
Report To:	Education and Communities Committee	Date:	11 March 2014
Report By:	Corporate Director Education Communities and Organisational Development	Report No:	EDUCOM/25/14/JA
Contact Officer:	John Arthur	Contact No:	01475 714263
Subject:	Policy for the granting of waivers to letting charges for sports and community facilities		

1.0 PURPOSE

- 1.1 To propose a new framework for agreeing, and funding, waivers to the standard letting charges for sports and leisure facilities managed by, or on behalf of, Inverclyde Council.

2.0 SUMMARY

- 2.1 The current policy for granting waivers to letting charges has developed over a number of years with the last revision to elements of the policy being March 2010.
- 2.2 In parallel with the overall waivers policy, a number of other initiatives, including free use of sports facilities for team sports for under 16 year olds, transfer of the booking service and community facilities to Inverclyde Leisure, and the significant expansion and improvement of outdoor sports facilities have all added to the complexities of administering waivers to the point where the current position is unsustainable.
- 2.3 In addition to the above, officers have been asked to examine ways of extending the free use of sports facilities for team use to under 19 year olds. A further consideration is the expansion of self managed community facilities in Inverclyde. These facilities are not covered by the current waivers policy but are, increasingly, in competition with facilities which are. This has the potential to distort the market for self managed facilities, which in turn makes them more dependent on public subsidy to maintain their business plans.
- 2.4 This report attempts to address the various, often conflicting, issues with the current systems for granting waivers to letting charges and proposes a new simplified and equitable policy for agreeing reduced letting charges.
- 2.5 The current system of waivers benefits many groups but is not designed to influence user behaviour to help meet council objectives, one of the key recommendations of the October 2013 Audit Scotland Report "Charging for Services: are you getting it right? It is intended that the revised scheme will allow this.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that members:-
1. Approve the categories of Waivers to Let contained in appendix 2 to this report.
 2. Approve the terms and conditions of access and registration process for both community and sports organisations benefiting from discounted access to council facilities as detailed in appendix 4.

3. Approve the selection of option 3 of Appendix 3 and hence approve the terms and conditions of access for free under 19 sports club use detailed in appendices 5 and 6.
4. Approve the closure of the current Leisure Pass Scheme and its replacement with a scheme to be developed by Inverclyde Leisure.
5. Receive an update in due course on any substantive changes recommended to the proposed terms and conditions arising from consultation with affected organisations.
6. Receive an update in due course on any detailed proposals for other sports as detailed in 5.5.
7. Receive an update in due course on proposals for a discounted rate for adult teams making responsible, debt free, use of facilities and for clubs participating in Community Sports Hubs.

4.0 BACKGROUND

- 4.1 Inverclyde Council agreed to provide free use of pitches to under 16 sports teams as part of its budget announcements for 2008. At the time of the announcement it is worth noting that the 2G and 3G pitch estate was extremely limited compared to now therefore the vast majority of such use was on grass or blaes with obvious limitations on the former.
- 4.2 The Regeneration Committee agreed amendments to the letting policy (which dated from 2008) on 14th January 2010. These changes, primarily, affected the access to community facilities by council services for service provision, extended the provision for subsidised use by under 16 teams by providing a 50% discount for use of indoor facilities, and provided the same discount for uniformed organisations.
- 4.3 A further report to the same committee on 11th March 2010 proposed the provision of new funding of £105,000 to support access to sports facilities, broken down as follows:-
 - £9,000 for free pitch hire for under 16 teams at Battery Park Synthetic Pitch
 - £36,000 to reduce the cost of synthetic pitch hire
 - £20,000 to subsidise indoor lets for uniformed organisations
 - £20,000 to subsidise indoor lets for under 16 sports teams
 - £20,000 to subsidise lets for Community Learning and Development activities

This was agreed and, with the addition of £18,000 top sliced from the Grants to Voluntary Organisations budget, was the agreed budget available to fund waivers to letting charges across both sports and communities facilities (the introduction of free under 16 use of outdoor sports facilities was treated as a reduction in expected income of £45,000, based on the estimated income from youth teams at that time (2007), rather than as an expenditure). The current range of available waivers is summarised at appendix 1.

