

# Guide to project development

## Skatepark and Wheeled Sports Facilities



Skateparks appeal to a broad cross section of users who appreciate the freedom to practice their chosen sport in a purpose built facility. Recent years have seen increased community demand for modern, fit for purpose facilities for wheeled sports and the number of well constructed, outdoor concrete facilities across Scotland has risen.

sportscotland and Skateboard Scotland have prepared this guide to help clubs or community groups, who would like to develop a new skate park facility. Following the [RIBA 'plan of work'](#) stages of project development, it outlines the key stages and steps required to progress through a facility build project. It also offers links where you can source additional information.

## Idea – Strategic Definition

0 1 2 3 4 5 6 7

### Checklist of tasks

### Support Information

- Create a simple document that outlines your idea

**This should include:**

What do you want to build? What does it achieve?

Where? Make a list of potential sites.

Why? Outline the rationale for the project.

Who will use it? Who is your target user group?

When? Think realistically about how long this will take to achieve.

How much will it cost? Consider the initial capital cost and any ongoing operational costs such as maintenance, repair and insurances – note that Public Liability Insurance will have to be taken out.

sportscotland have published a series of design datasheets that provide an introduction to facility types. Find these on the sportscotland website [www.sportscotland.org.uk/facilities/design\\_guidance/](http://www.sportscotland.org.uk/facilities/design_guidance/)

- Set up a project delivery group

This may be your existing club committee, a separate sub committee, separate organisation or an entirely new group.

**This group may include:**

- Skatepark users - broad spectrum of age and gender
- Interested individuals
- Representatives from interested organisations
- Public Sector Partners
- Landowners
- Businesses

Ideally these people will bring a range of background and skills to develop ideas / fundraise / develop funding bids / liaise with designers or contractors and broaden the scope of idea.

You should engage with Skateboard Scotland in the early stages of your project development. [www.skateboardscotland.com](http://www.skateboardscotland.com)

# Idea – Strategic Definition

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## Checklist of tasks

## Support Information

**Formalise the project delivery group**

If you want to apply for funding you will need to be a constituted organisation as a minimum. This may be in the form of a Club, development trust or a charitable organisation.

**sportscotland's** Help for Clubs website has tools and resources to help clubs start and develop [www.sportscotland.org.uk/clubs/help-for-clubs](http://www.sportscotland.org.uk/clubs/help-for-clubs)

[Senscot Legal](#) was established late in 2010 to provide support in legal matters to the social enterprise community and wider third sector in Scotland and may be able to advise on the best structure for your group.

[Development Trust Association Scotland](#) is the national body for development trusts in Scotland who provide useful resources, training and limited support to communities wishing to establish a development trust.

**Site considerations**

Where is your site going to be?

Is there only one suitable location or are there several options?

**Points to consider:**

- Is the land usable? Some land cannot be disturbed due to historical reasons, industrial use, contamination, statutory protections.
- Soil conditions – soft ground conditions may not support this type of concrete construction or excavation of rock foundations may add significant expense.
- How deep can you dig and how high can you build up? There will be cost and planning implications.
- Drainage options – can drains be routed into existing? Is the land a flood plain? Consultation with Scottish Water and SEPA required.
- Power supply – are there existing services for floodlighting, CCTV and power points in the vicinity?
- Are there trees on site? Mature trees often cannot be removed and existing tree canopies are best avoided to avoid leaf build up. Root protection orders may be in place.
- Establish if an environmental impact survey would be required.
- Accessibility – for initial construction then future users. Check legislative requirements.
- Public transport links.
- Visibility from surrounding area – ideally will not be hidden from view of nearby pavements or roads.
- Is there a nearby sport or community facility which can be accessed for amenities?
- Health and Safety considerations - The Royal Society for the Prevention of Accidents (ROSPA) provide information on safety considerations when building a skatepark, <http://www.rospea.com/play-safety/inspections/skateboard-inspections>

Can you do a SWOT (strengths, weaknesses, opportunities & threats) analysis on all of the site options?

How would each site option fit into the current provision of existing facilities?

Does it duplicate or compliment existing facilities? Does it fill gaps in provision? Does it offer additionally?

Do any of the site options offer additional business or tourism potential?

You should record any analysis to be able to provide evidence that you have considered a variety of options, completed an options appraisal and concluded that your site selection is logical and has been carefully selected.

