

# Developing the Right Sports Hall



**VOLLEYBALL**  
**ENGLAND**

**England**  
**netball**  
BE THE TEAM

**ECB**

**ENGLAND**  
**BASKETBALL**

**SPORT**  
**ENGLAND**

**BADMINTON**  
**ENGLAND**  
Play it. Love it. Live it

# Foreword

This new guidance and policy statement for developing sports halls is intended for a range of stakeholders from local authorities, schools and universities through to sports clubs, voluntary organisations, commercial operators and consultants. It has been jointly developed by the national governing bodies (NGBs) of Badminton, Basketball, Cricket, Netball and Volleyball who together with Sport England have developed guidance to ensure sports hall developments comply with up to date requirements of the NGBs.

It is estimated<sup>1</sup> that there are just over 4,500 sports halls in England of 3 badminton court size or above; a mix of local authority (17%), education (76%), commercial (2%) and other (5%) providers. Regardless of provider, this guidance will ensure that maximum cost-benefit is achieved from any further capital investment into new or existing sports halls, and that these spaces are programmed to link well together with other outdoor provision. Robust sports development, business planning and partnerships will make it possible for operators to guarantee all year round usage for sport with a guaranteed return on investment.

***The decision-making process tool in this guidance will encourage all stakeholders to think about their needs and evidence first in order to then identify appropriate facility requirements. It will challenge traditional thinking of what is assumed to be required against what is currently known to be required.***

The group believes that this guidance and its supporting strategic tools will enable stakeholders to develop the right sports hall in accordance with

the space requirements of the main indoor sports for the following level of play categories<sup>2</sup>;

**International**

**Premier**

**Club**

**Community.**

Meeting the space requirements recommended by the NGBs is vitally important as this will ensure that there are the correct safety zones and other margins around the playing area, and that space standards are suitable for practice and training and competition play. Compliance with NGB requirements will also increase levels of demand for the use of the hall by NGBs and their partners.

***This guidance encourages the right questions to be asked regarding sports and other stakeholder requirements in order that optimal solutions are reached that ultimately lead to the intended outcome of the right sustainable facilities in the right places for the right reasons.***

For a typical sports hall development the 7 step process indicates that multi sports programmes will be best served by a minimum hall size of 34.5 x 20 m. Where additional capital costs can be met, slightly larger halls of 40.6 x 21.35 m are a viable option allowing two or more activities to take place simultaneously and higher levels of competition to be hosted. The additional capital investment required can be offset by the additional income potential and flexibility for teaching and programming<sup>3</sup>. In some instances, looking wider than a single hall solution may also present a viable option when deciding how best to accommodate a sports development programme.

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<sup>1</sup> Active Places Data (January 2011). See Appendix 5 'Supporting Tools and Guidance' for more detailed information.

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<sup>2</sup> See Appendix 4 'Level of play categories for each sport' which has been developed by the NGBs and Sport England to provide a consistent terminology for the levels of play of all sports.

<sup>3</sup> See Appendix 5 'Supporting Tools and Guidance' for link to business model comparisons for multi-sport 4 and 5 court halls.

The methodology and approach of this new guidance is fully supported by all members of the working group, whilst the generic strategic planning aspects of this guidance will also apply to other hall user sports.

“ *This is a great example of how Sport England and governing bodies are working closely together to deliver a lasting grassroots sporting legacy from the London 2012 Olympic and Paralympic Games.*

*In the past, some developers have failed to fully consider how small changes to the dimensions of a sports hall can hugely increase the variety and levels of sports that can be played. This guidance will lead to more choice for sports hall users and better value for facilities’ investments.* ”

**Richard Lewis**  
Sport England Chair

“ *For us to achieve the ambition of a lasting legacy and drive up participation in sport off the back of hosting the London 2012 Games, it is important we have the facilities in place to give people the opportunity to play all kinds of sports. I welcome this joined up approach from the five national governing bodies involved and Sport England in developing this simple and consistent guidance. It will ensure that stakeholders are supported to develop the right sized sports hall which will ultimately help to grow their sport.*

**Hugh Robertson**  
Minister for Sport and the Olympics

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# Introduction

This guidance and policy statement has been jointly developed by Badminton England, England Basketball, England and Wales Cricket Board, England Netball, Volleyball England and Sport England, and is intended to provide a simple, consistent, agreed methodology for **Developing the Right Sports Hall**, ensuring the correct specification of hall to meet NGB requirements.

*Working through 7 logical steps, this guidance will help stakeholders to develop a project brief for a new or existing hall, based on basic specifications required to play one or more of the following sports:*

- *badminton*
- *basketball*
- *cricket*
- *netball*
- *volleyball.*

It will also enable stakeholders to undertake the business planning process which will provide a useful starting point for decisions before referring to detailed technical requirements covered in the published guidance of the governing bodies and Sport England.

It is important to consider the programming, operating models and wider partnerships that will help in making a viable sporting and business case for any new or existing sport hall development. Sometimes this will mean that a larger than minimum sized hall will be more appropriate.

**The purpose of this guidance is:**

- **To help stakeholders articulate their sports development requirements, enabling them to develop a sports hall based on a robust ‘needs and evidence’ base.**
- **To provide stakeholders with a logical process for deciding the basic dimensions and specifications required in a sports hall and to understand the implications of these.**
- **To ensure stakeholders succeed in developing the right sports hall that is sustainable through effective business planning.**



## Why the guidance is required and who should use it

***In an era of scarce resources, it is vitally important that any new facilities achieve value for money through sustainable operations.***

Any new or existing sports hall development will need to contribute to social outcomes, be efficient and sustainable. The availability of subsidies for particular sports halls will come under pressure as local authority revenue budgets continue to reduce. Therefore effective income generation will become a key factor for any sports hall development.

***It is possible to deliver all of the above with good strategic planning, appropriate design and robust business planning based on the needs of the sports and potential users within the catchment area.***

A wide range of stakeholders are encouraged to use this guidance, working together as a project team <sup>4</sup>, to make strategic and site specific decisions with a consistent approach and methodology, namely:

- NGB Facility and Development Officers
- Local Authorities, Planning Authorities, Town Councils and Parish Councils

- PE and Sport Stakeholder Groups or other local mechanisms advising on facility developments
- Consultants
- Higher and Further Education (HE and FE)
- Sports clubs
- Sports hall suppliers and contractors
- The Private Sector.