- 4.4 The transfer of the booking office to Inverclyde Leisure shortly after the amendment of the letting policy and provision of additional funds was agreed has complicated the monitoring of the waivers policy. The booking system currently in use provides limited management information it is however in the process of replacement.
- 4.5 The treatment of waivers expenditure within the Council's budget has also complicated the picture. Each waiver granted is rightly recorded as expenditure. This is balanced within the overall budget by crediting the letting income budget with the same amount. As there is no link between income for lets and the expenditure incurred by both Environmental and Commercial Services and Property Services in facilitating those lets, this method balances the accounts.
- 4.6 In 2012/13 pitch income was credited at £287K however £241K of this was a journal entry to balance waivers granted. Actual income amounted to £45K however waivers to let are available for Lady Octavia and Battery Park 3G pitches following committee decisions in May 2009 and March 2010 respectively. In 2012/13 £58K was spent providing these waivers therefore actual expenditure on pitch waivers exceeded income by £13K. It should be borne in mind that Battery Park was out of operation for a substantial part of 2012/13 so the position for 2013/14 is likely to be worse.
- 4.7 Should, as is proposed, the management of outdoor sports facilities transfer to IL, the waivers will become a real charge to the council at those pitches to be transferred, i.e. Parklea, Gourock Park, Battery Park grass pitches and Broomhill.
- 4.8 Whilst the provision of the budgets detailed in 4.2 above was welcome, there is no pragmatic means of limiting the use of the lets these are intended to support, particularly free under 16 access for team sports, within the current booking system and policy. The current system has neither a cash ceiling nor any rules or criteria which clubs must meet in order to qualify.
- 4.9 At the time of the implementation of the existing waivers to let policy the majority of

community facilities were managed by Inverclyde Leisure on behalf of the Council. This situation has changed and continues to do so due to the proposed new build self managed facilities planned for the next 1-2 years.

- 4.10 The design and implementation of the current booking system makes it even more difficult to unpick the detail of the waivers granted in halls than that granted for sports clubs. Some high level waivers can be costed, for example in 2012/13 £18K of free waivers were granted to uniformed organisations. In the summer of 2013/14 £47K of free use was granted to playschemes in primary schools (comparable figures for 2012/13 are not available). On the whole however many waivers seem to have been granted on the basis of custom and practice rather than by adhering to a transparent and fair set of rules.
- 4.11 Total waivers in halls amounted to £191K in 2012/13 of which £48K was paid to IL for waivers in facilities managed by them. Unlike sports pitches however income in halls exceeded expenditure on waivers by £43K. It is impossible to accurately quantify the financial effect of implementing new waiver rules on hall income however at a conservative estimate a 15% reduction might be realistic yielding additional income of just short of £30K.
- 4.12 It is clear that due to the incremental nature of changes in the waivers policy and changes in the management of facilities the current process is no longer fit for purpose. There is anecdotal evidence of widespread abuse of the free under 16 sports access and growing evidence of a wide range of exceptional waivers agreed for particular organisations or groups using community facilities, which are not consistent with any agreed policy.
- 4.13 An additional difficulty of the current system is that there is no benefit to adult sporting clubs which use facilities in an efficient and responsible manner and which remain free of historic debt. Initial discussions with Inverclyde Leisure indicate a willingness to introduce a discounted rate for such clubs. Any reduction in income arising from such a scheme would be borne by IL in the case of facilities managed by them and by Inverclyde Council in the School Estate.

