

# Cheshire West & Chester Council

## RATE RELIEF FOR SPORT

### Application Form

Rate Ref. No.:

#### Applicant Details

Name and address of premises applying for relief:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sports played at premises: \_\_\_\_\_

\_\_\_\_\_

Name and address of person responsible for completing the application form:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_ Business \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

CASC registered: Yes  No

Limited company: Yes  No

On behalf of: \_\_\_\_\_

I apply for discretionary rate relief. The details I have given are, to the best of my knowledge, true and accurate.

Signed: \_\_\_\_\_

## GUIDANCE NOTES

**As a pre request to applying all clubs must have the appropriate insurance, affiliation to a governing body and hold an open constitution.**

The sports club application for rate relief is divided in to 12 criteria. Each criteria has a cover page and it is recommended that you place the required evidence behind each of these pages – in the process creating a rate relief portfolio.

Each criteria has an Evidence required section which in the majority of cases will be club documents that will need to be copied and included. In some of the criteria there is an Additional Evidence section which also needs to be completed but this time by entering information directly on to the criteria cover pages. This information supports the documented evidence submitted in the Evidence required section.

Some criteria may also have a Resources sections which provides useful web links to information and/or templates that will help your club to meet the requirements of that particular criteria.

### What criteria does the club need to complete?

| Criteria                             | Community Sports Clubs | Clubs with Clubmark | Clubs with CASC | Clubs with Clubmark and CASC |
|--------------------------------------|------------------------|---------------------|-----------------|------------------------------|
| Application Form cover page          | ✓                      | ✓                   | ✓               | ✓                            |
| 1. Constituted Group                 | ✓                      |                     |                 |                              |
| 2. Policies and Procedures           | ✓                      |                     | ✓               |                              |
| 3. Membership                        | ✓                      | ✓                   |                 |                              |
| 4. External Bookings                 | ✓                      | ✓                   | ✓               | ✓                            |
| 5. Re-investment of Generated Income | ✓                      | ✓                   |                 |                              |
| 6. Affiliation                       | ✓                      | ✓                   | ✓               | ✓                            |
| 7. Insurance                         | ✓                      | ✓                   | ✓               | ✓                            |
| 8. Competitive Opportunities         | ✓                      |                     | ✓               |                              |
| 9. Coaching Provision                | ✓                      |                     | ✓               |                              |
| 10. Health and Safety                | ✓                      |                     | ✓               |                              |
| 11. Further Club Development         | ✓                      | ✓                   | ✓               | ✓                            |
| 12. Clubmark Accreditation           | ✓                      | ✓                   |                 | ✓                            |

### **Notes for Clubmark Clubs**

Clubmark accreditation provides evidence that the club meets certain operating standards typically in the fields of the Playing Programme, Duty of Care/Child Protection, Sports Equality and Club Management. The Council recognises this by asking clubs with an accreditation (12) to evidence only the criteria that may not be covered under the Clubmark assessment – these are Criteria 3, 4, 5, 6, 7 & 11. The Council will only value this arrangement if a copy of the club's accreditation certificate and annual health check form is enclosed as part of the application.

### **Notes for CASC Clubs**

Clubs registered with the government as a Community Amateur Sports Club (CASC) will automatically receive 80% rate relief. To work towards receiving the additional 20%, CASC clubs will need to evidence Criteria 2, 4, 6, 7, 8, 9, 10 and 11.

### **Notes for Multi-Sport Clubs**

For the purposes of sports club rate relief, a Multi-Sports Club is any club that has a rateable value where several sports are offered. Multi-Sports Clubs may have to duplicate evidence in all criteria if they are specific to each sport.

For example, a Multi-Sports Club that has one clubhouse but houses three different independent sports clubs will be required to submit three constitutions, three lots of policies and procedures, three sets of accounts, etc. Wherever you see a note on the criteria cover pages referring you to these guidance notes, this implies that evidence for each of the sports clubs needs to be provided.

