

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 RESPONSIBILITIES

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 outgoing 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 Julie Godwin	01443 425569 01443 425652	
Help Line Monday – Friday Out of Hours, Weekends and Bank Holidays	Operated from Ynysangharad Park	01443 404699 01443 425011	07786 523577

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 Julie Godwin	01443 425569/ 01443 425652	
Help Line Monday – Friday Out of Hours, Weekends and Bank Holidays	Operated from Ynysangharad Park	01443 404699/ 01443 425011	07786 523577