

STARS COACHING AGENCY

CLIENT AGREEMENT

If you contact / accept this Agency's help or the introduction of a coach, then please be aware that you consent to the terms below, with or without a signature:

Stars Coaching Agency (the Agency) will endeavour to provide Gymnastics Coaches, as and when required by Organisations (the Client) that request them.

The Agency will ensure that all Coaches supplied will:

1. Be qualified to the level required by the Client
2. Have a current DBS check
3. Ensure that British Gymnastics Guidelines in Health and Safety, Code of Conduct and Ethics are followed/Safeguarding.
4. Be fully insured with British Gymnastics for public liability, but the Agency will not be held responsible for any accidents in the gym.
5. Invoice the client for the number of hours that the Coach is contracted to work in the month. The hourly rate of charge will depend on the level of the Coach supplied and will be for full hours worked and will be agreed up front (any part hours being rounded up) but there will be no charge for set-up or derig. This rate will include payroll / employer's national insurance contributions, and all staff deductions, or a UTR number shown and checked, and this is dealt with via the agency. There is no VAT charge. Once agreed, the rate cannot change.

The Client will ensure that:

1. Personal accident cover for the participants is provided. And cover for the coach if you fall outside of a British Gymnastics recognised environment.
2. The Job sheet is signed or hours approved at completion of a coaching assignment.
2. All financial discussions come through the Agency as the employer/sub contractor for the Coach. No rates must be discussed direct/so a confidentiality agreement is now in place here.
3. Payment to the Agency is made by the end of each month in which jobs have been completed, or within seven days of receipt of invoice.
4. Coaches supplied by the Agency are not approached directly for any further work or permanent placement directly or indirectly or within a two year period from the introduction, or without prior consent from the Agency. If this happens, then I agree to pay the poaching penalty of £500 with immediate affect. £700 for any staff working over 15 hours a week. We are primarily a sub contract service but permanent placements can occasionally be arranged for full time workers.
5. Permanent placements terms for full time work (or hours over a certain amount, as agreed by the agent), can be offered a one off finders fee option. At a 10 percent fee of the annal salary. With a refund on a sliding scale of up to 3 months should they leave within that period. This is only on the agreement of the agency.
6. Once a sub contract is set up and ongoing, there is no option to take them on directly. The booking must stay with the agency ongoing regardless if the coach applies for a job directly with your company and independently and this applies to any branches or sub branches / associates.

I accept these terms and that they apply with immediate affect from the time of speaking to the coach introduced via Stars Agency, regardless of any contracts yet to be completed or signatures.

Print Name: Date:

Company Name:

CpmpanyAddress:

Signed:

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