

Annex A

Provision of Service Agreement

HANHAM COMMUNITY CENTRE TENNIS CLUB

This is a provision of service agreement, i.e. The coach will not be employees of the Tennis Club or HCC, they will be self-employed.

This agreement is between xxxxxxxxxxxxxxxxxxxx (referred to throughout this agreement as 'the coach') and the Hanham Community Centre Tennis Club

1. The coach shall be a Club Coach at the HCC Tennis Club.
2. The coach shall join as a full member of the HCC Tennis Club.
3. All assistant coaches that the coach wishes to employ to work at the club must first be vetted by the committee or its representative, whose decision as to whether the coach in question is acceptable shall be final and binding.
4. The coach will pay 10 percent of the group coaching fees to the club.
5. A levy of 10 percent shall be paid on private coaching.
6. The coach will receive a bonus payment when a person being coached joins the club. This will be 10 percent of the first membership fee.
7. There will be an initial trial period of 3 months, during which either party may give one week's notice of termination.
8. The duration of this appointment shall be 12 months from the date that this Agreement is signed.
9. The coach will be responsible for the conduct of his staff at all times at the club.
10. No other person may coach/train at the club, except with prior consultation and the agreement of the committee and the existing coach.
11. Coaching services shall be available to club members according to the agreed schedule and subject to court availability.
12. The coach and his staff will be permitted to coach non-members who shall be liable to the appropriate coaching fees and shall be bound by the rules of the club.
13. The coach, if a club member, will have the right to attend at general meetings, and will be invited to be a member of appropriate committees.
14. Coaching reports will be made to the club committee at quarterly intervals.
15. The coach will be given a copy of relevant committee minutes.

16. The coach, when advertising coaching at the club will first obtain approval from the Committee.
17. In the case of programme etc, sold or distributed in connection with functions at the club, free advertising of coaching facilities shall, at the discretion of the Club, be offered to the coach where possible.
18. The coach will determine his hourly charge for lessons each year (in accordance with LTA recommended rates), and advertise accordingly. This is to be notified to the committee. The coach will be paid directly by each pupil for group and individual lessons.
19. The coach and his staff will be responsible for providing themselves with public liability insurance of at least £2.5 million for all purposes and eventualities.
20. The coach shall ensure that the club is always provided with an up- to-date copy of the public liability insurance policy and certificate and the DBS checks for assistants himself and all his staff.
21. In the case of disputes, immediate corrective action shall be taken by the coach until details of the dispute are brought to the club committee, whose decision shall be final.
22. There shall be a six monthly review of this agreement.
23. After any trial period, one month's notice in writing is required on either side for termination of this agreement.
24. This agreement may be terminated immediately by the club committee if the coach is in breach on any aforementioned conditions, and fails to rectify the situation upon notification of such a breach.
25. The coach must have a valid coaching qualification appropriate for teaching beginners and improvers.
26. The coach will be permitted to book courts in accordance with the club rules.
27. The coach and his staff will endeavour to promote the interests of the club at all times, give club members priority for coaching and be available to assist the club organising Tournaments, exhibitions, club nights etc.

This provision of service agreement has been accepted by _____
(Signed)

on _____
(Date)

The following two officers have witnessed this agreement on behalf of the Tennis Club:
