

EXPRESSION OF INTEREST PROCESS FOR CHILDCARE PROGRAMME BOOKINGS AT RICHHILL RECREATION CENTRE FACILITY

This Expression of Interest process is to provide an opportunity through an open and fairness process to secure facility time at Richhill Recreation Centre to deliver a registered Childcare afternoon term-time programme [September-June] and summer programme [July & August] for local children within the Borough.

The afternoon Childcare programme must run for a minimum of 3 hrs. between the times of 1:30pm to 5:30pm, Monday to Friday. The facilities on offer for the afternoon programme include small meeting room and if available [subject to management agreement] can access the sports hall, large meeting room and play park access.

The summer programme must run for a minimum of 6 weeks with a minimum of 5 hrs. per day between the hours of 9:00am-5:00pm, Monday to Friday. The facilities on offer include Sports Hall, Meeting rooms, Changing Rooms, and play park access.

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 5 working days of the panel's discussion and unsuccessful applicants shall be advised of the outcome within 8 working days of the panel's discussion.

Additional day/time slots beyond the advertised availability may be offered to the successful applicant following receipt of a written request. Any requests will be reviewed by the management team.

GUIDANCE DOCUMENT FOR APPLICANTS

EXPRESSIONS OF INTEREST

Application for the booking of Richhill Recreation Centre for Childcare Programme

The next Expression of Interest for Childcare Programme shall open on **Wednesday 13th August 2025 and close at 4pm on Tuesday 26th August 2025**

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

If you want more information about this application process, please contact; nicky.speers@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 for the advertised day/time slot to run an afternoon & summer activity programme at Richhill Recreation Centre.

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 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 endeavour to increase the number of people who regularly participate in physical exercise;
- d) they will assist the Council in delivering a wide and varied range of activities which contributes to the Council's Health Agenda;
- e) 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***
- f) 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.***
- g) they hold (and shall maintain) insurance appropriate to the activity they intend to carry out. ***Successful applicants will be required to provide supporting documentation.***
- h) 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 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 endeavour to increase the number of people who regularly participate in physical exercise;
- d) 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 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 hold (and shall maintain) insurance appropriate to the activity they intend to carry out. ***Successful applicants will be required to provide supporting documentation***
- c) 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 for activity slot at Richhill Recreation Centre to run an afternoon / summer programme for the local children within the Borough you must:

- Submit a copy of the Council's Application Form to the Council by 4:00pm on Tuesday 26th August 2025. 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: nicky.speers@armaghbanbridgecraigavon.gov.uk
- The Council will assess applications and applicants will be informed as to whether or not their application has been successful by 31st August 2025. 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.

Scoring Guidance

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 the highest score. In the event of a tie score between two or more applicants the following selection process will be applied.

- Step 1: Coaching Clubs followed by Non-affiliated clubs/groups followed by Organisation.
- Step 2: Number of hours per day for afternoon programme
- Step 3: Number of hours per day for summer programme
- Step 4: Number of participants [weekly]

Armagh City, Banbridge & Craigavon Borough Council

**Expression of Interest Application Form
for Summer Programme at Richhill Recreation Centre**

Booking period start date: **September 2025**

End Date: **30th August 2026**

Please select what best fits your application

☐

Coaching Club*

☐

Non-affiliated Club/Group

☐

Organisation

*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 how many hours will you be running an afternoon programme?

☐

3hrs

☐

3.5hrs

☐

4hrs

For how many hours will you be running a summer programme?

☐

5hrs

☐

6hrs

☐

7hrs

☐

8hrs

What time period will you be running a summer programme each day?

Please outline the time period *e.g. 09:00am-3:00pm daily*

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:

Contact Name:

Contact Number:

Position:

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 activities that you will deliver

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]

Office Use Only

Scoring Matrix procedures

Please select what best fits your application

10 points	Coaching Club	6 points	Non-affiliated Club/Group	5 points	Organisation [sport related]	3 points	Organisation
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Are you located within Armagh City, Banbridge & Craigavon Borough Council Area?

10 points	Yes	5 points	No	Additional 3 points awarded if located within 2 miles of selected location
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Will the majority of participants be residents of Armagh City, Banbridge & Craigavon Borough Council Area?

10 points	Yes	0 points and Application withdrawn from process	No
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For how many hours will you be running an afternoon programme?

6	3hrs	8	3.5hrs	10	4hrs
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For how many hours will you be running an afternoon programme?

4	5hrs	6	6hrs	8	7hrs	10	8hrs
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What time period will you be running a summer programme each day?

Please outline time period e.g. 09:00am-3:00pm daily

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

0	Commercial	10	Non-Commercial
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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.

New Activity to facility = 10 points

Activity already undertaken by same or similar group = 5 points

Activity conflicts with Council Activity = Application withdrawn from process

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]**

Participant number increase greater than 50 each week = 10 points

Participant number increase between 25 - 50 each week = 8 points

Participant number increase between 10 - 25 each week = 6 points

Participant number increase up to 10 each week = 4 points