## Relationship to other technical guidance

This document is not intended to provide in-depth technical guidance as this is covered in greater detail in other guidance available from the NGBs and Sport England <sup>5</sup>. However, it is based on the assumption that the detailed NGB guidance will be followed, as doing so is critical to the long-term success and safe performance of any sports hall facility.

See Appendix 8 on page 27 for weblinks to NGB technical guidance.

## Relationship to strategic tools

The tools covered here are designed to help inform decision making; they are not intended to provide the answer. There are many factors that need to be considered in order to arrive at the right facility solution and these are set out in the Methodology.

### Planning Tools

The NGBs and Sport England's planning tools (Active Places and Active Places Power) are available to help provide information on the supply and demand for sports halls. In addition, different scenarios of sports hall provision can be tested by using the Facilities Planning Model (FPM) which can be accessed through working with Sport England.

[http://www.sportengland.org/facilities\\_planning/planning\\_tools\\_and\\_guidance.aspx](http://www.sportengland.org/facilities_planning/planning_tools_and_guidance.aspx)

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<sup>4</sup> See Appendix 7 'Glossary of Terms' for a summary of typical key stakeholders in a project team.

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<sup>5</sup> Technical guidance of the NGBs and Sport England will be reviewed in conjunction with this guidance and updated.

# Methodology

## How this guidance should be used

To decide which size and layout of sports hall is the most appropriate, a 7 step process has been set out. The process will be best worked through as a project team which has all key stakeholders represented<sup>6</sup>. All steps apply whether the intention is to consider a specific site or an area wide analysis. If the study is for a specific site, it is still essential that the analysis starts at the first step in order to inform the steps that follow.

***This methodology requires a high degree of consultation with NGBs and other key stakeholders. This is best achieved through forming a project team early on.***

The 7 step process will stimulate discussions amongst the project team and ensure that the necessary information is gathered to enable the relative importance of individual sports to be established at each site. It will assist users to understand the implications of the choices that are made and will help with working through design and programming compromises if these are necessary, until a high level decision is reached on what sports hall is required.

Through the process the project team will grow to include the design team. From Step 7 onwards, this team will take the project brief and work this up into a design brief.

A summary of the 7 step process is set out on pages 7 - 8. Further details for the 7 steps are then presented on pages 9 - 16, with each step covering:

- Key Issues to be considered
- Who can provide help and support
- Where the information is likely to be found.



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<sup>6</sup> See Appendix 7 Glossary of Terms for suggested key stakeholders in a project team.

## The 7 Step Process summarised

1

### SUPPLY AND DEMAND ISSUES

After working through this step the project team will be able to identify the issues of supply and demand that need to be addressed.

(Discussions should include considering the number of courts / size of halls locally versus the known and latent demand for use of halls and the relevant sports activities. This can be evidenced by using the strategic tools covered in the Appendix 5)

2

### STRATEGIC CONSIDERATIONS

After working through this step the project team will know if the site or sites have been identified as a priority for a specific sport or number of sports.

(By seeking input from NGBs at this stage (refer to Appendix 9 for Useful Contacts), users may find that a site has been identified to be developed as a 'Premier' or 'International' venue for a particular sport, which can be factored in to making the sporting case.)

3

### TYPE OF ACTIVITY / LEVEL OF PLAY CATEGORY

Through this step, the project team will identify the type of activity that is proposed for the sports hall by each sport, such as competition, education, training and the level of play category that is proposed for the sports hall by each sport.

(Size and specifications will need to be set to the highest level of play category that will be played, whether this be Community, Club, Premier or International)

4

### HOW MUCH USE

After working through this step the project team will have identified how much use there will be for each 'Type of activity' and 'Level of play category' for each sport.

(This is important in determining time requirements and whether a programme of use for the sport or sports jointly can work. The Business Case Tool in Appendix 5 will support developing a Programme of Use).

Once steps 1 - 4 have been completed and the information gathered, it is necessary to analyse the information and to identify which sport is the priority in terms of influencing the development of the sports hall. There is no simple mathematical formula that will provide the answer as to which is the priority sport.

However, in most cases the answer can be arrived at by using common sense and discussing the case for each sport as a project team consisting of the relevant governing bodies and key stakeholders. Steps 5 - 7 provide a logical process for doing this (see overleaf).

## The 7 Step Process summarised (Cont/d...)

5

### DEVELOPING THE PROJECT BRIEF

The project team will work through either a flowchart geared to developing a specification for a new hall, or one geared to establishing if an existing hall is suitable for investment. The flowcharts will help project teams to clearly articulate the hall size, specification and any extra capital purchases required to deliver the sport development programme identified through steps 1-4.

In particular, the information gathered at Steps 3 and 4 provides the key factors in making any decision at this stage, with Step 3 being the most important i.e. a sport played at a higher competitive level will have more specific requirements. Where the level of use is similar, then the amount of use will be the deciding factor.

Refer to page 13 for the methodology for new halls.

Refer to page 14 for the methodology for existing halls.

6

### THE BUSINESS CASE

This will help the project team to undertake a value for money (VFM) assessment on the sports hall specification arrived at in Step 5.

This is a critical step in the process where all the information from previous steps is used to determine if a viable sporting and business case can be made.

7

### THE DECISION

On reaching this step, the project team is advised to check that they have worked through the logical process in consultation with relevant NGBs and key stakeholders, and that all the necessary information has been gathered and analysed.

Following acceptance and sign off of the business plan in Step 7, the project team must then take steps to assemble a design team<sup>7</sup>. This team will be responsible for managing the development of the initial project brief and would typically include the appointment of professionals with the relevant skill sets.

The design team will then follow the project through to conclusion although the team members may change to suit the context and phase of the overall programme.

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<sup>7</sup> See Appendix 7 Glossary of Terms for suggested key stakeholders in a design team.

# Working Through the Process

## The 7 Step Process - Tasks for the project team

The project team is advised to consider and address all of the questions posed by Steps 1 - 7 as set out below. Useful strategic tools for the

project team to use are listed for each step. Details and links to these can be found in Appendix 5 Supporting Tools and Guidance.

