



Coaches Across Continents and ACER Brasil Agreement

This document is to serve as an outline for the agreement of services to be provided by ACER Brasil (hereafter referred to as ACER Brasil) to Coaches Across Continents (hereafter referred to as CAC) as part of the Play for Life Disney initiative, to take place from November 2022 to November, 2023. This will be extended if funding is available and both parties are agreeable.

2022/2023 Timeline

Phase	Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Program Development	1. Brand Guide														
	2. Healthy Living curriculum shared														
	3. Virtual 2 day coach training														
	4. M&E tools developed														
	5. CAC online platform training														
	6. CAC refresher trainings- virtual or in-person if safe.														
Play-based programming	1. Regular programs in community														
	2. Branded Equipment														
	3. Use of curriculum and M&E in play-based programming														
	4. Global Day of Play Event														
Reporting	1. Partner feedback to CAC														
	2. Disney Reporting														

Program Development

- 1. Brand Guide.** CAC will share a Play for Life brand guide to ACER Brasil which provides guidance on logos, key language, and marketing materials for use in conjunction with this program. It should be used throughout the year to promote the program in a consistent way.
- 2. Healthy Living Curriculum.** CAC will share a targeted Healthy Living & Nutrition curriculum for this Play for Life Disney initiative with ACER Brasil. This curriculum has been designed in consultation with Disney and their social responsibility priorities and community organizations with knowledge of health problems in the region. It contains 20 play-based activities which cover key topics related to health, nutrition, and physical activity for children. ACER Brasil can use these activities in their community programs.



More non-Disney curriculum is available if requested by ACER Brasil. The curriculum will be shared in preferred language of ACER Brasil and their coaches.

3. **Leader Training.** ACER Brasil must select at least 3 coaches who will deliver the program to attend a CAC coach training. ACER Brasil must work with their selected coaches and leaders to attend a CAC virtual coach training. This will be hosted over 2 days in November 2022. It will include Disney curriculum discussion, coaching methodology, child protection, and monitoring and evaluation. ACER Brasil is responsible for ensuring the coaches attend, engage actively with the sessions, and receive all key documents shared by CAC.
4. **Monitoring & Evaluation.** ACER Brasil and their coaches must work with CAC to co-design a monitoring and evaluation system during the training which is locally relevant and ensures CAC and Disney receive information required throughout the program.
5. **Online Platform Training.** CAC will give ACER Brasil and their coaches access to our online 'Workplace' communication platform and cover using it during the training. ACER Brasil is responsible for making sure they and their coaches logon regularly and use the platform to communicate with CAC, report program impact, and receive strategic resources.
6. **CAC Refresher Training.** CAC and ACER Brasil plan to coordinate 2 refresher trainings during the 12 months. The plan is for these to be in March 2023 and July 2023 but that is subject to change. Unless COVID-19 doesn't allow- a CAC expert trainer will travel to your community to deliver 1 of these refresher trainings in-person. ACER Brasil is responsible for ensuring the coaches attend both refresher trainings, engage actively with the sessions, and receive all key documents shared.

Play-based Programming

1. **Regular Programs in Community.** ACER Brasil and their coaches are responsible for delivering regular play-based programming in 'Diadema' as agreed from November 2022-November 2023. This regular programming should be weekly when possible. Participants in the program should be vulnerable children aged 11-18 in the community of all genders, physical abilities, ethnic backgrounds, and socio-economic statuses. ACER Brasil is responsible for managing their coaches as they deliver this work. This includes ensuring they adhere to all policies and guidelines related to topics such as child safety, appropriate behavior with youth, ethics, and child abuse. ACER Brasil will be held accountable for any failures by their coaches delivering this program to adhere to these guidelines.
2. **Branded Equipment.** As part of the overall funding outlined below ACER Brasil should use at least \$500USD to purchase program branded equipment. Guide for branded



equipment, including shirts, bibs, caps, water bottles, and banners is in the brand guide. ACER Brasil have responsibility to select what items, where and for how much. Once purchased ACER Brasil is responsible for distributing to the beneficiaries and coaches.

