

**ASSOCIATION / CLUB / TEAM - APPLICATION FOR COMMUNITY USE SPORTS FACILITIES 2018/2019**  
**(Seasonal Allocation)**



Applications must be handed in to the Gibraltar Sports and Leisure Authority,  
 Bayside Sports Complex, Bayside Road, Gibraltar during office hours:  
 Monday to Friday 9am to 3.30pm  
 by **NOON on WEDNESDAY 25<sup>TH</sup> JULY 2018**  
 (Should this form not be fully completed it could be declared void).

Tel. 20078409, Fax. 20042749 – Email. [info@gsla.gi](mailto:info@gsla.gi)

**PLEASE NOTE THAT TEAMS REGISTERED WITH AN ASSOCIATION SHOULD APPLY DIRECTLY TO THEIR GOVERNING BODY. THE ONLY EXCEPTION TO THIS RULE IS FOR FUTSAL ALLOCATIONS IN MUGA AND THE USE OF BAYSIDE HALL**

Name of Association/Club/Team: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Stature: \_\_\_\_\_  
 Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 2<sup>nd</sup> Contact Name: \_\_\_\_\_ Stature: \_\_\_\_\_  
 Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 No. of Teams (if applicable): \_\_\_\_\_ Sport Undertaken: \_\_\_\_\_ No. of Active Sportspeople: \_\_\_\_\_  
 Is Club/Team registered with Assn? YES / NO. Is Club/Team playing in League? YES / NO.  
 Which League: \_\_\_\_\_

PREVIOUS YEAR'S ALLOCATION		
<i>LOCATION</i>	<i>DAY</i>	<i>TIME</i>
ALLOCATIONS REQUIRED FOR CURRENT SEASON (See guidelines overleaf)		

**PLEASE SIGN OVERLEAF ONCE YOU HAVE READ THE TERMS AND CONDITIONS.**

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Receipt No. \_\_\_\_\_

**THIS YEAR'S ALLOCATION:**

<u>LOCATION</u>	<u>DAY</u>	<u>TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### FACILITY OPENING HOURS

Westside School (Sports Hall)	-	18.00 hrs to 23.00 hrs weekdays (weekends by special arrangement)
St Anne's School Sports Hall	-	18.00 hrs to 23.00 hrs (weekdays)
Bayside School Sports hall	-	18.00hrs to 23.00hrs (weekdays) (weekends by special arrangement)
Hargraves Court	-	17.00 hrs onwards weekdays, all day weekends
Westside School (Outdoor pitch)	-	18.00 hrs to 23.00 hrs on hourly basis (weekends by special arrangement only) <b>Registered Clubs/Teams should apply through their Governing Body.</b>
St Joseph's School Sports Hall	-	18.00 hrs to 23.00 hrs weekdays
Bishop Fitzgerald Sports Hall	-	18.00hrs to 23.00hrs (weekdays)
Governors Meadow Sports Hall	-	18.00 hrs to 23.00 hrs (weekdays)
St Bernard's Sports Hall	-	18:00 hrs to 23:00 hrs (weekdays)
Tercentenary Hall	-	15:30 hrs to 23:00 hrs (weekdays)
Victoria Sports Hall	-	15:30 hrs to 23:00 hrs (weekdays)
MUGA	-	16.00 hrs to 22.00 hrs (weekdays)

### TERMS AND CONDITIONS FOR THE BOOKING AND USE OF COMMUNITY USE VENUES

All community use allocation holders are to adhere to the following terms and conditions:

- PLEASE NOTE THAT TEAMS REGISTERED WITH AN ASSOCIATION SHOULD APPLY DIRECTLY TO THEIR GOVERNING BODY. THE ONLY EXCEPTION TO THIS RULE IS FOR FUTSAL ALLOCATIONS IN THE MUGA AND THE USE OF BAYSIDE HALL.**
- All allocation holders must sign the attendance register for each session.
- Allocation holders are reminded that any attempt to act fraudulently will result in his/her allocation being withdrawn and the holder being refused community use allocations in the future.
- All coaches, leaders and volunteers working with children and young people, in community use facilities, need to:
  - Be qualified in their respective fields of activities.
  - Be vetted by the Royal Gibraltar Police.
  - Have taken part in a recognised 'Safeguarding and Protecting Children' workshop.
- The provision of first aid is the responsibility of the facility user/session leader.

### SCHOOL/PUBLIC HOLIDAY CALENDAR

- Unless informed otherwise, all venues will be closed on the following days:
  - National Day Holiday – Mon 10<sup>th</sup> Sep 2018.
  - Mid Term – Mon 29<sup>th</sup> Oct to Fri 2<sup>nd</sup> Nov 2018.
  - Commonwealth Day – Mon 11th March 2019 (to be confirmed)
  - Workers Memorial Day – Wed 1<sup>st</sup> May 2019 (to be confirmed)
  - May Day – Wed 1<sup>st</sup> May 2019
  - Ascension Day – Thurs 30<sup>th</sup> May 2019
  - Spring Bank Holiday – Mon 27<sup>th</sup> May 2019

**I agree to the Terms and Conditions set out above**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME IN BLOCK LETTERS:** \_\_\_\_\_

9<sup>th</sup> July 2018

Dear Applicant,

**RE: COMMUNITY USE FACILITIES FOR SPORTS ASSOCIATIONS/CLUBS/TEAMS 2018/2019 SEASON.**

Following changes to local legislation and the establishing of a Child Protection Committee, please note that

- All coaches, leaders and volunteers working with children and young people in HMGOG sport & leisure facilities are required to hold a recognised Level 1 qualification (or equivalent) in the coaching of their sport, physical or leisure activity. All coaches must also be Royal Gibraltar Police (RGP) vetted or produce recent vetting documentation from country of origin.
- All registered Governing Bodies of Sport and/or Leisure/Physical Activity providers working with under 18's must have an up to date Safeguarding/Child Protection policy and must have proof of all coaches having taken part in a recognised Safeguarding and Protecting Children workshop.
- Emergency First Aid and the training of first aiders during sporting, physical or leisure association/club activities on HMGOG facilities is the responsibility of the sports association or leisure provider leading that activity.

No exceptions will be made regarding the RGP vetting or vetting documentation from country of origin.

Please note that spot checks will be undertaken and non-compliance with all the above will result in the rescinding of allocations.

Application forms will only be accepted during office hours at the 1<sup>st</sup> floor Reception Desk – Monday to Friday 9am to 3.30pm, at which time a receipt will be issued.

If you have any queries regarding the above, please do not hesitate to contact us on 20078409 or [info@gsla.gi](mailto:info@gsla.gi)

Yours sincerely

Reagan Lima  
Chief Executive Officer