



Service Level Agreement

Great Notley Country Park Artificial Grass Pitch (AGP)

Football Development Plan

Partners: Braintree District Council and Community Iron

GREAT NOTLEY A.G.P - FOOTBALL DEVELOPMENT PLAN

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1. Responsible People & Contact Details.

BRAINTREE DISTRICT COUNCIL	COMMUNITY IRON
Project Sponsor Paul Partridge Head of Operations Braintree District Council, Unit 4 Lakes Industrial Park Lower Chapel Hill Braintree Essex CM7 3RU 01376 552525 paul.partridge@braintree.gov.uk	Operations Manager Mark Sansom c/o Witham Town FC, Spa Road Witham CM 01376 525700 mark@communityiron.co.uk
Project Manager Samir Pandya Operations Strategy & Policy Manager As above 01376 552525 Ext. 3335 samir.pandya@braintree.gov.uk	Administration Tracy Game As above 01376 525700 tracy@communityiron.co.uk
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2 THE AIMS OF THE AGREEMENT

This service level agreement is made between Community Iron (CI) and Braintree District Council. It sets out the agreed roles and responsibilities of both parties.

CI agrees to:

1. Draft and deliver the Gt. Notley Country Park Football Development Plan (FDP).
2. Report any issues concerning the AGP and the delivery of the FDP
3. Provide and deliver sporting activities for members of the community through the Football Development Plan including half-term and summer activities.
4. Ensure a sufficient members of staff are present at each activity delivered with appropriate qualifications and clearances.
5. Incorporate the Braintree District Council logo on any publicity materials.
6. Provide a quarterly and end of year written summary report to Braintree District Council summarising activities and achievements in the delivery of the FDP.
7. Ensure the AGP and MUGA has current CI risk assessments and health and safety checks carried out for each session delivered by CI.
8. Maintain a safe working environment for participants, CI staff and Volunteers.
9. Maintain valid Public Liability Insurance.
10. Attend all meetings in relation to the GT Notley Football Development Plan as required by Braintree District Council, the Football Association and the Football Foundation
11. Work with Partner agencies including GT Notley FC to secure funding and to promote, market and develop the best use the facility.

Braintree District Council agrees to:

1. Facilitate quarterly and any other meetings as required.
2. Provide regular feedback and updates as appropriate.
3. Contribute (£12k/pa) to CI for delivery of the FDP for the period of two years from 1 April 2019 to 31 March 2021. Contribution to be paid quarterly.
4. Update CI on any feedback/ summary updates from the Football Foundation/ Essex FA.
5. Inform CI of any issues/ concerns in relations to the co-ordination of activities of the GT Notley facility.
6. Invite CI to attend any review meeting in conjunction with the Football Foundation and Essex FA.
7. Maintain the AGP to accommodate the delivery of the FDP.

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3. INTRODUCTION

The Great Notley Community Sports Project (GNCSP) is a social cohesion based project that uses football and other sports to engage with young people within Braintree, providing positive experiences with the aims of:

Reducing anti-social behavior, Empowering local young people to take responsibility and make positive changes in their lives, Provide opportunities to participate in high quality sports activities, Learn new skills, Increase self-confidence and team building skills, Build links with local groups and provide pathways for participants, Improve the health and emotional wellbeing of participants.

The development plan for the GNCSP directly contributes to addressing these issues and brings other local partners into the equation in order to achieve these goals. CI and Braintree District Council recognise the fact that there are some quality local providers already working hard locally to deliver good community sport development programmes in the area. By working with these partners (and potential partners), and developing the facilities, this can only enhance this process further, bringing further clubs and users to the site and developing community football to a higher level in Braintree.

CI and Braintree District Council have adopted three key priorities for sport, which will be the focus of action planning within the development plan for sport:

- Provision of sporting opportunities for young people
- Provision of opportunities to develop and improve the quality of coaches, teachers and volunteers working in sport
- Improving sporting provision for people with disabilities and special needs

In addition, football can be seen as a focus for development in Braintree. The national game is a powerful catalyst for engaging people from disparate backgrounds both in Great Notley and throughout the Braintree district. This manifests itself in terms of facilities, human resources, and school to club links and coach education. Additionally, girl's football is one of the focus sports within the Active Essex Sports programme. Other multi-sports programmes will also take place on the site.

CI will ensure that other local partners with an interest in local football are liaised with and that this development plan is successfully delivered and closely monitored.

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4. INCREASING PARTICIPATION:

4A DEVELOPMENT OF SCHOOL LINKS

To continue to support and sustain sports links between primary and secondary schools and Colleges in Braintree. At present Community Iron has an excellent relationship with both primary and secondary schools.