The Council understands that sports have their own intricacies and specific detail that will feature in club documents, but we would encourage Multi-Sports Clubs to revisit these and wherever possible implement cross-club practice. For example, it is reasonable to suggest that such clubs have equal opportunities policies and codes of practice for parents/carers that are generic across all sports.

Another factor that may alter what the club has to evidence will be if a Multi-Sports Club houses several sports where some are Clubmark accredited and some aren't. In this case, we would encourage you to contact Sports Development to clarify exactly what criteria will need to be evidenced for what sports.

### **Help Available**

Sports Development will work with your club to ensure it receives the highest possible rate relief. We can also provide hard copies of templates if you do not have access to the internet and as a result can't follow the links that are provided within this application form.

**Contact details:**  
**Tel 01606 305260**  
**[support@sportcheshire.org](mailto:support@sportcheshire.org)**

## CRITERIA 1: CONSTITUTED GROUP

**Does the constitution demonstrate that the club is open to all sections of the community and is organised on an amateur non-profit making basis?**

*Notes for Multi-Sports Clubs: Please refer to Guidance Document*

### Evidence Required

Please provide the following (and tick if enclosed):

Copy of the club's constitution with appropriate non-discriminatory membership statement\*

### Additional Evidence

How is the constitution made available to the membership and/or general public?

Please tick all that apply:

Available from committee upon request

Posted on club notice board

Posted on club website

Included in club handbook

Included in new member information pack

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Resources

\*Recent good practice encourages clubs to have an open access statement within their constitution. For the criteria above, the Council will not accept constitutions where clubs still adopt a membership policy where potential new members have to be nominated, proposed and seconded by existing members. This demonstrates that the club is not accessible to the whole community.

To view a model constitution please visit: [http://www.cheshirewestandchester.gov.uk/leisure\\_culture\\_and\\_tourism/sport/club\\_development.aspx](http://www.cheshirewestandchester.gov.uk/leisure_culture_and_tourism/sport/club_development.aspx)

## CRITERIA 2: POLICIES AND PROCEDURES

**Does the club have suitable Child Protection and Equity policies? Does the club have codes of practice for coaches/officials, parents/carers, and junior members? How are these adopted by the club and communicated to its target audience?**

*Note for Multi-Sports Clubs: Please refer to Guidance Document*

### Evidence Required

Please provide copies of the following (and tick if enclosed):

- |   |                          |
|---|--------------------------|
| Child Protection and Vulnerable Adults Policy | <input type="checkbox"/> |
| Equity Policy                                 | <input type="checkbox"/> |
| Code of Practice for Coaches/Officials        | <input type="checkbox"/> |
| Code of Practice for Parents/Carers           | <input type="checkbox"/> |
| Code of Practice for Junior Members           | <input type="checkbox"/> |

### Additional Evidence

How are the above policies/procedures communicated and made available to the membership?

Please tick all that apply:

- |                                       |                          |
|---------------------------------------|--------------------------|
| Available from committee upon request | <input type="checkbox"/> |
| Posted on club notice board           | <input type="checkbox"/> |
| Posted on club website                | <input type="checkbox"/> |
| Included in club handbook             | <input type="checkbox"/> |
| Included in volunteer induction pack  | <input type="checkbox"/> |

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Resources

To view model policies and procedures please visit:  
[http://www.cheshirewestandchester.gov.uk/leisure\\_culture\\_and\\_tourism/sport/club\\_development.aspx](http://www.cheshirewestandchester.gov.uk/leisure_culture_and_tourism/sport/club_development.aspx)

### CRITERIA 3: MEMBERSHIP

**Is membership open to all sections of the community regardless of age, race, gender, ability, religious views, etc.? Does the club have a specific pricing policy that caters for different groups (ie. the young, veterans, deprived communities, students)? Does the membership comprise mainly of Cheshire West and Chester residents?**

#### **Evidence Required**

Please provide the following (and tick if enclosed):

Copy of the club's constitution with appropriate non-discriminatory membership statement – if included in Criteria 1 there is no need to submit as evidence again under this section

Copy of the membership pricing policy or pricing list

#### **Additional Evidence**

Sports club rate relief has been designed to offer relief from rates for sports clubs who provide a quality service to Cheshire West and Chester residents where the Council doesn't offer such provision. Therefore, it is important for the Council to award clubs who provide opportunities to participate to the whole community.

