



Carrickfergus Borough

SPORTS FACILITY MANAGEMENT & LEASING POLICY

1.0 PURPOSE OF THE POLICY

The purpose of this policy is to map a way forward for the provision and management of Council owned outdoor sports facilities and continue to ensure that all citizens within the Borough have equal and open access to our facilities.

2.0 AIMS OF THE POLICY

- (a) Regularise sports facility management procedures;
- (b) Complement the Carrickfergus Borough Council Corporate Plan, Core Ideology, policies and procedures;
- (c) Empowerment of local communities;
- (d) Improve Sports Development opportunities for all;
- (e) Promote economic and community regeneration through sport;
- (f) Encourage Clubs to play a greater role in the management of facilities;

3.0 CURRENT OUTDOOR FACILITIES

The following outdoor sports facilities are currently provided by Carrickfergus Borough Council and will be subject to this policy:

Football Pitches	13
Rugby Pitches	1
Bowling Greens	3
Tennis Courts	8
All Weather Floodlit Sand Filled Synthetic Pitch	1

4.0 PRINCIPLES

This sports facility management policy will follow five principles:

- (a) **Working in Partnership:** Work with schools, Sports Clubs, National and Regional Sports Organisations and other relevant sports to foster, develop and coordinate a program of sport within the Borough that increases the overall participation rates on a regular basis of all citizens.
- (b) **Equality:** While recognising the importance of 'Sport for All', priority will be given to promoting sport amongst the following categories who are under-

represented in sports participation; older persons, ethnic minorities, people with disabilities, women, and particular priority will be given to children and youth having regard to the importance of developing, at the earliest stage, a healthy lifestyle, self discipline, self esteem, team work and community spirit and the fun, enjoyment and companionship of sport.

- (c) **Structure:** That there should be proper structures to enable progression in sport; this should be contained within the Councils proposed Sports Development Policy which will be published in late 2005.
- (d) **Quality:** That quality of sports pitches is important and standards should be high and be benchmarked against the best;
- (e) **Objectives:** Our sports development targets should be Specific, Measurable, Achievable, Realistic, and Time-bound.

5.0 FACILITY MANAGEMENT ARRANGEMENTS

Arrangements for future growth:

5.1 Short-Term Lease of Developed Land (3 years with option to renew for further 2 years)

Open offer for local Clubs or collective of Clubs to bid for short-term (3 to 5 years) lease of sports grounds (Belfast City Council Model), in which the club receives an annual fee to manage the site on behalf of the Council. In broad terms this would include a commitment for the Club or Collective to:

- (a) Carry out minor grounds and building maintenance for example pitch marking, minor repairs, litter picking, inspections etc.
- (b) General management of the site to ensure that members of the public, sporting organisations and clubs continue to use the facility to full capacity.
- (c) Continue to permit members of the public to access the property for passive recreational pursuits.
- (d) Management of bookings and events with charges determined by Council.
- (e) Pavilion management to include opening and closing, upkeep of the fabric, cleaning and general management.
- (f) Responsible for service charges such as water, electricity etc.
- (g) Financial management of the various activities associated with the above.
- (h) To arrange appropriate insurance cover.

Criteria against which bids are assessed:

- Proposals for investment and improvement of the site;
- Proposals for increased participation of local community;
- A requirement to be registered with a governing body;

- Access arrangements for informal public uses;
- Proposals for proper upkeep of the physical environment;
- Contract Price;
- Child Protection Policy;
- Constitution;
- Coaches / Player Code of Conduct;
- Business Plan;
- Equality Policy;
- Skills of people involved to manage the facility in accordance with a facility management agreement;
- Past performance / Track record managing a club and its resources at community level.

5.2 Long-Term Lease of Developed Land (21 years)

Same principles, commitments and criteria as above (Section 5.1) only with a long term lease of 21 years. It is essential that a local Club develop experience and a successful track record, by for example, satisfactorily completing a short-term lease as detailed within Section 5.1.

5.3 Long-Term Lease of Undeveloped Land (21 years)

Assist Clubs source funding to develop unused Council owned greenspace land. Offer long-term (21 years or over) leasing to Clubs to secure funding. Currently Beltoy Road Playing Fields Greenisland Playing Fields and Salthill Playing Fields have greenspace to develop.

6.0 IMPLEMENTATION GUIDELINES

- (a) Equality:** An equality screening exercise should be carried out on the Policy to ensure that no particular groups of people are adversely affected (Section 75, Northern Ireland Act 1998);
- (b) Openness:** The process (as outlined in Section 5.1.) should be advertised and treated as any other service purchase to ensure openness;
- (c) Probity:** Successful organisations will be required on an annual basis to prepare and submit audited accounts and updated business plan;
- (d) Management:** Any change in Trustees, from the preparation of the original Agreement, to be approved by the Recreation and Amenities Sub-Committee;
- (e) Development:** No building to take place on any of the sites, which are subject to the Facility Management Agreement, without the consent of the Council;
- (f) Structural:** No building which is not associated with the actual use of the facility will be permitted at any time;

- (g) Responsibilities:** There be no significant change to the current Facility Management Agreement with regard to those maintenance operations currently undertaken by the Club(s) that manage the facility;
- (h) Monitoring / Reporting:** No less than four formal minuted meeting per year between Lead Council Officer and Club to ensure adherence to Facility Management Agreement.
- (i) Environmental implications:** There should be no substantial or significant adverse environmental implications associated with the proposals.
- (j) Legal:** All leases to be provided by Legal Services.