

**Lambeth Council
Sport and Recreation
concessionary registration scheme**

01 April 2018 – 31 March 2019

**Guidelines for application process
and eligibility**

Sports facility concessionary registration scheme guidelines

1) INTRODUCTION

The Active Lambeth plan 2015 - 2020, introduced in October 2015, has the vision for “All people in Lambeth to be physically active in their daily lives”. To achieve this vision Lambeth aims to ensure that by 2020:

- **Everyone has the confidence and capability to be physically active**
We will look to find more ways for people to be more active whether this is at home, work or play
- **The built and natural environment contributes to a culture of people being active in their daily lives**
We have world class facilities and an active travel network that enhances the opportunities for people to get active and stay active
- **Residents live within 20 minute average walking distance of an exciting and accessible opportunity to be physically active in their daily lives**
Increased opportunities for people to participate in a diverse range of physical activity and sport
- **Lambeth Council and partners are supporting a thriving economy of community groups, social enterprises and businesses working together to help people be more active**
Improved partnership and sharing of resources to provide affordable, high quality services to the local community and beyond
- **Lambeth enhances its reputation as a destination for physical activity and sport**
Our borough gains recognition for its approach towards raising the profile of physical activity and sport, increasing levels of participation and investment in the sector.

In shaping Lambeth’s vision to enable more citizens in Lambeth to be physically active; research findings has identified a number of groups as among the Council’s priority areas. Increasing physical activity and sport participation levels, reducing inequalities and levels of inactivity will centre on the following groups:

Children and young people (18’s and under)

- Older adults (over 65’s)
- Women and Girls
- Disabled people
- Black and Minority Ethnic groups

As part of Lambeth’s commitment to realising the vision of the Active Lambeth Plan, and in particular enabling the priority groups identified in the plan to become more active, a concessionary registration scheme is offered to not for profit sports clubs, not for profit club mark accredited clubs, schools, charities and voluntary organisations who meet the minimum eligibility criteria.

The scheme is administrated by Greenwich Leisure Ltd (GLL) on behalf of London Borough of Lambeth.

Interested parties are encouraged to read through the guidelines and complete an application form which will be assessed by GLL for eligibility for a discount on booking fees and charges for use of Lambeth’s sports facilities.

Applicants should read through the guidelines carefully before completing the form.

All questions must be answered and all relevant documentation provided.

Failure to fully complete the application form with the correct documentation will unduly delay the process of registration under the scheme.

2) REGISTRATION SCHEME GUIDELINES

Enquiries or questions about the application process or the Concessionary Registration Scheme Guidelines can be emailed to lambeth.parks@gll.org

3) REGISTERED CONCESSIONARY RATE

Those eligible for a concession will receive 50% (or free access in the case of not for profit groups that cater predominantly for under 16 year olds) off the full rate of hiring Lambeth sports grounds, pitches, courts and bowling greens.

Concessions are available to the following groups able to meet the minimum criteria:

- Non-profit making sports clubs affiliated to a sports national governing body
- Non-profit making sports clubs who have club mark accreditation
- Non-profit making sports clubs for under 16's (free access)
- Lambeth Council directed and organised groups
- Friends of Groups
- Schools
- Registered charity organisations

4) ELIGIBLE CRITERIA

To be eligible for the Concessionary Registration Scheme the documentation outlined below must be provided. Copies of these documents will be retained by Greenwich Leisure Ltd:

4.1 Disclosure and Barring Service (DBS)

The sports club/group management and coaching staff must provide evidence of a valid DBS check

4.2 Evidence of club affiliation or registration with a National Governing Body

The sports club or group must have an affiliation, registration or membership of a Sports National Governing Body

4.3 Insurance and Public Liability

The sports club or group must have public liability insurance (minimum of £5,000,000) in the name of the group or person applying for the concession

4.4 Existing Financial debts

If the sports club or group has any outstanding debts with any sporting facilities within the London Borough of Lambeth or debts under previous agreements, they

will need to arrange to pay the outstanding debt before they can be eligible for membership of the scheme.

5) ADDITIONAL INFORMATION

5.1 Schools, Lambeth Council directed or organised groups, Friends of Groups

A key user group representative must write an official letter expressing an interest in the registered concessionary scheme. The group is requested to provide names and contact details of two liaison officers who GLL Sports Booking Team can liaise with in relation to bookings

5.2 Registered charities organisations

Charities must provide proof of registration with the Charity Commission (www.charity-commission.gov.uk)

5.3 Not for profit sports clubs and club mark clubs

Clubs must have Club Mark accreditation or affiliation with a sporting organisation.

6) INELIGIBLE CRITERIA

- 6.1** Any club, group or individual operating, mainly, as a commercial enterprise rather than in a not for profit or voluntary capacity, will not be eligible for the Concessionary Registration Scheme.