- 3. Use of Curriculum and Monitoring and Evaluation in Play-Based Programming.** ACER Brasil should utilize the Disney Healthy Living curriculum as much as possible during the youth programming. ACER Brasil is free to use other activities and games if necessary but the Disney curriculum should be used regularly in the program. ACER Brasil is responsible for collecting basic monitoring and evaluation information using a template co-developed by CAC and ACER Brasil. This could include attendance numbers, baseline/end line questions, quotes, photos, and case studies on knowledge and behavioral changes seen in the participants.
- 4. Global Day of Play Event.** ACER Brasil will be responsible for delivering a Healthy Living event in 'Diadema' around CAC's Global Day of Play 2023 on August 27th 2023. This event should promote the importance of healthy living through play and education with the community.

Reporting

- 1. Partner Feedback to CAC.** ACER Brasil and their coaches should add information on the program, including pictures, videos and text, to CAC's Workplace platform at least once a month from December 2022 to November 2023. In May 2023 ACER Brasil should include a video of their program in action and an interview with the lead coach about the impact of their work over the past 6 months.
- 2. Disney Reporting.** ACER Brasil must deliver reporting every three months to CAC using an agreed measurement template. This should include monitoring and evaluation from the regular program as outlined above including attendance numbers, baseline/end line questions, quotes, and case studies on knowledge and behavioral changes seen in the participants. The dates of the reporting should be February 17th 2023, May 13th 2023, August 27th 2023 and November 15th 2023.

Year-Round Resources

- CAC has 28 year-round strategic resources that ACER Brasil may choose to engage with, including policy development and creation, leadership opportunities, award and joint funding applications, curriculum, global day celebrations, and more. CAC will include ACER Brasil on a shared Workplace group for the full CAC network which ACER Brasil can use to engage with the year-round resources if desired.



Marketing

- CAC and ACER Brasil may freely use each others logos and marketing of each others materials for the above programming in good faith. Use of the Disney logos and marketing is not covered by this agreement.
- CAC will provide a template press release upon Disney program launch. ACER Brasil is responsible for personalizing the press release and posting it on their website, if applicable.
- ACER Brasil will be responsible for sharing information and photos on the Disney programming to their email subscriber lists, if applicable. Minimum 3 times during the 12 months.
- ACER Brasil will be responsible for sharing information and photos on the Disney programming on their social media platforms, if applicable. Minimum 6 times during the 12 months on platforms which could include Facebook, Instagram, LinkedIn, and Twitter.

Compliance

- ACER Brasil is responsible for all compliance as previously outlined by ACER Brasil procedures working with children's checks, supervisor to participant ratio, temperature monitoring, insurance/risk assessments, general safety and well-being of all parties including first-aid, correct attire, medical histories, and more.

Payment

- CAC will provide \$12,500 USD to ACER Brasil for these services. Payment will be split into 2 portions with 50% (\$6,500USD) being provided electronically to ACER Brasil prior to the program start on November 1st 2022. The 2nd 50% (\$6,000USD) will be provided to ACER Brasil electronically on May 16th 2023 (following submission of the 6 month report). The 2nd 50% may be delayed or cancelled if services and reporting are not being provided in a timely manner. The majority of this funding may be used at the discretion of ACER Brasil in order to fulfill this agreement effectively. The one exception is the 'Branded Equipment' of which at least \$500USD of the funding should be dedicated. This is outlined on Page 4 of this agreement and in the 'Brand Guide'.
- To receive funding ACER Brasil must provide CAC with wire transfer instructions to electronically send the money to their account including Account Number, Account Name, IBAN, SWIFT Code, Bank Name, Bank Address
- This funding only covers this specific program and does not preclude ACER Brasil from receiving additional funding from other sources as needed.



Date: *03/10/2022*

Signed:

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