#### RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

# MANAGEMENT ARRANGEMENTS FOR OUTDOOR RECREATION FACILITIES

### **OPERATING PROCEDURES**

The following information outlines the rules and responsibilities for the Council, Bowls Clubs, Cricket Clubs, Football Clubs, Rugby Clubs and Athletic Clubs in respect of the management of Council owned outdoor recreation facilities.

#### SPORTS CLUBS RESPONSBILITIES

- 1. To be responsible for opening and locking pavilions/changing rooms and associated gates/barriers.
- 2. To be responsible for disarming/resetting security alarms if provided in buildings.
- 3. Reporting of all building defects to the Area Parks Managers/Supervisors.
- 4. Bowls Clubs keeping the bowls pavilion in a clean condition.
- 5. Bowls Clubs to use bowls mats/jacks and rink markers as provided, and to return to the storage area after each and every use.
- 6. Cricket, Football, Rugby and Athletics Clubs to brush out the changing rooms after every use, leaving the facility in a clean condition for the next user.
- 7. Football Clubs erecting goal nets and placing of flags prior to each fixture taking place, and collecting and storing of the same thereafter.
- 8. Rugby Clubs placing post protectors and flags prior to each fixture taking place, and collecting and storing of the same thereafter.
- 9. Cricket, Football, Rugby and Athletics Clubs checking the playing field and removal of any litter, glass or dog faeces prior to each fixture.
- 10. Cricket, Football, Rugby Clubs any clubs who use the Ynys playing fields now also need to send details to Lisa Belcher on 01685 378113.
- 11. All Sports Clubs to clean all kitchens/communal areas if used.
- 12. All Sports Clubs to provide adequate public liability insurance.

- 13. All Sports Clubs to provide fixture lists and details of revised fixtures to the Parks Booking Office based at Ty Elai, Williamstown.
- 14. All Sports Clubs to inform the Parks Bookings Department of any fixture. Fields will not be marked or prepared if no fixture is booked.
- 15. All Sports Clubs not to use the facilities for any other activity without the prior consent of the Parks Section.
- 16. All Sports Clubs to ensure that outdoor recreation facilities are not used outside the season dates by clubs or its' members.
- 17. All Sports Clubs the Council will no longer be carrying out pitch inspections. Responsibility will now be left to club officials and referees. However, the Council reserve the right to cancel fixtures in exceptional circumstances.
- 18. All Sports Clubs 2 sets of keys will be issued per club. Names of the key holders of each building will need to be passed to the Parks Bookings Department. There will be a charge for each extra set of keys that has to be issued.
- 19. All Sports Clubs please ensure that we are informed of any electrical equipment being brought into our buildings and permission is granted for this and that the appliances are Pat Tested on an annual basis. Failure to do so will result in appliances being removed.
- 20. All Sports Clubs Any food made or sold on the premises must adhere to any Environmental Health guidelines.
- 21. All Sports Clubs No alcohol to be consumed or sold without proper licensing paperwork.

# RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL'S RESPONSIBILITIES

- 1. For all building repairs.
- 2. For all outgoings at RCT buildings that are not leased electricity, gas, water, rates and insurance of the building.
- 3. To undertake building cleansing once weekly.
- 4. For all grounds maintenance associated with outdoor recreation facilities.

### **To All Facility Users**

These Facilities are provided for your convenience, please respect them. Failure to do so will result in Clubs being charged for any unnecessary damage and could possibly lead to a suspension of the use of these premises.

## **AREA NORTH**

## **TELEPHONE CONTACT DETAILS**

CONTACT	NAME		TEL. NO.	MOBILE
Area Parks Manager	David Prout		01443 490465	
Senior Supervisor	Hywel Bebb			
Area Supervisor	Nigel Thomas		01443 444620	
Area Supervisor	Mark Groom			
Parks Booking Office	Chris Mitchinson or		01443 425569	
	Julie Godwin		01443 425652	
Help Line Monday – Friday	Operated f	rom	01443 404699	07786 523577
Out of Hours, Weekends and	Ynysangharad Park		01443 425011	
Bank Holidays				

### **AREA SOUTH**

# **TELEPHONE CONTACT DETAILS**

CONTACT	NAME		TEL. NO.	MOBILE
Area Parks Manager	Geraint Jenkins		01443 233964	
Senior Supervisor	Mark Prior		01443 233965	
Area Supervisor	Allan Roberts		01443 233970	
Area Supervisor	Leigh Walters		07786 523599	
Parks Booking Office	Chris Mitchinson or		01443 425569/	
	Julie Godwin		01443 425652	
Help Line Monday – Friday	Operated fr	om	01443 404699/	07786 523577
Out of Hours, Weekends and	Ynysangharad Park		01443 425011	
Bank Holidays				