs to be approved by TFF and to include promotional banners, e-flyers and all preliminary PR and media coverage prior to launch.
4. To provide reimbursement for the provision of delivery services within the agreed budget and appropriate timeframes in compliance with our governance regulations.
5. All personal data submitted by the Provider will be securely stored in accordance with the Data Protection Act 1998.
6. To provide a data capture website tool/widget that will track registrations and attendances at the site.

Undertakings from The Provider

1. To be in attendance for the full TFF session period at every TFF session date. In the event of illness or annual holiday to ensure a suitably qualified and insured coach is your locum/replacement.
2. To ensure that all TFF session deliverers (ie. Head Coach, Assistant Coach and All Volunteers) are FULLY registered on the TFF website governance section detailing their valid qualifications, First Aid, Insurance Liability & Disclosure checks (DBS/PVG/NI). This database must be submitted and eligible prior to any site launch.
3. To ensure that any coaches or volunteers at your TFF site session receive suitable training & guidance thereafter 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 Induction & Training Pack (supplied by TFF).
5. If a TFF session is required to be cancelled, The Provider or other TFF session administrators to use the TFF widget to cancel the TFF session and use other advance notice channels to distribute news of the cancelled session. In such case, all parties in this agreement are to be notified of cancelled sessions. Please note the TFF cancelled sessions policy for delivery teams which is outlined in the online induction pack.
6. To ensure that ALL participants are registered and booked in for the session. Note: The induction pack explains the how accurate attendance records can be achieved.
7. To ensure that all TFF supplied tennis equipment is kept locked and stored in the supplied, secure storage container and only used principally for TFF sessions either on the park site or for TFF promotional outreach sessions.
8. To submit timely and monthly invoices to TFF via the Tennis For Free website and to ensure that only sessions that have been delivered feature on invoices. (TFF will not pay for any sessions cancelled 'in advance' and only part payment for cancelled sessions on the day due to inclement weather). For more details see the TFF Induction & Training Pack.
9. To develop and provide to the Partnership an outreach strategy for promoting the parks programme (e.g. schools) that will link in with the LTA and The Council for best promotion of the scheme.
10. 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](#).
11. 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.
12. 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.
13. To operate in accordance with the [Equal Opportunities and Diversity Policies](#).

Acknowledgement

Principal Site Coach/Tennis Provider

Name: []

Position: Lead Coach

Digitally Signed: []

Date: []