

GETBACKINTO

GUIDANCE DOCUMENT

(INCLUDING A PROJECT PROPOSAL APPLICATION FORM AND SERVICE LEVEL AGREEMENT)

FOR COMMUNITY CLUBS,
COACHES/INSTRUCTORS AND PARTNER
ORGANISATIONS DELIVERING
A GET BACK INTO PROJECT

APRIL 2010



WWW.**GETBACKINTO**.CO.UK

1. Introduction

The *Get Back Into* (GBI) project provides local, relaxed and non competitive sessions that will enable participants (16yrs +) to ease back into a sport or activity that perhaps they once took part in. The project has been running successfully in Bedfordshire and Luton for nearly three years now and has seen over 4,000 adults 'Get Back Into' it. At least half the participants tell us that they continue to take part in the sport or activity after completing the course. Clubs have been delighted by the increase in membership created as a result of a successful project locally, facilities are pleased by the project's ability to fill 'dead' time, and local coaches and instructors are delighted with the additional work made available to them.

Get Back Into projects are delivered in a number of ways;

- a. Independently - team BEDS&LUTON book facilities and use their own or hire self employed coaches/instructors.
- b. Partnership - team BEDS&LUTON work with one of their partners i.e. The FA or Active Luton to run a project. Delivery responsibilities are split.
- c. Club based - team BEDS&LUTON select an appropriate club to deliver the project for them (issuing a grant to fund the project). This must be separate from usual club sessions and include coaching.

2. Project Ethos

The secret to the success of the GBI project is that it fills a real gap in the market for people who like sport and physical activity, and exercising as part of a group or team, but do not feel confident enough to join in with their local club or class. This might be as a result of a previously negative experience, or just a preconception about what sort of reception they will receive as a relative novice in these environments. The coaches, instructors and facilities are essential to the ongoing success of the project and it should not be underestimated how anxious people can feel having not played sport for a number of years - sessions therefore must start slowly with an emphasis on fun and socialisation.

Previous projects have shown that 10-12 weeks of coached or instructed sessions, followed by an opportunity to continue recreationally, or join in with non-competitive club activities offers the best chance of retaining participants. As projects are completed, participants should be guided down an appropriate pathway, either into further fun and socially based activities or a more competitive club environment, depending upon the nature and desires of the individual.

3. Responsibilities

3.1. Monitoring and Evaluation

As a community club, coach/instructor, or partner organisation delivering a Get Back Into project, you will be solely responsible for its monitoring and evaluation (M&E). This information is essential in order for team BEDS&LUTON to draw down the funding for the project, and failure to complete and return the provided M&E paperwork may result in the delay or withdrawal of funding being released to you. The M&E is straight forward and simply requires the following;

- The completion of a weekly register
- Ensuring all participants complete an initial registration form
- Ensuring all participants complete a final session feedback form

All of this paperwork will be provided for you by team BEDS&LUTON in a Project Delivery Pack that you will receive if you become a project deliverer, and must be returned within 7 days of the completion of the project.

The completion of this paperwork will allow team BED&LUTON to extract information about;

- The number of attendees at the first Get Back Into session
- The total number of different participants who have attend the Get Back Into programme
- The total number of participants who attend all the Get Back Into sessions (throughput)
- The total number of participants who continue to take part in the activity once the Get Back Into programme has finished

3.2. Incident/Accident Reporting and Emergency Procedures

Emergency Procedures

- There must be a first aider present at every session, with access to a fully stocked first aid kit.
- A risk assessment should be carried out prior to each session.

If sessions are taking place at a;

- Leisure Centre; their emergency procedures should be followed.
- Club; the coach/instructor must contact the club's Health and Safety Officer (or a member of the committee) for information about the club's emergency procedures.
- School/Community Hall/equivalent; the coach/instructor must establish their own emergency procedures and have access to a phone at all times.

Accident Reporting

- In the event of a **minor accident*** - After the situation has been dealt with, an Accident Report Form must be completed and returned to team BEDS&LUTON within 48 hours.
- In the event of a **major accident**** - After the situation has been dealt with, an Accident Report Form must be completed and team BEDS&LUTON must be contacted via the telephone immediately (01582 813760 / 07974 187073).

* It is considered a minor accident if the person can be treated by the first aider on site and does not require any further medical attention.

** It is considered a major accident if the person becomes unconscious, requires further medical attention or if an ambulance is called.