# Idea – Strategic Definition

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## Checklist of tasks

## Support Information

- Evidence the need for the idea

How do you know you need the facility?  
Who would use the facility? Are there skaters/BMXers/rollerbladers in the area? Are there Primary and Secondary Schools?  
How can you evidence and record need? e.g. by public meetings, community engagement and consultation, questionnaires or survey.  
Does your idea deliver for the local community? Will it meet the needs of target groups? i.e. deprivation, health, disabled users.  
Benchmark your idea against other facilities already established elsewhere in Scotland and what they have achieved.  
What is the population base? How many people live in the area?

- Evidence the support from the local community

**Potential people to approach:**  
Users; local Youth or Sports Development Officers; Skateboard Scotland; existing local community groups; Councilors, Local Authority, businesses, residents/ locals, relevant land owners, schools, Police – community policing support is beneficial  
Hold events in community areas, use online social networking sites and local media outlets to publicise and gather support for your campaign.  
Involve a wide cross section of the community and age groups.

- Identify any strategies that the project delivers against

The project may relate to a local or regional strategy for sport or physical activity, in line with the Scottish National Outcomes. Local strategies covering health, tourism, economic, employment or third sector development may also influence your project.

- Speak to the landowner(s) to ensure that they are on board with the idea

If the Project Delivery Group do not own the land on which they wish to build a skatepark, it is essential to have Landowner consent to the construction.  
Often skateparks are developed in public spaces in partnership with the relevant Local Authority. If you believe you have identified a suitable site under LA ownership, we would recommend that you contact their Estates Team for further information regarding the potential to build on that site. If your proposal is to upgrade an existing park which is no longer considered fit for purpose, you should ensure that the relevant cost implications of removing the existing materials are budgeted for.  
We would recommend that you have any landowner agreements formalised by way of a lease or access agreement. These do not require to be formalised at this stage of the process but is worth discussing with the landowner(s) at an early stage.  
The process of agreeing leases / access agreements is complex and likely to be time consuming so is best to understand early on in the process.

- Consider insurance requirements

Consider your options for adequate insurance cover. This will include Public Liability insurance and you should ensure that a financial commitment is included within your business plan to meet insurance obligations for the lifetime of the facility.

- Identify where this new facility fits within the wider provision

Identify recreational trends.  
Identify existing facilities that could be competition or facilities in close proximity which may fuel demand within the area. <http://skateboardscotland.com/skateparks/>  
Identify other facilities that your proposal may complement e.g. other outdoor and adventure facilities, cafes, changing, and accommodation.

# Idea – Strategic Definition

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## Checklist of tasks

## Support Information

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|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Identify the potential users</b>                                                                     | <p>Based on the results of your demand survey or other research, list the number and type of potential users.</p> <p>Identify their needs e.g. individual recreational use, local club coaching; opportunities for progression; majority user groups ie skateboard/BMX/rollerblade/scooter</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> <b>Identify the scale and skill level of facility which best meets the need of your expected users.</b> | <p>Identify the majority use, scale and skill level of the facility.</p> <p>Consider the kind of park features you would like to include in the design.</p> <p>Consider flow, placing of obstacles and safety – it's unlikely the needs of every individual user can be met. Cramping too much into the space can reduce flow and the number of lines to ride, having a detrimental effect on the park, especially during busy periods.</p> <p>Progressive design. Is there an opportunity to provide features and elements for a range of ages and abilities, whilst also taking cognisance of the user group needs and the above?</p> <p>Visit other skateparks for ideas but try to propose unique features for your park especially when compared to parks within close proximity.</p> <p>Engage with Skateboard Scotland for assistance with initial design proposals.</p> <p>Also remember that as the service provider of a public facility you have a duty under the Equity &amp; Inclusion Act 2010 to make reasonable adjustments/provision to ensure that disabled participants are able to use your facility. Consider what steps you can take to comply with this legislation.</p> |
| <input type="checkbox"/> <b>Identify a rough budget for the project</b>                                                          | <p>Contact experienced professionals to ask for rough costs based on the dimensions, features and type of construction of your proposal.</p> <p>Speak to other groups who have constructed a similar facility. Ask how much their final build cost was and whether they encountered any unanticipated expenses.</p> <p>Look for case studies of similar projects which will identify costs and highlight useful issues when developing wheeled sports facilities.</p> <p>Consider the funding options which may be available and whether this is likely to impact on the scale of the project which you can deliver.</p> <p>Remember to consider ancillary facilities such as signage, bike racks, benches, bins and shelters.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> <b>Research available funding</b>                                                                       | <p>Who might help fund the project?</p> <p>Local Authority – may have an External Grants Officer who may be able to provide advice on grant funding.</p> <p>Local landfill grants; Community Windfarm Funding; Business Sponsorships; Donations</p> <p><b>sportscotland's</b> website lists sources of funding<br/> <a href="http://www.sportscotland.org.uk/funding/funding/">www.sportscotland.org.uk/funding/funding/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> <b>Create a list of funders to approach</b>                                                             | <p>Look at the key objectives &amp; criteria of each funding stream.</p> <p>Check any geographic constraints that the funders may have.</p> <p>What information will each different funder require? What will you be required to provide alongside your application? e.g. evidence of demand, business plan, match funding, designs, quotations.</p> <p>Do the funders have specific requirements for projects that they fund e.g. target groups, outcomes? Is your facility in or serving an area of multiple deprivations? Funders may take this into account.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Idea – Strategic Definition

