

**EXPRESSION OF INTEREST PROCESS FOR REGULAR BOOKINGS AT  
ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL  
INDOOR LEISURE FACILITIES**

To provide opportunities through an open and fairness process to secure a regular booking slot at one of the Indoor Leisure Facilities under the control of the Council an Expression of Interest process shall be applied for any new long-term availability slots.

Each facility will continually monitor their programme, dryside & wetside, and should a permanent booking slot become available, the Expression of Interest process may commence, with all information advertised on the Council website and within the facility.

Based on the booking period of another regular booking or the cancellation of a regular booking a time slot may become available for a limited period. In these circumstances, it may be offered to a club/group/individual as one off booking for a period of up to 12 weeks without guaranteed rights of continuation. If within the 12 weeks it is determined that the slot has become a permanently available it shall be advertised under the Expression of Interest process for new long-term availability slots.

Interested parties must apply using the Expression of Interest Application form located on the Council Website and forms along with all relevant information must be submitted before the selected closing date as stipulated on the Application Form.

A panel, consisting of three Council Officers, will review and score each application received using the scoring matrix guidance as part of the Expression of Interest process. Successful applicants shall be advised of the outcome within 3 days of the panel's discussion and unsuccessful applicants shall be advised of the outcome within 5 days of the panel's discussion. Alternative slots that had not been allocated to successful candidate's days/times may be offered.

## **GUIDANCE DOCUMENT FOR APPLICANTS**

### **EXPRESSIONS OF INTEREST**

#### **Application for the booking of regular time slot within Leisure Facilities**

Information on the availability of regular time slots shall be posted on our social media channels and in the facilities for any interested applicants to apply through the Expression of Interest [EOI] process

The next Expression of Interest for regular time slots shall open on Monday 13<sup>th</sup> November 2023 and close at 4pm on Friday 27<sup>th</sup> November 2023.

Applicants must use the Council's EOI Application Form to apply which can be found on the Councils website [GetActiveabc/EOI](http://GetActiveabc/EOI)

If you want more information about this application process, please contact; [sllcbookings@armaghbanbridgecraigavon.gov.uk](mailto:sllcbookings@armaghbanbridgecraigavon.gov.uk)

#### **WHO DOES THIS GUIDANCE APPLY TO?**

This guidance document applies to Coaching clubs, Non-affiliated Clubs, groups or Organisations who wish to apply to book one of the advertised available regular time slots.

Under the application criteria, there are three categories and different eligibility requirements apply to each.

**Coaching Club** - for the purposes of the Criteria, shall be defined as providing “training or instruction by an appropriately qualified coach”. Coaching clubs will be required to hold insurance, ensure that their instructors are appropriately qualified to coach (in order to protect their members) and are access NI cleared and the club must be affiliated with Sport NI, Sport Ireland or UK Sport recognised Governing Body.

**Non-affiliated Club/Group** - for the purposes of the Criteria, shall be defined as an informal club or youth group or group of individuals who regularly meet to undertake a leisure activity with no coaching undertaken, are not affiliated with Sport NI, Sport Ireland or UK Sport recognised Governing Body for their activity and are not required to be formally constituted.

**Organisation** – for the purposes of the Criteria, shall be a Non-Commercial or commercial body that may provide training, instruction or advice, but not affiliated with Sport NI, Sport Ireland or UK Sport recognised Governing Body [e.g. Youth/Health/Educational institutions, Businesses or Individuals]

## **COACHING CLUB**

In order to be eligible to apply for the booking of regular time slots Coaching Clubs must provide evidence to the Council that:

- a. they are located within the Borough and/or the majority of its users are residents of the Borough;
- b. they do not distribute profits to any person or entity;
- c. they will not carry out an activity which conflicts with any Council operated activities;
- d. they will endeavour to increase the number of people who regularly participate in physical exercise;
- e. they will assist the Council in delivering a wide and varied range of activities which contributes to the Council's Health Agenda;
- f. they are formally affiliated with Sport NI, Sport Ireland or UK Sport recognised Governing Body) (relevant to the coaching clubs activity); - ***Successful applicants will be required to provide supporting documentation***
- g. they can guarantee that the club's coaches/instructors have obtained minimum qualifications to provide activities to members and/or the public and are access NI cleared; ***Successful applicants will be required to provide supporting documentation***
- h. they hold (and shall maintain) insurance appropriate to the activity they intend to carry out. ***Successful applicants will be required to provide supporting documentation***
- i. they comply with equality legislation and guidance from the Equality Commission NI in respect of their membership policy.

## **NON-AFFILIATED CLUB/GROUP**

In order to be eligible to apply for the booking of regular time slots Non-affiliated Clubs/ Groups must provide evidence to the Council that:

- a. they are located within the Borough and/or the majority of its users are residents of the Borough;
- b. they do not distribute profits to any person or entity;
- c. they will not carry out an activities which conflicts with any Council operated activities;

- d. they will endeavour to increase the number of people who regularly participate in physical exercise;
- e. they will assist the Council in delivering a wide and varied range of activities which contributes to the Council's Health Agenda.