4. Marketing

The other main reason behind the success of the Get Back Into project is the emphasis placed and resource used in the marketing of activities, building up the brand. team BEDS&LUTON remain committed to marketing the programme through proven channels to ensure that booking levels are maximised. Community clubs, coaches/instructors and partner organisations will however be expected to help promote sessions locally, and may be asked to display provided posters and distribute flyers from time to time.

5. Bookings

All bookings for Get Back Into activities are done centrally through the GBI website or the team BEDS&LUTON office. Participants are now being encouraged to pay for the activities in advance using a new online and telephone paypal system in the attempt to increase retention rates, and decrease the number of people who book on and do not show up to the first session. team BEDS&LUTON do not wish to discriminate against individuals who are not in a position to pay for activities in advance or those who do not wish to give a full up front commitment however, so the option of 'pay-as-you-go' will still be available.

6. Funding

team BEDS&LUTON have some funds to support community clubs, coaches/instructors and partner organisations that are willing and able to deliver GBI projects.

Funding is available to support the following:

- Employment of coaches/instructors
- Equipment (this remains the property of team BEDS&LUTON)
- Facility/venue hire (if applicable)

This funding should be applied for in the Project Proposal (overleaf) and will be released part way through the project, unless it is required in advance to purchase equipment or make venue block bookings (or for other acceptable reasons). Funding requests should be reasonable and demonstrate a commitment (monetary or in kind) from the community club, coach/instructor or partner organisations towards the project also. Projects must not exceed £1,000 and a cost per head will also be taken into account. Please be advised that the submission of an application does not guarantee funding. All decisions regarding funding are taken by team BEDS&LUTON and no appeals procedure will apply.

Where projects are delivered independently by team BEDS&LUTON and we book facilities and hire our own or self employed coaches/instructors there is no requirement to the complete Project Proposal. We do however ask that the Service Level Agreement is completed in the normal way. In this situation rates of pay will be agreed between team BEDS&LUTON and the coach/instructor and paid against satisfactorily completed time sheet or invoice. All decisions regarding payment of invoice and/or timesheet are taken by team BEDS&LUTON.

7. Deliverers

Activities must be delivered by coaches/instructors with an appropriate professional qualification. The qualification needs to be recognised by the appropriate Governing Body and be 'in date'. Sessions must be led by coaches/instructors with a suitable level of qualification as stated by their National Governing Body. We also expect the coach/instructor to have undertaken an appropriate First Aid Course within the last 3 years or have access to a qualified first aider on site.

Coaches/Instructors must have their own insurance cover in place either through the National Governing Body and/or Sports Coach UK.

Coaches employed directly by team BEDS&LUTON through team BEDS&LUTON Casual Coaching Agency are also covered under the team BEDS&LUTON public liability insurance provide they have acted in an appropriate manner , are not negligent and have followed the procedural guidelines detailed in section 3.2 above.

8. Participant Fees

Get Back Into activities are currently charged at £3 to £5 per person, per session, depending upon the activity or the length of the session. You will be advised of the participant's fees at the start of the project. Some or all of the participants may have already paid 'up front' for the whole course and again you will be advised of this at the start of the project. This income (other than income already received by team BEDS&LUTON) must be credited to team BEDS&LUTON as it is required to offset the overheads of the project - the logistics of this will be agreed prior to the commencement of a project.

9. Refunds

Where payment has been made by a participant in advance, refunds will be made in accordance with the team BEDS&LUTON policy. This will be advised to the participant at the time of booking.

Full details are available via the following website www.getbackinto.co.uk

10. Cancellation of Projects

team BEDS&LUTON have the right to cancel a project at any time. In the event of this occurring, community clubs, coaches/instructors or partner organisations will only be entitled to funding for the sessions that have been delivered.

11. Safeguarding Children & Vulnerable Adults

team BEDS&LUTON ask that clubs and partner organisations have an appropriate Safeguarding Children & Vulnerable Adults policy in place. If one is not in place or further guidance is required team BEDS&LUTON will request that our own policy in this respect is adhered to.

PROJECT PROPOSAL AND SERVICE LEVEL AGREEMENT

Prior to completing this application community clubs, coaches/instructors and partner organisations should have discussed the project proposal with any relevant parties (i.e. Committees, Line Managers etc). A GBI Co-ordinator must also be assigned who is responsible for delivering the project as outlined in the proposal, as well as the completion and return of paperwork.