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### Checklist of tasks

### Support Information

- Identify likelihood and potential levels of funding

Make initial contact with funders (if possible) to discuss the idea for your project.  
Ask for advice on how much funding may be available to your project.

- Check requirements for obtaining Planning Permission

Planning permission may be required for all or part of your proposed development. For advice on whether planning permission is required you should contact your Local Authority Planning Department. They will be able to provide advice on what they are likely to accept or reject with reference to current planning policy. If planning permission is required then work should not commence until planning permission has been granted.

If planning permission is required, it is advisable to engage in pre-application discussions before submitting a formal planning application. Each Local Authority can advise on their procedures for pre-application discussions, but in general they should be able to advise on the suitability of the proposal at this stage, and identify any information that should be submitted with the planning application. Pre-application discussions should simplify the submission of any subsequent planning application.

- Check requirements for obtaining Building Warrant

Clarifications regarding the requirement to obtain Building Warrant should also be sought. Typically, the contractor will accept responsibility of applying for Building Warrant and this should be included within the contractor agreement.

- Produce a draft business and operational plan

This should include both the capital and operational costs for the facility over at least 5 years. You can look at [Fourth Sector Development Business Plan Guide](#) for further information.

END OF STAGE 0

# Preparation & Brief

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## Checklist of tasks

## Support Information

- Collate all the information you've gathered to date

- Consider your contract options

It's worth considering which contract route the project may follow at this point, as this will have implications on how you progress from here on.

There are a wide a range of contract types available and there are two common contract routes through which a skatepark will generally be delivered:

**Design & Build:** a contractor which has an experienced skatepark designer in house or is an experienced skatepark designer themselves will be appointed to build the facility.

**Traditional Contract:** an experienced skatepark designer will be appointed to design and manage the contract on your behalf. A separate contractor will then be employed to build their design.

As skatepark construction is typically done via a Design and Build contract method, this document focuses on that contract route.

However, there are benefits and considerations to each contract route and you should choose the contract route that best matches your priorities and circumstances.

- Consider your options for engaging a design professional

At this stage you should now consider your options for engaging an experienced skatepark designer to create a concept design.

Although it is best practice, and you may wish to undertake a tender process to select your experienced skatepark designer, this is not always required.

Skateboard Scotland can provide a list of experienced skatepark designers and contractors.

There is no recognised qualification or professional body to regulate skatepark designers or contractors.

Be aware at this stage that there are contractors who are competent to build a fully designed park, but are not designers.

Do your research as to any designer or contractor's experience and competence before you shortlist them for a tender. Ask for references and follow them up. Speak to other groups and visit other completed facilities for recommendations.

Collate the following information that the professionals will need to know:

- a summary of your work to date
- an explanation of your aspirations, strategic brief
- schedule of requirements
- accessibility requirements
- sustainability requirements
- budget
- project timetable

- Create a project plan

Consider the whole process as outlined in this document and create a timeline. Allow generous periods of time for confirming any legal agreements and securing funding as these elements are often time consuming.

Each stage should be SMART (specific, measurable, achievable, realistic, timely)

Agree the roles of everyone within the project team in advance.

# Preparation & Brief

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## Checklist of tasks

## Support Information

- Establish your own duties under the CDM regulations**

Under the Construction Design and Management Regulations (CDM), the client, designer and contractor are legally obliged to undertake some duties to ensure the health and safety of site workers. This early consideration will ensure that the construction methods and design are put together with contractor and end user safety in mind.