### STEP 1 SUPPLY AND DEMAND ISSUES

The question / task	Key issues to be considered	Who can provide help and support	Where the information is likely to be found
<p><b>What are the issues of Supply and Demand that need to be addressed?</b></p> <p>(This should include considering the quality and specification of existing facilities as well as the size and specification of the proposed new facilities)</p>	<p><b>Supply</b></p> <ul style="list-style-type: none"> <li>• What sports halls are currently available and where are they located?</li> <li>• How many courts do the sports halls have? Do they meet the recommended dimensions for the relevant sports?</li> <li>• What is the quality and life expectancy of these sports halls?</li> <li>• Availability of courts?</li> </ul> <p><b>Demand</b></p> <ul style="list-style-type: none"> <li>• How are the existing sports halls currently used?</li> <li>• By who, for what and when?</li> <li>• Are people having to travel unreasonable distances to use the sports halls and why?</li> <li>• Will the site be a Development Area for any of the sports?</li> </ul> <p><b>Unmet Demand</b></p> <ul style="list-style-type: none"> <li>• Development plans</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority <ul style="list-style-type: none"> <li>◦ Chief Officers</li> <li>◦ Planning Officers</li> <li>◦ Leisure Officers</li> </ul> </li> <li>• Local Sports Trust <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Facility management team</li> </ul> </li> <li>• NGB local / regional officers</li> <li>• County Sports Partnerships</li> <li>• PE &amp; Sport Stakeholder groups</li> <li>• Local sports clubs</li> <li>• Other <ul style="list-style-type: none"> <li>◦ School managers</li> <li>◦ Local league secretaries</li> <li>◦ Sport England's local office</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local facility audit</li> <li>• Facility strategies</li> <li>• Sports development / leisure strategies</li> <li>• Recent surveys</li> <li>• Active Places database</li> <li>• BSF Strategy for Change documents</li> <li>• NGB strategies / databases</li> <li>• Club Development Plans</li> <li>• Facility Planning Model national assessments</li> <li>• Local area data - NGB</li> </ul>

**Useful strategic tools:**

**Refer to Appendix 5 on page 24 for Active People Diagnostic Tool**

## STEP 2 STRATEGIC CONSIDERATIONS

The question / task	Key issues to be considered	Who can provide help and support	Where the information is likely to be found
<p><b>Has the site been identified as a priority for a specific sport?</b></p> <p>(For example is the site to be developed as a 'Premier' or 'International' venue for a particular sport?)</p>	<p><b>Sport Issues</b></p> <ul style="list-style-type: none"> <li>• Have particular sports been identified as a priority for the sports hall and why?</li> <li>• Are there any long term realistic plans and aspirations for the sport or local clubs that need to be considered?</li> </ul> <p><b>Site Specific Issues</b></p> <ul style="list-style-type: none"> <li>• Are there particular sites that have been identified for particular sports use and why?</li> <li>• Are there any long term realistic plans and aspirations for the site / sites?</li> </ul>	<ul style="list-style-type: none"> <li>• NGB local / regional officers</li> <li>• Local Authority officers               <ul style="list-style-type: none"> <li>◦ planning</li> <li>◦ sports development team</li> <li>◦ sports facility management team</li> </ul> </li> <li>• Local Sports Trust               <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Facility management team</li> </ul> </li> <li>• County Sports Partnerships</li> <li>• PE &amp; Sport Stakeholder groups</li> <li>• Local sports clubs</li> <li>• Other               <ul style="list-style-type: none"> <li>◦ Sport England Local Planning Teams</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• NGB facility strategies and NGB sub-regional facility strategies / reports</li> <li>• Local authority facility strategies</li> <li>• Sports development / leisure strategies</li> <li>• Recent surveys</li> <li>• FPM local scenario assessments</li> <li>• BSF Strategy for Change documents</li> <li>• Club Development Plans</li> </ul>

**Useful strategic tools:**

**Refer to Appendix 5 on page 24 for Local Sport Profile Tool**

## STEP 3 TYPE OF ACTIVITY / LEVEL OF PLAY CATEGORY

The question / task	Key issues to be considered	Who can provide help and support	Where the information is likely to be found
<p><b>What type of activity is proposed for the sports hall by each sport?</b></p>	<p>For each sport identify the type of activity:</p> <ul style="list-style-type: none"> <li>• Competition</li> <li>• Education</li> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• NGB local / regional officers</li> <li>• Local Authority officers               <ul style="list-style-type: none"> <li>◦ planning</li> <li>◦ sports development team</li> <li>◦ sports facility management team</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local authority facility strategies</li> <li>• Sports development / leisure strategies</li> <li>• Recent surveys / consultation</li> <li>• BSF Strategy for Change documents</li> </ul>
<p><b>What level of play category is proposed for the sports hall by each sport?</b></p>	<p>For each sport identify the level of play category:</p> <ul style="list-style-type: none"> <li>• International</li> <li>• Premier</li> <li>• Club</li> <li>• Community</li> </ul>	<ul style="list-style-type: none"> <li>• Local Sports Trust               <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Facility management team</li> </ul> </li> <li>• County Sports Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• NGB strategies / reports</li> <li>• Club Development Plans</li> <li>• League records</li> </ul>
<p><b>How many people are expected to take part?</b></p>	<p>For each sport identify the number of courts required</p>	<ul style="list-style-type: none"> <li>• PE &amp; Sport Stakeholder groups</li> <li>• Other               <ul style="list-style-type: none"> <li>◦ Local league secretaries</li> </ul> </li> </ul>	

### *Useful strategic tools:*

*Refer to Appendix 5 on page 24 for Sport Market Segmentation Web Tool, Local Sport Profile Tool, Active People Diagnostic Tool*

## STEP 4 HOW MUCH USE

The question / task	Key issues to be considered	Who can provide help and support	Where the information is likely to be found
<p><b>How much use will there be for each 'Type of Activity' and 'Level of play category' for each sport?</b></p> <p>(Percentage use / total hours)</p> <p><b>How many people are expected to take part?</b></p>	<ul style="list-style-type: none"> <li>• When will the type of activity and level of play category take place for each sport on the proposed sports hall</li> <li>• What is the total amount of use in hours?</li> <li>• For each sport identify the number of courts required</li> </ul>	<ul style="list-style-type: none"> <li>• Local Authority officers               <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Sports facility management team</li> </ul> </li> <li>• Local Sports Trust               <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Facility management team</li> </ul> </li> <li>• NGB local / regional officers</li> <li>• County Sports Partnerships</li> <li>• School management</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• League fixture requirements</li> <li>• Business plans</li> <li>• County and Regional sports plans</li> </ul>

*Useful strategic tools:*

*Refer to Appendix 5 on page 24 for Business Case Tool*

### Moving on to Step 5

By Step 5 the project team will have a clear picture of what the priority sport is for the project, and the type of activity and level of play category that is required. Step 5 provides guidance on how to use sports data sheets to decide what the hall specification should be to meet the requirements of the priority sport and then how to review if the identified secondary sports can be effectively accommodated.