5.0 PROPOSALS

- 5.1 In order to simplify the waivers process, and address the many inconsistencies in the current application of policy, an amended waivers policy is proposed which is detailed in appendix 2. Consideration was given to a number of other options in developing this proposal as detailed in appendix 3 however the option detailed in appendix 2 was found to be the most practical and fairest in continuing the Council's support for sport and voluntary organisations.
- 5.2 In relation to the provision of free access for team sports to pitches and indoor facilities, it is proposed that, rather than simply not being charged for their bookings, football clubs, which are by far the biggest users of the scheme, will be allocated facilities on the basis of a formula approximating the number of under 19 teams within each club and facilitated by providing a grant to qualifying clubs to offset the cost of pitch hire. This grant will be paid to clubs monthly in arrears. The formulas for calculating the grant are detailed in appendix 4 together with ancillary conditions. The principles of these have been discussed and approved by partners including the Inverclyde Sports Framework Group, SportScotland, the SFA and Inverclyde Leisure.
- 5.3 The current level of subsidy to clubs ranges from approximately £100 per registered player per annum in free use to, in the most extreme case, £538. The new waiver rules will narrow the band to £160 to £225, benefiting clubs which currently make effective use of pitches at the expense of the more profligate. In addition to increasing fairness the new rules will reduce the costs of the waiver scheme for youth football from a projected total of £203K in 2013/14 to £165K in 2014/15.
- 5.4 In all cases, clubs will pay for all bookings, using the grant to subsidise their total pitch/ facility hire costs across the club, as opposed to booking facilities on a team by team basis. Clubs which are in debt to the Council will not qualify for subsidy. Similarly any clubs which fail to

follow letting rules, particularly those relating to player and coach behaviour, in the course of the year may be suspended from the scheme. New clubs will not automatically be eligible for waivers but will first have to meet agreed criteria before applying for membership of the scheme in the next financial year. This will enable more effective financial control of the scheme.

- 5.5 It is proposed that equivalent rules be developed for other sports clubs, for example athletics, hockey and rugby based upon the same general principles as those for football. As these other sports combined amount to less than 12% of the total sports waivers budget however it is proposed that the level of support for these clubs should be pegged at 2013/14 levels for 2014/15 to allow more work to be done in developing an equitable support scheme for these other sports. This would involve looking also at the support offered to other sports not currently benefiting from the waivers scheme including how any such support could be funded in future.
- 5.6 In all cases, groups wishing to make block or regular bookings, or who wish to claim a waiver of let, of Council facilities (including those facilities managed by Inverclyde Leisure on behalf of the Council) will require to register with the Council on an annual basis, using the registration form attached at appendix 5. No block or regular bookings will be accepted, nor waiver granted, without registration.
- 5.7 There are currently no discounts or benefits available for adult sports clubs which use facilities efficiently and responsibly. Initial discussions with Inverclyde Leisure indicate a willingness to introduce a discounted rate for such clubs. This would meet the purposes of encouraging responsible use, incentivise clubs to keep up to date with payments and support sports development by ensuring that there is a healthy club structure for junior players to graduate to. This would not be a waiver funded by the Council only but would be a discount offered jointly by the Council and Inverclyde Leisure. Initial discussions have suggested a level of 20%. It is proposed that further discussions take place on this option, and on options for incentivising clubs to take part in Community Sports Hubs and that an update is brought to committee in due course.
- 5.8 Registered charities who tender for the provision of services to the Council, CHCP and who seek waivers in support of this are not eligible. The cost of lets must be contained within the full tender submission or quote for provision of services.
- 5.9 It is not intended that waivers be available in any premises or facilities in which they are not currently available. Consideration will however be given to whether there are any options to support minority sports not currently benefiting from the waivers to let system and a further report will be brought to committee as required.
- 5.10 A further historical anomaly in concessionary access to sports facilities in Inverclyde is the sale of Leisure Passes. These are sold by Inverclyde Council and give concessionary access to a number of facilities. The majority of use of these passes is in facilities managed by Inverclyde Leisure although some use is made of the passes at Whinhill Golf Course. Income from leisure passes has fallen in recent years from over £10K to a low of £2.9K in 2012/13. It is proposed that the current scheme should be replaced by a new scheme under the control of Inverclyde Leisure from 2013/14 onwards.

6.0 IMPLICATIONS

6.1 Financial Implications

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £K	Virement From (if Applicable)	Other Comments
00474	Waivers	2014	(38)		Assuming similar pattern of lets to 2013/14
00498/0206X	Waivers/Income	2014	(30)		Assuming a 15% reduction in the cost of waivers scheme in halls. This would be a combination of increased income and reduced expenditure.

