**Appendix 1 – Submission for the provision of tennis coaching at Pennington Recreation Ground Tennis Court**

**Contact information**

Company name (if applicable):

Company type (if applicable):

Name of primary contact:

Email address:

Telephone:

**Venues**

**Business plan**

Please provide the following information in your business plan. Information can be provided separately, if required:

* **Programme of use** –please provide details of the variety of tennis sessions and programmes to be offered on the courts, your key target audience(s) and a proposed timetable of use (per site) taking into account the obligation to provide a free hourly session per venue per week and the need to protect casual usage. Please indicate the number of hours you propose to operate at Pennington Recreation Ground Tennis Courts. (20% of total score)
* **Staffing arrangements** on site including qualifications, accreditation and coaching ratios for sessions (10% of total score)
* **Examples of risk assessments** for the sessions taking place to ensure the safety of participants (5% of total score)
* **Proposed methods of community engagement and marketing** to encourage maximum usage by local residents and create links with local community organisations

(10% of total score)

* **Booking Process, Monitoring and Evaluation** of the sessions that will take place to ensure continuous improvement and provide data/KPI’s in relation to each community programme (10% of total score)
* **Social Value** consider how your proposal will support the Council in its commitment to improving social value outcomes in its community including but not limited to outcomes related to local employment and upskilling (including graduate schemes, traineeships and apprenticeships), improved work conditions, social good, community initiatives, positive community outcomes, and environmental improvements (20% of total score)
* **Financial Plan including projected income and expenditure** each year at each site, including proposed price points for group sessions (10% of total score)
* **Parks Tennis Experience** please provide a brief overview of your parks tennis coaching experience to date (15% of total score)
* Please provide details of two references who can be contacted below

**Reference** 1:

Name:

Contact details:

How is this reference known to you?

**Reference 2:**

Name:

Contact details:

How is this reference known to you?