Where no one priority sport has been identified and a multi-sport solution is required, the project team should wherever possible consider developing a larger hall that meets the full needs of the main sports hall sports and which will give greater flexibility over the longer term. Appendix 5 includes links to business models and considerations for multi-sport 4 and 5 court halls, and a business case tool.

The principles for identifying the hall specification are the same whether the project is a new hall or an existing hall. However, for an existing hall there are limitations in terms of what can be done to accommodate a priority sport for example it may be possible to improve the lighting and change a floor surface in an economic way, but much more difficult to increase the dimensions of a hall without incurring unacceptable costs. It is therefore necessary when considering existing halls to consider carefully the value for money issues of making significant changes to accommodate the proposed sports use. To clarify the different approaches there are two alternatives to Step 5, one for a new build scenario and one for developing an existing hall.

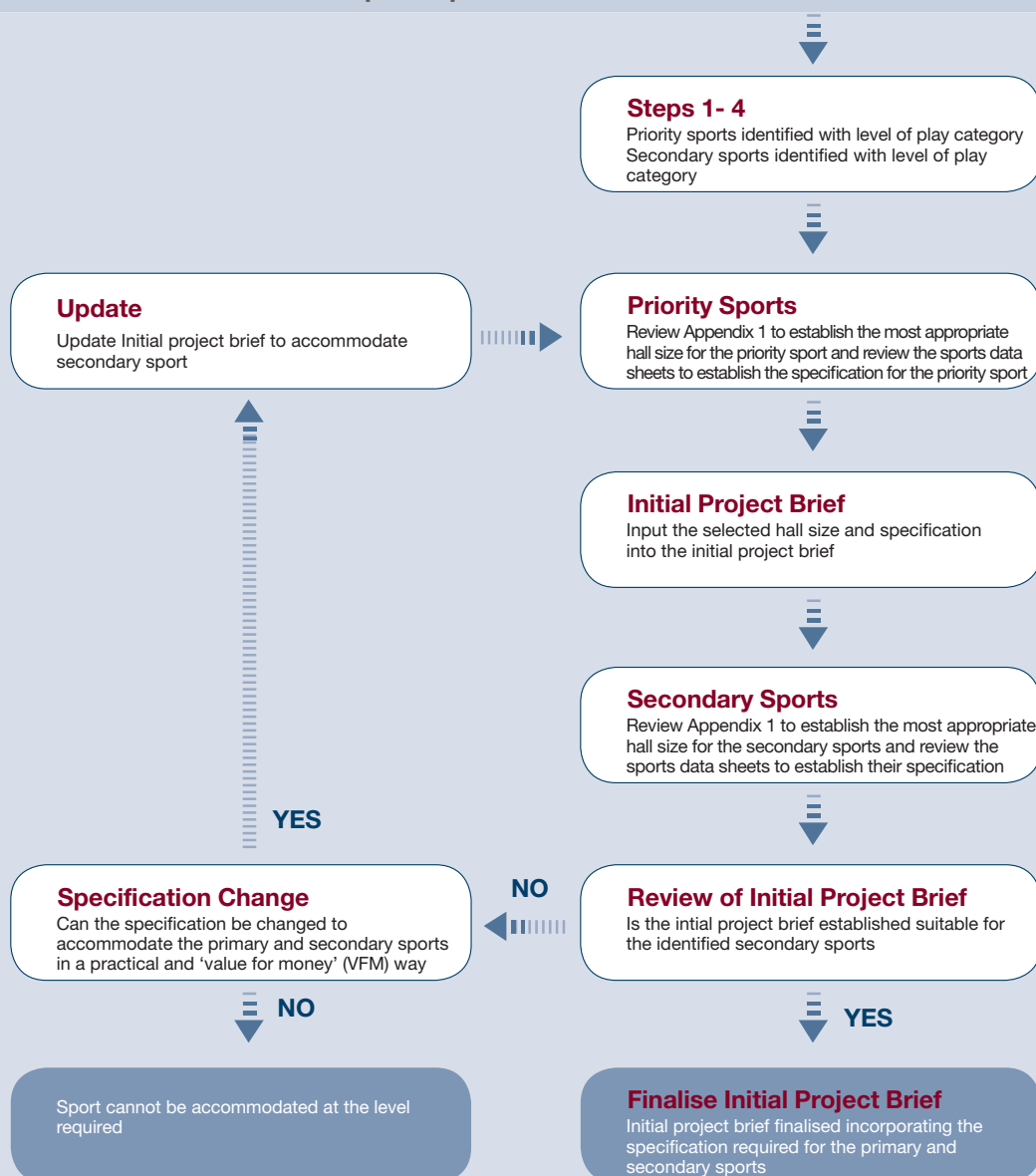
## New halls

The methodology below sets out how to use the sports data sheets for each sport to identify sufficient information to develop a project brief that will meet the needs of the priority sport as well as the needs

of the key secondary sports. The methodology encourages the use of standard hall sizes to ensure that as many other sports as possible can use the hall in years to come.

# STEP 5 DEVELOPING THE PROJECT BRIEF FOR A NEW HALL

How to develop the specification for the new hall



**Refer to Appendix 3 on page 22 for links to download the individual sports data sheets for badminton, basketball, cricket practice, netball and volleyball.**



## STEP 6 THE BUSINESS CASE

The question / task	Key issues to be considered	Who can provide help and support	Where the information is likely to be found
<p><b>Can the sport development requirements be supported by a viable and sustainable business plan?</b></p>	<ul style="list-style-type: none"> <li>• Can a robust sporting case be made that guarantees a sports development return on investment?</li> <li>• Have the necessary partnerships been established with key stakeholders and user groups?</li> <li>• Has the use of the sports hall been maximised through effective and flexible programming?</li> <li>• Have different operating models been explored that can help off-set operating costs?</li> <li>• Would a slightly larger hall facilitate greater flexibility in programming by allowing two or more activities to take place simultaneously, generating greater income?</li> </ul>	<ul style="list-style-type: none"> <li>• Sport England</li> <li>• County Sports Partnerships</li> <li>• Local Authority officers               <ul style="list-style-type: none"> <li>◦ Sports development team</li> <li>◦ Sports facility management team</li> </ul> </li> <li>• National Governing Bodies</li> <li>• School management.</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison of business models for multi-sport 4 and 5 court halls See Appendix 5 for weblink</li> <li>• Business Case Tool (includes 3 easy to use documents:               <ul style="list-style-type: none"> <li>◦ Sports development plan template</li> <li>◦ Programme of Use template</li> <li>◦ Expenditure spreadsheet)</li> </ul> </li> </ul> <p>See Appendix 5 for Business Case Tool weblink</p>