Although the new waivers scheme is projecting a saving of £38K over the status quo, the picture is complicated by the transfer of the outdoor leisure estate to IL. The transfer of this estate is estimated to cost the equivalent of £79K in additional waiver payments to IL over the £33K in 2012/13 or an additional £69K over the projected £43K in 2013/14 if the waiver scheme is unreformed. Even under the reformed scheme an additional £46K will effectively be transferred to IL. These aspects will be addressed under the pitch transfer however rather than the waivers scheme although the reform of waivers obviously reduces the potential impact. Unfortunately the true costs of the waivers scheme cannot be shown here as the costs in terms of staffing, utilities and wear and tear of the free use are reported to the Regeneration Committee. It should be noted that the above indicative savings are not cashable as this forms only a part of the overall financial picture around pitch transfer.

6.2 Legal Implications

None

6.3 Human Resources Implications

None

6.4 Equalities Implications

The new scheme in having clearly defined rules and eligibility criteria will allow greater access to the scheme by a wider cross section of society.

6.5 Repopulation Implications

None

7.0 CONSULTATIONS

7.1 The following have been consulted in the preparation of this report:

Inverclyde Sports Framework Group
 Scottish Football Association
 Inverclyde CHCP
 Inverclyde Leisure

In addition it is intended that consultation events for youth football clubs and other sports will be held following approval of this report to identify any club specific issues arising from the proposals.

8.0 LIST OF BACKGROUND PAPERS

- 8.1
- U/16s Free Use of Sports Pitches – Regeneration Committee May 2009
RC/09/05/12/SJ/WW
 - Community Services Letting Policy – Regeneration Committee January 2010
RC/09/12/02/SJ/WW

- Support for Access to Leisure and Community Facilities – Regeneration Committee
March 2010
RC/10/03/SJ/WW
- Charging for services: are you getting it right? – Audit Scotland October 2013

Appendix 1 – Current Categories of Waiver

Councillors on Council Business		100%
Community Councils		100%
Community Associations/Neighbourhood Groups		100%
Bona Fide Trade Union Activities		100%
Council Services	During Working Hours	75%
	Outwith Normal Working Hours	25%
	CLD Services	100%
Under 16 Sports Teams		100%
Uniformed Organisations		100%
School/School Board/PTA	Within own school	100%
	Outwith	25%
Senior Citizen Groups		75%
Disabled Groups		75%
Unemployed Groups		75%
Charitable Organisations		25%
Voluntary Organisations		25%
Not for Profit Organisations		25%
Youth Organisations		25%
Lets for a private purpose		No Waiver
MPs/MSPs		No Waiver
Commercial Lets		2X full hourly rate

Appendix 2 – Proposed Categories of Waiver

100% Reduction	
Councillors on Council Business	
Community Councils	<i>For Normal Meetings/Events</i>
Tenant and Resident Associations/Neighbourhood Groups	<i>Subject to annual registration with the Council</i>
Trades Unions	<i>For the purposes of full meetings</i>
Council Services	<i>For Service delivery purposes only</i>
Under 19 Sports Teams	<i>Subject to annual registration with the Council</i>
Uniformed Organisations (Guides, Scouts, Boys & Girls Brigades and Cadet Corps)	<i>Subject to annual registration with the Council</i>
School/School Board/PTA	<i>Within own school</i>
75% Reduction	
Senior Citizen Groups (65+)	<i>Subject to annual registration with the Council. Groups claiming senior citizen waiver must be constituted for the express benefit of senior citizens.</i>
Disabled Groups	<i>Subject to annual registration with the Council</i>
25% Reduction	
Registered Charities	<i>Subject to annual registration with the Council. Waiver applies only to charities which provide services to the people of Inverclyde. This waiver will not be available to any charity in pursuit of/undertaking contracts with the Council or other public sector organisation.</i>
Voluntary Organisations	<i>Subject to annual registration with the Council</i>
Full Charge	
Lets for a private purpose	
MPs/MSPs	
2X Normal Rate	
Commercial Lets	

All waivers are only available to the group directly applying for the waiver. They cannot be granted to be used by any proxy organisation.

Appendix 3 - Potential Options Considered for Sports Waivers

The options below are based around the need to address the heaviest users of the sports waivers scheme, youth football. Equivalent rules would be developed for other sports. The options below were consulted with the Inverclyde Sports Framework Group, The SFA and SportScotland. The universal preference was for option 3 or a variant thereof.

Option 1 – Majority of Waivers Transferred to School Estate

The vast majority of free use of pitches is transferred to the School Estate. Some allowance might be made for certain clubs which have a long standing link, in some cases including their own facilities with certain pitches. It is likely that for financial reasons this use would have to be less than is currently the case. In order to treat all clubs the same clubs would be given an allowance of hours for training and matchplay based upon the number of registered players they have from the Inverclyde area. All clubs would be required to work with Inverclyde Council & the SFA on club development as part of the agreement. For other sports an equivalent development route would be required with Inverclyde Council & the relevant governing body to qualify.

Pros:

All teams would be treated equally. The disparity in the levels of subsidy between clubs would be reduced.

It would encourage clubs to act as clubs rather than a loose affiliation of teams.

Some clubs might have to merge to be sustainable.

Free use could be extended to under 19s.

The costs of the free use scheme could be limited.

Inverclyde Leisure would be freed up to maximise income opportunities in the transferred pitches.

Cons:

All clubs would have to squeeze in to a smaller estate.

Some clubs might have to merge to be sustainable.

The prospect of Parklea, Broomhill, Lady Octavia, Battery Park and George Road becoming inaccessible for general free use would be extremely unpopular. Port Glasgow teams would all have to transfer to the joint campus.

Option 2 – No Waivers Granted Outside School Estate

As per option 1 but all free use would be transferred to the school estate. The conditions under which teams were eligible for free use would be the same as option 1 but the allowances of free hours might have to be tighter. Pros and cons as per option 1 but additionally:

Pros:

Far greater freedom for IL to market the transferred pitches plus Lady Octavia and Battery Park.

Actual cost savings for the Council which could be diverted to a sinking fund to fund the re-carpeting and maintenance of the schools pitches.

Cons:

Would result in the transfer of a number of teams from the pitches they currently use to the School Estate which in some cases may be less convenient.

Pressure on school pitches would be very complicated to resolve fairly.

Option 3 – Clubs given an allowance of hours based upon player/team nos

Rather than giving clubs free use at the point of booking, as in option 1 clubs would be given an allowance of pitch time based on numbers of registered players in the case of 12 -18s and teams in the case of Under 12s. This would be paid as a grant once the numbers were available from the relevant governing body. Requirements to register with the Council and engage in club development would be the same as in option 1.

Pros:

All teams would be treated equally. The disparity in the levels of subsidy between clubs would be reduced.

It would encourage clubs to act as clubs rather than a loose affiliation of teams.

Free use could be extended to under 19s.

The costs of the free use scheme could be limited.

Inverclyde Leisure would be freed up to maximise income opportunities in the transferred pitches.

The scheme would allow the development of competitive league hubs for 4 and 7 a side football. The relevant league (likely to be PJ & D YFL) would book and pay for pitches on Saturday mornings. Inverclyde clubs would effectively have their use rebated in the grant. This would potentially reduce travel for a number of clubs.

All pitches would be available to clubs.

Costs to the Council would be capped and more predictable.

Cons:

It appears to do away with free use. In effect however clubs would still get a fair allocation.

Some clubs might have to merge to be sustainable.

Fairer to bigger clubs which can use pitch time best (e.g. use 3 7-a-side pitches simultaneously for different age groups).

More work would be required to reflect the different needs of minority sports yet to treat these in the same way.

Appendix 4

Letting of Sports Facilities- Terms and Conditions

1. Registration

All teams/clubs/organisations wishing to make block bookings of Inverclyde Council's outdoor sports pitch facilities must be registered under the Council's Registration Scheme, which is free of charge.

Under no circumstances will block bookings of outdoor sports pitches be granted to teams/clubs/organisations who have failed to complete the aforementioned registration process.

Teams/clubs/organisations are also required to submit a copy of their Club Constitution and if U19's a copy of their Child Protection Policy with their application for registration.