In order for us to better establish this, please complete the following:

Total number of members: \_\_\_\_\_

Total number of members living within CWAC: \_\_\_\_\_

Estimated total membership capacity of the club: \_\_\_\_\_

## CRITERIA 4: EXTERNAL BOOKINGS

**Are facilities advertised and made available to individuals/organisations other than members?**

### Evidence Required

Please provide **one** of the following (and tick if enclosed):

Copy of the club's external booking form

The club's bookings diary or photocopies of pages demonstrating community use

### Additional Evidence

How does the club advertise use of its facilities to the wider community?

Please tick all that apply:

Word of mouth

Distribution of flyers/leaflets

Information on club website

Partnerships with schools or community groups

Advertising in local media

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CRITERIA 5: RE-INVESTMENT OF GENERATED INCOME

**Are all of the profits of the club re-invested in the activities of the club and its premises?**

### **Evidence Required**

Please provide the following for each sport at the club if different (and tick if enclosed):

Copy of the income and expenditure accounts for the club

### **Additional Evidence**

Does the club have a bar? Yes  No

If yes, have a copy of the bar accounts been provided? Yes  No



## CRITERIA 6: AFFILIATION

**Is the club affiliated to a recognised National Governing Body for their sport?  
Or, where a governing body is not present, make reasonable efforts to seek  
alternative, comparable means of affiliating?**

Notes for Multi-Sports Clubs: Please refer to Guidance Document

### **Evidence Required**

Please provide **one** of the following (and tick if enclosed):

Copy of current affiliation letter

Where confirmation is not sent via letter, please provide alternative evidence (ie. Screen shot from website, e-mail from governing body or provide affiliation number)\*

\*This must clearly demonstrate that the club has current affiliation

### **Resources**

For a list of Sport England recognised National Governing Bodies please visit:  
[http://www.sportengland.org/about\\_us/recognised\\_sports.aspx](http://www.sportengland.org/about_us/recognised_sports.aspx)

## CRITERIA 7: INSURANCE

**Does the club have appropriate public liability insurance? Does the club, where its coaches and officials fall outside of this, ensure that individuals obtain personal professional indemnity or public liability insurance?**

### **Evidence Required**

Please provide the following (and tick if enclosed):

Copy of the club's insurance document

Proof of individual coach insurance and a breakdown of what these policies cover

**CRITERIA 8: COMPETITIVE OPPORTUNITIES**

**Does the club hold regular competition for its members (intra- or inter-club)?**

Notes for Multi-Sports Club: Please refer to Guidance Document

**Evidence Required**

Please provide the following (and tick if enclosed):

Copies of current or most recent season's fixture lists or tables

**Additional Evidence**

How many teams and/or sections, at each of the levels below, does the club run?

Senior Men's \_\_\_\_\_

Senior Women's \_\_\_\_\_

Junior \_\_\_\_\_

Veterans/Masters \_\_\_\_\_

Disability \_\_\_\_\_

What competitions does the club enter? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CRITERIA 9: COACHING PROVISION

**Does the club hold regular structured coaching/training? Does the club ensure suitably qualified coaches are leading these sessions? Do the training sessions adhere to the sport-specific coach:participant ratios? Are the coaches aware of their roles and responsibilities?** Multi-Sports Clubs: Please refer to Guidance Document

### Evidence Required

Please provide the following (and tick if enclosed):

Examples of lesson plans or resources that the coaches use to deliver the training sessions