**See Sport England website for links to download the individual layouts for the sports hall facility variants.**

## STEP 7 THE DECISION

After steps 1 - 6 have been undertaken, the following check list should be completed:

- We have worked together and have the support of the relevant NGBs and key stakeholders.
- We have all the information available to identify the supply and demand issues that need to be addressed.
- We have conducted the necessary research to identify if the new or existing site has been identified as a priority for a particular sport(s).
- We have identified the 'type of activity' and highest 'level of play category' that is proposed for the sports hall by each sport.
- We have identified how much use there will be for each 'type of activity' and 'level of play' for each sport.
- We have worked through the flowchart to establish the most appropriate hall size and specification to meet the sport development requirements, previously identified.
- We have checked that requirements can be supported by a viable and sustainable business plan.

By following this logical process and discussing the case for each sport early with the relevant NGBs and key stakeholders, you will now be in a position to arrive at the right sports hall to develop. By developing a detailed and compelling project brief based on needs and evidence, the project team will be better placed to raise funds for the project and to make the case for planning permission.

### What needs to happen next?

By the end of Step 7 the project brief will have been developed sufficiently to provide a clear statement of requirements for the facility that is based on clear sports development requirements underpinned by a clear business justification. The next steps are to assemble the right design team<sup>8</sup> to work with the

established project team in jointly developing a detailed design brief<sup>9</sup> and ultimately an appropriate design alongside continued development of the business case and securing sufficient funding to make the project a reality.

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<sup>8</sup> See Appendix 7 Glossary of Terms on page 26 for further details on the Design Team.

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<sup>9</sup> See Appendix 7 Glossary of Terms on page 26 for further details on the Design Brief.

## Key stages of project development

Most projects develop in a similar way and the key stages are set out in the RIBA Plan of Work <sup>10</sup> as summarised in the table below.

At the end of Step 7, the project is now ready to start the RIBA Stage B Design Brief stage i.e. Work Stage A has already been covered - this is a very important stage as it provides the basis for the whole project and is therefore critical to achieving a successful project.

It is important that the business plan, sports development plan and the design develop together at each stage of the project. In particular, it is very important that the detailed requirements for the sports activities and other income generating activities are incorporated into the design brief to ensure that the building is designed to work as effectively as possible. If these basic steps are followed the result will be a well designed building that is fit for purpose and is financially sustainable in the long term.



Main Stage	RIBA Work Stage
<b>Preparation</b>	A Appraisal (Already undertaken by end of step 7)
	B Design Brief
<b>Design</b>	C Concept
	D Design Development
	E Technical Design
<b>Pre-Construction</b>	F Product Information
	G Tender Documentation
	H Tender Action
<b>Construction</b>	J Mobilisation
	K Construction to Practical Completion
<b>Use</b>	L Post Practical Completion

For further details, see the RIBA weblink:

[http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork\(revised\).pdf](http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork(revised).pdf)

### Summary of RIBA Plan of Work

<sup>10</sup> See Appendix 7 Glossary of Terms on page 26 for further information on the RIBA Plan of Work .

# Conclusion

All the governing bodies involved in the development of this guidance believe that sports halls have a crucial role to play in the development of their sport. The working group will continue to work together to ensure that the decisions reached by any project team using this guidance will be based on accurate requirements for individual sports provision when jointly developing existing or new sports halls. This process for project teams has been made easier through the revision and simplification of levels of play into four categories <sup>11</sup>:

**International**

**Premier**

**Club**

**Community.**

It is in everyone's interest that the right sports hall is developed and for this to be achieved, a project team should use this guidance as its starting point. The methodology will help project teams to develop a detailed and compelling project brief based on sport development needs and evidence.

Supporting tools have been linked in with the 7 step process to help cross-functional working between NGB's, LA's and other stakeholders, which is of paramount importance if sport is to capitalise on the opportunities available.

***All new facility developments should be programme led and created in partnership with NGBs, local sports clubs and schools.***

Throughout the process, project teams should allow for flexible solutions and rigorously test the proposed design solution against the business plan to ensure sustainable outcomes can be achieved, both developmental and financial. The decisions reached will provide a clear statement of the requirements for a facility based on sports development needs underpinned by a clear business justification.

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<sup>11</sup> See Appendix 4 'Level of play categories for each sport' for how the four categories relate to each sport.

***This guidance encourages the right questions to be asked regarding sports and other stakeholder requirements in order that optimal solutions are reached that ultimately lead to the intended outcome of the right sustainable facilities in the right places for the right reasons.***



# Appendices

**Appendix 1: Comparison of minimum new build hall sizes and court numbers for each sport at different level of play categories**