All youth teams (i.e. under 19's) must be registered with the Scottish Youth Football Association (SYFA), or the equivalent national governing body for that sport or organisation (where applicable). Failure to register with the appropriate body will result in the team/ organisation being denied use of facilities until such times as the team has registered with SYFA or equivalent.

During the registration process you will be asked to quote your unique SYFA ID/ governing body ID.

The Council reserves the right to refuse any application for the hiring of a facility without being required to give any reason for such refusal.

Only the named person(s) on the registration documentation can make enquiries and/or additional bookings/cancellations on behalf of their team/club/organisation.

Named person(s) are limited to three per organisation (i.e. club contact, team contact and one other).

2. Grass Pitches

The team/club/organisation must only use the pitch allocated to them by Inverclyde Council and which has been declared ON. Under no circumstances should any team/club/organisation make use of a pitch which has been declared OFF.

Access to the allocated pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation.

The Council's decision as to whether a pitch is ON or OFF is final.

To protect the playing surfaces, the maximum number of games to be played on a pitch in any week will be limited to four but this will also be dependant on weather and other conditions.

Occasional extensions may be allowed at the discretion of Inverclyde Council's Grounds Services, subject to the club/organisation providing at least three working days notice prior to the date of the fixture.

Please note, extensions will only be permitted in exceptional cases – for example, where the team/club/organisation is involved in a cup tie where rules require extra time in the event of a drawn game.

3. Synthetic Pitches

These pitches are available throughout the year to all registered teams.

The cut off time for booking a synthetic pitch is 12 noon on the day prior to the booking date.

The team/club/organisation must only use the pitch allocated to them by Inverclyde Council.

Access to the allocated synthetic pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation

All games will be cancelled if there is snow or ice on the playing surface.

It is the team/club/organisations responsibility to check if week-day pitches are on during times of inclement weather.

4A. Weekend Bookings

All grass and synthetic pitches can be booked up to four weeks in advance by teams who have been granted a block booking.

Teams who have a block booking, with Inverclyde Council, can book weekend fixtures up until the close of business on Tuesday. From Wednesday morning (8am) any registered team can book pitches.

The cut off time for weekend booking is 12 noon on Friday. Where there is a public holiday Friday, the cut off for weekend bookings is 12 noon on Thursday.

The relevant booking confirmation e-mail/permit should be printed off and made available for inspection at the request of the pavilion attendant on duty. Alternatively, a booking reference number should be quoted. Failure to produce this

paperwork/quote this reference will result in the relevant team being unable to access council facilities.

4B. Block Bookings

To clarify, a block booking is where a team/club/organisation has a series of ten or more consecutive permits (i.e. no more than fourteen days apart).

Requests for block bookings can only be made during once the registration process is complete.

On receipt of your block booking request the Booking Office will allocate pitches to your team/club/organisation. The Booking Office will e-mail you a confirmation permit once processed.

The confirmation permit must be printed off and made available for inspection at the request of the pavilion attendant on duty. Failure to produce this paperwork may result in the relevant team being denied use of the council facilities.

Where a team/club/organisation are allocated a series of lets they must contact their appropriate league, advising them of the dates they have been allocated and requesting home fixtures on these allocated dates.

Payments for block bookings are made via direct debit. Payments are made a minimum of twenty-one days in arrears and will include any additional one off booking or cancellations.

Payment for block bookings is collected on or immediately after the (date) of each month.

Monthly statements are sent to each team contact and club contact (if applicable) by (date) of each month.

If a direct debit is returned unpaid an e-mail notification will be sent to the team contact and club contact (if applicable). The team/club/organisation will then be given five working days to make payment otherwise their future lets will be suspended until such times as the outstanding debt has been cleared.

Inverclyde Council reserves the right to cancel any block booking if any team/club/organisation should have their direct debit returned unpaid on three or more occasions. Here, the team/club/organisation will only be permitted to make one off bookings, where payment is taken in advance of the date of let (refer to section 5 for information).

Each season, local registered teams (i.e. within Inverclyde) will be given priority for block bookings. Unfortunately, no guarantees can be given if availability for pitches still occurs after they have been offered to local teams as these slots will then be offered to interested teams out with Inverclyde.