Objective	Tactic	Responsible	Timeframe	Resources	Financial Costing
To educate students as future coaches, referees, and sports organisers	Students on the BTFC Academy qualify as leaders of sport and PE for school students - 15 per year	CI staff	Throughout 2019-20	Qualified tutors (CI)	£1000
	Integration of students into organising, operating and officiating at regular central venue schools festivals – offering a level of friendly competition for local primary schools	CI		CI staff to manage volunteers for tournaments & soccability	£1000
	In partnership with local schools, CI and local clubs publicise available schemes.	CI and partners		Marketing, administration of courses,	£1000
	Run holiday activities at Great Notley (8 min) & other venues			Marketing. admin, coaches; equipment;	8 min @ £500:
Provide activity routes during holiday periods					£4000
Schools facility usage	To encourage local schools to make curriculum time use of the AGP Use GT Notley centre as a central venue for.. <ul style="list-style-type: none">Festivals- Invite schools to attend regular festivals or competitions - 3+ per yearFree taster sessions in schools	CI staff & School PE coordinators	Throughout 2019 - 20	‘Networking’ time. Market, administer, equip & deliver festivals.	3 min. @ £1000 min: £3000

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4B: DEVELOPMENT OF RECREATIONAL FOOTBALL ACTIVITIES

Objective	Tactic	Responsible	Timeframes	Resources	Financial Costing
To continue delivery of weekly developmental coaching activities for young people.	Provision of 2 * weekly developmental coaching sessions for 4-14 year olds	CI	Throughout 2019 - 20	Marketing; administration; and delivery costs inc. officials	£2500
Trial a business houses small-sided and / or walking football tournament /league	Initial target is Skyline 120 and other local businesses		Spring 2020		£1000

4C DEVELOPMENT OF GIRLS FOOTBALL

Younger girls to learn football at Wildcats grass roots sessions already run at other locations in the town. We aim to offer a progression from this on through youth girl's football and on into ladies football.

Objective	Tactic	Responsible	Timeframe	Resources	Financial Costing
Provision of opportunities for girls to be introduced to football	Provide follow - on to girls-only Wildcats sessions run in Braintree. Liaise with Ladies teams and Girls sides locally Organisation of weekly coaching session for girls aged 6-14 to encourage development of the female game	CI staff Local schools Essex FA	Girls only sessions to start during Spring 2020	Coaches Equipment Marketing Administration	£1,500

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5. VOLUNTEERS

Aim: To recruit, retain and value volunteer coaches

Objective	Tactic	Responsibility	Time Scale	Resources	Financial Costing
To use the opportunities presented by the use of volunteers	Liaise with BTFC Academy to include students as volunteers.	CI	Throughout 2019 - 20	Cost of Organisation, administration, DBS clearances	

6. PROVISION FOR FOOTBALLERS WITH DISABILITIES

At present CI work with Essex FA and many local special and mainstream schools to deliver Soccability for people with a disability or with special educational needs to enjoy football.

Objective	Tactic	Responsible	Timeframe	Resources	Financial Costing
Run 2 * Soccability tournaments annually * 6 schools	Recruitment of local schools to the programme	CI; Essex FA	Throughout 2019/20	Marketing time, Coaching staff, equipment; prizes, mementoes.	£1500
Develop coaches understanding and expertise of working with disabled footballers	Staff to attend the FA Coaching Disabled Footballers Course	CI staff		Training Fees	£1000

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7. PROGRAMME MANAGEMENT

Objective	Tactic	Responsible	Time Scale	Resources	Financial Costing
Ensure high quality performance of the programme	<p>Review the Football Development Plan and this SLA annually</p> <p>Provide Activity summaries at regular and frequent liaison meetings between BDC & CI.</p> <p>Ensure all CI staff are qualified, have safeguarding training and DBS clearances</p> <p>Collect & analyse feedback from event attendees</p> <p>Record all incidents and accidents</p>	CI in association with BDC	Throughout 2019 - 20	Supervision & administration; staff training & development.	£2000
Seek additional funding to support delivery and development of this plan	CI to use its charitable status to seek other funding channels	CI	Throughout 2019 - 21	Bid writing; project reviews and financial statements of funding partners.	£2000
Ensure partners are aware of the events	CI to supply quarterly illustrated activity summaries for partners.	CI	Throughout 2019 - 20		£1000
Foster good relations between partners.	Liaise to complete returns to other interested organisations such as Football Foundation; Essex FA; etc	CI in association with BDC	Throughout 2019 - 21		£1000
TOTAL					£23500