**Appendix 2: Comparison of minimum existing hall sizes for each sport at different level of play categories**

**Appendix 3: Sports data sheets**

**Appendix 4: Level of play categories for each sport**

**Appendix 5: Supporting tools and guidance**

**Appendix 6: Abbreviations**

**Appendix 7: Glossary of terms**

**Appendix 8: References**

**Appendix 9: Useful contacts**

# Appendix 1

## Comparison of minimum new build hall sizes and court numbers for each sport at different level of play categories

Sport and level of play category*	Standard new hall sizes: Number of courts for each sport and level of play category						General notes:  • Unless noted otherwise all sizes include for team / officials zones but <b>DO NOT</b> include for any spectator provision.  • The number of courts noted for each hall size does not take into account the additional option of inclusion of 'Show Court' overlays.  Further information
	4 Court hall (34.5 x 20.0 x 7.5 m)	5 Court hall (40.6 x 21.35 x 7.5 m)	8 Court hall (40.0 x 34.5 x 8.3 m)	10 Court hall (40.6 x 42.7 x 9.0 m)	12 Court hall (60.0 x 34.5 x 9.0 m)	15 Court hall (64.05 x 40.6 x 9.0 m)	
<b>Badminton (with 1 dividing net)</b>							
International <sup>1</sup>	4 <sup>2+3</sup>	4 <sup>2</sup>	8 <sup>2</sup>	8	12	12	<sup>1</sup> Excludes officials zone. <sup>2</sup> Requires a clear height of 9.0 m. <sup>3</sup> It is assumed that division nets are excluded.
Premier <sup>1</sup>	4 <sup>2</sup>	5 <sup>2</sup>	8 <sup>2</sup>	10	12	15	
Club <sup>1</sup>	4	5	8	10	12	15	
Community <sup>1</sup>	4	5	8	10	12	15	
<b>Basketball</b>							
International	0	0	1	1	2	2	
Premier	0	0	1	1	2	2	
Club	1	1	1	2	2	2	
Community <sup>4</sup>	1	1	2	2	3	3	<sup>4</sup> Excludes team / officials zone.
Reduced court size <sup>5</sup>	2	2	4	4	6	6	<sup>5</sup> Excludes team / officials zone and is only suitable for small sided games e.g. 2 v 2, 3 v 3, 4 v 4.
<b>Cricket Practice / Indoor Cricket</b>							
Community	4	4 <sup>6</sup>	8	8 <sup>6</sup>	12	12 <sup>6</sup>	<sup>6</sup> Includes allowance for central 2.0 m clear zone for drop down basketball goals.
<b>Netball</b>							
International <sup>7</sup>	0	0	1	1	1	1	<sup>7</sup> Netball requires a double hall configuration for international games.
Premier <sup>8</sup>	0	0 <sup>9</sup>	1	1	1	1	<sup>8</sup> For Super League consult with England Netball on space required for tv equipment and anticipated club specific spectator requirements. <sup>9</sup> Width needs to increase to 23.35 m to accommodate Premier level Netball.
Club	1 <sup>10</sup>	1 <sup>11</sup>	2 <sup>10</sup>	1	3 <sup>10</sup>	2	<sup>10</sup> Where it is not the primary sport this hall can be used for netball training at all levels as well as for local club - club <sup>11</sup> Excludes team / officials zone. Hall width needs to be increased to 23.35 m to accommodate officials.
Community <sup>4</sup>	1 <sup>12</sup>	1	2 <sup>12</sup>	2	3 <sup>12</sup>	3	<sup>4</sup> Excludes team / officials zone. <sup>12</sup> Where netball is not the primary sport, by agreement, England Netball will allow community netball to be played in a smaller hall (i.e. 4 court 1, 8 court 2 and 12 court 3) with reduced run-offs.
<b>Volleyball</b>							
International	0	0	1	1	2	2	
Premier	1	1	2	2	3	3	
Club	1	1	2	2	3	3	
Community <sup>4</sup>	1	1	2	2	3	3	<sup>4</sup> Excludes team / officials zone.
Practice courts <sup>4</sup>	2	2	4	4	6	6	<sup>4</sup> Excludes team / officials zone.

\* See Appendix 4 for guidance on the level of play category for each sport.

# Appendix 2

## Comparison of minimum existing hall sizes for each sport at different level of play categories

Sport and level of play category*	Minimum existing hall sizes: at each level of play category		General notes: • Unless noted otherwise all sizes include for team / officials zones but <b>DO NOT</b> include for any spectator provision.
	Minimum size of hall for each level of play category (m)	Minimum clear height (m)	
Further information			
<b>Badminton (4 court hall with 1 dividing net)</b>			
International	35.40 x 17.40 <sup>1</sup>	9.00	<sup>1</sup> Excludes officials zones at ends and sides of each court. These can be added, if required, by increasing the hall size.
Premier	33.00 x 17.40 <sup>1</sup>	9.00	
Club	33.00 x 17.40 <sup>1</sup>	7.50	
Community	32.80 x 17.40 <sup>1</sup>	6.70	
<b>Basketball</b>			
International	32.10 x 22.15	7.00	<sup>2</sup> Excludes team / officials zone.
Premier	32.10 x 22.15	7.00	
Club	32.10 x 21.15	7.00	
Community	32.10 x 19.10 <sup>2</sup>	7.00	
<b>Cricket Practice / Indoor Cricket</b>			
Community (2 lane)	33.62 x 9.32	7.50	<sup>3</sup> 20.64 m minimum width for 4 lanes when including 2 m clear zone between each pair of lanes for drop down basketball goals.
Community (4 lane)	33.62 x 18.64 <sup>3</sup>	7.50	
<b>Netball</b>			
International	36.60 x 23.35	8.30	<sup>4</sup> Where recognised competitive netball is already played at an existing venue England Netball will accept, subject to a full risk assessment, reduced run offs with minimum 1.5 m to sides and 2.0 m to ends in order to maintain a full size court of 30.5 x 15.25 m.
Premier	36.60 x 23.35	8.30	
Club	36.60 x 23.35 <sup>4</sup>	7.50	
Community	34.50 x 18.25 <sup>4</sup>	7.50	
<b>Volleyball</b>			
International	34.0 x 22.0	12.5	<sup>2</sup> Excludes team / officials zone.
Premier	28.0 x 17.0	7.50	
Club	24.0 x 17.0	7.50	
Community	24.0 x 15.0 <sup>2</sup>	7.00	
Practice courts	20.0 x 15.0 <sup>2</sup>	7.00	<sup>2</sup> Excludes team / officials zone.

\* See Appendix 4 for guidance on the level of play category for each sport.

# Appendix 3

## Sports data sheets

*Sport England are currently working to complete a set of individual sports data sheets to complement this guidance and policy statement. Each data sheet will cover primary sports of Badminton, Basketball, Cricket, Netball and Volleyball providing guidance on key requirements and the ability to integrate secondary sports that can fit into the same overall space. We intend that these data sheets will be added to the Developing the Right Sports Hall webpage by the end of October 2011.*

# Appendix 4

## Level of play categories for each sport

This table provides guidance on the new level of play categories for each sport as agreed by the NGBs and Sport England.

