



TFF Stages to Launch

Stage 1 Regional Tennis partners determine new potential sites and distribute the [Understanding TFF document](#) and/or the [TFF Q&A document](#) to canvas interest.

Stage 2 Partners work with TFF RDOs to negotiate site package.

Stage 3
Pre - launch

Site coaching team **identified** and given links to [sign up online via the registration / agreement forms](#). Facility Operator given link to Operator Agreement to [sign online](#).

TFF Mobilisation team notify RDO when agreements received.

RDO issue [Activation Form](#) + [Media Form](#) to Project Lead (cc TFF Mobilisation team who will lead until Stage 4).

Launch Date Agreed

Stage 4 – IT Setup

Courtline Installation created

IF provider uses ClubSpark (CS), Admin to email support@clubspark.co.uk quoting their CS account number asking to activate TFF Module. Once activated, the venue to create TFF sessions via their admin area of CS.
IF provider doesn't use CS, then sessions created on Courtline.

Stage 5 – Site Mobilisation

TFF PR & Mobilisation teams process Activation and Media Forms.

Storage box, TFF equipment package and promotional materials ordered

Delivery & signing for: Promo materials, Storage box and equipment

TFF Governance & Safeguarding Procedures undertaken

Stage 6 – Media Campaign

TFF to provide Press release

TFF Session made LIVE and bookable

Social media campaign instigated

Sell to media date agreed

Media coverage - local radio / TV booked

Stage 7 – RDO launch

Pre-launch activation checks

Lead coach/ Training provider and team signed up to TFF

Site team training on:-
1.TFF sessions
2.Courtline/ Statistics
3.Invoicing

RDOs organise Logistics of launch day

Stage 8 – Member of Public Enquiries

TFF address queries from members of public

Townhouse PR address Press queries and enquiries.

TFF TEAM & SITE TRACKER

RDO Team Paul Jessop (Scotland, NI, Wales), John Willis (North Eng), Paul Bayliss (Mid Eng), Steve Alger (South Eng)

HQ Mobilisation team
Mel Bateman /Debbie Bird

PR Team
Julian Fisher / Jane Thomas
Statistics - Debbie Jones

SITE TRACKER (TFF to Update)
Click 'SITE TRACKER' and choose 'OPEN' from the Dropbox link to update on Excel Online – 'Save and return to Dropbox' on exit.