

**ASSOCIATION / CLUB / TEAM - APPLICATION FOR COMMUNITY USE SPORTS FACILITIES 2023/2024**  
**(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 FRIDAY 25<sup>TH</sup> AUGUST 2023**  
 (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.**

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 Sportspersons: \_\_\_\_\_  
 Is Club/Team registered with Assn? YES / NO. Is Club/Team playing in League? YES / NO.  
 Which League: \_\_\_\_\_

PREVIOUS YEAR'S ALLOCATION		
LOCATION	DAY	TIME
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:**  
**LOCATION**

**DAY**

**TIME**


**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)
Westside School (Roof top 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 Upper School Sports Hall	-	18.00 hrs to 23.00 hrs weekdays
St Joseph's Lower School Sports Hall	-	18.00hrs to 23.00hrs (weekdays)
Lathbury Sports Complex Pitch	-	15.30 hrs to 23.00 hrs (weekdays)
Lathbury Sports Complex Track	-	15:30 hrs to 23:00 hrs (weekdays)
Tercentenary Hall	-	15:30 hrs to 23:00 hrs (weekdays)
Europa Sports Complex	-	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:

1. **PLEASE NOTE THAT TEAMS REGISTERED WITH AN ASSOCIATION SHOULD APPLY DIRECTLY TO THEIR GOVERNING BODY.**
2. All allocation holders must sign the attendance register for each session.
3. 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.
4. All coaches, leaders and volunteers working with children and young people, in community use facilities, need to:
  - a. Be qualified in their respective fields of activities.
  - b. Be vetted by the Royal Gibraltar Police.
  - c. Have taken part in a recognised 'Safeguarding and Protecting Children' workshop.
5. The provision of first aid is the responsibility of the facility user/session leader.

### **SCHOOL/PUBLIC HOLIDAY CALENDAR**

6. Unless informed otherwise, all venues will be closed on the following days:
  - a. National Day Holiday – Mon 11<sup>th</sup> Sep 2023.
  - b. Mid Term – Mon 30<sup>th</sup> Oct to 3<sup>rd</sup> Nov 2023.
  - c. Mid Term – Tues 13<sup>th</sup> to 16<sup>th</sup> February
  - d. Workers Memorial Day – Sun 28<sup>th</sup> April 2024
  - e. May Day – Wed 1<sup>st</sup> May 2024
  - f. Spring Bank Holiday – 27<sup>th</sup> May 2024
  - g. Kings Birthday – Mon 17<sup>th</sup> June 2024

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

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

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

5<sup>th</sup> July 2023

Dear Applicant,

**RE: COMMUNITY USE FACILITIES FOR SPORTS ASSOCIATIONS/CLUBS/TEAMS 2023/2024 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@gsia.gi](mailto:info@gsia.gi)

Yours sincerely

Reagan Lima  
Chief Executive Officer