	Basketball	Netball	Badminton	Volleyball	Cricket
<b>International</b> This category relates to the lowest level of International play <sup>12</sup> .	International	International	International High Performance Centres	International	N/A
<b>Premier</b> This category relates a Premier / National League Club competing in regional or Inter county competitions	Senior EBL Men Division 1 and 2, Women Division 1	(Category 5) - Dedicated indoor court intended for national clubs league and inter county competition	Inter-County Championships BADMINTON England Tournament Circuits Premier Club in a Performance Centre	National League Club	N/A
<b>Club</b> This category relates to a local club competing in District and County League competitions.	Senior EBL Men Division 3 and 4, Women Division 2 EBL Youth Leagues	(Category 3) - Indoor court for County / Premier League / County First team use.	Premier Club in a Community Badminton Network	Club	Club
<b>Community</b> This category relates to school and community use where there is no formal competitive structure / no specific need for space for officials or spectator accommodation.	Recreational	(Category 2) - School, recreation and community use	Recreational Club	Practice and school sport	Educational

<sup>12</sup> For higher levels of international competition, such as major championships, the relevant NGB should be consulted at a very early stage as the requirements vary considerably.

# Appendix 5

## Supporting tools and guidance

### Sport Market Segmentation Web Tool

Sport England has developed nineteen sporting segments to help understand the nation's attitudes to sport, their motivations and barriers. One of the tool's features will help project teams to plan a sustainable sport programme through understanding the different population segments and their characteristics within a defined area around a proposed new facility.

<http://segments.sportengland.org/>

### Local Sport Profile Tool

Project teams can generate a sporting profile for their area in the form of charts and tables, bringing together data on sporting participation and provision. This will be a useful tool that will help identify priority sports and support the development of a robust business plan for a sports hall facility.

[http://www.sportengland.org/research/local\\_sport\\_profiles.aspx](http://www.sportengland.org/research/local_sport_profiles.aspx)

### Active People Diagnostic Tool

This is a powerful local strategic planning tool that enables users to assess levels and patterns of sport and active recreation in their area and to benchmark and profile performance. The reports and analysis will support project teams to better understand adult sports participation and demand.

[http://www.sportengland.org/research/active\\_people\\_survey/active\\_people\\_diagnostic.aspx](http://www.sportengland.org/research/active_people_survey/active_people_diagnostic.aspx)

### The Community Sport Asset Transfer Toolkit

The interactive asset transfer toolkit for sport should be the first point of information on asset transfer from a sports perspective for National Governing Bodies of Sport, County Sport Partnerships, community and voluntary groups, Local Authorities, and other sports partners. The toolkit provides information, resources and case studies that will be of use for anyone contemplating asset transfer in a sports context.

<http://www.sportengland.org/assettoolkit/>

### Comparison of Business Models for Multi-Sport 4 and 5 court halls

This comparison provides:

- Useful contextual background relating to the options of 4 and 5 court halls
- An abridged business case for both halls

outlining different Programmes of Use and their effects on the operating surplus / (deficit)

- Typical breakdown of costings associated with community use for different numbers of weeks per annum and hours per week
- Example Programmes of Use over 40, 30 and 20 hours a week for the 4 and 5 court halls.

See 'Useful Documents and Tools' section at:

[http://www.sportengland.org/support\\_advice/accessing\\_school\\_facilities.aspx](http://www.sportengland.org/support_advice/accessing_school_facilities.aspx)

### Business Case Tool

The tool kit will help project teams to articulate the strategic sport development needs and evidence in the form of a robust 'sport offer'. There are three sections to the tool kit:

- A simple sports development plan template to articulate sporting need
- A programme of use that links to a revenue offer that helps users to plan a sustainable sport programme through effective timetabling of activities, and
- An expenditure spreadsheet that indicates any surplus or deficit the proposed programme may offer to the facility.

See 'Useful Documents and Tools' section at:

[http://www.sportengland.org/support\\_advice/accessing\\_school\\_facilities.aspx](http://www.sportengland.org/support_advice/accessing_school_facilities.aspx)

### Active Places Data

This website is aimed at helping people find places to play sport. The database holds useful information on over 40,000 sites and 60,000 facilities, and includes sports hall facilities. This will be a useful tool that will help to identify current supply of halls in an area.

<http://www.activeplaces.com>

### Active Places Power

This is a password protected website, aimed at local authorities and other facility providers. It is one of a number of tools which can be used to assist in the strategic planning of sports facilities. Assessments can be undertaken of sports facility provision within a local authority area to provide an understanding of the catchments of existing or proposed sports facilities.

<http://www.activeplacespower.com>

# Appendix 6

## Abbreviations

<b>LA</b>	Local Authority
<b>NGB</b>	National Governing Body
<b>PE</b>	Physical Education
<b>HE</b>	Higher Education
<b>FE</b>	Further Education
<b>FPM</b>	Facilities Planning Model
<b>VFM</b>	Value for Money
<b>CSP</b>	County Sport Partnership
<b>DGN</b>	Design Guidance Note
<b>RIBA</b>	Royal Institute of British Architects

# Appendix 7

## Glossary of terms

<b>Project Team</b>	<p>A typical Project Team will consist of:</p> <ul style="list-style-type: none"><li>• Members of senior management or club officials</li><li>• Representatives from key partners / potential users of the facility such as sports clubs.</li><li>• Local Authority representatives</li><li>• Stakeholders / Working Group / Partners</li><li>• NGB Facility and / or Development Officers</li></ul>
<b>Design Team</b>	<p>A typical Design Team will normally incorporate an Architect and Quantity Surveyor supported by other consultants such as a Structural Engineer and Mechanical and Electrical (M&amp;E) engineer. In addition, there will be a CDM Coordinator to advise on Health and Safety issues. On large or complicated projects, the team may include a Project Manager as well as other specialists such as acoustic consultants. The Design Team works with the established project team.</p>
<b>Project Brief</b>	<p>The Project Brief is a high level document that sets out the overarching goals and requirements for the project so that it is clear what type and scale of facility is required and any special requirements or constraints that may impact on the design and management of the facility.</p>
<b>Design Brief</b>	<p>The Design Brief is a document or series of documents that are based on the sports specific requirements and business plan, setting out the detailed requirements of the facility. It will include schedules of accommodation with key relationships, an indication of likely budgets and timescales, information on the levels of specification that need to be achieved and any specific constraints that need to be met.</p>
<b>RIBA Plan of Work</b>	<p>An Outline Plan of Work set out by the Royal Institute of British Architects that divides the design and construction process into convenient work stages. Design Team services and fees are usually based on these.</p> <p>See the following weblinks for further details:</p> <p><a href="http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork(revised).pdf">http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork(revised).pdf</a></p> <p>and for Sport England's 'Better Places for Sport':</p> <p><a href="http://www.sportengland.org/facilities__planning/design_and_cost_guidance/other_design_guidance.aspx">http://www.sportengland.org/facilities__planning/design_and_cost_guidance/other_design_guidance.aspx</a></p>

