

THIRD PARTY CONTRACT PROCESS

Follow the process below to ensure any third-party services are appropriately contracted to support and help deliver your sport's activities.



CONSIDER SERVICES REQUIRED

1

Can a member, someone internal to your association, support with coaching requirements for example? If this isn't feasible and an external/third party individual or organisation is required, you'll need to download and complete the contractor advertisement template in the [Sports Association Resource Hub](#) before advertising. Share this with us so we can help with your search! Ensure the template is used - it is important that the advertisement clearly notes that the position is a contractor role and not a salaried, employee role.



INFORM THE FUND

2

When you have shortlisted your preferred contractor then the next step is to email us at Governance@rafcf.org.uk. As your Sport Association does not have a legal independent identity, any contracts/agreements must be drafted and authorised by us (on behalf of your sport) using RAF Central Fund contractor templates.



CONTRACT

3

On receipt of your email, we will confirm the process and provide a contract template. As part of this process we'll work with you to:

- Confirm the work that the contractor will be doing for you (Schedule 1);
- Make sure that the contractor completes the required due diligence and checklist. We will need a copy of their qualifications and insurance certificates;
- Ensure the contractor is aware of the conditions of the contract including confidentiality and data protection policies (Schedules 2-5).

If you have any queries, please contact us at Governance@rafcf.org.uk