

Minimum Spend Policy and Process

1. General

- 1.1. This policy applies to all Sports Leaders UK Centres and replaces any previous versions. Where reference is made to minimum spend in any other document produced by Sports Leaders UK, and where any inconsistencies may occur, the information in this document takes precedence.

2. Review arrangements

- 2.1 We will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to customer and learner feedback or requests from, or good practice guidance issued by, the regulatory authorities
- 2.2 If you would like to feedback any views please contact us via the details provided at the end of this policy.

3 Annual Minimum Spend

- 3.1 The terms and conditions agreed to by a Centre are a legally binding agreement that requires the Qualification Centre to meet the annual minimum spend communicated by Sports Leaders UK. The Terms and Conditions are mandatory unless either maintenance or withdrawal notification is received by Sports Leaders UK, the process for this can be found in our Maintenance and Withdrawal policies.
- 3.2 The annual minimum spend between 1st August and the 31st July of any given year can be found on the price list on the [website](#).
- 3.3 The minimum spend must be spent on courses with course start dates before or on the 15th July of the minimum spend year.
- 3.4 The minimum spend can be spent on learner registration for awards and qualifications, licenses and course resources (e.g.: printed LERs). The minimum spend cannot be used towards Tutor Training.
- 3.5 If a Centre has agreed to more than one terms and conditions for Sports Leaders UK an overspend in any of the agreed to terms and conditions can be included to meet any other minimum spend agreement.

4 Not meeting the annual minimum spend

- 4.1 If a Centre does not meet the annual minimum spend for a given year by the 31st July, Sports Leaders UK will issue an invoice for the remaining balance on or after 1st August. This will have 60 day payment terms applied to the amount from invoice date.
- 4.2 The minimum spend is non-refundable and therefore the refund policy does not apply.

5 Maintaining Qualification Centre status

- 5.1 A Centre can maintain Centre status and be exempt from the annual minimum spend agreed to through the Terms and Conditions by following the Sports Leaders UK Maintenance policy.
- 5.2 To ensure that a Qualifications Centre is not eligible for the year's annual minimum spend notification of Maintenance of Qualification Centre status must take place by 1st November of the given year.

6 Withdrawing from the Terms and Conditions agreement

- 6.1 A Qualification Centre can withdraw from the Terms and Conditions by following the Sports Leaders UK Centre Withdrawal policy.
- 6.2 ensure that a Centre is not eligible for the following year's annual minimum spend notification of withdrawal of the Qualifications Centre must take place by 1st November of the given year.

Contact us

If you've any queries about the contents of the policy, please contact Sports Leaders UK, Telephone: 01908 689180 to speak to the Customer Services Team or via email: contact@sportsleaders.org or via post to: 24 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes, MK14 6LY.