



## London Hockey Futures – Community Outreach Programme 2023/24

### Service Level Agreement

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This agreement is between:

**London Hockey (the provider)**

and

\_\_\_\_\_ **(the delivery partner)**

The provider agrees to pay the delivery partner **the sum of £\_\_\_\_\_**. The payment shall be made in two equal parts. The first payment of **£\_\_\_\_\_** will be paid upon signature of this agreement and the receipt of an invoice. The second part shall be paid when all the funding criteria listed below are met. If a successful application that is willing to deliver on the London Hockey Futures Community Outreach programme is struggling to meet these financial denominations, contact to raise these concerns must be made with London Hockey prior to delivery.

#### **Funding Criteria**

1. The delivery partner shall deliver hockey sessions as described in their funding application to the groups listed in said application for the stated number of weeks. Any alteration to this must be agreed with the provider (London Hockey).
2. For all sessions, the delivery partner shall maintain an attendance register for each session. Such registers shall include information on age, gender, home postcode (no other home address details are necessary) and ethnicity as detailed in the M&E document. As per the 'How It Works' document, providers will be required to submit cumulative session data when each project is 50% completed and 100% completed. Failure to report on either of the identified occasions outlined above may result in the delay of the final 50% of the funding grant. If reporting difficulties occur, please flag this immediately with the Vice Chair for London Hockey.
3. Registers must be retained and passed to the provider (London Hockey) upon request.
4. The provider reserves the right to recover monies in the event of non-delivery of the programme. If a project is struggling to develop/deliver on the agreed outcomes highlighted in its application, concerns are to be flagged immediately with the Vice Chair for London Hockey.
5. At the end of the project the delivery partner must complete the end of project M&E document. If the funding criteria has been met this will trigger the final payment (subject to the delivery partner's invoice)
6. If a successful application comes from a non-affiliated EH club/organisation, the delivery partner agrees to additional checks and balances being implemented to ensure safe delivery of such project/programme. As such, evidence of such documents will be required to process the application forward. These include:
  - Membership and/or Equality Policy
  - DBS/Safeguarding Procedures (Evidence of DBS numbers, Welfare Staff Qualls)

- Insurance Certificate

It is anticipated that these checks will mirror requirements set out for affiliated EH clubs. For more information, please see the links below:

Club Membership:

<https://www.englishockey.co.uk/deliver/running-a-club/club-membership>

Insurance: <https://www.englishockey.co.uk/governance/duty-of-care-in-hockey/insurance>

Signed:

Name:

London Hockey

Date:

Signed:

Name:

(Name of Club/Organisation)

Date: