

INTRODUCTION

This publication is the first stage in producing an up-to-date Facility Strategy for British Gymnastics. It builds on the 2003 Facility Strategy, and sets out guideline standards for each discipline of gymnastics. In addition it provides basic information on building design and capital grant application. The Strategy identifies the issues to be considered in the context of specification, operation and designation of facilities. Relevant background information from all home country sports councils and relevant statutory legislation is included.

The Facility Strategy should ensure the right facilities are provided in the right place at the right time to satisfy the right demand. As such, reference is made to relevant home country and regional development plans.

Currently British Gymnastics does not have a complete database of gymnastic facility provision. It is planned to undertake an audit of the existing stock of clubs, leisure centres, halls, community centres and schools offering gymnastics in order to gain a more complete picture of facility type. This audit will form the next stage of the Facility Strategy development, and in cooperation with partner home country and regional associations will greatly enhance the ability to devise appropriate strategies for the long-term future of gymnastics at all levels.

The British Gymnastics Strategy will fall in line with the British Gymnastics One Stop Plan 2005 – 2009, with respect to clubs and facilities offering performance training, and ensure the following broad aims are realised:

1. 20 HPC/IPC (Performance) clubs with a total of 200 gymnasts training 25-30 hours per week in each discipline.
2. British Gymnastics training programmes delivered and monitored in the 20 HPC/IPC (Performance) clubs within each discipline.
3. Each of the HPC/IPC (Performance) clubs to be based in an international standard facility with affordable access for a minimum of 25-30 hours priority Performance training per week.

Structure of Gymnastics

British Gymnastics (BG) is the National Governing Body for gymnastics in Great Britain. It was established in 1888 and was incorporated as a company, limited by guarantee in 1982. BG is recognised by the United Kingdom Sports Council, Sport England, the Sports Council for Northern Ireland, the Sports Council for Wales, sportscotland, the British Olympic Association and the Central Council for Physical Recreation. It is also a member of the World Governing Body for Gymnastics (FIG) and the European Governing Body for Gymnastics (UEG).

The sport of gymnastics incorporates eight disciplines:

- Men's Artistic Gymnastics (comprising floor, pommel horse, rings, vault, parallel bars and high bar)
- Women's Artistic Gymnastics (comprising vault, asymmetric bars, beam and floor)
- Rhythmic Gymnastics (comprising hoop, ribbon, clubs and rope)
- Trampoline Gymnastics
- Acrobatic and Tumbling Gymnastics
- Aerobic Gymnastics
- General Gymnastics
- Disability Gymnastics (GMPD)

The disciplines of Men's and Women's Artistic, Rhythmic and Trampoline Gymnastics are Olympic disciplines. There are also annual European and biannual World Championships in these disciplines. World Championships are also held for Acrobatic, Aerobic and GMPD Gymnastics. Every four years the World Games are held for Aerobics, Rhythmic, Tumbling, Trampoline and Acrobatics. The main international event for General Gymnastics is the Gymnaestrada, which is held every four years. England, Northern Ireland, Scotland and Wales have direct responsibility for Commonwealth Games preparation, selection and representation in Men's and Women's Artistic Gymnastics and Rhythmic Gymnastics.

Clarification of General Gymnastics and facility requirements

There is no performance element to General Gymnastics (in terms of competing at European, World and Olympic level). However, the activities included within General Gymnastics can and do develop within multi-discipline and / or discipline-specific facilities, so there is no need to indicate particular facility-related specifications for this strand of gymnastics.

Activities included in General Gymnastics:

- Displays / festivals – club, local, county, regional, national, international
- Teamgym – a competitive discipline that involves group work using floor, trampette and tumbling
- Pre-school initiatives
- Floor and vault competitions
- Veterans / formers competitions

Clarification of Gymnastics and Movement for People with Disabilities (GMPD) and facility requirements

Although not yet a Paralympic event, there is a World Championship event for gymnasts with disabilities in Men's Artistic, Women's Artistic and Rhythmic. National squads are organised in these disciplines and the intention is to expand such provision to Acrobatic Gymnastics and Trampoline Gymnastics. At present Acrobatic Gymnastics has National Championships and display opportunities, with Trampoline Gymnastics looking at building upon the established regionally based structure. However, it is not considered necessary to develop separate facility provision for competitive GMPD activities, as the focus is, and should remain, the integration into the existing club and performance structure of GMPD activities. British Gymnastics is keen to work with partner agencies and organisations to develop facility specifications that provide better access to all gymnastic apparatus and equipment for all possible participants.

There are facility-based implications contained within the Disability Discrimination Act Part III - England, Northern Ireland and Wales (1995) and The Building (Scotland) Act 2003. Those involved in the running of gymnastic facilities, or working toward developing a new gymnastic facility must take full notice of the articles contained within the relevant Act. The British Gymnastics website carries a very useful document fully explaining the Disability Discrimination Act Part III. Scottish clubs should refer to Scottish Gymnastics and sportscotland for advice.

There is more detailed information on building design for disability gymnastics contained in the Building Design and Apparatus section of the strategy.

The mission statement of BG, as identified in its One Stop Plan 2005-2009, is:

“To provide the opportunity for every individual with an interest or talent for gymnastics to be able to realise their full potential within the whole sport of Gymnastics from novice to Olympian, while supporting and nurturing members, professional staff and volunteers in the provision of high quality services that meet stakeholder expectations and constantly strive to improve against specified performance indicators.”

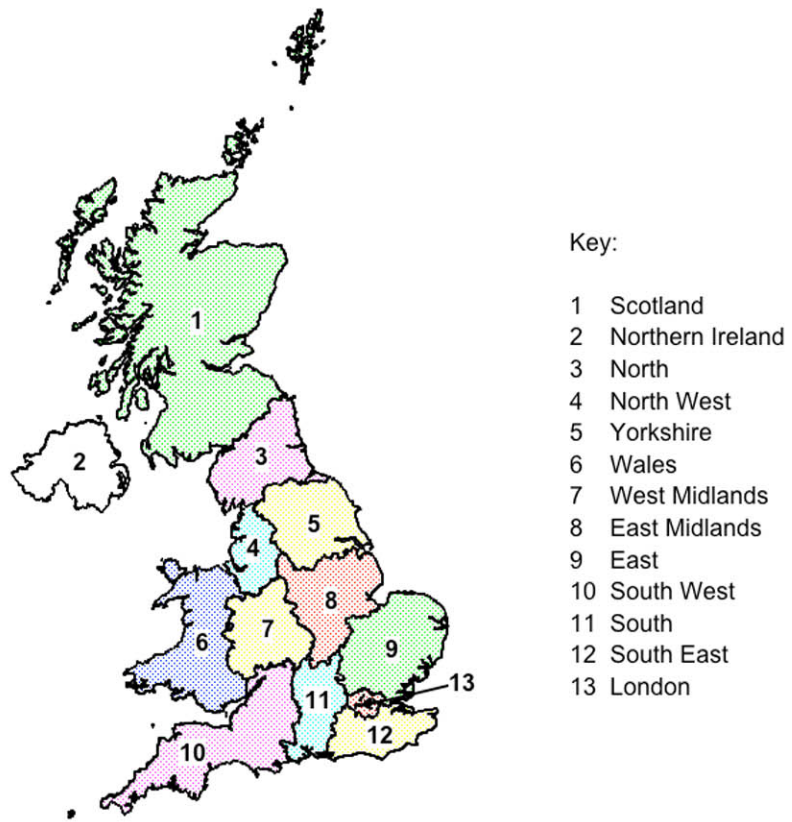
Aims underpinning this mission statement are:

- Encouraging more people into gymnastics with British Gymnastics
- Promoting more gymnastic activity
- Securing more facilities for gymnastics activity
- Improving the quality and quantity of coaching and improving the status of gymnastics coaches and judges
- Improving resources and services to members of British Gymnastics
- Ensuring that all engaged in competitive gymnastics are aware that they are part of the long-term task of raising the international profile of British Gymnastics

BG is divided into four home countries (England, Northern Ireland, Scotland and Wales), each with its own independent management, committee and board structure. England consists of ten regions, each having its own autonomous committee. In addition, other gymnastics associations are affiliated to and recognised by BG. These include the British Schools Gymnastics Association. Figure 1 indicates the geographical structure of British Gymnastics.

British Gymnastics recognises the need to work closely with all home countries in generating this Strategy. The Strategy will encompass all relevant regionally and nationally generated development plans that focus on facility development, to create the UK-wide Gymnastics Facility Strategy.

Figure 1 – Structure of BG regional/national administration in the UK



Statistical Profile of Gymnastics

Contemporary figures show that there are 150,000 registered gymnasts at 1,110 registered clubs (Source: BG Membership Department, November 2005). However, this is not a true reflection of the level of gymnastics undertaken in the UK. A significant level of activity takes place in unregistered clubs, but it is not possible yet to quantify this.

Sport England's 2002 Survey of Young People shows that 36% of school aged children took part in gymnastics at least once in the previous year out of school. This represents a 9% increase from the last survey conducted in 1999. Frequent participation in gymnastics out of school is 16% (22% amongst girls and 11% amongst boys; 21% amongst primary school aged children and 11% amongst those at secondary school). In terms of sports club membership, according to the survey, gymnastics is fourth equal in terms of most popular activity amongst young people, with 5% belonging to such a club. Membership levels are higher amongst girls than boys (8% compared to 2%) and for primary school aged children (6% compared to 3% for those at secondary school).

sportscotland's 2001 survey "Sports Participation in Scotland" highlights that 17% of young people (8 – 15 years old) participated in gymnastics in the four weeks prior to the survey interview, with participation by girls at 23% and boys at 11%. Gymnastics was the third most popular choice for content in P.E. lessons, at 29%. The survey highlighted that the greatest improvement in the quality of provision of school sport programmes was gymnastics. Gymnastic activity outside the school-based curriculum stands at 18% of the total sample in =9th place. The percentage of young people taking part in organised gymnastic competition stands at 4% of the total sample.

The Sports Council for Wales' Sports Update 53 refers to data collected through the 2002 Children's Survey – Primary Aged School Children and Participation in Sport. This survey shows that the overall percentage of schools listing gymnastics on or off the school site during the academic year stood at 91% for girls and 90% for boys. Children involved in extra-curricular regular participation in gymnastics stands at 24% for girls (16% in 1998/99) and 20% for boys (14% in 1998/99). Gymnastics is highlighted as the =7th most popular sport in terms of participation in club based sports in 2002.

WHY A FACILITY STRATEGY?

It is recognised that facilities are a means to an end. It is the quality of the coaching that will invariably create results – gymnastics is coach dependent. However, given the technical complexities of the sport, together with the comprehensive continuum of participation that exists within gymnastics together with the need for specialist equipment, this Facility Strategy aims to assist in developing more appropriate facilities for clubs and coaches to deliver each of their programmes more ably and successfully to their respective participation or performance levels, particularly High Performance.

This Facility Strategy provides support/guidance to the home countries and regions, in planning to meet current and future demand, based on all relevant National and Regional Development Plans. It clarifies specific and geographic priorities, technical and programming specifications for facilities. By delivering a properly integrated facility strategy, new and realistic partnerships can be encouraged, for example, with local authority sports development units and schools. The provision of technical specifications, apparatus layouts and design considerations will give local planners access to the right information. In addition, existing relationships will be supported to reach greater potential, for example with key clubs or traditionally supportive schools and facilities. The Strategy will act as a catalyst for this work.

The Facility Strategy is underpinned principally by the strategic aims of home country sports councils:

Sport England	Start, Stay, Succeed
Sports Council Northern Ireland	Starting well, Staying involved and Striving for excellence
sportscotland	Sport 21 – National Strategy for Sport
Sports Council for Wales	A Strategy for Welsh Sport: Young People First

During the lifetime of this Strategy, a major source of impetus for and focus on facility development will be the London 2012 Olympic Games. British Gymnastics is committed to assisting facility development in all parts of the UK, helping to tap into funding streams that will create a UK-wide 2012 legacy for gymnastics. British Gymnastics has already co-operated fully with London 2012 Ltd by generating a list of facilities and clubs that are willing to host and stage pre-Games preparation training camps for National Olympic Committees worldwide.

Scottish Gymnastics is currently completing its own Facility Strategy and has identified potential for new Performance facilities in Edinburgh, Dundee and Aberdeen, for both Men's and Women's Artistic Gymnastics by 2012. Additional plans are being drawn up for other facilities to incorporate Teamgym, Rhythmic Gymnastics and Trampoline Gymnastics in both East and Mid Lothian.

FACILITY STRATEGY – EXPECTED OUTCOMES

BG will measure the success of the Strategy via the following:

- More purpose-built gymnastics facilities to cater for localised and national needs
- Reduced waiting lists
- More facilities offering opportunities for gymnastics

However, the success of the Strategy will be measured by more than just the number of new facilities developed. In particular, it aims to focus on:

1. An increase in participation in gymnastics, recognising the priority to be given to:
 - Young people
 - Boys
 - Black and minority ethnic groups
 - People with disabilities
 - People from disadvantaged communities
2. An increase in number of gymnastics clubs with clear and strong school club links (by discipline).
3. An increase in the number of gymnastics clubs providing members of regional and/or national squads.
4. An increase in the number of gymnasts in regional and/or national squads from key target groups:
 - Black and minority ethnic groups
 - People from disadvantaged communities
 - Current geographical blackspots
5. An increase in number of medals (by discipline) won at:
 - Olympic Games
 - World Games
 - World Championships
 - European Championships
 - Commonwealth Games
 - Other significant international championships

Please note that the priority target groups for each home country will fit with the relevant home country sports council targets. Additional outcomes may be relevant and clubs are advised to consult with their respective home country sports council.

THE FACILITY STRATEGY – OBJECTIVES

The principle objective is to provide clubs and facility providers with a structure within which they can best develop their facility to assist in providing high-class quality programmes. The vision is to enhance the total network of gymnastics provision, from grass roots opportunities in school / leisure centre / community centre based non-permanent facilities, through to clubs offering high performance dedicated facilities and training programmes.

On the basis of what British Gymnastics knows of facility provision to date, this stage of the Facility Strategy seeks to focus on four key areas: -

- 1. The expansion of the network of community based Foundation and Development clubs and facilities offering gymnastics**
- 2. The development of additional facilities to Performance Development and Performance standards**
- 3. Implementation of a strategic Club Classification System**
- 4. Provide a comprehensive package of facility design and gymnastic requirement**

Explanation of Dedicated Gymnastics Centres

The term “dedicated gymnastics centre” (DGC) is used throughout the Strategy. A DGC can be defined as a facility for the sole use and purpose of gymnastics. Such facilities can be “free standing” as single entity buildings, or part of a larger complex, such as a school or leisure centre. Such facilities can be both purpose-built or renovated existing buildings suitable for gymnastics.

It is recognised that DGCs can operate at any level and cater for a wide range of disciplines. However, in developing existing DGCs, in terms of renovation or “new build” DGC facilities, due consideration needs to be given to how such a development will impact on provision and to what level. In addition, consideration needs to be given to the inclusion of under-represented and/or facility compatible disciplines within DGC development. An example of this would be, according to the height requirement, Trampoline Gymnastics with Acrobatic Gymnastics and Tumbling and/or Rhythmic Gymnastics.

General criteria for the development of DGCs for each discipline include:

- 250,000 population and/or 30 minute drive (45 minutes in more rural areas)
- Absence of competition facilities located within identified catchment, or
- Clear evidence of latent / suppressed demand
- Rational and justifiable business / development plans

It is recommended that DGCs are developed according to certain basic specification standards for gymnastic apparatus and facility / technical considerations. These details are covered in both Objective 1 - Community based Foundation and Development Clubs / Facilities – and Objective 2 – Performance Development and Performance Centres.

These lists are not exhaustive by any means, but they do provide a range of basic criteria for consideration. The number and layout of all relevant gymnastics apparatus are dependent on the level of programme provision operated by the club within the facility.

In addition to this, DGCs need to consider all related ancillary requirements, for example details of changing provision, office space, spectator gallery / area, car parking and access. Again, these are covered within both Objective 1 and Objective 2.

There are a number of initiatives that British Gymnastics is keen to explore with reference to the development of DGCs. Partnerships with schools, leisure centres, local authorities and other sports offer a great deal of opportunity to provide gymnastics facilities.

DELIVERING THE OBJECTIVES

For the Facility Strategy to be successful, it is dependent upon key partners and their support and help in delivering the Strategy's objectives.

The objectives will be delivered:

- Nationally and regionally through BG, together with its home countries and regional partners via local development plans, assistance and guidance from the relevant home country sports council, local authorities, schools, universities and other partners to develop the network of regional and national facilities across all disciplines.

The role of BG

British Gymnastics cannot provide any capital or revenue funding for facility development directly, but will:

- Provide advice and guidance to registered clubs, in general and on specific schemes, on all aspects of facility development and technical issues
- Provide advice and guidance on schemes, which meet the identified criteria prior to submission to relevant funding bodies
- Provide advice and guidance on developmental issues, focusing on assisting clubs to implement the guidance set out in the Strategy
- Act as facilitators, identifying and bringing together potential partners to enable the development of schemes
- Evaluate facility proposals to ensure they meet the strategic objectives of BG
- Review the progress made in delivering the Facility Strategy
- Adopt a greater advocacy role with local authorities to support clubs in the development of new facilities or improvements to existing arrangements (e.g., greater programme time)
- Place all relevant information from home countries and Regional Development Plans within the Strategy
- Support home countries in providing advice and implementation of their individual facility plans

The role of partner agencies

- Acknowledge the aspirations of BG in developing facilities for gymnastics
- Co-operate in the implementation of the Facility Strategy where appropriate
- Where appropriate identify and support grant / funding applications

The role of partner home country gymnastics associations

- Acknowledge the aspirations of BG in developing facilities for gymnastics
- Work in consultation with BG to provide an in-depth and localised insight into their needs and aspirations
- Co-operate in the implementation of the Facility Strategy where appropriate
- Where applicable, identify and support grant / funding applications

The role of gymnastics clubs

- Develop facilities in accordance with the Facility Strategy where appropriate
- Develop the sport in accordance with the objectives of BG and the relevant home country association
- Link with relevant partners to ensure value for money and the best-fit facility is implemented
- Deliver appropriate programmes of development for the membership of the club
- Incorporate clear objectives related to increasing membership within development plans
- Where applicable, affiliate to British Gymnastics. BG / home country endorsement of any application for funding is strictly contingent upon both the club or organisation and all its members being registered
- Achieve GymMark within the specified 12-month period from application

GEOGRAPHICAL CONSIDERATIONS

There are a number of areas within the country that lack discipline specific or multi-discipline dedicated facilities to a sufficiently high enough specification to afford high-class training opportunities. Where appropriate these are detailed within the relevant home country plans / Regional Development Plans. In partnership with each of the home country Development Teams, British Gymnastics wishes to address facility under-provision, by:

- Assisting in the development of specific area facility strategies
- Assisting in improving communication with local authorities regarding new premises specification
- Providing assistance to clubs and counties when writing bids for grants (refer to the Self Help section of this Facility Strategy)
- Working with partner agencies and organisations toward providing quality full-time dedicated training and competition facility for all gymnastic disciplines within each County
- Supporting any relevant improvement of existing facilities, and identifying and supporting clubs aiming to develop a new, extended or full-time dedicated facility
- Ensuring all facilities are fully accessible

England – facility-related aims (taken from Regional Development Plans 2005 – 2009)

- Establish dedicated centres for each county to encourage formation of county squads
- Establish a facilities group
- Develop regionally based facility strategies
- Ensure access to all gymnastics facilities for disabled people
- Improve communication with local authorities regarding new premises specification
- Develop and improve facilities
- Provide assistance to clubs and counties when writing bids for grants
- Support new facility builds
- Encourage clubs to diversify facility use
- Investigate where a joint approach could be taken in certain schools, local authorities and other facility providers to 'unlock' them to allow greater use
- Develop the existing equipment inventory

Scotland – facility-related aims

The facility strategy for Scotland will focus on the geographical structure of the six sports partnerships / Scottish Institute areas as the base line for facilities development up to 2014 with a target of achieving a Regional / Performance standard facility in each area. The areas are made up of;

- Highlands & Islands
- Grampian
- Tayside & Fife
- Central
- East
- West

The key consideration will be to develop and sustain performance sport within these six 'Sports' areas and to ensure the availability of a minimum of one regional standard facility for all Olympic gymnastics discipline sports (Women's Artistic, Men's Artistic, Rhythmic and Trampoline Gymnastics).

It is also recognised that Acrobatic Gymnastics and Teamgym have a significant contribution to play in producing recreational and performance gymnasts up to World and European level and while the existing structure provides performance facilities in the West only (for Acrobatic Gymnastics), there are several well established lower level clubs in the East and Tayside / Fife areas which could be encouraged into a performance framework if sustainable facilities were provided.

The target will therefore be to deliver additional regional standard facilities for Acrobatic Gymnastics and Teamgym in at least two additional Sport Partnership areas.

FACILITY STRATEGY – supporting resources

At the time of writing, more comprehensive and detailed facility development support is available from:

Sport England – Running Sport Programme, “Sports Facility Development – Planning a Building Project workshop” – www.sportengland.org

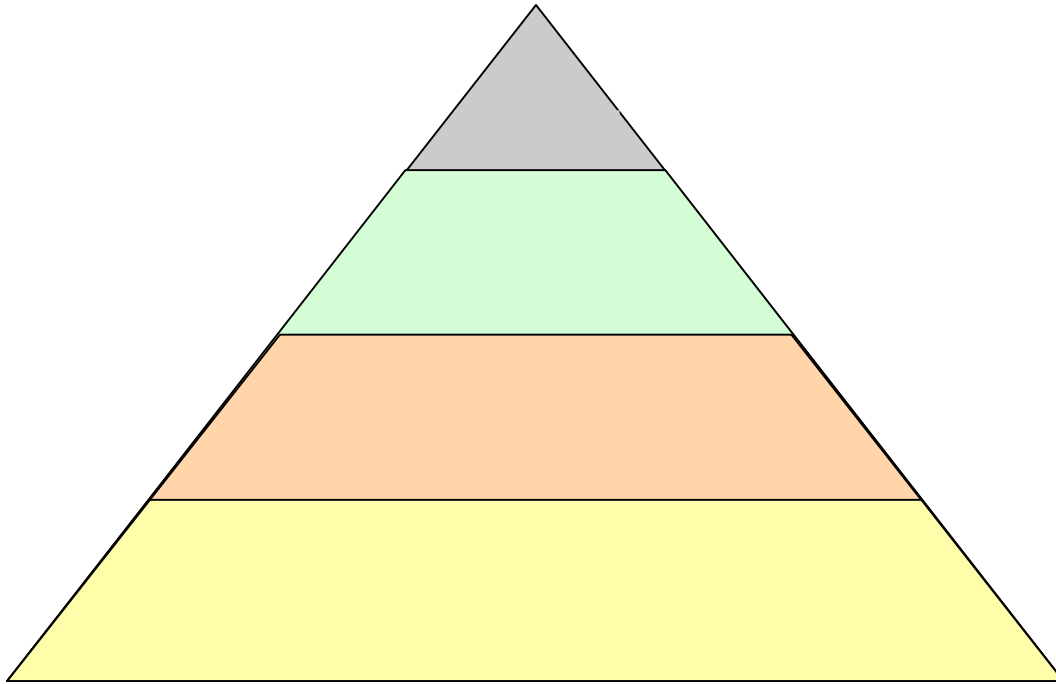
sportscotland – Building for Sport Programme, “Guide to Project Development” - www.sportscotland.org.uk

Sports Council for Northern Ireland – Building Sport – www.sportni.net

FACILITY STRATEGY – overview

Hierarchical Network Of Gymnastics Facilities

The following two diagrams illustrate the nature of facility provision. The first indicates a classic view of the network, which comprises more facilities and centres at the Foundation and Development levels, and fewer higher specification facilities toward the top. The second model indicates the four classifications of facilities in such a way that it gives scope to British Gymnastics to identify vertical progression through each level – please refer to the section “Club Classification”.



Performance Centralised Training Facilities Dedicated centres that can offer on-site access to: training venue, accommodation, sports medicine / sports science support, catering facilities			
<p style="text-align: center;">Development - Foundation</p> <p style="text-align: center;">Community-based non-permanent facilities and/or clubs with dedicated facilities</p> <p style="text-align: center;">Introduction to gymnastics and regular participation opportunities</p>	<p style="text-align: center;">Development</p> <p style="text-align: center;">Community-based non-permanent facilities and/or clubs with dedicated facilities</p> <p style="text-align: center;">Established programmes leading to county and/or regional level participation and competition</p>	<p style="text-align: center;">Performance Development</p> <p style="text-align: center;">Dedicated gymnastics facilities – regional and national standard</p> <p style="text-align: center;">Localised access to higher standard training facilities</p>	<p style="text-align: center;">Performance</p> <p style="text-align: center;">Dedicated gymnastics facilities – national and international standard</p> <p style="text-align: center;">Strategically located facilities designed to provide high standard training opportunities and support services</p>

Explanation of multi-discipline Gymnastics Centres – dedicated permanent facility – general guidelines

It is quite usual for clubs with their own facilities to offer more than one discipline. The general mixture involves one or two main disciplines plus General Gymnastics (recreational including pre-school). The guideline specifications can be “mixed and matched” to suit the needs of each club, with the size of the venue / facility dependent on which are included or to be included in a facility development.

It should not be assumed that the specified minimum hall area per discipline is solely for that one particular discipline. Some disciplines compliment each other very well in terms of the hall area. For example both Artistic disciplines can be contained in one centre affording either the desired or essential area. The stated dimensions are for guideline purposes only. British Gymnastics can offer advice and recommendations as to the best use of the space available for any “mix and match” of disciplines.

The quoted amounts of equipment and apparatus are, again, for guidance purposes only. The number of each apparatus is entirely dependent upon the number of gymnasts involved.

Analysis of club distribution based on BG English regions and Scotland

The location of all registered clubs within each English region and Scotland are shown on a separate PDF file called 'Maps.pdf'. They are also plotted against population density. The maps:

- Are illustrative of club distribution
- Provide a snapshot of club provision and distribution
- Relate club provision and distribution to population density

Not all the highlighted clubs will be Dedicated Gymnastics Centres – some will be leisure centre, school or other recognised environment venues that are non-permanent.

FACILITY STRATEGY OBJECTIVE 1

Community based Foundation and Development clubs / facilities

As well as the need to develop larger higher specification facilities for high / elite performance activities, there is a need to assist in the development and encouragement of facilities capable of delivering grass roots high quality programmes. This provision is essential in allowing greater access to gymnastics nationwide. The impact that gymnastics can have on the development of fundamental movement at an early age is creating the need to develop more opportunities and access to gymnastic movement programmes.

British Gymnastics wishes to be pro-active in working with key partners to “unlock” the potential of their facilities. In particular, BG will work with home country partners to assist in:

- Improving communication with local authorities regarding new premises specification
- Developing and improving facilities
- Ensuring all facilities are fully accessible
- Supporting relevant improvements to existing facilities, with the particular aim of supporting clubs to develop a new, extended or full-time dedicated facility
- Encouraging local authorities and operators of local authority facilities to diversify facility use to include gymnastic provision
- Investigating where a joint approach could be taken with local authorities and other facilities to “unlock” them to allow greater use

It is recognised that clubs offering Foundation and Development programmes can and do operate from a range of facilities, not just dedicated gymnastics facilities. The type of non-permanent gymnastics facilities include:

- Leisure / sports centres
- Community / village Halls
- Schools / nurseries
- Private fitness / sports clubs
- Health centres

British Gymnastics has produced some basic guidelines on this type of non-permanent facility, in terms of the facility itself and possible apparatus to be included. This is intended to provide a guide. Other options can also work and it is recommended that you seek further advice and guidance from British Gymnastics and home country development officers / teams. In addition to this, as part of the British Gymnastics’ FUNdamental Movement Ideas for Early Years programme, a catalogue of relevant, useful learning equipment is being compiled specifically for pre-school activities.

Club operating from a non-permanent gymnastics facility – basic guidelines

	Essential	Desirable
Venue	<ul style="list-style-type: none"> ♣ Lighting – minimum 200 lux at floor level ♣ Separate male, female and disabled changing and showering facilities ♣ Male, female and disabled toilets ♣ Access to first aid facilities (i.e., first aid kit) ♣ Well ventilated venue ♣ Minimum height clearance of 5m ♣ Minimum 81m² ♣ Ability, where required, to section off the working area 	<ul style="list-style-type: none"> ♣ Notice board to keep members informed ♣ Adequate storage space for equipment and mats ♣ Minimum height clearance of 6.5m ♣ Adequate car parking (1 space per 3 participants) ♣ Spectator accommodation (e.g., chairs for parents, viewing gallery) ♣ Social facilities such as a kitchen and/or bar/vending facilities ♣ Capability to adjust room temperature of venue – minimum 18°C
Equipment (amount to be dictated by the number of gymnasts involved)	<ul style="list-style-type: none"> ♣ Benches ♣ Matting 25mm-40mm thickness and suitable for vertical storage ♣ Nesting tables – padded ♣ Range of padded and timber planks for nesting tables ♣ Soft Play Early Years equipment – assorted shapes and sizes (refer to the FUNdamental Early Years Funkit brochure) ♣ Range of hand apparatus – ribbons, bean bags, hoops ♣ Springboards ♣ Safety mats ♣ Vaulting box - modular 	<ul style="list-style-type: none"> ♣ Range of smaller foldaway gymnastics equipment ♣ Low / floor beams ♣ Rebound equipment ♣ Vault equipment – standard ♣ Fold-out wall bars

Women's Artistic Gymnastics – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions	20 x 15	35 x 18	35 x 18	35 x 24
Minimum clearance height (m)	5	6.5	5	6.5
Lighting – minimum lux at floor level	200		200	
Adequate storage space for equipment and mats		√	√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)		√	√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√	√	
Social facilities; kitchen or a bar/vending facilities.		√		√
On-site weight training facilities and expertise				√
Access to sports science support				√
Access to physiotherapy support				√
Video support with play back facilities				√
Office				√
Club notice board (to keep members informed)		√	√	
Trophy cabinet				√
Shop/merchandising opportunities				√
Facilities to deliver coach education courses				√
Equipment				
Floor area 14m x 14m		√		√
Sprung floor		√		√
Practice beam	√		√	
Asymmetric bars	√		√	
Vault	√		√	
Floor mats	√		√	
Spring boards	√		√	
Safety mats	√		√	
Trampette	√		√	
Tumble track		√		√
Trampoline		√		√
Pitted areas				√
Ballet barres		√		√
Mirrors		√		√
Sound system		√	√	

E = Essential D = Desirable

Men's Artistic Gymnastics – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions	20 x 15	35 x 18	35 x 18	35 x 24
Minimum clearance height (m)	5	6.5	5	6.5
Lighting – minimum lux at floor level	200		200	
Adequate storage space for equipment and mats		√	√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)		√	√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√	√	
Social facilities; kitchen or a bar/vending facility.		√		√
On-site weight training facilities and expertise				√
Access to sports science support				√
Access to physiotherapy support				√
Video support with play back facilities				√
Office				√
Club notice board (to keep members informed)		√	√	
Trophy cabinet				√
Shop/merchandising opportunities				√
Facilities to deliver coach education courses				√
Equipment				
Floor area 14m x 14m		√		√
Sprung floor		√		√
Parallel bars	√		√	
High bar	√		√	
Vault	√		√	
Floor mats	√		√	
Spring boards	√		√	
Safety mats	√		√	
Trampette	√		√	
Pommel horse + pommel horse training aids	√		√	
Trampoline		√		√
Rings	√		√	
Tumble track		√		√
Pitted area				√
Sound system		√	√	

E = Essential D = Desirable

Acrobatic Gymnastics and Tumbling – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions	20 x 15	35 x 18	35 x 18	35 x 24
Minimum clearance height (m)		7		6.5
Lighting – minimum lux at floor level	200		200	
Adequate storage space for equipment and mats		√	√	
Well ventilated venue	√			√
Capability to adjust room temperature of venue – min 18°C		√	√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√			√
Adequate car parking (1 space per 3 participants)		√	√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√		√
Social facilities; kitchen or a bar/vending facility.		√		
On-site weight training facilities and expertise				
Access to sports science support				
Access to physiotherapy support				
Video support with play back facilities				
Secure office accommodation				√
Club notice board (to keep members informed)		√		
Trophy cabinet				
Shop/merchandising opportunities				
Facilities to deliver coach education courses				
Equipment				√
Floor area 14m x 14m		√		√
Sprung floor		√	√	
Floor mats	√		√	
Safety mats	√		√	
Trampette	√		√	
Trampoline		√	√	
Tumble track	√		√	
Pitted area			√	
Sound System		√	√	

E = Essential D = Desirable

Rhythmic Gymnastics – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions		20 x 14	25 x 18	32 x 18
Minimum clearance height (m)	6	9		6.5
Lighting – minimum lux at floor level	200		200	
Adequate storage space for equipment and mats		√	√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C		√	√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√			√
Adequate car parking (1 space per 3 participants)		√	√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√		√
Social facilities; kitchen or a bar/vending facility.		√		
On-site weight training facilities and expertise				
Access to sports science support				
Access to physiotherapy support				
Access to dance studio				
Video support with play back facilities				√
Secure office accommodation				
Club notice board (to keep members informed)		√		
Trophy cabinet				
Shop/merchandising opportunities				
Facilities to deliver coach education courses				√
Equipment				√
Floor area 13m x 13m		√	√	
Sprung floor		√	√	
Wands	√		√	
Ribbons	√		√	
Clubs	√		√	
Hoops	√		√	
Balls	√		√	
Ropes	√		√	
Ballet barres	√		√	
Mirrors	√		√	
Sound system		√	√	

E = Essential D = Desirable

Trampoline Gymnastics – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions	18 x 8		18 x 8	
Minimum clearance height (m)		8		8
Lighting – minimum lux at floor level	200		200	
Number of Trampolines	2		2	4
Adequate storage space for equipment and mats		√		√
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C		√		√
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)		√		√
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√		√
Social facilities; kitchen or a bar/vending facility.		√		√
On-site weight training facilities and expertise				
Access to sports science support				
Access to physiotherapy support				
Video support with play back facilities				
Secure office accommodation				
Club notice board (to keep members informed)		√		√
Trophy cabinet				
Shop/merchandising opportunities				
Facilities to deliver coach education courses				
Equipment				
Minimum hall area (m ²)	156			264
Minimum clearance height (m)		8		8
Lighting – minimum lux at floor level	200		200	
Number of Trampolines	2		2	4
Adequate storage space for equipment and mats		√		√
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C		√		√
Separate male/female/disabled changing/showering	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)		√		√
Sound system		√		√

E = Essential D = Desirable

Aerobic Gymnastics – dedicated permanent facility

Venue	Foundation		Development	
	E	D	E	D
Guideline hall dimensions		18 x 8		18 x 8
Minimum clearance height (m)		3		3
Lighting – minimum 200 lux at floor level	200		200	
Adequate storage space for equipment and mats		√		√
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C		√		√
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)				√
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)		√		√
Social facilities; kitchen or a bar/vending facility.		√		√
On-site weight training facilities and expertise				
Access to sports science support				
Access to physiotherapy support				
Video support with play back facilities				
Secure office accommodation				
Club notice board (to keep members informed)		√		√
Trophy cabinet				
Shop/merchandising opportunities				
Facilities to deliver coach education courses				
Equipment				
Floor area 12m x 12m		√	√	
Sprung floor		√		√
Sound system	√		√	
Training Aids				
Floor level training P Bars			√	
High bar (can use asymmetric bars)				√
Floor mats	√		√	
Spring boards	√		√	
Safety mats	√		√	
Trampoline				√
Ballet barres				√
Mirrors				√
Benches	√		√	
Sound system		√	√	

E = Essential D = Desirable

FACILITY STRATEGY OBJECTIVE 2

Performance Development and Performance Centres

The development of Performance Development and Performance Club facilities is the focal point for this strategy. By improving the network of such facilities, BG can better achieve its global aspirations of improving performance standards across all disciplines. This section outlines the current and proposed structure for Performance Development and Performance Centres. The approach taken is one of identifying the best fit of facilities for each discipline, although there is obvious potential to overlap facility provision where demand justifies this. British Gymnastics wishes to work alongside home country partners and other development agencies to ensure that any development fits with the local, regional and national network of facilities.

Organisations / agencies involved in the delivery of gymnastics facilities are encouraged to work with British Gymnastics and the respective home country in order to determine the right discipline mix and appropriate level of facility designation.

This section refers to the facility and its capacity to provide apparatus, space and resources to allow the coach to develop gymnasts accordingly. It is the intention of the section to highlight “best practice” and to assist in delivering higher quality, better-specified facilities as and where they are required in order to enhance the training of high-class performance gymnasts.

This section also takes into account work already undertaken to fulfil the request made by London 2012 Ltd. for a list of facilities suitable and capable of hosting “pre-Games Preparation Camps” for senior teams / individuals. A number of clubs and centres have been approached with this request; this list can be added to. It goes without saying that the impetus gained from the announcement of London as the host city for the 2012 Olympic Games is gathering pace. Sport and the provision of facilities to high standards is very much on the agenda, and British Gymnastics is keen to see that the legacy of 2012 extends across the whole country.

Currently British Gymnastics does not have a complete database of gymnastic facility provision. It is planned to undertake an audit of the existing stock of clubs, leisure centres, halls, community centres and schools offering gymnastics in order to gain a more complete picture of facility type. This audit will be in cooperation with partner home country and regional associations, and will greatly enhance the ability of all partners to devise appropriate strategies for the long-term future of gymnastics at all levels.

The specified dimensions for each level of facility provision refer to those appropriate for each separate disciplines ideal needs. As previously stated, it is common practice to focus on multi-discipline provision to gain maximum benefit from the space provided.

Women's Artistic Gymnastics – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	35 x 18	35 x 24	36 x 25	
Minimum clearance height (m)		6.5	8	
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats	√		√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.	√		√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Office		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Women's Artistic Gymnastics – specific equipment requirements

Equipment		Performance Development		Performance	
		E	D	E	D
Vault	Vault to FIG standard landing	Min. x 1		Min. x 1	
	Vault to pit	Min. x 1		Min. x 1	
	Springboard safety collars	Min. x 2		Min. x 2	
A.Bars	A.Bars FIG standard to landing	Min. x 1		Min. x 1	
	A.Bars to pit	Min. x 1		Min. x 1	
	Adjustable height bar	Min. x 1		Min. x 1	
	Safety pads	Min. x 2		Min. x 2	
	Floor level bars	Min. x 2		Min. x 2	
Beam	Beams to FIG standard landing	Min. x 3		Min. x 3	Diff. models
	Beam to pit	Min. x 1		Min. x 1	
	Floor Beams	Min. x 2		Min. x 2	
	Floor Beams	Min. x 2		Min. x 2	
	Safety pads	Min. x 8		Min. x 8	
Floor	14m x 14m FIG standard floor area	Min. x 1		Min. x 1	
	25m tumble track to pit	Min. x 1		Min. x 1	
Rebound	Trampoline to pit	Min. x 1		Min. x 1	
	Trampettes	Min. x 2		Min. x 2	
	Fasttrack		Min. 15m	Min. 15m	20m
Other	Safety mats	Min. x 20		Min. x 20	
	Springboards	Min. x 10		Min. x 10	Diff. models
	Landing pads	Min. x 10		Min. x 10	
	Supporting blocks	Min. x 4		Min. x 4	
	Agility mats	Min. x 10		Min. x 10	
	Assortment of small mats and pads	√		√	
	Free / fixed weights	√		√	
	Wall bars	Min. x 3		Min. x 3	
	Benches	Min. x 10		Min. x 10	
	Climbing Rope	Min. x 2		Min. x 2	
Ballet barre and Mirrors Min 8m x 2.5m	√		√		

E = Essential D = Desirable

Men's Artistic Gymnastics – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	35 x 18	35 x 24	36 x 25	
Minimum clearance height (m)		6.5	8	
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats	√		√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.	√		√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Office		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Men's Artistic Gymnastics – specific equipment requirements

Equipment		Performance Development		Performance	
		E	D	E	D
Floor	14m x 14m FIG standard floor area	Min. x 1		Min. x 1	
	25m tumble track to pit	Min. x 1		Min. x 1	
Pommel Horse	Competition horse to FIG standard	Min. x 1	2	Min. x 2	Diff. models
	Low horses	Min. x 1		Min. x 1	
	Trainer pommels/mushrooms inc.1 handle	Min. x 3		Min. x 3	
Rings	Ring frame to FIG standard landing	Min. x 1		Min. x 1	
	Ring frame over pit		Min. x 1	Min. x 1	
	Adjustable Rings + extensions	Min. x 1	2	Min. x 2	Diff types
Vault	Vault to FIG standard landing	Min. x 1		Min. x 1	
	Vault to pit	Min. x 1		Min. x 1	
Parallel Bars	Bars to FIG standard landing	Min. x 1		Min. x 1	2
	Low Parallel Bars	Min. x 1		Min. x 1	
	Set to pit		Min. x 1	Min. x 1	
	Sets of parallelles	Min. x 4		Min. x 4	
	Sets of safety pads	Min. x 3		Min. x 3	
High Bar	Bar to FIG standard landing	Min. x 1		Min. x 1	
	Bar to pit	Min. x 1		Min. x 1	
	Adjustable height bar	Min. x 1		Min. x 1	
	Shiny bars	Min. x 2		Min. x 2	
	Sets of safety pads	Min. x 2		Min. x 2	
	Sets of floor bars	Min. x 2		Min. x 2	
Rebound	Trampoline to pit	Min. x 1		Min. x 1	
	Trampettes	Min. x 2		Min. x 2	
	Fastrack		Min. 15m	Min. 15m	20m
Other	Safety mats	Min. x 20		Min. x 20	
	Landing mats	Min. x 10		Min. x 10	
	Assortment of smaller mats	√		√	
	Springboards	Min. x 10		Min. x 10	
	Supporting blocks	Min. x 4		Min. x 4	
	Climbing Rope	Min. x 2		Min. x 2	
	Free / fixed weights	√		√	

E = Essential D = Desirable

Acrobatic Gymnastics and Tumbling – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	35 x 18	45 x 24	45 x 24	
Minimum clearance height (m)		8	8	10
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats		√	√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.	√		√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Office		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Acrobatic Gymnastics and Tumbling – specific equipment requirements

Equipment		Performance Development		Performance	
		E	D	E	D
Floor - Acro	14m x 14m matted area	Min. x 1		Min. x 1	Sprung
	14m x 14m floor area FIG standard		Min. x 1	Min. x 1	
	Overhead spotting rigs	Min. x 1		Min. x 2	
Matting	Landing mats	Min. x 8		Min. x 8	
	Safety mats	Min. x 15		Min. x 15	
	2m ² x 10cm mats	Min. x 4		Min. x 6	
	Biscuit mats	Min. x 4		Min. x 6	
Rebound	Trampoline into pit	Min. x 1		Min. x 2	
	Trampettes	Min. x 2		Min. x 2	
Floor - Tumbling	42m Tumble track FIG standard to landing	Min. x 1		Min. x 1	
	Tumble track to pit		√	√	
	Overhead support rig with twisting and salto belt	√		√	
	Fastrack	Min. 20m		Min. 20m	
Other	Climbing ropes	Min. x 2		Min. x 2	
	Springboards	Min. x 6		Min. x 8	
	Supporting blocks / platforms	Min. x 6		Min. x 8	
	Free / fixed weights	√			
	Access to dance area / studio	area		studio	
	Sound system	√		√	

E = Essential D = Desirable

Rhythmic Gymnastics – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	25 x 18	32 x 18	32 x 18	
Minimum clearance height (m)		9	9	12
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats	√		√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.		√	√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Secure office accommodation		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Rhythmic Gymnastics – specific equipment requirements

<i>Equipment</i>		Performance Development		Performance	
		E	D	E	D
Floor	13m x 13m carpetted	√		√	
	Sprung floor FIG standard		√	√	
Hand equipment	Wands	√		√	
	Ribbons	√		√	
	Clubs	√		√	
	Hoops	√		√	
	Balls	√		√	
	Ropes	√		√	
	Preparation area	Access to dance studio		√	
	Ballet barres	√		√	
	Mirrors		√	√	
Other	Sound system	√		√	
	Elastics	√		√	
	Benches / platforms	√		√	
	Ankle weights	√		√	

E = Essential D = Desirable

Health and safety – due to the nature of Rhythmic Gymnastics, it is strongly recommended that an adequate partition be created from any other activities taking place.

Trampoline Gymnastics – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	22 x 12	25 x 16	25 x 16	
Minimum clearance height (m)	8	10	10	12
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats	√		√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.		√	√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Secure office accommodation		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Trampoline Gymnastics – specific equipment requirements

<i>Equipment</i>		Performance Development		Performance	
		E	D	E	D
Trampolines	Trampolines FIG standard and approved	2	4	4	6
Matting	End deck for the above – FIG standard	√		√	
	Push-in mats	2		4	
	Floor matting surrounding trampolines	√		√	
Trampoline to pit			√	√	
Other	Overhead rig with twisting and salto belt	√		√	
	Bungy Rig		√	√	
	Matted area for physical preparation / land-based work	36m ²		36m ²	

E = Essential D = Desirable

Health and safety – Trampoline activity must take place in areas free of any possibility of
 “ f l y i n g ” o b j e c t s

Aerobic Gymnastics – general facility requirements

Venue	Performance Development		Performance	
	E	D	E	D
Guideline hall dimensions	18 x 8		24 x 18	
Minimum clearance height (m)		4.5	4.5	
Lighting – minimum lux at floor level	500		500	
Adequate storage space for equipment and mats	√		√	
Well ventilated venue	√		√	
Capability to adjust room temperature of venue – min 18°C	√		√	
Separate male/female/disabled changing/showering facilities	√		√	
Separate male, female and disabled toilets	√		√	
Adequate car parking (1 space per 3 participants)	√		√	
Access to first aid facilities	√		√	
Spectator provision (e.g. tables, chairs, viewing gallery)	√		√	
Social facilities; kitchen or a bar/vending facility.		√	√	
On-site weight training facilities and expertise		√	√	
Access to sports science support		√	√	
Access to physiotherapy support		√	√	
Video support with play back facilities		√	√	
Secure office accommodation		√	√	
Club notice board (to keep members informed)		√		√
Trophy cabinet		√		√
Shop/merchandising opportunities		√		√
Facilities to deliver coach education courses		√	√	

E = Essential D = Desirable

Aerobic Gymnastics – specific equipment requirements

<i>Equipment</i>		Performance Development		Performance	
		E	D	E	D
Floor	12m x 12m	√		√	
	Sprung floor FIG standard		√	√	
Training aids	Sets of floor level Parallel Bars	Min. x 3		Min. x 6	
	High Bar / access to A. Bars		√	√	
	Floor Mats	Min. x 10	15	Min. 15	20
	Spring boards	Min. x 4		Min. x 6	
	Safety Mats	Min. x 4		Min. x 6	
	Access to Trampoline		√	√	
Preparation area	Access to dance studio		√	√	
	Ballet Barres	√		√	
	Mirrors		√	√	
Other	Sound system	√		√	
	Elastics	√		√	
	Benches / platforms	Min. x 6		Min. x 10	
	Ankle weights		√	√	

E = Essential D = Desirable

FACILITY STRATEGY OBJECTIVE 3

Implementation of a strategic Club Classification System - Draft

A Club Classification System will enable BG and its partner Home Countries and English regions to better assist clubs and their development at all levels of their programme. It considers appropriate levels of facility provision on the basis of achieving certain basic standards, and will be linked to the level of the coach(es) involved.

It is anticipated that the Club Classification model will be applied to clubs to Performance Development and Performance levels by late 2006. A “roll-out” to Foundation and Development clubs is anticipated, following further development of the model, by the end of 2007.

The Club Classification System for gymnastics is highly complex, but is an essential mechanism nevertheless. It has to account for large multi-discipline clubs, operating seven days a week, offering programmes of training for a wide range of disciplines and to varying levels of performance, to a school-based club offering recreational gymnastics for a few hours per week.

A good classification system will have the following characteristics:

1. Ability to separate “data” that have similar features
2. Defined and quantifiable criteria
3. Stability over time

Why have a classification system:

1. To provide an overall picture of each club
2. To provide clubs with tangible / measurable goals
3. To provide clubs with a system that could allocate specific benefits to those that are successful in fulfilling their responsibilities to their membership
4. To identify good practice
5. To provide a system for use by British Gymnastics, home country associations and regions to meet strategic aims and objectives

The British Gymnastics Club Classification System will identify clubs operating within one of two areas – Development or Performance – per discipline. Each is split into two, to reflect the wider spectrum of club activity. The two areas are not mutually exclusive, and there will be the ability to move between the two.

These levels reflect how British Gymnastics is working toward better defining its technical operations and support services for each area. The impact of recent announcements regarding UK Sport and Sport England, and their change of emphasis, gives further credence to the levels.

A number of disciplines have technical staff at “Performance” and “Performance Development” levels.

Performance Centralised Training Facilities Dedicated centres that can offer suitable access to: training venue, accommodation, sports medicine / sports science support, catering facilities			
Development - Foundation Community-based non-permanent facilities and/or clubs with dedicated facilities Introduction to gymnastics and regular participation opportunities	Development Community-based non-permanent facilities and/or clubs with dedicated facilities Established programmes leading to county and/or regional level participation and competition	Performance Development Dedicated gymnastics facilities – regional and national standard Localised access to higher standard training facilities	Performance Dedicated gymnastics facilities – national and international standard Strategically located facilities designed to provide high standard training opportunities and support services

As indicated by the Club Classification Matrix, the network comprises clubs that operate at a range of levels. A significant number of clubs will, in fact, operate at all levels throughout the Matrix:

- Foundation and Development Clubs – clubs provide both an introduction to the sport and a regular participation opportunity, taking gymnasts through to county, regional and national squad level (and, in some cases, beyond)
- Performance Development Clubs – provide localised access to higher quality facilities and coaching. These are essentially purpose built / dedicated gymnastics facilities
- Performance Clubs – strategically located purpose built / dedicated facilities offering access to top quality facility access and coaching to national squad gymnasts training to international standards

FACILITY STRATEGY OBJECTIVE 4

Facility design, apparatus layout

Building Design

This section carries basic guidelines for the key aspects of the design and building of a new gymnastics centre, or a redesign or renovation of an existing facility. Clubs are strongly encouraged to compliment this guidance with the relevant home country information on building and design. In general terms any building project must ensure:

1. Compliance with statutory requirements and the recommended technical specifications of the governing body and relevant home country sports council
2. Appropriate specifications for heating, ventilation and lighting
3. Provision for people with disabilities
4. Provision for people of ethnic origin, women and girls in sport
5. Sustainability in terms of building fabric and energy consumption
6. High standards of competence in design and construction
7. Good, long term value for money

Where upgrading / renovation work is undertaken, it is essential that the project is developed with the clear aim of achieving full accessibility. Designers must have regard to the requirements of the Disability Discrimination Act; particularly the alterations must not make the situation worse. Where it is not reasonably practical to achieve full access, a costed and prioritised action plan must be prepared with the aim of achieving full access in the medium to long term.

There is a wide range of disabilities and they must all be taken into account in making a facility suitable for disability gymnastics. External funding cannot be accessed if any proposal does not allow full disabled access.

In Scotland, architects must adhere to the regulations within the Building (Scotland) Act 2003, which requires provision for people with disabilities to be considered as an integral element of the design of the facility.

The following information is intended to provide guidance only. Clubs are encouraged to work closely with architects and their home country sports council, both of which will be able to provide more comprehensive details for each section. In addition, clubs should download the Disability Discrimination Act Part III from the homepage of the British Gymnastics website.

Car parking

There should be 1 space per 3 participants. For disabled users there should be a minimum of two accessible bays with ramped kerbs, or 6% of the total, whichever is the greater. These must be located as close as possible to the main entrance. However, the level should be checked with the relevant local authority as many operate their own standards of provision. A drop-off bay must be provided, long enough to allow "tail-loading" and the distance of which from the entrance should be no more than 50 metres if the pathway is uncovered.

There should be safe pedestrian routes from the car park to the building, a gathering point for coach drop-offs and access for deliveries, servicing and emergency vehicles. There should be ramps if there are any changes in ground levels. The area should be well lit with safe footpaths for safe access after dark.

Access

In all centres, including dual-use centres, such as a school (where it is preferable to separate the main community use from the school entrance) the use of colour and general design should create a pleasing and welcoming aspect. The building should have:

- A clearly identified entrance of appropriate scale
- A well-articulated structure
- Carefully located, clear and appropriate signage
- Crisply detailed, high quality cladding and roofing materials
- The entrance must be fully accessible and easily distinguishable from the façade
- All large facilities must be fitted with automatic doors. Revolving doors should not be fitted

Ramps

- A gradient of 1 in 21 is considered level; a steeper gradient than this is classed as a ramp
- If the approach is not level, a ramp is required in addition to a flight of steps for use by those who find it easier than negotiating a ramp
- The gradient must be as level as possible, between 1 in 20 and 1 in 15, maximum length 10 metres
- The maximum gradient is 1 in 12 over a maximum length of 5 metres
- The surface colour should contrast in luminance with that of landings to enable the visually impaired users to anticipate them
- They should have slip-resistant surfaces that are firmly fixed and easily maintained
- They should be illuminated to at least 100 lux
- Handrails on both sides should be provided, made of materials that are not cold to the touch. Handrails should be of a colour or brightness which distinguishes them from background colour
- The minimum width of the ramp should be 1200mm

Foyer & Reception

The foyer must have sufficient space and volume for people to circulate, view notices or wait for friends.

Where possible, there should be a reception desk and/or office to act as the first point of contact for gymnasts arriving at the facility. The layout and dimensions must be appropriate to the facility's size and type. Recommendations are:

- Open design reception desk close to entry point, with sufficient space for queuing
- Reception desk should include 'hearing loop' and a dropped level for wheelchair users
- Storage for lost property and items for sale or hire
- Accessible public phone for disabled
- Textphone
- Seating/resting area
- Signs should give clear information

Office accommodation

Office accommodation is normally linked closely to reception. Offices should be located on an external wall to allow for day lighting and views over the approach to the building. The amount of office accommodation is dependent on the size of the establishment and its services.

Changing rooms / toilet / shower facilities

These should be designed to reflect the level of gymnastics provision. General standards, to be used only as a guide in developing facilities, include:

- Separate provision for disabled people must be made as an addition, but designers should also make reasonable provision for wheelchair users to utilise the main changing rooms if that is their preference
- Consideration for ethnic groups, on a proportionate basis to the ethnic profile within the relevant facility catchment area, also having regard to the potential for visitors and staff from ethnic groups, in terms of privacy, hygiene and orientation
- Separate male and female facilities
- However, additional unisex changing/toilet provision can be included which would accommodate ethnic requirements. These could also be used for others requiring more privacy. These facilities would have to be in addition to that required to meet the needs of disabled people using the gym and would have to be appropriately signed
- A minimum of one unisex changing room and one unisex WC. There must be an accessible unisex WC compartment on each floor
- An accessible cubicle within the main changing area is recommended for disabled users
- 0.9 sq. metres per changing space with a 0.5m bench run in open areas and more in cubicles or where disabled provision is incorporated in the general area
- One shower for every 6 changing spaces
- Shower outlets should be at 750mm centres with 450-500mm between end fittings and side walls
- A separate dry-off area and a proportion of cubicles should be provided
- WC provision (male): one toilet, one washbasin, one urinal per 15-20 users
- WC provision (female): one toilet per 7-10 users, one washbasin per 15 users
- Grooming stations: each grooming point should include a wall-mounted mirror (minimum 750mm x 450mm) with a shelf (minimum 800mm x 200mm) or worktop (allow 800mm width per person with a 500-600mm deep top) below it, wall-mounted fixed-cable hairdryer. A full length, wall-mounted mirror (450mm x 1500mm) adjacent to the grooming point or exit. One grooming point per 20 lockers (female) and one per 30 lockers (male)
- Allow 2.5 lockers per assessed occupancy levels for changing
- Standard locker size is 1050mm high x 400mm wide x 600mm deep
- 10% of lockers should have large tactile locker numbers and key fobs for the access of blind and visually impaired users
- Floor and wall finishes should be non-slip ceramic tiles. Walls must be full height ceramic tiles
- Ceiling materials must be able to cope with water vapour, condensation, high temperatures and possibly vandalism

Meeting room

Consideration should be given to the provision of a meeting room. This can also act as a venue for the delivery of coach and official education courses. Consideration in the design of the meeting room should be given to issues such as IT access, whiteboards and projection.

Surfaces and finishes

Surfaces and finishes should meet modern day standards, i.e.:

- Any hardwearing, non-dusting and easily cleaned finish is suitable for the floor (e.g., hardwood strip, sealed softwood)
- Walls must be impact resistant with a finish that prevents flaking or dusting
- Ledges should be avoided
- Walls should be flush
- Doors should open into rooms, not into corridors and should swing at least 90°. Doors going into a gym must have a minimum clear width of 875mm, but it is recommended that they be 1000mm
- Suspended ceilings should be avoided

Staff Areas

Larger centres may include separate staff facilities – changing and rest rooms

Storage

Consideration should be given, not only to the size of the storage area (ensuring that it is large enough to cater for equipment), but also to its location. There should be easy and direct access to the gym. A depth of 5m is required to store trampolines end-on and, where appropriate, a separate store should be provided for mats, which should be vented, with fire separation from the rest of the building.

Social / Spectator provision

Social areas must give unhindered access for disabled people so they can use them independently or with companions.

Facilities should be designed to accommodate facilities for spectators, through provision of a viewing area (e.g., balcony) or an area with chairs and/or tables.

Security

Special consideration should be given to security arrangements. It is recommended that the entrance to the building should be controlled by a buzzer/door code system. Where this is not possible, the reception area should be staffed to prevent unauthorised access.

Emergencies and emergency escape

There should be an emergency lighting system and smoke or fire detectors are essential. The type of equipment and its layout will need to be agreed with the local fire officer.

Detailed consideration must be given to how disabled people will be evacuated from the building. Safe evacuation is dependent on management arrangements and layout and construction of the building. Consideration should be given to the potential number of disabled people who will use or work at the facility, the nature of their impairment and the areas of the building they are likely to use.

Temperature

The stated recommended minimum temperature contained within the specifications for each discipline is 18°C. This reflects the legal requirements as set out in the Education School Premises Regulations 1999 with reference to “normal levels of physical activity” associated with teaching.

The Workplace (Health, Safety and Welfare) Regulations 1992, which apply to all workplaces, also set out requirements on minimum temperatures in workplaces. Regulation 7 requires that the temperatures shall be “reasonable” and defines this as “normally at least 16°C during “the length of time people are likely to be there”. Although this is lower than that required by Education Regulations, British Gymnastics still recommends 18°C in line with the school environment.

The Gymnasium

1. Clear heights

Details of height requirements are provided for each discipline within the sections “Foundation and Development” and “Performance Development and Performance”. Facilities must meet the minimum requirements to be supported by British Gymnastics.

2. Roofing/ceiling structures

Particular attention must be paid to the capacity of the structure to support the structural loads imposed by gymnastics equipment. For example, roof-suspended Rings, support / spotting rigs and / or travelling spotting rigs.

3. Travelling spotting rig

Travelling spotting rigs provide an invaluable training aid. However, as a tension structure, design and installation is of the utmost importance. Detailed guidance should be sought from BG.

4. Disability access and provision

Facilities must provide disability access to meet the requirements of the Disability Discrimination Act. Examples are:

- Physical access to the floor area (e.g., ramp)
- Colour differentiation (e.g., between floor and walls)
- Texture of floor surfaces to enable facility users to distinguish between them.

Further guidance is available from British Gymnastics.

5. Pitted areas

A traditional pit is 1.5-1.8m deep, with a minimum width of 2.5m and a minimum length of 5-7m from the apparatus base to allow for flighted elements from Horizontal / Single A.Bar, vault, and floor. In addition, pitted areas should be able to accommodate dismounts from beam – with the standard width and length measurements applied – and dismounts from parallel bars, which require a landing zone of minimum 4m along the length of the rails, and a width of minimum 2m.

As well as the “in-fill” foam, the edges of the pitted area must be padded. The contracted supplier will advise on the technical specification.

6. Pre-School – considerations

Range of large and small soft play equipment.

Additional facility provisions with specific reference to pre-school programmes

7. General comments

- **Lighting**

The minimum maintained average level should be 200 lux at floor level. There should be no direct sunlight. White lighting should be used, lights should be protected and a sensible configuration in relation to equipment layout should be considered (e.g. not placing lights directly above pits).

- **Ventilation**

A system providing 1-1.5 air changes per hour is satisfactory for most gymnastics facilities. Any air movement must not deflect rhythmic gymnastics equipment.

8. Apparatus

- **Replacement of equipment**

The following list gives an indication of appropriate timescales for replacing and/or refurbishing gymnastic apparatus. It is intended as a guide only, as a major determining factor in needing to replace equipment is the amount of use it gets. Clubs should be regularly checking each piece of apparatus for wear and tear according to the British Gymnastics' current Health, Safety and Welfare Policy.

Item	Replacement in Years	Replacement Notes
Foam Pit & Edging	7	
Competition Floor Area	8	8 years (Foam springs 4 Years)
Competition Landing Mats	8	
Vault Run Up Carpets	10	
Springboards	2	2/3 Years
Safety Mats	6	
Agility Mats	8	
Vaulting Table	9	Recovered 4/5 years
Trampoline	10	New Bed and Springs 2 years
Pommel Horse	10	Recover after 5 years
Rings	20	Replacement of cables and swivels etc 10 years
Parallel Bars	20	Bars to be changed after 10 years
High Bar	20	Bar replaced every 3 years, cables after 5 years
Asymmetric Bars	10/15	Bars to be replaced every 5 years
Beam	20	Recover every 3 years
Fasttrack	10	Bed and springs every 5 years
Spotting Rigs	5	Plus annual inspection of fixing points
Tumble track	8	Foam and carpet every 3 years

Energy Efficiency – basic guidelines

The Building Research Energy Conservation Support Unit (BRECSU) has produced an Energy Consumption Guide (No. 78) – energy use in sports and recreation buildings. This is a very useful guide to achieving energy efficiency within sports facilities. The guide does not refer specifically to gymnastic clubs or centres, but does give some very useful guidelines on “good practice” in terms of energy performance and what is achievable by using well-proven energy-efficient features and management practices in the context of a “local dry sports centre”.

The specification for a typical “local dry sports centre”:

1. Sports hall – 620 m² (approx. 30m x 20m)
2. Total floor area – up to 1400 m² (gross internal) including:
 - Equipment store
 - Changing
 - Social / club room
 - Office space
 - Additional meeting room(s)
3. Building and services
 - Steel frame, brick and metal cladding
 - Fluorescent tube lighting
 - Warm air heating system in the main sports hall
 - Ancillary areas heated by radiator system

Such specifications fit reasonably well with a typical gymnastics facility development.

“Good practice” indicates that this type and size of facility should cost £5.09 per m² in terms of annual energy costs (2005 prices). The typical annual energy cost for this type of facility is £9.21 per m². These figures highlight that, in general, such facilities are not energy efficient, and with prudent housekeeping, some significant savings can be made.

General advice on good housekeeping:

- Monitor fuel / energy use on a regular basis
- Maintain a record of control settings
- Set controls to correspond with activities (it is worth remembering that a 1°C reduction in temperature reduces the heating consumption by about 6 – 10%)
- Switch off lights when not required

Building Design – General comments

A number of important considerations need to be borne in mind when designing a gymnastics-specific facility, for example:

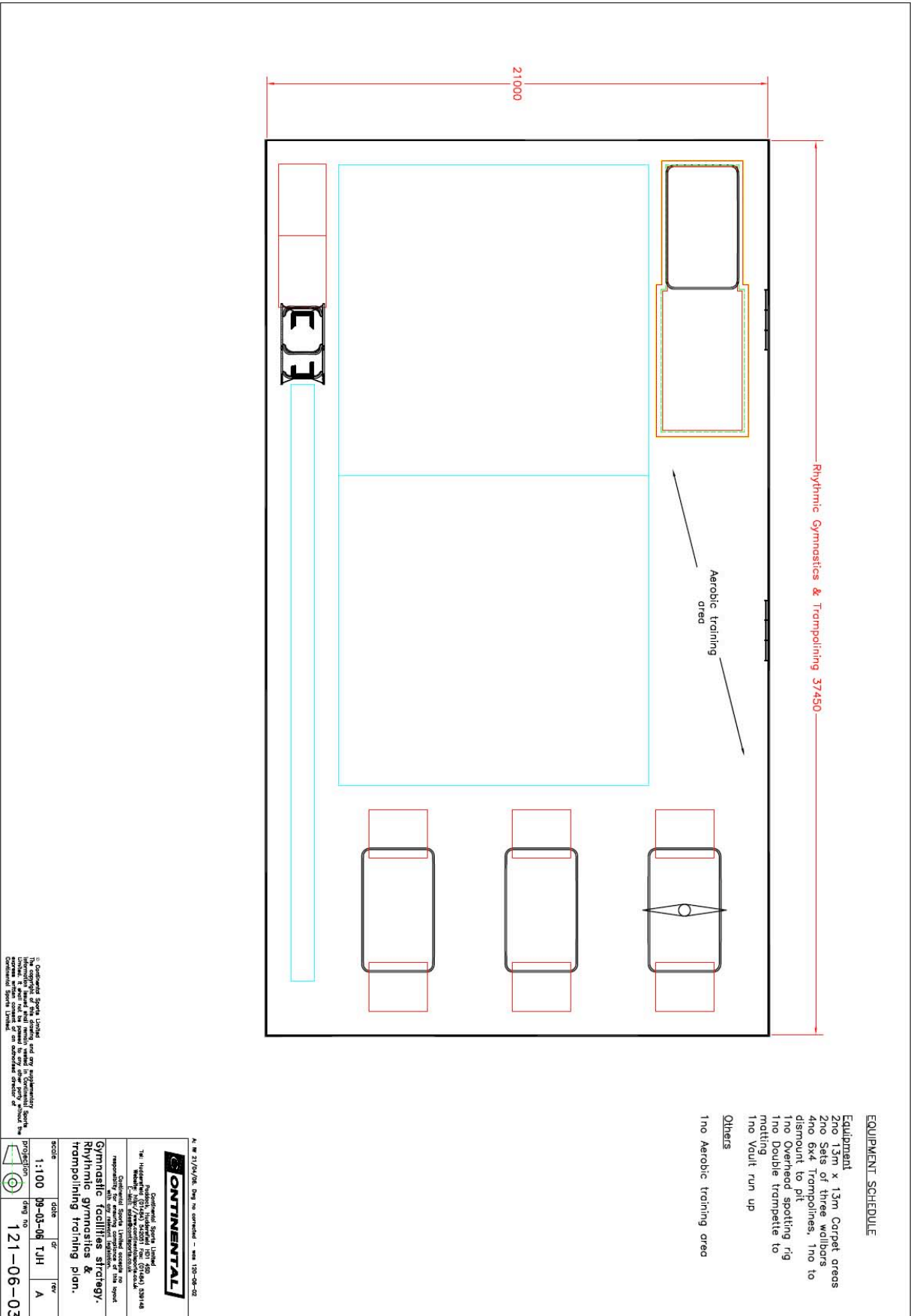
1. Entry into the gymnastics hall needs to be as direct as possible to the floor area / floor space. This is of particular relevance to centres offering recreational classes, including pre-school, and disability classes. It is not advisable to have participants navigate past, across or under fixed apparatus in order to reach the main working area.
2. In general it is not advisable to have floor level “rebound” apparatus (i.e. sunken trampoline and Fasttrack) located in areas where there is a possibility that participants have to cross them. It is normal for such apparatus to be located at the outer edges of a facility to negate such problems.
3. Foam or suspended pitted areas are normally located at one end of the facility.
4. Adequate access for all participants to all working areas should be provided by means of a 1-metre wide access route.

Equipment Layouts

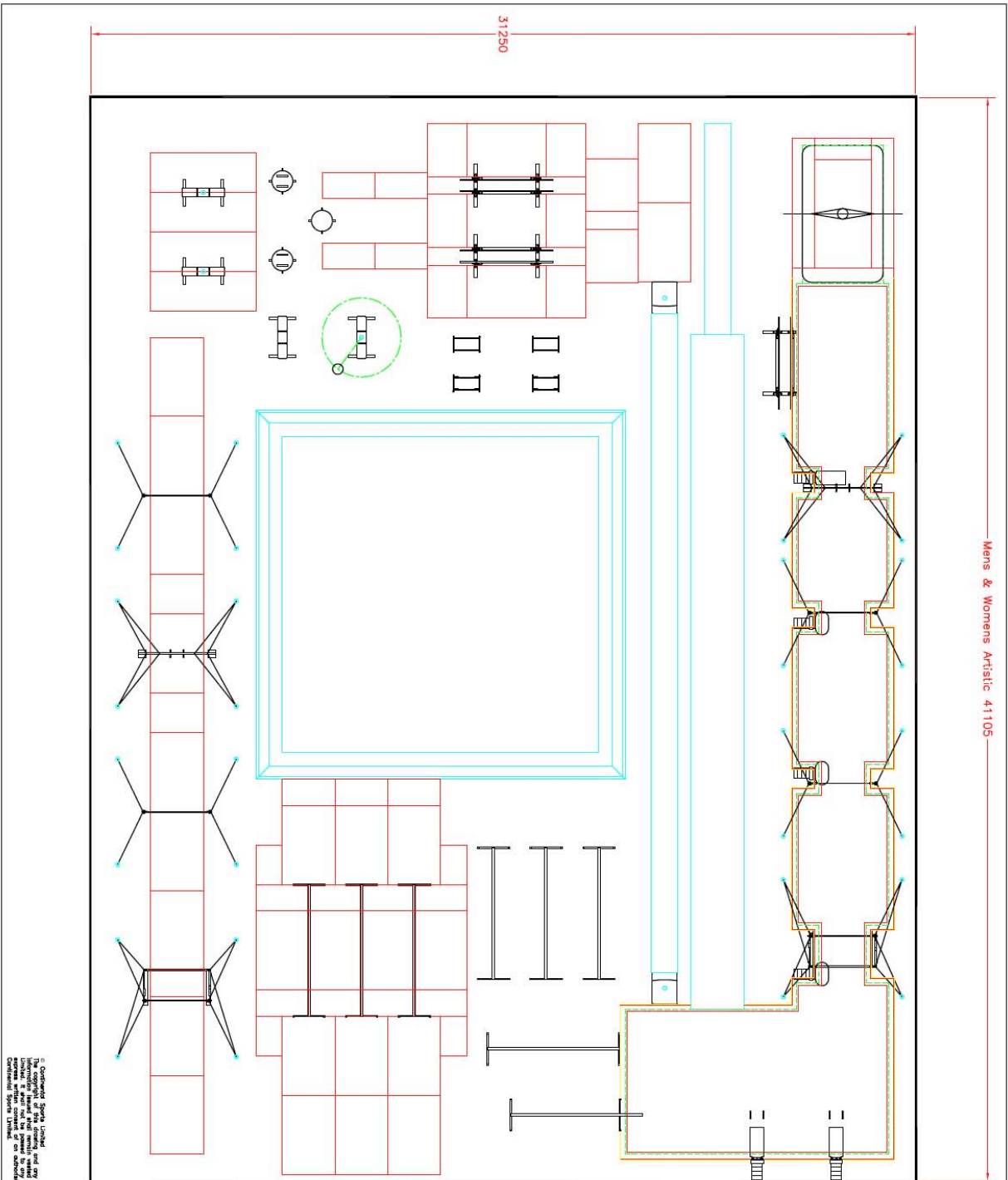
The number, type and location of apparatus will be dependant upon the discipline / disciplines to be included in the development. In addition, the level of participation and/or performance opportunities available through the training programme of the facility will also dictate apparatus provision.

The following equipment plans, layouts and dimensions are for guidance purposes only. They illustrate in general terms what can be considered as a standard provision for certain disciplines. As indicated, the layouts demonstrate how well certain disciplines can compliment each other in terms of space, equipment and / or height. The diagrams reflect the disciplines that require large, fixed apparatus to be permanently sited in a dedicated space.

Rhythmic and Trampoline Gymnastics



Mens and Womens Artistic Gymnastics



Mens & Womens Artistic 41105

EQUIPMENT SCHEDULE

- Rebound
- 1no Trampoline to pit inc fixed bungee rig
- Floor
- 1no 14m x 14m Floor area
- 1no Tumble track to pit inc run up
- Vault
- 1no Vaulting table to pit
- 1no Vaulting table to matting
- 1no Vault run up
- Pommel horse
- 2no Pommel horses over matting
- 2no Low pommel horses
- 3no Mushroom pommel trainers
- 1no Bucket pommel trainer
- Rings
- 1no Ringframe over matting
- 1no Ringframe over pit
- 2no Adj height rings over pit
- Parallel bars
- 2no Parallel bars over matting
- 1no Parallel bars with pit dismount
- 4no Mini floor sprung bars
- High bar
- 1no High bar over matting
- 1no High bar over pit
- 1no Adj training bar over matting
- 1no Adj training bar over pit
- Asymmetric bars
- 1no Asymmetric bars over matting
- 1no Asymmetric bars over pit
- Beam
- 3no Ladies beam over matting
- 1no Ladies beam to pit
- 2no Floor beams
- Others
- 6no Retractable coaching platforms

As per 21/04/06, Eng no contract - was 126-06-02



Ontenital Sports Limited
 1st Floor, 100, Woodhouse Road, Leeds LS2 2JL
 Tel: 0113 275 1111 Fax: 0113 275 1112
 Website: www.ontenital.co.uk

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Gymnastic facilities strategy-
 Men's & women's artistic
 gymnastics training plan.

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PROJECTION: first angle

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BRITISH GYMNASTICS SELF-HELP GUIDE TO CAPITAL GRANT / FUNDING APPLICATION

The sport of gymnastics is incredibly complex, particularly the facilities required to meet the needs and demands of its many disciplines. No other sport requires such an extensive array of facility design, equipment and ancillary provision. This makes providing facilities an expensive business, particularly when a club is looking to develop multi-discipline activities. This guide is designed not just for “new build” projects, but also for renovations, extensions or upgrades to current facilities, including the purchase of large equipment.

Clubs with their own financial resources are much more at liberty to progress any facility-related projects, without the often time-consuming grant / funding application processes. It is quite likely though, that the majority of clubs do not have access to the full amount of finance required to fulfil facility development and therefore will be looking to apply for capital grant / funding assistance.

This section carries some important information for clubs with reference to the application process, particularly where and how British Gymnastics can offer advice and support. Some of the information contained in this “Self-Help Guide” is British Gymnastics’ interpretation of what can be considered to be part of a comprehensive facility development grant / funding bid.

Clubs wishing to log any facility-related initiatives can do so by sending outline details to British Gymnastics via their development teams. These details will then be placed on a “wish list file” for reference. It is recommended that you keep your development officer / team updated periodically with the progress you are making with your facility project. British Gymnastics itself is unable to give funding, but will support the vast majority of facility developments; it can actively engage with all relevant partners for those projects that have quite clearly substantiated their bids.

At the time of writing, more comprehensive and detailed facility development support is available from:

Sport England – Running Sport Programme, “Sports Facility Development – Planning a Building Project workshop” – www.sportengland.org

sportscotland – Building for Sport Programme, “Guide to Project Development” - www.sportscotland.org.uk

Sports Council for Northern Ireland – Building Sport – www.sportni.net

Sports Council for Wales, Local Development Scheme (LDS) Team.

FACILITY DEVELOPMENT - WHAT THE CLUB NEEDS TO DO, PRE-APPLICATION

The process of applying for capital funding is in itself very time-consuming and at times an arduous process. British Gymnastics strongly recommends that clubs that wish to develop their facilities and that require a grant / funding application, be pro-active by having pre-application information already generated before starting the application process.

Factors likely to determine prioritisation of advice/support for facility projects by British Gymnastics are:

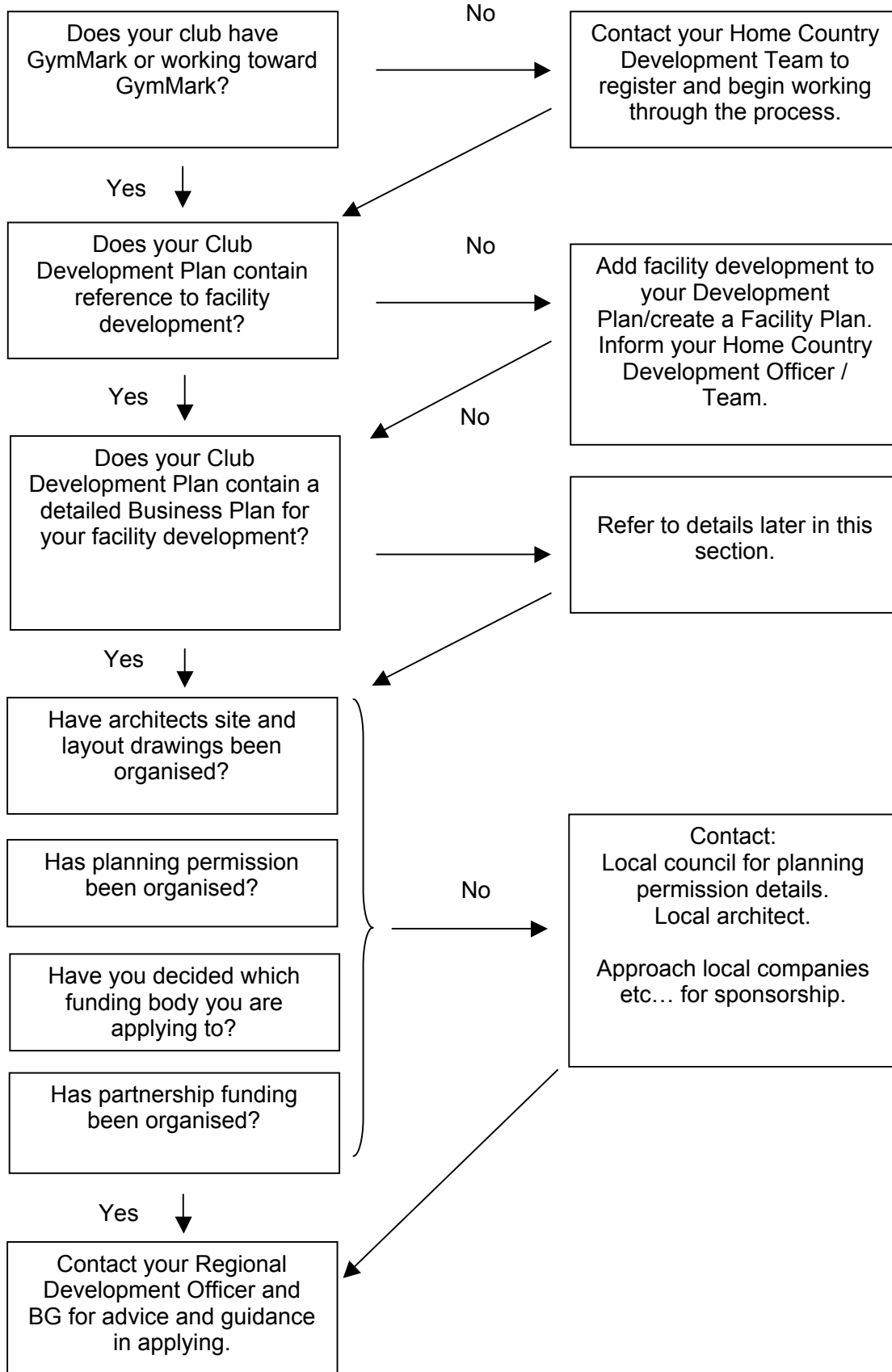
- Clubs that can demonstrate clear and evidenced progress toward completion. (Many funding agencies apply a timescale to any application, particularly with respect to completion)
- Compliance with meeting any relevant inclusion policies, priority areas and target groups
- Clear and evidenced plans for sustainability, including evidence of security of tenure
- GymMark

Pre-application information - the most important things to consider are:

1. The club has **GymMark**; therefore has a sound and logical Club Development Plan that indicates clearly any facility-related improvements / upgrades / relocation aims and objectives.
2. Within the context of the **Club Development Plan**; a built-in, well defined and detailed Business Plan that will cover all key areas of the facility development. Business Plan ideas follow later in this section. Additionally, please refer to the example Facility Action Plan at the end of this section.
3. An indication of the **total cost** of the facility development/quotes for equipment itemised as comprehensively as possible.
4. Provide evidence of **partnership funding** and the required amount of funding to be applied for, including any funds raised by the club itself.
5. Draft **building designs**, including architectural drawings / site and equipment layouts.
6. Outline **Planning Permission** / Planning Permission.
7. Indication of funds available to cover **initial costs** – i.e. solicitors and architect's fees.
8. Details of the **Project Team** – who will lead on what and where overall responsibility lies etc.

The following flow diagram indicates the grant / funding application process:

GRANT / FUNDING APPLICATION PROCESS – FLOW DIAGRAM



GYMMARK

British Gymnastics firmly believes that clubs should engage in ongoing development and be publicly recognised as achieving “safe, effective and child friendly” accreditation. British Gymnastics has adopted core criteria, consistent with other national governing bodies of sport that form the gymnastics accreditation scheme “GymMark”. Parents of children who are members of a “GymMarked” club can rest assured that their children are in a club committed to providing a “safe, effective and child friendly” environment.

Clubs entering the accreditation process will have to liaise with their relevant Development Officer or Development Manager at the very beginning of this procedure. It is worth indicating at this point that a facility development is planned, so that the relevant development team is aware from the outset and may be able to offer some initial advice and guidance.

Available public grant / funding streams are becoming increasingly more rigid, with the need to demonstrate that the club is signed up to the British Gymnastics accreditation system. Information about GymMark can be found on the BG website.

CLUB DEVELOPMENT PLAN

A sound development plan will:

- Allow the club to be well-organised
- Demonstrate clarity of purpose
- Establish and promote good practice
- Allow for appropriate delegation of responsibility, thus increasing ownership
- Better place the club to receive grants and funding

A development plan should be based on the club’s vision and structured around three main sections:

- Where are we now?
- Where do we want to be?
- How will we get there?

FACILITY DEVELOPMENT BUSINESS PLAN – general advice

A key document in generating your club's vision for facility development is the Business Plan.

In general terms, a Business Plan is a written document that describes the business, its objectives, its strategies, the market it is in and its financial forecasts. A Business Plan can have many functions, from securing external funding to measuring success within the business.

In the context of a club wishing to develop its facilities, the Business Plan is a vital source of information predominately used to secure external funding. It is essentially a written statement of intent, of how the defined facility project will be achieved and sustained.

In generating your Business Plan it is essential to build up as comprehensive a picture of your club and local area – including demographic information, related strategies, its sporting opportunities and the gymnastics provision already in place. This will not only give you a much clearer picture of what you wish to achieve by developing your facility and how much money you will need to secure to do that, but will indicate to the funders that you are fully committed to the project by undertaking some significant local / regional / national research where appropriate.

The following information may well prove useful, if not vital, to your club in developing a strong and well-structured Business Plan.

British Gymnastics recommends that clubs enlist the services of financial experts to assist in generating its financial content.

With reference to facility development, a Business Plan should include:

- An Executive Summary
- A short description of how the project will enhance and extend the club

It should be noted that in building a strong case for capital funding, your club identifies in very obvious terms how the facility development will be sustained over the long term. This will include:

- Evidencing security of tenure
- Targeting inclusion and access opportunities
- Demonstrating increases in participation and / or
- Developing stronger performance pathways
- An indication of the club's place in the local, regional or national structure of gymnastics provision
- The management team, coaching staff and volunteers
- Financial planning – i.e. 1,3 and 5 year forecast, NB some funding bodies request 10 years

1. An executive summary

This is an overview of the project, and is positioned at the front of the document. This makes it the first part to be read, so is a vital section. Its purpose is to explain the basics of your project in a way that informs and interests the reader. It should be clear and concise

2. A short description of how the project will enhance and extend the club and how it meets the aims of the funding agency.

a) Provide an overview of your club, its structure, its current membership and status plus any relevant history. Information to include:

- A brief history of the club
- Club structure – programmes offered, number and time(s) of classes, number and time(s) of squads
- Evidence of attention to health, safety and welfare procedures, e.g. risk assessments
- Coaches – numbers / level
- Your current total membership broken down into key categories, for example:
 - Volunteers/committee structure
 - Age groups – pre-school, under 16, over 16, over 45
 - Level of gymnasts – recreational, competitive
 - Gender
 - Postcode/IMD
 - Black and other Minority Ethnic Groups
 - People with a disability
- Your waiting list / catchment area / membership trends

b) This section can then be expanded to set out your vision for the new facility and how it will impact on your provision of gymnastics in the area – simply put, how will your development make a difference? In general, generate information under two headings: What do we hope to achieve? How do we want to do it?

c) It is recommended that your club include main objectives for the facility development in this section, for example:

- Increase membership by [*Number %*] within five years
- Develop and organise new opportunities to participate regularly in gymnastics by developing stronger links with local schools and community groups
- [*Develop / Organise / Strengthen*] GMPD opportunities within the local area

d) Details of what will be contained in the new development can be identified here, including:

- New / improved programme of activities
- Dimensions, location of apparatus, working areas, pits
- Kitchen area and stores
- Meeting rooms
- Social areas
- Car park

Note that the project will also need to evidence how it meets the aims of the funding agency. The application will need to be tailored to make it relevant to the body being applied to and not all of the above may be applicable to all projects.

3. An indication of the club's place in the local, regional or national structure of gymnastics provision

By providing evidence of local research, your club can demonstrate that it is placing itself in the wider context of sport provision. Include other information as follows:

- Relevant sport and leisure strategies / policies of the local council – particularly those of the local Sports Development unit – and how your provision can fit in and assist in delivering any targets
- Additional local research into local population demographics, particularly any giving IMD / ethnic population data and how your club compares in percentage terms

This section will also include information about any “competitors” and their provision and how this could impact on what the club wishes to develop. Additional information is required to indicate relevant marketing strategies to be employed.

Data to include, indicating latent or suppressed demand for gymnastics:

- Other clubs in the area / other sporting opportunities in the area
- Schools offering after-school opportunities
- Leisure centres offering gymnastics courses

Include other information as follows:

- Drive-time(s) to other similar facilities / clubs
- The range of gymnastics activities you offer and the likelihood of expanding this
- An evidence of support bank – potential user groups acknowledging your value together with an indication that they would take up time and space within your facility

4. The management team, coaching staff and volunteers

Explain who is involved, their role and how they fit into the club's organisation. Include details of paid and voluntary staff, relevant experience, any relevant qualifications and training opportunities for the workforce. This information helps to demonstrate that the club and its staff are fully committed. Give details of the project team and their roles within the facility project.

5. Financial planning

This area needs to be very detailed. Two key areas need consideration:

a) The cost of the facility development

Clubs need to consider all relevant costs associated with the total cost of their development, including:

- Architect's fees
- Planning permission costs
- Solicitor's fees
- Land acquisition
- Building costs – (guideline approx. £1300-£1500 per m²)
- Any apparatus costs
- Any ancillary costs
- Contingency costs
- VAT

b) Operating costs

Management and financial considerations:

- Operational management – how will the facility be managed?
- Programming – how will the facility be used and by whom?
- Pricing – what do other (similar) facilities / clubs charge and how much will the local community be prepared to pay?
- Marketing – how will the facility be promoted?
- Financial budgets

In assessing revenue expenditure, clubs need to consider:

- Staff - salaries and wages – national insurance; on-costs (can be up to 20%)
- Premises - rent, rates, energy costs, water, furniture/equipment, cleaning
- The initial equipment requirements and subsequent ongoing maintenance
- Goods for resale
- Site maintenance
- Administration - computers, postage, telephone, printing, insurance
- Marketing and promotion
- Sinking fund – allowance for the eventual replacement of equipment
- Inflation

In assessing revenue income, clubs should consider:

- Membership fees
- Income from pre-school and parties and other fundraising activities and events
e.g. displays, competitions
- Sale of goods - clothing and equipment, vending, food
- Miscellaneous - donations, payphone, advertising, sponsorship
- Bank and investment interest
- Fund raising, special promotions and events
- Benefits associated with CASC / gift aid
- Inflation

Expenditure should always be calculated as accurately as possible and income forecasted conservatively.

ARCHITECT INVOLVEMENT AND PLANNING PERMISSION

ARCHITECTS

British Gymnastics recommends that clubs consult with professionals in this field of work, whether your intention is to have a new build, expand or adapt your current facility. By involving architects early on in the design and planning stage, you give them the best chance of understanding and appreciating the facility requirements of the development.

The ultimate success of your project depends on the quality of your Business Plan and how clearly you describe for your architect the requirements and functions of your building. Your architect will need to know:

- ⊖ Your aims.
- ⊖ Your design style.
- ⊖ Your reasons for embarking on the building project.
- ⊖ Your authority: that is, who will be making the decisions – Building design? Costs? Day-to-day matters when the project is underway?

As mentioned in the Planning Permission section, you are obliged to comply with legislation concerning planning, Building Regulations and health and safety. These are all matters on which your architect can advise, often dealing with the various authorities on your behalf.

How much does it cost?

Architect's fees can be based on a percentage (normally 10-12%) of the total construction cost, on time expended, or a lump sum. You can select all or part of an architect's service, from initial design discussion through to the final delivery of the project on site.

Contact Royal Institute of British Architects at:
66 Portland Place
London W1B 1AD
Tel +44 (0)20 7580 5533
Fax +44 (0)20 7255 1541
Email info@inst.riba.org

Find an architect on <http://www.architecture.com>

PLANNING PERMISSION

As your club will be seeking to gain grant / funding assistance for the facility development, the relevant home country sports council will need to be involved. Each sports council will have prescribed standards that will need to be included in the design of the facility. Contact the relevant sports council for any guidance notes or standards that may apply to your situation. Your local planning authority is responsible for deciding whether a development - anything from an extension on a house to a new shopping centre - should go ahead. Local planning authority usually means the district or borough council - not the parish or town council.

Your first point of contact should be the staff in your local planning authority. They are there to help. You can also contact the following:

1. Planning Aid - a charity set up by planners to offer free and unbiased advice.
2. Professional advice, such as from a qualified planning agent or consultant.
3. Your local elected councillor or Member of Parliament.

Planning Permission and Building Regulations are often confused and misunderstood. Both are the responsibility of the local authority and basically while Planning Permission is

permission to erect or extend a building, Building Regulations define how the new building must be constructed.

Before making an application for Planning Permission, it is advisable to consult any neighbours who might be affected by your proposal, and the local parish or town council. In larger or more complex projects, you should consider consulting other bodies that might have an interest, such as:

1. The Environment Agency or water and sewerage authority - to discuss any potential sewerage, water or flooding problems;
2. The highway authority (usually the county council in non-metropolitan areas or the local council in metropolitan areas) - to discuss road safety and traffic issues; and
3. The Health and Safety Executive - to discuss any issues relating to your proposed development.
4. Gas/electrics suppliers to ascertain what services are connected or available (water, electricity, gas).

The planning process is different for minor extensions and new builds. Your local planning authority is best placed to advise on this.

How long will a decision take?

In most cases a decision will be made within eight weeks. Large or complex applications may take longer. Your council should be able to give you an idea about the likely timetable.

Is there a fee?

Your council will tell you how much is payable. The amount varies according to the type of development proposed. This will be an important cost to build into your initial outlay attached to the total costs of the development.

PARTNERSHIP FUNDING

It is most unusual for any grant / funding agency to provide 100% of the finance for capital projects, so a requirement for the club and partners to provide a substantial part of the project costs may be stipulated. The funding agency will stipulate the criteria to be adhered to with regard to the funding partner, but generally it needs to be a commercial business, i.e. trading with the purpose of making a profit. This then places an obligation on the club to provide funds from their own resources together with the “partnership funding”.

It is expected that local partnerships, with the public or private sector will provide either ‘in-kind’ and/or cash funding for your project.

In-kind funding

This type of funding involves something other than money that is contributed to a project but which has a monetary value that can be calculated. In the case of a facility development “in-kind” funding involves more physical resources such as land and equipment, or architect/planner time for free. For instance, the allocation of a plot of land is a legitimate type of partnership funding and could be set against the total cost of the development, though note that not all funding bodies will accept this kind of funding.

Club members’ families may be in the building trade and offer their services to the project, but it is essential that the club checks the credentials of any people offering their time this way; for example anyone working with gas must be CORGI registered.

Cash funding

Some funding agencies provide revenue grants that could be noted as partnership funding in applying for capital funding. It will be necessary to check with the capital-funding agency for additional information as to what they will allow as “partnership” funding.