5. One off or additional bookings/cancellations

All one off or additional bookings/cancellations are made via ? Services the Booking Office. Here, you must quote your unique member ID which is allocated to your team after the registration process is complete.

If you are a registered club but do not have a block booking agreement with Inverclyde Council you will have to pay for your booking, in advance, by debit card when phoning to make the booking or alternatively in cash at one of our collection halls ?

Cheques will not be accepted as payment for one off bookings.

When contacting the Booking Office for one off/additional bookings you will be issued with a booking reference number.

The booking reference number should be quoted to the pitch attendant on duty on requested date. Failure to quote this reference may result in the relevant team being denied use of the council facilities.

6. Cancellation of Booking(s) - BY THE TEAM/CLUB/ORGANISATION

Any team/club/organisations not requiring an allocated let must advise Inverclyde Council at least two clear working days prior to the date of the let otherwise the full cost of the booking is due. **THIS APPLIES EVEN IN CASES WHERE THE LET IS SUBJECT TO A WAIVER.**

A review of lets allocated to a team/club/organisation may be undertaken by Inverclyde Council if the said team constantly leave cancelling lets until last minute, thus denying other teams/clubs/organisations use of facilities.

7B. Cancellation of Booking(s) - BY INVERCLYDE COUNCIL

Weekend fixtures

The decision as to whether a pitch is ON or OFF rests solely with Inverclyde Council.

Pitch inspections are undertaken throughout the playing season on (time & day) before each weekend.

It is the responsibility of each team/club/organisation to contact Inverclyde Council after **:**am on a Saturday morning to ascertain whether pitches are ON or OFF.

Where the booking is cancelled by the Council (e.g. the pitch is declared OFF), the club will not be charged for the let.

Midweek fixtures

It is the responsibility of each club/organisation to contact Inverclyde Council on 01475 ***** after 3pm on the day of the fixture to ascertain if games are ON or OFF.

9. Fees and Charges for use of Inverclyde Council's outdoor sports pitch facilities 20/****

The cost of an outdoor sports pitch facility and/or running track (including toilet and changing accommodation) is detailed below.

10. Changing Facilities

Changing facilities will be allocated by the groundsperson on duty and the Council accepts no responsibility for any clothing, equipment or other articles left by the club/organisation in the facility. All football boots must be removed before entering the changing facility and under no circumstances should boots be cleaned in sinks or toilet / shower areas.

11. Behaviour of teams/clubs/organisations/officials

The team/club/organisation which holds the let is responsible for the behaviour of its members and that of the opposition. The cost of repairing any damage to Council facilities or equipment which occurs during the period of the let is payable by and will be charged to the let holder.

12. Breach of conditions of let

The breach of any of these conditions may result in the cancellation of all further lets allocated to the team/club/organisation and, where appropriate, to financial penalties being imposed.

Appendix 5

Specific Conditions for Eligibility for Free Access

To be eligible for the Councils free pitch use, including the use of indoor halls for sporting purposes for under 19s clubs must comply with all aspects of the General Pitch Letting Policy. The additional conditions apply to clubs seeking access to the scheme:

1. Co-operation with football development/sports development

All clubs seeking access to the free pitch use scheme must be registered with the relevant governing body and be working with Inverclyde Council and the governing body in progressing in any applicable club development programme. In the case of football this would be the SFA Quality Mark Scheme. Clubs are expected to begin this process in the first year of the scheme coming into operation and thereafter to either show progress in advancing through the scheme or, where applicable, to maintain their status.

2. New clubs seeking to join the Scheme

Any club or organisation seeking to join the scheme after the new scheme commences in season 2014-15 will be ineligible to join in the course of the year. Applications from new clubs will be considered at the beginning of each season following submission of all relevant documentation including an assessment of the clubs potential to progress towards any relevant club accreditation scheme.

3. Suspension from the Scheme

Any club failing to comply with all relevant conditions in the course of the year may either be suspended from the scheme immediately, in the case of major non-compliance, or may have its eligibility reviewed at the end of the season in the case of continuing non-compliance.

