

Appendix 2 – Outline of main duties

The pilot should cover the following:

The facility should be open from 9 am to 10 pm Monday to Friday and from 9 am to 6 pm Saturday and Sunday.

All bookings must be made through / recorded through the Council's booking system and will be charged in line with the Council's booking policy – PCA has no authority to alter these prices – requests for free use should be referred to the Park Manager and must be authorised by the Assistant Director.

PCA should ensure that the facility is opened on time to allowed authorised use of the facility and should ensure that the facility is locked when not in use and unauthorised users should be asked to leave the facility;

PCA will be responsible for controlling the floodlighting where necessary (guidance will be provided to staff on this matter)

PCA will be responsible for the implementation of the sports development plan and encourage non sporting use

PCA will

- Litter lift the facility daily;
- Remove any hazards / materials and dispose of in the appropriate manner;
- Check fence line and posts daily for damage and report immediately to the park manager;
- Empty all rubbish bins daily;
- Brush and remove all rubber crumb from paths around the edge of the pitch and the pathways;
- remove all weeds by hand or apply a herbicide every 6-8weeks throughout the growing season (this is unlikely during the pilot)
- Provide access to toilet facilities for pitch users if required.
- Report any defects immediately to the Parks Manager

As part of the evaluation Council Officers will inspect the facility over the 3 month period. Booking records will also be used as part of the assessment process; it is therefore important that bookings are recorded through the booking system whether chargeable or not.

This will extended to include the changing pavilion post completion.