

# HEADS OF AGREEMENT BETWEEN MOORHAVEN VILLAGE MANAGEMENT COMPANY LIMITED AND MOORHAVEN SPORTS CLUB

## **Introduction**

This agreement covers the responsibilities of Moorhaven Village Management Company Ltd (MVMC) and Moorhaven Sports Club (MSC) in connection with sporting and children's activities on the Sports Ground (the field in front of the Jays) and the designated children's play area.

The purpose of this agreement is to map a way forward for the management of Moorhaven Village Sports Field development project and to ensure that all necessary measures are undertaken for the ongoing supervision of any organised recreational activities that are permitted to take place.

## **AIMS OF THE POLICY**

- (a) Regularise sports facility management procedures;
- (b) Complement the Playing Field Licence dated xxx between Ugborough Parish Council and Moorhaven Village Management Company Limited
- (c) Promote sporting and recreational activities for the local community

## **PRINCIPLE**

This sports facility management agreement highlights the need for partnership working between: Moorhaven Village Management Company Limited; Ugborough Parish Council; Ugborough Football Club; and Moorhaven Sports Club; for community sporting and recreational pursuits

## **MSC agrees to the following undertakings:**

1. To have a Terms of Reference which sets out details of membership, officers, and terms of office.
2. To have reserved representation on the Sports Club Committee for two Directors of MVMC
3. To ensure that minutes of all Sport Club meetings will be placed on the village website and verbal reports will be given to Directors at MVMC's monthly Board meetings by their representatives
4. To ensure that the Sports Club will operate at all times in a manner compatible with the Board's responsibility to safeguard the village environment and the interests of the shareholders
5. To have a complaints procedure posted on the village website
6. To manage bookings and events and to ensure events are publicised and communicated to shareholders
7. To have fully accountable financial procedures
8. To act as liaison with the Parish Council
9. To have full and proper regard for Health and Safety matters when appropriate

**MOORHAVEN VILLAGE MANAGEMENT COMPANY LIMITED agrees to the following undertakings:**

1. To give MSC delegated responsibility for sporting and children's activities on the Sports Ground (the field in front of the Jays) and the designated children's play area.
2. To support MSC in pursuit of its stated aims
3. To provide representation on the MSC Committee
4. To inform MSC of any complaints
5. To act as final arbiter in the case of a complaint not resolved at an earlier stage
6. To communicate promptly with MSC over any other relevant matters
7. To ensure the grass on the field is cut regularly and frequently.
8. To enter into a licensing agreement with the Parish Council.