7) CONCESSIONARY TERMS AND CONDITIONS

- 7.1** The concessionary criteria will be reviewed by Lambeth Council on a regular basis and may be revised in- line with changes to the Active Lambeth Plan and other relevant Council policies, including minimum eligibility criteria, groups eligible under the scheme and rates of concession
- 7.2** To be eligible for the Concessionary Registration Scheme, valid identification and proof of eligibility must be provided, as outlined in these guidelines
- 7.3** GLL will assess applications, on behalf of Lambeth Council, for the Concessionary Registration Scheme and determine eligibility
- 7.4** Copies of all application forms and documents required to assess eligibility under the scheme will be retained by GLL. All those registered for the concessionary rate will be responsible for providing GLL with valid documents, as required, to continue to be a member of the scheme
- 7.5** Any sports club refused a concession, under this scheme, due to failure to meet the minimum criteria, can re-apply for admission to the scheme if they can provide further evidence of meeting the minimum criteria
- 7.6** The concessionary rate is 50% off the full rate of hiring Lambeth sports grounds, pitches, courts and bowling greens, and 100% concession for non-profit making

sports clubs catering predominantly for under 16 year olds. No further discounts will be given on these concessions

- 7.7** The concessionary rate is 50% off the full rate of hiring Lambeth sports grounds, pitches, courts and bowling greens, and 100% concession for non-profit making sports clubs catering predominantly for under 16 year olds. No further discounts will be given on these concessions.

8) SPORTS CONCESSIONARY REGISTRATION SCHEME AIMS AND

OBJECTIVES Aims:

- 8.1** To contribute towards achieving the vision of The Active Lambeth Plan
- 8.2** To encourage the development of a sporting community and enhance relationships between clubs, schools, groups, Lambeth Council and its partners
- 8.3** To provide support to locally based not for profit sports clubs and groups
- 8.4** To ensure minimum eligibility criteria in order to safeguard the personal safety and the interests of both the sports clubs personnel and club participants.
- 8.5** To ensure minimum professional standards for those groups receiving a discount under the scheme.

Objectives:

- 8.6** Increase participation in sports and physical activity in London Borough of Lambeth particularly amongst the priority groups outlined in the Active Lambeth Plan.

9) APPLICATION REQUIREMENTS AND

RESPONSIBILITIES APPLICANT CONTACT DETAILS:

- 9.1** Each application is required to contain contact details of two representatives who GLL sports bookings service can liaise with in relation to the application for the Concessionary Registration Scheme and who will be the main point of contact for all correspondence and future bookings.

The sports club or group, registered under the scheme, is responsible for informing GLL sports booking service of any change of name or contact details of the representatives.

10) ATTACH CORRECT DOCUMENTATION:

- 10.1** Each application must be accompanied by the following documents:
- Attachment 1: Disclosure and Barring Service number

- Attachment 2: A copy of Insurance and public liability (minimum £5,000,000)
- Attachment 3: Additional documents for schools and charity groups.
- Attachment 4: Signed declaration

10) NOTIFICATION OF ELIGIBILITY UNDER THE SCHEME:

- 11.1** Each application is assessed in accordance with minimum eligibility criteria. Following assessment, the applicant representative will be contacted by GLL to confirm the outcome of the application. Unless terms and conditions have been broken eligibility will be continual once granted. During this time it is the eligible parties' responsibility to ensure that all relevant documentation is kept up-to-date. Should documentation become invalid or out of date, the sports club or group will no longer be eligible under the scheme. All relevant documentation will be retained by GLL Sports Booking Service when making bookings for the use of Lambeth Council sports facilities.

Appendix A: Lambeth Council sports facility fees and charges

Hire Classification/Sport/Service Specification (per facility)	General Rate	Commercial User Rate	Registered Concessionary Rate
Artificial turf (106m x 65m)			
Full size sand filled artificial turf (1 hour)	£99.65	£121.35	£48.20
7 a side artificial turf half (66m x 53m)			
5-7 a side 2G and 3G artificial turf (1 hour)	£67.90	£83.60	£34.15
Multi use games areas (MUGA) or tarmac pitches			
MUGA / tarmac pitch (1 hour)	£46.60	£57.65	£22.75
Tennis hard court (11m x 24m)			
Tennis court (1 hour) primary site	£8.67	£10.85	£4.35
Tennis court (1 hour) secondary site	£5.42	£10.85	£2.71
Hard court netball (16m x 31m)			
Netball hard court (1 hour)	£10.85	£13.54	£5.40
Natural Grass Surfaces			
Natural grass pitch - cricket (4 hours)	£46.60	£57.95	£22.75
Senior natural grass pitch - football (90 minutes)	£69.90	£87.75	£34.15
Natural grass pitch - rugby netball (90 minutes)	£69.90	£87.75	£34.15
Natural grass pitch - Touch Rugby (90 minutes)	£69.90	£87.75	£34.15
Natural grass pitch - Australian Rules (90 minutes)	£69.90	£87.75	£34.15
Natural grass pitch - Softball (90 minutes)	£34.65	£34.35	£16.80
Natural grass pitch - Lacrosse (90 minutes)	£69.90	£87.75	£34.15
Cricket practice nets			
Cricket practice nets (1 hour)	£3.25	£4.05	£1.65
Redgra surfaces			
Redgra pitch (90 minutes)	£33.59	£42.25	£16.80
Bowling greens			
Full green (2 hours)	£56.35	£70.40	£28.15
Individual with woods (1 hour)	£4.35	£5.40	£2.15