Seeking partners who will provide “cash” funding is very difficult indeed. You are best placed to know the local sponsorship market and its possibilities. Your club should be actively engaged in promoting itself to the local and regional business community to attempt to draw out some cash funding.

Finding a sponsor –

The Sportsmatch website has very useful, practical advice for finding sponsors: <http://www.sportsmatch.co.uk/sponsorship/how.html>

Partnership funding and links to education

Local authorities have access to significant resources for the development of school sporting facilities. Liaison with your Development team will allow you to access advice about how you could possibly tie in with any local initiatives related to school-sport development. Other educational institutions also have access to substantial funding streams. Check with your LEA for advice.

Building Schools for the Future (BSF) is the government’s £40billion investment scheme to improve school buildings. The aim is to rebuild or renew every secondary school in England over a 10-15 year period. The scheme concerns the vision of extended schools as assets at the heart of the community, which everyone can use. Partnerships for Schools (PfS) is the agency responsible for delivering the programme.

Partnership funding and links to a Primary Care Trust (PCT)

There are instances where a PCT is involved in the development of gymnastic opportunities as part of their wider healthcare and physical activity initiatives. Clubs may wish to link in with their local PCT, so it is advisable to get hold of any relevant strategic documentation from them. It may be worth checking their website for any of this information in the first instance.

Partnership funding and “buddying-up”

Clubs are encouraged to seek partnerships with other sports organisations that require facilities with which gymnastics can share. A large range of facilities offers substantial opportunities for the development of gymnastics facilities. In particular, the presence of an existing infrastructure (including changing facilities) can significantly reduce the cost of developing new provision, whilst still enabling clubs to develop a specialist and permanent facility. Examples include sports centres, schools, community buildings and other sports clubs / associations.

The Central Council for Physical Recreation (CCPR) has a section on its website showing opportunities for sources of funding: <http://www.ccpr.org.uk/dyncat.cfm?catid=4260>

INVOLVEMENT OF BRITISH GYMNASTICS AND HOME COUNTRY DEVELOPMENT TEAMS

Each home country has a team dedicated to the specific task of assisting the development of gymnastics. The first port-of-call is the relevant home country Development Officer or Development Manager. They will be able to assist you with the formal application process. As mentioned earlier in the GymMark section, it is recommended that your Development Team is made aware of your facility project as early as possible, so that when the time comes to assist in your club's formal application, they are fully conversant with the project.

Your Development Officer / Team will offer the following assistance:

- Guide and support you through the application process
- Help in securing letters of support from British Gymnastics and all relevant organisations / partners
- Attend meetings with LA / architects etc...

WHO TO CONTACT - FUNDING

Funding and sponsorship schemes are many and varied. They are often changed or updated and it is important to check funding bodies and authorities for any changes to opportunities for funding. It is strongly recommended that you contact your Development Officer / Development Team in the first instance, as many of the funding agencies will only refer you to the governing body.

An updated "Sources of Funding" document is being prepared and will be available from summer 2006 as a download from the BG website.

EXAMPLE ACTION PLAN FOR FACILITY DEVELOPMENT

	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
1	SPORTS DEVELOPMENT Measurable, realistic targets need to be established for many aspects of your sports development. These will be monitored following completion of your project and will help you to see the progress that you are making.					
1.1	Equity Club agrees to follow the principles outlined in BG Equity Policy Appropriate "Running Sport" course – "A club for all, welcoming all members of the community" To work towards and adhere to the UK equality standards and club equality procedures.	<ul style="list-style-type: none"> • Letter from the club confirming agreement to follow principles of BG Equity Policy • Attendance at relevant course if appropriate • The club to work with BG to help the NGB to achieve the targets set out in the current and any subsequent Equality Plan 		BG / HC	Club to outline how it will monitor progress	
1.2	Sports Development Plan The club to produce a development plan in line with BG's One Stop Plan / HC WSP or regional development plan.	<ul style="list-style-type: none"> • Development Plan produced by the club and signed off by BG • This plan should outline the club's current partners and proposed future partners 		BG, local schools, LA Leisure Officers	The club to agree with BG/ HC how it will monitor progress	
1.3	Volunteer Plan The club to produce a Volunteer Plan in line with BG Volunteer Strategy to support the development of the club	<ul style="list-style-type: none"> • Volunteer Development Plan produced by the club and signed off by BG • Volunteer Plan to take account of the number of judges and officials needed 		BG / HC Development Team	The club to agree with BG / HC how it will monitor progress	
1.4	Coaching Plan The club to produce a coaching plan to demonstrate the benefit of the proposed facility and to ensure that there are sufficient coaches and those with appropriate qualifications to meet demand	<ul style="list-style-type: none"> • Coaching Plan to be produced by the club and signed off by BG. This will include: • The club to work with BG to assess how many coaches to each required level are needed now and in the future • The club and BG agreeing to work with sportscoach UK and UK Coaching Certificate • The club to establish a mentoring system • The club to identify funding mechanisms to support coaching costs and ways of working with LAs 		BG, Sportscoach UK		

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
1.5	GymMark The club to achieve BG's GymMark accreditation Club Classification	<ul style="list-style-type: none"> The club to achieve GymMark To reach the appropriate designated gymnastics centre facility standards as outlined in the Facility Strategy 		BG	Club to outline how it will monitor progress towards GymMark	
1.6	Programme of Use Schedule of activities drawn up, linked to local community / school use	<ul style="list-style-type: none"> The club to produce a programme of use for the existing and proposed facilities linking in their partners and sports development targets 		BG, local schools, HC Development Team, LA Leisure Officers	The club to outline how it will monitor usage of the facilities	
1.7	Club Development Plan The club to produce a Club Development Plan in line with BG model plan, as outlined in GymMark	<ul style="list-style-type: none"> The Club Development Plan to be produced by the club and signed off by BG 		BG	The club to outline how it will monitor progress towards achieving the objectives of the plan	
1.8	Child Protection To implement the NSPCC standards in Child Protection and comply with the BG Child Protection Policy	<ul style="list-style-type: none"> Appoint a club Welfare Officer (voluntary or paid) to oversee the implementation of the Child Protection Policy and NSPCC standards Welfare Officer to attend appropriate training 		BG	Officer appointed NSPCC Welfare Officer training complete – CPA and TTL	
1.9	Duty of Care To comply with the BG Health, Safety and Welfare Policy	<ul style="list-style-type: none"> First Aid procedures Emergency operating procedures Records / contact details 	Ongoing	BG	GymMark standards	Insurance certificate displayed
1.10	Affiliation To affiliate to and register all members with BG and the regional or HC association	<ul style="list-style-type: none"> Annual registration with BG Annual registration with region or HC 	Ongoing	BG	All members affiliated	Membership packs received

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
2	MANAGING YOUR PROJECT DEVELOPMENT					
2.1	Your Project Team / Group Project Team / Committee, including Project Coordinator with relevant skills, in place	<ul style="list-style-type: none"> The club to undertake an audit of its membership to assess whether any members have skills / qualifications that can assist with the delivery of this project Agree a project plan 		Club membership	Project group list with roles and responsibilities	
2.2	Project Brief (A formal statement of the objectives and functional/operational requirements of the finished product). Any changes to the Project Brief to be agreed with BG	<ul style="list-style-type: none"> Any changes to be agreed in advance with BG Project team to notify BG of any new opportunities with the project 		BG, project team	Not applicable	
2.3	Security of Tenure	<ul style="list-style-type: none"> Confirmation of freehold/leasehold status to be supplied by the club 			Not applicable	
2.4	Constitution	<ul style="list-style-type: none"> A Club Constitution in line with CCPR's model Club Constitution should be implemented by the club at an AGM or EGM 		BG, CCPR		
2.5	Partnership Funding (Revenue and Capital) The club to identify funding sources to contribute to development costs / outreach and satellite work	<ul style="list-style-type: none"> The club, in conjunction with HC Development Team, to explore ways of securing funding to pay for a revenue tail to support any capital investment e.g. from the clubs own resources, local and regional funding agencies, etc... 		Local authority, localised funding through PCT, local sports bodies	Club to outline how it will monitor progress in this area	
2.6	VAT Status The club to investigate ways to make VAT savings on the project	<ul style="list-style-type: none"> Confirmation of status from Customs & Excise 		Customs & Excise, BG	The club to outline how it will continually review its VAT status	
2.7	Business Plan / Revenue Forecasts Issue of long term sustainability Advice available from #####	<ul style="list-style-type: none"> The club to produce a Business Plan, including projected income and expenditure for the next 5 years The club to agree a sufficient sinking / maintenance fund The club to include development costs within the budgeted figures The club to consider becoming incorporated as a Community Amateur Sports Club 		BG / HC	The club to outline how it will monitor progress towards achieving the objectives of the plan	
2.8	Sensitivity Analysis What if income under-achieves or there is expenditure overspend?	<ul style="list-style-type: none"> The club to produce a sensitivity analysis of +/- 5% and 10% 				

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
3	MARKETING					
3.1	Marketing Marketing Plans and promotional activities developed Appropriate "Running Sport" course: "Smart Marketing" (for small projects under £500,000) (England/Wales only)	<ul style="list-style-type: none"> The club to outline its proposals for marketing their facilities to increase club membership, including targeting under represented groups and additional links with local schools The club to produce marketing materials in a range of formats (e.g. Braille, large type, audio, etc...) where possible / practical 		BG / HC	The club to outline how it will review its existing marketing plans	

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
4	DESIGN AND CAPITAL COSTS					
4.1	Design Advisers Identification of advice or consultancy and other skills required for the project	<ul style="list-style-type: none"> The club to appoint a professional team, to contain the necessary skills to deliver the project pre and post construction Once a professional team is appointed, the club to consider the proposed procurement route 		BG Sports Council		
4.2	Lead Design Consultant e.g. Registered Architect Appoint through a competitive interview process basing any decision on their experience of similar projects, quality and pricing	<ul style="list-style-type: none"> Professional team to undertake a brief review of the project brief and to identify and agree with the club an appropriate timetable to develop the project through the relevant design, tender and planning stages 		BG		
4.3	Review of Proposals Project Brief Feasibility Site restrictions Site investigations Planning information Programme / schedule for the project	<ul style="list-style-type: none"> Confirmation and agreement of proposal by club 		BG	Outline how it will review and update plans.	
4.4	Design Brief Finalised	<ul style="list-style-type: none"> Final Design Brief to be agreed 		Professional team		

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
4.5	Other Design Consultants e.g. Quantity Surveyor, Structural Engineer Appoint through a competitive interview process basing any decision on experience of similar projects, quality and pricing	<ul style="list-style-type: none"> The club to appoint other members of the professional team as required to deliver the project 		Sports Council	Professional Team appointed	
4.6	RIBA Stage C drawings and element costs Location plan 1:1250 Site plan 1:500 Plans 1:100 Elevations Key sections or cross-sections Outline specifications Photographs	<ul style="list-style-type: none"> Professional team to produce drawings and a costed plan as outlined The club to take photographs of existing facilities to indicate current condition 		Professional team LA planners		
4.7	Detailed Planning Permission Variations, conditions or restrictions on planning permission	<ul style="list-style-type: none"> The club to achieve full planning permission prior to seeking final funding decision 		Professional team		
4.8	RIBA Stage D drawings and updated costs Proposals to include approval of full planning permission and other statutory approvals plus updated cost plan, etc...	<ul style="list-style-type: none"> Professional team to produce RIBA Stage D drawings and updated costs and send them to BG and the club 		Professional team		
4.9	RIBA Stage E drawings Developed	<ul style="list-style-type: none"> As above, professional team to produce RIBA Stage E drawings and updated costings These drawings and costings are to be submitted to funding agency for review and comment 		Professional team, Sport England		
4.10	Competitive tendering Requires 3 tenders Form of tender Tender report	<ul style="list-style-type: none"> The club to undertake a full tendering process and submit a tender evaluation report to BG and funding agency 		Professional team		
4.11	Summary Paper Project costs post-tender	<ul style="list-style-type: none"> The club to submit a paper indicating the total project costs including all elements (e.g. contingencies, fees and construction costs) Any partnership funding secured, whether capital or revenue, should be highlighted 		Professional team	Letters of agreement for partner funding	

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
5	MANAGING YOUR FACILITY					
5.1	Management Management structure of facility outlined	<ul style="list-style-type: none"> Club to produce a plan for the management of the facility 		HC Development Team	Club to outline how they will monitor progress against this management plan	
5.2	Health and Safety The implementation of a Health and Safety Policy in line with relevant legislation and BG Policy	<ul style="list-style-type: none"> The club to produce a Health and Safety Plan for the new facility 		BG H&S Executive		

Ref	Objective / requirement	Action point <i>What action needs to be taken?</i>	Date <i>When?</i>	Partners <i>Who?</i>	Self Monitoring	Progress / completion date Evidence submitted
6	MONITORING AND EVALUATION					
6.1	Monitoring and Evaluation Demonstrate the added benefit brought about by the project, for example: Game Plan targets: 70% of the population involved in physical activity by 2020 More medals won at major championships	<ul style="list-style-type: none"> Club to monitor (new) members The club to monitor whether new members previously did not participate in sport in the last 12 months The club to monitor the number of members involved in physical activity for 30 minutes 3 x per week The club to review the impact of the project on the clubs long-term sustainability Equality monitoring of members Any other monitoring & evaluation as required by the funding agency 			Collect relevant data within specified timescales	
This and other information as noted throughout the Action Plan should be gathered and maintained. This will allow your club to assess development and allow BG / HC Development Team to easily see the impact you are making.						