Information of each duty holder responsibilities can be found on the [HSE website](http://www.hse.gov.uk) [www.hse.gov.uk](http://www.hse.gov.uk)

CITB is the Industry Training Board for the construction industry [www.citb.co.uk](http://www.citb.co.uk) Their website has an informative [infographic relating to the CRM responsibilities](#)

- Formalise agreements with landowners**

At this stage we would recommend that you have any landowner agreements formalised by way of a lease or access agreement.

The process of agreeing leases / access agreements is complex and likely to be time consuming so it is best to understand this early on in the process.

Legal advice should be sought and you should remember to budget for this service.

Funders will often require this agreement to be formalised prior to submission of any funding application.

- Formalise service level agreements with any supporting partners**

A service level agreement (SLA) is a contract between a service provider (either internal or external) and the end user that defines the level of service expected from the service provider. These can be arranged with the Local Authority, sponsors, partner organisations etc.

END OF STAGE 1



# Design

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## Checklist of tasks

## Support Information

The design and build contract route typically means that a design is produced as part of the tender return. However it is common practice in skatepark projects, to engage with an experienced designer prior to tender, to assist in the design development and creation of documents required for the tender package, planning applications and if required, applications to funders.

- Engage with an experienced skatepark designer and develop concept design and outline proposals

Liaise with your chosen skatepark designer to prepare an initial design with an idea of the features and elements which you would like to include. Identify likely construction costs and designer/consultant fees.

- Prepare dimensioned drawings, sectioned views and site and location plans.
- Produce an outline specification of works
- Identify likely construction costs and designer/consultant fees.

- Engage with Governing Body

Engage again with Skateboard Scotland for comment and review on the concept design at this stage.

- Apply for planning permission

If you require planning permission for any elements of your project you must apply for it – you will need the documents which you have prepared in the step above for submission with your planning application.

- Apply for funding

Now that you have more information regarding your project, you should start to approach funders. Ensure that your project fits with the objectives of each fund prior to applying. Often funders of capital projects prefer to be approached to discuss your proposals prior to receiving an application.

You should present a clear proposal as to how you realistically intend to fully fund the total project cost of your facility development.

sportscotland's website lists other sources of funding.  
[www.sportscotland.org.uk/funding/funding/](http://www.sportscotland.org.uk/funding/funding/)

# Design

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## Checklist of tasks

## Support Information

- Prepare tender information to select your contractor / designer team**

Collate the following information that should be included within your tender package:

- Contract particulars from the selected standard contract
- Concept design and cost information (prepared with experienced skatepark designer as outlined above).
- Any site information gathered to date
- Schedule of requirements
- Accessibility requirements
- Sustainability requirements
- Budget
- Project timetable
- Any phased completion that is desired
- Any planning or legislative constraints

We would strongly recommend the use of a 'standard contract' such as an [NEC](#) developed by the Institute of Civil Engineers or a [SBCC D&B Contract](#) developed by the Scottish Building Contract Committee, as these are written as examples of current best practice. We would recommend against any form of bespoke contract.

More information on the standard contracts is available on the respective websites; Scottish Building Contract Committee [www.sbcconline.com](http://www.sbcconline.com)  
NEC Contracts [www.neccontract.com](http://www.neccontract.com)

- Select between three and six appropriate contractors who have the experience and competence to be able to construct and design your facility**

There is no recognised qualification or professional body to regulate skatepark designers or contractors.

Skateboard Scotland can provide a list of experienced skatepark designers and contractors.

Do your research as to any contractor's experience and competence before you shortlist them for a tender. Ask for CV's and references and follow them up. It is recommended that the chosen contractors should have experienced riders on the build team as they are familiar with the nuances of designing and building skateparks. Speak to and visit other completed facilities for recommendations.

# Design

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## Checklist of tasks

## Support Information

- Create a scoring system to evaluate the contractor's tenders.**

You should create a scoring system for your tender so that all returns are evaluated fairly. The scoring system should consider the likely requirements of an individual project and available points should be allocated to individual questions to reflect their relative importance.

The scoring system should consider:

- The skills they offer and how these reflect the requirement in question
- Their past experience and how this reflects the requirement in question
- If there are skaters/riders on the build team
- What the consultant/contractor considers to be critically important about your project and how they will respond to those matters
- Build methodology to be used in construction
- Key personnel and how these will reflect the requirement in question. Request names and CV's.
- Their response to health and safety matters in terms of (where appropriate) design/construction/use
- Ability to meet timescales and key dates relating to the delivery of the project.

