



Guidelines 12 / 12 / 02



1. Introduction

This information explains the services which are offered by Angus Council Leisure Services through the Angus Coaches Complimentary Entry Support Scheme (ACCESS) and the conditions under which they operate. The Scheme is administered by Angus Sports Council. These conditions are correct at time of issue but Angus Council reserves the right to alter any conditions should the need arise without prior notification to ACCESS scheme members.

2. Eligibility for the Scheme

2.1 COACHES

2.1.1 Coaches with nationally recognised sports coaching qualifications

2.1.2 Sports will be as defined by **sportscotland**.

2.1.3 Sports must have a governing body that is recognised by Angus Sports Council and/or **sportscotland**.

2.1.4 Coaches must be resident within Angus and /or work with a sports club within Angus.

2.2 CLUB HELPERS

2.2.1 Club Helpers within local clubs who wish to gain nationally recognised sports coaching qualifications.

2.2.2 Sports will be as defined by the **sportscotland**.

2.2.3 Sports must have a governing body that is recognised by Angus Sports Council and/or **sportscotland**.

2.2.4 Club Helpers must be resident within Angus and /or work with a sports club within Angus.

2.2.5 Each club is limited in terms of the number of Club Helpers, which can hold an ACCESS/'Routes to Leisure' card within the club. Each club is entitled to a maximum of one Club Helper ACCESS/'Routes to Leisure' Card for every eight members of the club (i.e. a ratio of 1:8).

3. Complimentary Access to Facilities during Club Coaching Activities only

3.1 Coaches and Club Helpers can only receive free access when using the leisure facilities for club coaching activities.

3.2 Coaches and Club Helpers will not be given preference in facility use over the general public.

3.3 Coaches and Club Helpers must show the ACCESS / 'Routes to Leisure' card when using the leisure facilities.

3.4. Paid coaches or Club Helpers are not entitled to free access.

3.5.1 Coaches must complete the appropriate ACCESS application form, 'Routes to Leisure' form, produce proof of qualifications, proof of residency in Angus and/or proof of coaching within a club based in Angus and two passport size photographs. This should all be sent to ASC Secretary, Angus Council Leisure Services, County Buildings, Market Street, Forfar, DD8 3WA.

3.5.2 Club Helpers must complete the appropriate ACCESS application form, 'Routes to Leisure' form, produce proof of residency in Angus. In addition, the Club Helper must have their ACCESS application form completed and signed with their own details and the details of the Head Coach of the club. If the applicant does not live in Angus the Head Coach may be contacted for clarification. Two passport size photographs must also be enclosed with the application form. This should all be sent to ASC Secretary, Angus Council Leisure Services, County Buildings, Market Street, Forfar, DD8 3WA.

3.6 Coaches and Club Helpers will be issued with an ACCESS/'Routes to Leisure' card. If the card is mislaid or lost this must be reported to the Development Officers immediately. All cards will have an expiry date of 30th September. For applications made June to September the expiry date will be 30th September in the following year.

4. Grant Scheme

4.1 Grants are available through the ACCESS scheme to Coaches and Club Helpers who have met the criteria laid down for ACCESS and also meet the other criteria listed here.

4.2 Grants can be given for Coaches and Club Helpers who wish to gain official, nationally recognised coaching / instructor qualifications in order to improve the quality of local coaching at club/community level. Refresher courses and scUK (formerly NCF) courses etc. will not be grant aided unless considered mandatory by the NGB of the activity.

4.3 Any member of the ACCESS scheme can apply for grant aid. Should non-members wish to apply they would first have to enrol in the scheme.

4.4 The grants can be awarded for travel, attendance fees, tuition and subsistence up to 30% of allowable costs. Grants will not be awarded for personal clothing, equipment, examination fees, entrance fees, car hire, transport of equipment or any other items falling out with the categories indicated.

4.5 The maximum grant is £250. The maximum award payable to any one coach or club helper in one financial year is £300. Subject to these restrictions a coach may apply for several grants in one financial year or may submit one application for multiple events.

4.6 Application forms are available from the Development Officers, Angus Council, Leisure Services, County Buildings, Market Street, Forfar, DD8 3WA. **Sections A, B & C of this form must be completed in full and returned at least 14 days before the course.**

4.7 Subject to all criteria being met, notification of provisional award will be made in writing as soon as possible after submission, prior to the course. The final grant given can not exceed the provisional award.

4.8 Following the course, Section D of the form must be fully completed and returned with all supporting receipts, not copies. This section must be received within 28 days of the completion of the event or no award will be given.

4.9 Angus Council will consider all grants on their own merit using the above as conditions and are under no obligation to offer a grant to any or all applicants. No discussions will be entered into with regard to refusal or size of the grant award.

4.10 Conditions of grant may vary.

4.11 All applications for other awards, grants or sponsorship must be declared on Section A of the form and these will be considered in determining the award.

4.12 Claims for assistance, which relate to less than £30 expenditure will not be considered.

4.13 Applications will fail if they do not meet the deadlines stated above, are not fully completed and signed by appropriate people, are not fully supported by receipts, are for less than £30 or if the coach receives payment.

5. Courses

5.1 Specific courses will be run under the Angus Coaches Complimentary Entry Support Scheme (ACCESS) to assist coaches, club helpers, athletes and parents in various relevant topics.

5.2 Courses will be run as and when funding and officer time is available.

5.3 Course topics will be determined by the Development Officers of Angus Council's Leisure Service although suggestions and recommendations are always welcome.

5.4 Details of any courses being run will be sent to all coaches enrolled in the scheme.

6. Summary

The Angus Coaches Complimentary Entry Support Scheme (ACCESS) is an initiative of Angus Council Leisure Services. It is supported by the elected members of Angus Council and by the Councils Contract Services and Education departments and Angus Sports Council. The scheme is designed to offer locally based assistance and recognition to sports coaches and club helpers, and aims to provide support services for applicants who are committed to developing sport at a local level.

Benefits of the Scheme

It enables the Council's Development Officers to

- 1 maintain an up to date database of qualified, active coaches.
- 2 assist in identifying coach education needs.
- 3 develop, through time, more highly qualified and professional coaches.

It enables the Club Coaches to

1. gain free access to Angus Council leisure facilities operated by Leisure Services, during their voluntary coaching activities.
2. obtain grant aid for coach education courses.
3. access advice and information on relevant coaching topics.

All club helpers in sports recognised by the **sportscotland** will be eligible to enrol in the Angus Coaches Complimentary Entry Support Scheme (ACCESS). Like the qualified coaches, club helpers will be asked to complete an ACCESS application form and a 'Routes to Leisure' form, available from all leisure facilities or the Development Officers, Leisure Services.

The completed ACCESS application form and 'Routes to Leisure' form must be returned to the Development Officers, Leisure Services with the following supporting evidence:

- 1 Proof of residency in Angus and/or proof of coaching within a club based in Angus.
- 2 Completed ACCESS form, signed by both the applicant and the club's Head Coach (Also to include all contact details of applicant and Head Coach)
- 3 Two passport size photographs.

For further information on the ACCESS scheme contact :

The Development Officers
Angus Council Leisure Services
County Buildings
Market Street
Forfar
DD8 3WA

Telephone (01307) 473286