

[TO BE TYPED ON CLUB'S LETTER HEAD]

[INSERT NAME OF COACH]  
[INSERT ADDRESS OF COACH]

[INSERT DATE]

Dear [Insert Name]

**Terms and Conditions of Engagement**

We are pleased to confirm that we wish to engage you as a coach, on a consultancy basis, on and subject to the terms and conditions set out in this letter.

1. [Your engagement is for a fixed term of [insert length of fixed term] starting on [insert start date] and finishing on [insert end date] unless terminated earlier by either party giving to the other [insert notice period] notice in writing or as set out at paragraph 8].

**OR**

[Your engagement will commence on [insert start date] and will continue indefinitely until terminated by either party giving the other [insert notice period] notice in writing or as set out at paragraph 8.]

2. You are required to provide coaching services to us [insert details of when and where] or as we otherwise may reasonably require.
3. You are required to report to [insert name].
4. We shall pay you at the rate of [£insert details] per [hour/session/day/week] (exclusive of VAT) which shall be payable [weekly/monthly] following receipt of an appropriate written invoice from you. You are not entitled to be paid for any services which you do not provide, including where the reason for your non-provision of the services is at our request.
5. [You shall also be entitled to reasonable travelling and other expenses in accordance with our Expenses Policy.]

**OR**

[You shall be entitled to such travelling and other expenses as may be agreed in advance of you incurring the expense and subject to you providing us with reasonable evidence of the expense.]

6. Our relationship with you will be one of independent contractors. Nothing in this letter should be taken as having the effect of constituting any relationship of employer and employee between us and you are not entitled to receive any benefits available to our employees.
7. You shall have the status of a self employed person and shall be responsible for any tax liabilities arising from your engagement with us as a coach, including but not limited to

the payment of any income tax or national insurance contributions due on any payments made by us to you under the terms set out in this letter.

8. We reserve the right to terminate this engagement immediately without prior notice in the event that:

- you are unable to provide the services for a continuous period of [ ] or for [ ] in aggregate;
- your performance or conduct brings or is likely to bring the *[insert name of Club]* into disrepute; or
- you cause loss or damage to the *[insert name of Club]* or any third party by a negligent or wilful act or omission.

9. *[Insert any other specific obligations or matters agreed.]*

We should be grateful if you would please sign and confirm the enclosed duplicate copy of this letter to confirm your acceptance of the above terms and conditions.

We look forward to a successful working relationship with you.

Yours sincerely

*[insert name of authorised signatory]*

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I confirm that I accept the terms and conditions set out in this letter.

Signed \_\_\_\_\_

Dated \_\_\_\_\_