4. Club Debt

No club with outstanding historic debt for pitch or hall hire will be eligible for the scheme.

5. Payment

All pitch and hall hire will be payable in advance by participating clubs. Payment of the grant to cover pitch hire will be made one month in arrears. Payment will be made in 10 monthly payments up to the maximum level the club is eligible for based upon the agreed formula. To reflect the fact that club bookings are not constant through the season and to assist clubs in cash flow, payment in any one month may vary up to 150% of the average payment value. Payment will not exceed in any month the value of bookings made and, once the club has reached the maximum value allowable in the season no further payment will be made. For football clubs the season is taken to be August – May, for other sports an equitable equivalent split will be made on the basis of the structure of the sporting season. Clubs may obviously book facilities beyond their allowance but no payments will be made under the scheme beyond that allowance.

6. Club Membership

The free access to pitches scheme is for the benefit of the young people and sporting community of Inverclyde. As such any club seeking access to the scheme must have a minimum of 70% of its membership residing in Inverclyde. Clubs will be required to provide detailed membership records on demand to allow for this condition to be checked.

It is recognised that any scheme basing an allowance of free use on numbers of players is potentially open to manipulation. Any club found to be knowingly falsely registering players will be suspended from the scheme forthwith and will not be eligible to reapply that season.

7. Uniformed Organisations

The rules applying to sports clubs for free pitch use are designed for clubs taking part in formal leagues under the auspices of external governing bodies. Leagues internal to certain uniformed groups, for example Boys Brigade Football Leagues, will not meet the criteria for this scheme. Such groups will however remain eligible for free use under the waiver applying to uniformed groups subject to them following all relevant pitch letting conditions. Free use for such organisations will, however, only be available at pitches or halls under Inverclyde Council's direct control, not in facilities managed by Inverclyde Leisure.

Appendix 6 – Free Pitch Allowances (Football)

The tables below detail the allowances for free pitch hours and their financial equivalent at 2013/14 juvenile prices. Teams over 16 but under 19 in clubs participating in the scheme will be able to book at juvenile prices, teams not participating in the scheme will require to pay the relevant adult charge. The allowance is based upon 3G pitch hire but can equally be paid against hall hire where relevant.

Allowances for Players/Teams Aged 12-18 (Under 13-Under 19)

Number of Registered Players Aged 12 - 18	<15	15-29	30-44	45-59	60-74	75-89	90-104
(Equivalent no of 11 a side teams)	<1	1	2	3	4	5	6
Hours Free Pitch Use per week*	0	2	4	6	8	10	12
Value Per Week**	0	72	£144.00	£216.00	£288.00	£360.00	£432.00
Value over 40 Week Season	0	2880	5760	8640	11520	14400	17280

*Free Pitch use is full pitch equivalent so 2 hours per week averaged over a season would give a team 2 hours full pitch hire every 2 weeks for matchplay and 1/3 of a pitch for 3 hours per week training.

[2/2 + 3/3 = 2 hours full pitch equivalent per season]

Allowances for Players/Teams Aged Under 12

Number of registered Teams 12 & below	1	2	3	4	5	6
Hours Free Pitch Use per week*	1hr 15	2hrs 30	3hrs 45	5hrs	6hr 15	7hrs 30
Value Per Week**	45	£90.00	£135.00	£180.00	£225.00	£270.00
Value over 40 Week Season	1800	3600	5400	7200	9000	10800

* Free Pitch use is full pitch equivalent so 1hr 15 per week averaged over a season would give a team 1.5 hours 7 a side pitch hire every 2 weeks for matchplay and 1/3 of a pitch for 3 hours per week training.

[$1.5/2/3 + 3/3 = 1.25$ hours full pitch equivalent]

Under 12s are taken to be registered 7 a side and 4 a side teams. As the pool of players varies far more for teams at this level than for 11 a side allowances are based upon registered teams rather than registered players.

Allowances for Community Coaching

Where teams run community coaching/participation schemes open to non-registered players and this is justified by their club development plan, an additional 2 hours equivalent 11 a side pitch per week will be allowable.