Name of club/coach/instructor/partner organisation		
Sport/Activity		
Contact details of GBI Co-ordinator	Name:	
	Tel No:	
	Email:	
VENUE: <i>[please provide the facility address where the Get Back Into sessions will be taking place]</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>	
PROJECT DETAILS	START AND END DATE: ___ / ___ / ___ ---- ___ / ___ / ___	
	DURATION (number of weeks) : _____	
	START AND END TIME: ____:____ ---- ____:____	
	MAXIMUM NUMBER OF PARTICIPANTS: _____ MINIMUM NUMBER OF PARTICIPANTS: _____	
AIMS/OBJECTIVES: <i>[Why do you wish to deliver a Get Back Into project, and what do you hope to achieve?]</i>		
SESSION STRUCTURE <i>[Brief description of the structure of the Get Back Into sessions that you wish to deliver - please note, sessions should always include a coached element in keeping with the projects ethos]</i>		

<p style="text-align: center;">EXIT ROUTES</p> <p><i>[What provision is in place for participants once the Get Back Into sessions have finished?]</i></p>																																																															
<p>PROJECT COSTS AND REQUESTED FUNDING</p> <p><i>[Please list all your costs in the tables, but only the amount of funding that you request from team BEDS&LUTON in the bottom shaded column]</i></p>	<p>Facility hire (A):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Facility <i>[e.g. 3 x tennis courts]</i></td><td></td></tr> <tr><td>Hire start time</td><td></td></tr> <tr><td>Hire end time</td><td></td></tr> <tr><td>Total booking time (hours)</td><td></td></tr> <tr><td>Hourly hire rate</td><td></td></tr> <tr><td>Additional costs <i>[e.g. Caretaker fee]</i></td><td></td></tr> <tr><td>Number of sessions</td><td></td></tr> <tr><td>Total venue hire cost</td><td></td></tr> <tr style="background-color: #e0e0e0;"><td>Total funding requested</td><td>£ ____ . ____</td></tr> </table> <p>Coach/Instructor payment (B):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Coach/Instructor 1</th> <th style="width: 25%;">Coach/Instructor 2</th> </tr> </thead> <tbody> <tr><td>Coach/Instructor's name</td><td></td><td></td></tr> <tr><td>Level of Qualification</td><td></td><td></td></tr> <tr><td>Hourly rate</td><td></td><td></td></tr> <tr><td>Hours per session</td><td></td><td></td></tr> <tr><td>Total hours</td><td></td><td></td></tr> <tr><td>Total coach/instructor cost</td><td></td><td></td></tr> <tr style="background-color: #e0e0e0;"><td>Total funding requested</td><td colspan="2">£ ____ . ____</td></tr> </tbody> </table> <p>Equipment (C):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Item</th> <th style="width: 15%;">Quantity</th> <th style="width: 20%;">Supplier</th> <th style="width: 15%;">Unit cost</th> <th style="width: 20%;">Total cost (including VAT)</th> </tr> </thead> <tbody> <tr><td style="height: 100px;"></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="4" style="text-align: right;">Total equipment cost</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total funding requested</td> <td style="background-color: #e0e0e0;">£ ____ . ____</td> </tr> </tbody> </table> <p>(A) _____ + (B) _____ + (C) _____ = _____ (total requested)</p>	Facility <i>[e.g. 3 x tennis courts]</i>		Hire start time		Hire end time		Total booking time (hours)		Hourly hire rate		Additional costs <i>[e.g. Caretaker fee]</i>		Number of sessions		Total venue hire cost		Total funding requested	£ ____ . ____		Coach/Instructor 1	Coach/Instructor 2	Coach/Instructor's name			Level of Qualification			Hourly rate			Hours per session			Total hours			Total coach/instructor cost			Total funding requested	£ ____ . ____		Item	Quantity	Supplier	Unit cost	Total cost (including VAT)						Total equipment cost					Total funding requested				£ ____ . ____
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_____ (club/coach/instructor/partner organisation) commit to the following:

- Adhering to the guidelines numbered 1-11 as set out in the attached guideline document.
- Informing team BEDS&LUTON if numbers dwindle over the course of the project so that waiting lists can be opened and further advertising can take place.
- Acting as an advocate for the programme.

team BEDS&LUTON commit to the following:

- Providing funding as agreed in the project proposal to support the delivery of the Get Back Into project plan, issued midway through the project (unless otherwise agreed)
- Coordinating participant bookings and prepayments
- Responsibility for the overall marketing and remarketing of the Get Back Into project
- Providing a member of staff to 'Meet and Greet' at the first, and 'Wrap up' on the last session
- Providing all relevant paperwork to enable community clubs, coaches/instructors and partner organisations to complete the necessary M&E
- Dealing with complaints and issues that may arise

Club GBI Co-ordinator:

Name _____ Position _____

Signed _____ Date _____

team BEDS&LUTON:

Signed _____ (Project Coordinator) Date _____