

Contract for services for team managers at Tonbridge Athletic Club

Agreement

Parties to the agreement:

Tonbridge Athletic Club referred to as 'TAC'

Of

The Tonbridge School Centre

London Road

Tonbridge TN10 3AD

and

[Insert name of contractor]

.....referred to as 'the Contractor'

Of

[Insert address of contractor]

.....
.....
.....

For the purposes of this agreement, "Assignment" means the period during which the Contractor is engaged by TAC to render services.

Unless the context requires otherwise references to the singular include the plural and references to the masculine include the feminine and vice versa.

The headings contained in the contract for services are for convenience only and do not affect their interpretation.

The contract

These terms constitute the contract between TAC and the Contractor upon being signed on behalf of the Contractor and govern Assignments undertaken by the Contractor with TAC.

This contract is immediately terminable for any reason on written or emailed notice by either party.

The services

The Contractor shall act as a team manager for events and provide all services expected under that role to TAC, as agreed between the two parties.

The Contractor shall not be obliged to accept an Assignment offered by TAC, nor is TAC obliged to offer such Assignments to the Contractor.

Facilities and equipment

Contractors are expected to provide their own tools/equipment.

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Substitution

The services are normally to be provided by the Contractor personally. If no substitute of equivalent skill and expertise can be sent in the absence of the Contractor because of illness or injury, the Contractor must inform TAC at their earliest possible convenience.

In the event that the Contractor sends a substitute, the Contractor will be solely responsible for the payment and control of the substitute and TAC will have no legal, contractual or financial relationship with such substitute.

Other activities of the Contractor

The Contractor may undertake work for any other organisation at any time, whether before, during or after this Assignment, and the undertaking of such work will not preclude TAC offering the Contractor additional Assignments as and when they become available. TAC acknowledges and agrees that the Contractor cannot be required to give TAC any priority over any other client.

Data protection

TAC collects and processes certain types of data about you and does so in line with data protection legislation that is in force from time to time.

Payment

TAC will pay the Contractor at the rate of £25 per evening event and £50 for a whole day event, payable in arrears. This amount does not include an amount representing VAT, if applicable. The Contractor should submit invoices by email to treasurer@tonbridgeac.org.uk on a quarterly basis which set out the agreed fee payable by TAC for the services provided. The invoice must include itemised information detailing how the total invoice amount is arrived at.

Payment will generally be made within one month of receipt of an itemised invoice. TAC shall not be obliged to pay any fees to the Contractor unless invoices have been properly submitted by the Contractor.

Payment will only be made for such days upon which it has been previously agreed that services will be provided by the Contractor or replacement, and no other day will attract payment.

Any expenses, eg in connection with travel, incurred by the Contractor in relation to the performance of the Contractor's duties may be reimbursed in line with TAC's expenses policy.

Tax contributions

The Contractor shall be responsible for any PAYE Income Tax and National Insurance Contributions and any other taxes and deductions payable in respect of its employees, officers, or representatives for any Assignment.

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Miscellaneous

The Contractor is not entitled to any paid leave of absence for reasons of sickness, injury or holiday or for any other reason from TAC. The Contractor is not entitled to any of the statutory rights extended to an employee as defined by Section 230 of the Employment Rights Act 1996 and set out in that Act as a whole.

These terms constitute the whole agreement between TAC and the Contractor upon being signed on behalf of the Contractor and govern Assignments undertaken by the Contractor with TAC. No variation or alteration to the terms shall be valid unless approved in writing by both parties to the agreement, who represent the only parties who can rightfully enforce any of its provisions.

Signed for and on behalf of TAC:

Position:.....

Date: *[insert date]*.....

Signed by Contractor:.....

Date: *[insert date]*.....