**Team Training**

**Agreement**

***{Date Here}***

**Contact Information:**

Contact Persons Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Understanding of Team Needs:**

* {List needs here as you understand them}

*Note: If you developed these earlier, cut/paste this information.*

**Event Format:**

Team Training: \_\_\_\_\_\_/ Camp: \_\_\_\_\_\_/ Clinic: \_\_\_\_\_\_/ Presentation: \_\_\_\_\_\_/

Demo: \_\_\_\_\_\_/ Combine: \_\_\_\_\_\_/ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**Location of Event:**

Location Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hydration on Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Training Approach:**

* Highlight your proposed approach here, including some suggested programming, team building, pre/post evaluation, number of sessions, etc.
* Relate how your approach can meet your customer’s needs
* Be sure to not give away details BEFORE the team buys

*Note: If you developed a presentation for this customer, cut/paste this information*

**Frequency and Duration of Training:**

Times per Week: 1X Wk.: \_\_\_\_\_\_\_\_\_/ 2X Wk.: \_\_\_\_\_\_\_/ 3X Wk.: \_\_\_\_\_\_\_/ 4X Wk.: \_\_\_\_\_\_\_/

Days of Week: Mon \_\_\_\_/ Tues \_\_\_\_/ Wed \_\_\_\_/ Thurs \_\_\_\_/ Fri \_\_\_\_/ Sat \_\_\_\_/ Sun \_\_\_\_/

Length of Session: 1 HR: \_\_\_\_/ 1.5 HR:\_\_\_\_/ 2 HR: \_\_\_\_/ 3 HR: \_\_\_\_/ 4 HR: \_\_\_\_/ Full Day:\_\_\_\_/

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Weeks Training to Take Place : \_\_\_\_\_\_

Proposed Start Date (first training date) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Finish Date (last training date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Session Guaranteed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment and Other Items to be Provided:**

* List equipment (each on a separate bullet) that you will be providing here, as well as other items, such as t-shirts, hydration, etc.

*Note: If you developed a presentation for this customer, cut/paste this information*

**Athletes:**

Number of Athletes: 10-20: \_\_\_\_/ 20-30: \_\_\_\_/ 30-40: \_\_\_\_/ 40-50: \_\_\_\_/

50-60: \_\_\_\_/ 60-70: \_\_\_\_/ Other: \_\_\_\_\_/

Number of Athletes Guaranteed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Coach’s Assigned to Each Session: \_\_\_\_\_\_\_\_\_

**Investment/Payment:**

* **Investment per Athlete, per Session:** {if applicable here, otherwise delete bullet}
* **Investment per Session:** {if applicable here, otherwise delete bullet}
* **Total Amount Guaranteed:** {place dollar figure here of the total amount guaranteed either by number of athletes or number of sessions. If no guarantee, delete bullet}
* **Total Overall Investment:** {either by athlete or total of sessions}

**Payment Terms:** {Write payment terms here}

*Note: It is highly recommended that payment terms be in full prior to the start of training or on a payment schedule. Pay-as-you-go (per session) should never be an acceptable payment term.*

**Cancellation Terms:** {Write cancellation terms here}

**Waiver Requirement:** {Write the requirements for waivers and waiver signatures here}

**Notes:**

* {List any notes or other information here}

Thank you for your business. I look forward to working with you and {enter customer’s team or organization here.}

Regards,

{Your Name and Title Here}

By signing, both parties agree to the event as described above and have the authority to commit to this agreement by their respective organizations. Any changes to the contents will constitute a change in this existing agreement, with initials by both parties, or a new agreement.

|  |  |
| --- | --- |
| Customer’s SignatureCustomer’s NameDate | {Organization Name Here} Coach’s Signature{Organization Name Here} Coach’s NameDate |

*Note: Replace* ***ALL*** *red text with your content information and turn the text font to black. Ensure all red text directions and notes, such as this note are deleted* ***BEFORE*** *providing this document to your customer.*