### **Organisations**

In order to be eligible to apply for the booking of regular time slots Organisations must provide evidence ('supporting documentation') to the Council that:

- a. they are located within the Borough and/or the majority of its users are residents of the Borough;
- b. they will not carry out an activities which conflicts with any Council operated activities;
- c. they hold (and shall maintain) insurance appropriate to the activity they intend to carry out. ***Successful applicants will be required to provide supporting documentation***
- d. they comply with all legislation and guidance in respect of their activity. ***Successful applicants will be required to provide supporting documentation***

## **APPLICATION PROCESS**

If you are interested in applying to book regular time slots at one of the Indoor Facilities for your activity you must:

- Submit a copy of the Council's Application Form to the Council by 4:00pm on Friday 27<sup>th</sup> November 2023. The Application Form can be located a GetActiveabc/eoi
- With your Application Form, you **must** also submit supporting documentation to the Council to show that your club/group/organisation fully meets the eligibility criteria, which is set out above. If you cannot evidence that you fully meet the criteria, the Council may not assess your Application Form.
- A copy of your Application Form and any supporting documentation should be submitted to the Council at: [sllcbookings@armaghbanbridgecraigavon.gov.uk](mailto:sllcbookings@armaghbanbridgecraigavon.gov.uk)
- The Council will assess applications and applicants will be informed as to whether or not their application has been successful by 4<sup>th</sup> December 2023. If successful, you will be required to sign the Council's booking terms & conditions and provide all necessary paperwork to support your application. Please note that the Council's decision is final.

**Armagh City, Banbridge & Craigavon Borough Council**

**Expression of Interest Application Form**

Booking period start date: **January 2024**

Please select what best fits your application

**Coaching Club\***       **Non-affiliated Club/Group**       **Organisation**

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\*Coaching Clubs must provide details of affiliation:

Is your Club/Group/Organisation located within Armagh City, Banbridge & Craigavon Borough Council Area?

**Yes**       **No**      Postcode / location \_\_\_\_\_

Will the majority of participants be residents of Armagh City, Banbridge & Craigavon Borough Council Area?

**Yes**       **No**

For what period are you requiring the Regular Booking Slot each year?

**0-2 months**       **3-5 months**       **6-9 months**       **9-12 months**

Please outline period *e.g. December-March*

Is your Coaching Club, Non-affiliated Club/Group or Organisation considered as Commercial or Non-Commercial?

**Commercial**       **Non-Commercial**

**Name of Coaching Club, Non-affiliated Club/Group or Organisation:**

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**Contact Name:**

**Contact Number:**

**Position:**

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***In this section we require you to set out your intentions for regular use of Council leisure facilities.***

*Please answer all questions below and, as a guide, answers are expected to be no more than 300 words per section.*

*Question 1*

**Please outline your intended activity of booking, please note that in order to be eligible to apply for a booking your activity must not conflict with the Council operated activities.**

*Question 2*

**Please explain how your booking will benefit residents by increasing the number of people who regularly participate in sport and physical exercise within ABC Borough. [for example provide potential weekly participant numbers]**

*Question 3*

**Please demonstrate how your booking will help the Council deliver a wide and varied range of activities which contribute to ABC health agenda –**

See: [Health & Wellbeing - Armagh City, Banbridge and Craigavon Borough Council](#)

*Question 4*

**Please indicate the facility, day & time slot you wish to have a regular booking with from the availability list. Please note availability will be prescribed prior to application and no times outside those advertised will be considered.**

1<sup>st</sup> Choice

**Location:**

**Day:**

**Time:**

2<sup>nd</sup> Choice

**Location:**

**Day:**

**Time:**

3<sup>rd</sup> Choice

**Location:**

**Day:**

**Time:**



## **GUIDANCE**

This guidance applies to all applicants who wish to apply to book regular time slots at ABC Council Leisure Facilities.

Applications shall be scored on the information provided so it is important to provide as much relevant detail as possible

Allocation of available time slot will be offered to highest score, followed by second highest score and so on until all available slots have been offered.

In the event of a tie score between two or more applicants requesting the same available slot the following selection process will be applied

- Step 1: Coaching Clubs followed by Non-affiliated clubs/groups followed by Organisation
- Step 2: Period of booking [> period to < period]
- Step 3: Number of participants [weekly]
- Step 4: score for Question 3

### **Process for offering time slots**

Highest scored Applicant will be offered their 1<sup>st</sup> Choice, followed by the second highest scored Applicant being offered their 1<sup>st</sup> choice [or 2<sup>nd</sup> choice if 1<sup>st</sup> choice has already been taken] and so on.

If at the end of first round there is still available slots the panel will go back to the highest scored applicant and offer their 2<sup>nd</sup> or 3<sup>rd</sup> choice if still available.

If neither the second or the third choice is available, an alternative available slot may be offered if not requested by another successful applicant

All successful applications that did not secure one of their requested slots will remain on the reserve list for 6 months. They may be offered a similar slot on a different day/time if one becomes available within the 6 month period from the application closing date.