

# Outdoor Fitness Training

## Spelthorne Borough Council Parks and Open Spaces

### Parks Licences

**1 April 2024 – 31 March 2025**

### Guidance Notes

Spelthorne Borough Council (SBC) is looking for professional and enthusiastic local fitness providers to deliver outdoor fitness in the Borough's Park and Open Spaces. The Council will provide access to its outdoor parks for a nominal fee. If you have a passion for improving health & wellbeing and making a difference to local communities, the Council would like to hear from you. Please read these guidance notes before completing the application form.

#### The Opportunity

Providers will be able to select a preference for the venue, day and time they would like to use the parks. Providers are invited to complete the online application process.

We will use this information to manage demand and assess against our key criteria of which the Council's highest priorities are:

- Health and safety for participants
- Short-term and long-term affordability for residents

We will inform you if your application is successful. Please note that the decision of the Council is final.

#### Programme Dates

1 April 2024 – 31 March 2025. Applications can be submitted at any time. Please ensure you complete an application at least 4 weeks before a proposed start date.

#### 1. Terms and Conditions

1.1 The proposed fees for group exercise programmes are:

Frequency of sessions	Annual Licence Charge	6 Monthly Charge	3 Monthly Charge
Once a week (up to 15 participants)	£240	£150	£90
2-4 times a week (up to 15 participants)	£480	£300	£160
5-7 times a week (up to 15 participants)	£840	£480	£255
Once a week (16-35)	£360	£240	n/a

participants)			
2-4 times a week (16 to 35 participants)	£600	£360	n/a
5-7 times a week (16 to 35 participants)	£900	£540	n/a

Please note if you apply for a 3 month licence, you will only have the opportunity to extend once, before requiring a longer term licence.

Legal fees will also be required.

- 1.2 Proof of relevant fitness qualifications must be evidenced in advance to the Council. Health and Safety Risk Assessment must be provided. Lead coaches must ensure that the venue programme is planned and delivered under their supervision.
- 1.3 The provider must give a list of coaches/coaching assistants who will be operating on the site in advance to the Council.
- 1.4 First Aid qualifications are also required.
- 1.5 A Safeguarding Policy and an enhanced DBS check is also required for those working with children or vulnerable adults.
- 1.6 Instructors must have public liability insurance, with a minimum of £5 million cover. Proof of insurance is required.
- 1.7 The instructor must provide all equipment. No large equipment is allowed eg. tyres are not permitted.
- 1.8 The instructor's ratios must be in line with those recommended by their governing body.
- 1.9 The instructor must ensure that those with disabilities or impairments are provided for.
- 1.10 The instructor must promote the sessions at the site with details of how to book via telephone or email. There must be an adequate administration system in place to efficiently take bookings. This information must be available to the Council at their request. All promotional materials must be approved by the Council in advance of material being displayed.

- 1.11 The instructor must provide programme statistics to the Council initially on a weekly basis (for the first month of a new term to allow the council to assist with promotion), then on a monthly basis and at the end of the programme to include the following information:

Report name	Delivery method	Responsible party
Number of users per session for all bookings	Email	Instructor
Demographic data of users; gender, junior or adult session	Email	Instructor
Details of session e.g type of session.	Email	Instructor
Participant postcode (First 5 characters of the postcode only) eg TW15 1	Email	Instructor

- 1.11 The instructor must ensure that they and their coaching team act in an appropriate manner that reflects positively on the Council. For example, under no circumstances should an instructor behave in an unsafe manner, use inappropriate language, smoke or be under the influence of alcohol or other substances at any time during the sessions.
- 1.12 The instructor must display a valid licence (as provided by Spelthorne Borough Council) at their sessions.
- 1.13 The Council shall have the right to terminate this agreement immediately in the event the provider is in breach of any of its terms.
- 1.12 Subletting of parks will not be permitted.
- 1.13 The Provider must ensure that the parks are left in a clean, safe, and tidy condition, free of litter and other materials. Any defects must be reported to the Council via [leisure@spelthorne.gov.uk](mailto:leisure@spelthorne.gov.uk) or 01784 446433.

## 2.0 Accidents and Incidents:

- 2.1 Any accident or incident that takes place during a coaching providers' booking must be reported to the Council's Leisure and Community Development Team via email or telephone.

- 2.2 If a safeguarding concern is raised during a session, the instructor must follow their Safeguarding procedures and the Council must be notified that this has been done.

### **Contact Details**

Email address for enquiries: **leisure@spelthorne.gov.uk**

Telephone number for queries: **01784 446433**