Copies of coach qualification certificates for all active coaches

Task Descriptions for Coach and Assistant Coach roles

### Additional Evidence – entries beyond the space provided below to be included on separate sheet

Please list details of the training sessions that take place at your club:

|                | Team/Section | Time of Year | Day    | Time     |
|----------------|--------------|--------------|--------|----------|
| <i>EXAMPLE</i> | Senior Men   | Summer       | Monday | 7-8:30pm |
| 1.             | _____        | _____        | _____  | _____    |
| 2.             | _____        | _____        | _____  | _____    |
| 3.             | _____        | _____        | _____  | _____    |
| 4.             | _____        | _____        | _____  | _____    |
| 5.             | _____        | _____        | _____  | _____    |

For each of the training sessions listed above, please provide the following information:

|                | Average No. of participants | No. of coaches present | Average No. of participants | No. of coaches present |
|----------------|-----------------------------|------------------------|-----------------------------|------------------------|
| <i>EXAMPLE</i> | 25                          | 2                      | 3.                          | _____                  |
| 1.             | _____                       | _____                  | 4.                          | _____                  |
| 2.             | _____                       | _____                  | 5.                          | _____                  |

### Resources

To view model task descriptions please visit: [http://www.cheshirewestandchester.gov.uk/leisure\\_culture\\_and\\_tourism/sport/club\\_development.aspx](http://www.cheshirewestandchester.gov.uk/leisure_culture_and_tourism/sport/club_development.aspx)

## CRITERIA 10: HEALTH AND SAFETY

**Does the club have emergency procedures in place for dealing with an accident/ incident? Does the club conduct risk assessments for each of the venues that are used during the course of a season (not including away fixtures)?**

Notes for Multi-Sports Club: Please refer to Guidance Document

### Evidence Required

Please provide copies of the following (and tick if enclosed):

Guidelines for Dealing with an Accident/Incident

Completed Risk Assessments

### Additional Evidence

Does the club ensure at least one individual with a First Aid qualification is present at each training session?

Yes

No

Where is the First Aid equipment kept? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Resources

To view model health and safety documentation please visit: [http://www.cheshirewestandchester.gov.uk/leisure\\_culture\\_and\\_tourism/sport/club\\_development.aspx](http://www.cheshirewestandchester.gov.uk/leisure_culture_and_tourism/sport/club_development.aspx)

## CRITERIA 11: FURTHER CLUB DEVELOPMENT

**Does the club have formal links to schools or other local community groups? Does the club have an active Development Plan? Does the club communicate regularly with its members?** Multi-Sports Clubs: Please refer to Guidance Document

### Evidence Required

Please provide copies of the following (and tick if enclosed):

- Evidence of at least one school club link – either signed agreement form or alternative proof of link (ie. e-mail correspondence or letter from the school)
- Club Development Plan
- Communication with members (ie. newsletters, screen shots from website and/or e-mail/letter mailings)

### Additional Evidence

What schools / community groups does the club have or would like to have links with?

| School name | Documented link          | Would like link          |
|-------------|--------------------------|--------------------------|
| _____       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____       | <input type="checkbox"/> | <input type="checkbox"/> |
| _____       | <input type="checkbox"/> | <input type="checkbox"/> |

How often does the club review its Development Plan?

Annually

Upon the Development Plan's expiry

As and when seems necessary

Other: \_\_\_\_\_

\_\_\_\_\_

### Resources

To view a model school club link agreement form please visit: [http://www.cheshirewestandchester.gov.uk/leisure\\_culture\\_and\\_tourism/sport/club\\_development.aspx](http://www.cheshirewestandchester.gov.uk/leisure_culture_and_tourism/sport/club_development.aspx)

## CRITERIA 12: CLUBMARK ACCREDITATION

**Has the club been awarded a Clubmark, or equivalent, accreditation?**

Notes for Multi-Sports Club: Please refer to Guidance Notes

### **Evidence Required**

Please provide the following (and tick if enclosed):

Copy of the club's accreditation certificate

### **Resources**

For further information on Clubmark please visit: [www.clubmark.org.uk](http://www.clubmark.org.uk)