Within a design & build contract the cost is more likely to be a fixed element throughout the tenders so the weighting of the quality should be higher than cost.

Other factors such as the financial stability/probity/corporate governance of the tendering companies may also need to be considered. These elements can be dealt with as a pass/fail scoring system.

- Prior to tendering you project ensure that you have the majority of your funding in place**

- Tender**

We would recommend that you tender the project to between three and six of the appropriate construction professionals. This allows you to ensure that you have a fair and competitive price.

You should simultaneously provide each contractor with an identical information pack detailing what you require them to do for you. Each contractor should be given the same timescale in which to submit a fee tender. The timescale should be sufficient to allow the contractor time to visit the site, assess the brief, raise any questions and submit a tender. Contractors should be given prior knowledge of how the tenders will be scored.

Any questions asked during the process should be collated and the answers circulated to of the scoring panel. You may want to arrange a site visit day where all contractors are invited.

The Chartered Institute of Procurement & Supply have a downloadable guide on [How to Prepare and Evaluate Tenders](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/#6904) for general products.

There are two construction industry specific guides to tendering which may also be helpful, both of which require purchase.

NBS Guide to Tendering for construction Projects [www.thenbs.com](http://www.thenbs.com)  
JCT Tendering Practice Note 2012 [www.jctltd.co.uk](http://www.jctltd.co.uk)

# Design

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## Checklist of tasks

## Support Information

- Score the returned tenders**

Use the agreed scoring system to select an appropriate competent professional to construct your design.

You may want to interview the top two contactors to aid your final decision.

- Compile a tender report**

This will allow you to compare a summary of the returned tenders. This should document the scores of your tenders in line with your scoring system.

- Select your preferred bidder**

Due to the unique nature of skatepark design and construction, following a competitive tender, typically you have the opportunity to engage with your preferred contractor whilst further design work is undertaken, without formally letting the contract. This is often preferred by funders who may ask to see a finalised design prior to authorising the contract to be awarded. This should be discussed and agreed with any partners and stakeholders.

At this point services should include:

- Community consultation on the design and incorporate feedback
- Finalise technical design
- Specify technical features
- Create drawings, showing flow, feature-by-feature or divided into sections.
- Seek consent from any partners or stakeholders who require to approve the final design

- Ensure that you have the following in place prior to letting any contract:**

- a preferred contractor
- a finalised design which has been approved by any partners/stakeholders
- a finalised contract sum in line with your client requirements
- a full funding profile matching the total project cost covering both construction and design phases
- compliance with all funders requirements

- Employ your contractor by letting the contract**

Agree the schedule of services, that should include the tasks below:

- Create Bill of Quantities to include volumes of aggregate and quantities of other materials, fees and construction costs
- Fulfill the principle designers & main contractors duties under the CDM regulations 2015
- Ensure the project conforms to environmental legislation/good practice
- Submission of application for Building Warrant if required.
- Produce a maintenance programme
- Produce a maintenance budget
- Source and manage materials on site
- Construction of skatepark in line with finalised technical design
- Installation of appropriate signage throughout proposal

Contract documents should be signed by contractor first then the employer

- Notify any unsuccessful tenders**

END OF STAGES 2 – 4

# Construction

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## Checklist of tasks

## Support Information

- When the project starts on site your contractor will take ownership of the site and you should note that at this point permission should be sought from the contractor prior to any site visit.**

It is important that you have a robust change management process in place so that the contractor, designer and client are all clear about who is empowered to issue requests for change to the design which has already been agreed.

Once the contract is let it can potentially be costly to make design changes and should be avoided where possible. Requests for change should always be done in writing and agreed by relevant parties before implementation.

Your contractor will:

- Arrange a pre-start meeting
- Agree timescales for completion
- Monitor and manage the construction assessing and managing challenge and risk
- Ensure appropriate insurances are in place
- Set out a 'request for change' procedure.

- When the project build is underway your contractor will:**

- Manage the delivery, quality and storage of material on site
- Develop forward H&S policies and complete risk, review assessments and (construction & maintenance) hazard elimination records
- Send requests for intermediate payments to the client
- Manage contingencies and site issues.
- Organise regular site meetings

- Making payments to contractor**

You will be required to pay any invoices/valuations within the period stated in your contract

- Start planning for the facility opening**

Now is the time to further develop your operational processes.

- Develop an external communication and publicity strategy.**

Begin work on a marketing and communication strategy for your facility  
Ensure consistent brand representation and message across all mediums.

