



MUGA RULES, MANAGEMENT & MAINTENANCE



Brockenhurst MUGA is owned and managed by the Brockenhurst Village Trust (BVT) and there will be a single point of contact within the BVT to provide support and advice.

Youth Empowerment Group - YEG

The YEG will play an integral part of the upkeep and general running of the MUGA. At any one time there will be 4 - 6 named parent YEGs who will also help supervise the YEG and be a point of contact should there be any issues. The YEG parents can then report into the BVT if there is anything that they can't solve or for which they need further support.

An up to date list of YEG parents will be maintained by Lynsey Davis and will be available on request. If you wish to join the YEG or YEG Parent teams, please use the contact details below. By working together as a community body, the MUGA will be sustained for many years to come.

The YEG management team will take part in the following:

- A daily check & answer of emails sent to the BrockMUGA email address. Send out the combination code to the tennis net which will be available for use
- Managing the booking system & uploading an up to date timetable to the website - every half term (eg every 5-6 weeks). Make sure booking contract is sent out and collected by groups
- Updating the noticeboard (having use of the noticeboard key) with the bookings timetable - again every half term

The YEG maintenance team will take part in the following:

- Rake over the sand filled astroturf at least once a month
- Check the MUGA for debris, leaves etc. at least weekly between Sept - January and at least once a month at other times
- Check over table tennis table/youth shelter/MUGA structure for damage
There will be a check list to assist the YEG

The YEG will take it in turn to be the 'lead' on the management/maintenance front. Depending on the number of those interested, they may be lead for 4 -6 weeks at a time on a rotational basis. A current list of the YEG management Team will be maintained by Lynsey Davis.

The YEG Parents job roles:

- Collect money from bookings and pay in the MUGA account
- Check over booking spreadsheet and make sure the contracts are honoured
- Be on stand-by to assist the YEG
- Answer/respond to the MUGA mobile phone

MUGA Mobile Phone

There will be a MUGA mobile phone with the tel. number displayed on the noticeboard and website. Prospective group users can book the MUGA using this phone - it will have an answerphone for the YEG to respond - and any problems or damage can be reported on this number as well. It will be encouraged that bookings are taken via the email system though to keep the phone line free and available for reporting issues or concerns.

The YEG parents will take it in turn to have the contact pay as you go mobile phone. They will have



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responsibility for this for 2-3 months of the year, but it will be passed round every 2 - 4 weeks on a rota system which will be drawn up and agreed to by the YEG parents.

Booking System

All groups/clubs/societies wishing to use the MUGA will be asked to sign an agreement. The emphasis is to have the MUGA available to the general public for as much of the day as possible, indeed this is part of our Veolia financial agreement. We will therefore not encourage group bookings - no bookings to be made between 16.15 - 19.00 weekday, term time or at weekends, but will take them as long as they agree to sign the User Agreement which will feature 2 options to enable group bookings to contribute to the running of the MUGA.

1st option - to agree to be part of our ongoing fundraising efforts. This will be in the form of giving up their time to put on a fundraising event (e.g. private enterprises), allowing the MUGA team to use their facilities to stage a fundraising event (e.g. Brock FC) or combine fundraising efforts with their own event (e.g. School & PTA)

2nd option - to agree to make a financial contribution equivalent to a minimum of £2 per person per time their group uses the MUGA. The money will be collected at the end of every half term booking and we will ask on the agreement form their expected or estimated contribution.

Group bookings will be made for a 6 week/half term period and a time table will be available on the noticeboard on the site and on the website to view. Outside these bookings, the court will be free and available to the community.

Code of Conduct

The Code of conduct will be displayed on the noticeboard and put on the website so users will be aware of the rules prior to entry.

It is important to remember that rules and management regulations will have to be reviewed continually, depending on how the village uses the MUGA and what further developments occur.

Email: brockMUGA@hotmail.com

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