# Appendix 8

## References

### Summary of Information Sources

The information used to inform the Sports Data Sheets referenced in Appendix 3 has been taken from National Governing Body websites or draft requirements that are in discussion with Sport England. These information sources are listed below for the respective sports as follows:

Sport	National / International Governing Body
<b>Badminton</b>	<ul style="list-style-type: none"><li>• <b>Badminton England (BE)</b> <a href="http://www.badmintonengland.co.uk">http://www.badmintonengland.co.uk</a></li><li>• <b>Sport England (SE)</b> <i>'Badminton'</i> Design Guidance Note - see forthcoming updated version available from SE website <a href="http://www.sportengland.org/facilities__planning/design_and_cost_guidance/other_design_guidance.aspx">http://www.sportengland.org/facilities__planning/design_and_cost_guidance/other_design_guidance.aspx</a></li></ul>
<b>Basketball</b>	<ul style="list-style-type: none"><li>• <b>England Basketball (EB)</b> <i>'EBL - Standards Summary'</i> download available from EB website <a href="http://www.englishbasketball.co.uk">http://www.englishbasketball.co.uk</a></li><li>• <b>International Basketball Federation (FIBA)</b> 2010 Court marking diagram download titled <i>'FIBA Court Markings 2010_130'</i> available from EB / FIBA websites <a href="http://www.fiba.com/pages/eng/fc/FIBA/ruleRegu/baskOffiRule.asp">http://www.fiba.com/pages/eng/fc/FIBA/ruleRegu/baskOffiRule.asp</a></li></ul>
<b>Cricket Practice</b>	<ul style="list-style-type: none"><li>• <b>England and Wales Cricket Board (ECB)</b> <i>'Indoor sports halls with Cricket Provision'</i> TS3 download available from ECB website (2008) <a href="http://www.ecb.co.uk">http://www.ecb.co.uk</a></li></ul>
<b>Netball</b>	<ul style="list-style-type: none"><li>• <b>England Netball (EN)</b> Facilities and Court Information available from EN website (March 2011) <a href="http://www.englishnetball.co.uk/the-game/Facilities_and_Courts">http://www.englishnetball.co.uk/the-game/Facilities_and_Courts</a></li><li>• <b>International Federation of Netball Associations (IFNA)</b> <i>'Indoor Netball Facility Requirements'</i> for National and International levels of play (Development section) <a href="http://www.netball.org">http://www.netball.org</a></li></ul>

## References (cont/d...)

Sport	National / International Governing Body
<b>Volleyball</b>	<ul style="list-style-type: none"><li data-bbox="501 719 1386 862">• Volleyball England (VE) Facilities Strategy Technical Guidelines download titled 'download4890' (2009) available from VE website <a href="http://www.volleyballengland.org">http://www.volleyballengland.org</a></li><li data-bbox="501 891 1386 1034">• Fédération Internationale de Volleyball (FIVB) 'Official Volleyball Rules 2005' download titled 'FIVB.2005.VB.RulesOfTheGame.Eng-Fre' available from the FIVB website <a href="http://www.fivb.ch">http://www.fivb.ch</a></li></ul>
<b>Sport England (SE)</b>	<ul style="list-style-type: none"><li data-bbox="501 1093 1386 1126">• 'Sports Halls Design &amp; Layouts' Design Guidance Note</li><li data-bbox="501 1144 1386 1178">• 'Floors for indoor Sports' Design Guidance Note</li><li data-bbox="501 1196 1386 1229">• 'Accessible Sports Facilities' Design Guidance Note</li><li data-bbox="501 1247 1386 1281">• 'Active Places'</li><li data-bbox="501 1299 1386 1332">• 'Active Places Power'</li><li data-bbox="501 1350 1386 1384">• 'Facilities Planning Model'</li></ul> <p data-bbox="544 1402 1062 1429"><a href="http://www.sportengland.org/facilities_planning.aspx">http://www.sportengland.org/facilities_planning.aspx</a></p>

# Appendix 9

## Useful contacts

Organisation	Contact	Tel / E-mail
<b>Badminton England</b> National Badminton Centre, Milton Keynes MK8 9LA	Jonathan Lee	01908 268 400 <a href="mailto:enquiries@badmintonengland.co.uk">enquiries@badmintonengland.co.uk</a>
<b>England Basketball</b> PO Box 3971, Sheffield, S9 9AZ	Peter Griffiths	0114 284 1060 <a href="mailto:info@englandbasketball.co.uk">info@englandbasketball.co.uk</a>
<b>England and Wales Cricket Board</b> Places Team, County Cricket Ground, Old Trafford, Manchester M16 0PX	Bruce Cruse	0161 877 6643 <a href="mailto:facilities@ecb.co.uk">facilities@ecb.co.uk</a>
<b>England Netball</b> 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH	See weblink adjacent	01462 442344 <a href="http://www.englandnetball.co.uk/the-game/Facilities_and_Courts/Facilities_Information">http://www.englandnetball.co.uk/the-game/Facilities_and_Courts/Facilities_Information</a>
<b>Volleyball England</b> English Volleyball Association, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough LE11 3QF	Keith Nicholls	01509 227722 <a href="mailto:info@volleyballengland.org">info@volleyballengland.org</a>
<b>Sport England</b> 3rd Floor Victoria House, Bloomsbury Square, London WC1B 4SE	See weblink adjacent	08458 508 508 <a href="http://www.sportengland.org/facilities_planning/design_guidance_notes/technical_team/technical_team_enquiry_form.aspx">http://www.sportengland.org/facilities_planning/design_guidance_notes/technical_team/technical_team_enquiry_form.aspx</a>



### **Alternative Languages and Formats:**

This document can be provided in alternative languages, or alternative formats such as large print, Braille, tape and on disk upon request. Call the Sport England switchboard on 08458 508 508 for more details

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England Netball (Fran Connolly)

Volleyball England (Keith Nicholls)

### **User Guide:**

Before using this guidance for any specific projects all users should refer to the User Guide to understand when and how to use the guidance as well as understanding the limitations of use.

[Click here for 'User Guide'](#)

[Click here for current 'Design and Cost Guidance'](#)

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