# Construction

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## Checklist of tasks and supporting information

When the project build is complete your contractor will:

- Apply for Building Standards Completion Certificate if required
- Identify incomplete tasks or substandard works (snagging) and ensure all work identified is completed
- Complete H&S policies and complete risk, review assessments and (construction & maintenance) hazard elimination records.
- Engage services of ROSPA to inspect facility
- Ensure signage is erected if included as part of specification of works
- Define inspection procedures, methodology and frequency
- Provide maintenance manual
- Agree the contractor's final account
- Hold handover meeting

Pay the final certificates within the period stated in your contract

END OF STAGE 5

# Handover

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## Checklist of tasks

## Support Information

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| <input type="checkbox"/> <b>Ensure all accounts are settled</b>                        | Submit final claims and end of project reports to funders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> <b>Create a defects log to share with the contractor</b>      | The contract will have a period of 'making good defects' where the contractor is responsible for fixing any found issues with the construction. This period will vary depending on what was set up with the original contract paperwork. Check this carefully and keep accurate records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> <b>Finalise the business and operational plan</b>             | <p>Develop management systems and ongoing finance options.<br/>Ensure that you have processes &amp; procedures in place that outline operational responsibilities.</p> <p>Ensure that Public Liability Insurance is in place prior to any use of the facility and that cost implications for maintaining this cover are agreed.</p> <p>Work with partner agencies, business, organisations and/or clubs to ensure that all parties are engaged and that the targets for the project are achieved.</p> <p>Develop systems for continued evaluation which may include records of feedback from users or stakeholders. This will assist with any monitoring requirements of funders.</p>                                                                                                         |
| <input type="checkbox"/> <b>Ensure all your signage is up</b>                          | <p>There is a legal requirement for play areas to have adequate signage and as part of your skatepark build you should produce and erect appropriate signage for users of the facility.</p> <p>ROSPA provide further guidance on producing adequate skatepark signage <a href="http://www.rospa.com/play-safety/advice/signs/">http://www.rospa.com/play-safety/advice/signs/</a></p> <p>Ensure that any funders signage or logos are included in line with their requirements.</p>                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> <b>Plan an official opening</b>                               | <p>Often skatepark contractors will offer assistance in planning an official opening event. Skateboard Scotland will also provide further assistance in planning your event. The event could incorporate demonstrations, coaching sessions and come and try sessions to gain interest from potential users.</p> <p>Ensure you've invited local press to cover the event and add to your publicity.</p> <p>Ensure you invite representatives of your funders to any opening event.</p>                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> <b>Create a marketing and communication strategy</b>          | <p>Create your external &amp; internal communication and publicity strategy.<br/>Ensure consistent brand representation and message across all mediums.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> <b>Create an ongoing maintenance and inspection programme</b> | <p>Whilst concrete skateparks are designed to require minimal maintenance, there are tasks and checks which will be required on a daily/weekly/monthly and annual basis. Skatepark contractors can assist in the development of a maintenance schedule and often offer a maintenance plan for a charge.</p> <p>Responsibility for maintenance should be agreed with any partners. If maintenance will be undertaken by volunteers, you should create a maintenance rota and ensure the volunteers are competent to complete allocated tasks.</p> <p>ROSPA provide further information regarding skatepark inspections <a href="http://www.rospa.com/play-safety/inspections/skateboard-inspections/areas/">http://www.rospa.com/play-safety/inspections/skateboard-inspections/areas/</a></p> |

**In use****01234567****Checklist of tasks****Support Information**

- Monitor contract requirements and service level agreements**

Ensure that respective obligations are met

- Ongoing Management and Operation**

Undertake regular meetings with stakeholders to review and discuss issues arising. The frequency of these meetings may be reduced over time.

Review and respond to developments to ensure the project continues to meet its objectives.

Monitor and manage ongoing financial requirements and budgets for maintenance and future developments.

Create and implement an ongoing review process, at agreed intervals, to ensure that the project is achieving its objectives.

Operate the evaluation and feedback system to seek information from users and stakeholders which will assist with monitoring the success and any issues with of your new facility.

- Implement Communication and Marketing strategy**

Monitor and manage internal and external communications and publicity.

Work with partners to promote local clubs (if applicable) and other places to skate/ride.

Ensure consistent brand representation and message across all mediums.

- Implement inspection and maintenance programme**

Implement inspection process and create and maintain records of inspection and maintenance.

**END OF STAGE 7**

Developed in partnership with:





Head Office  
Doges,  
Templeton on the Green,  
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