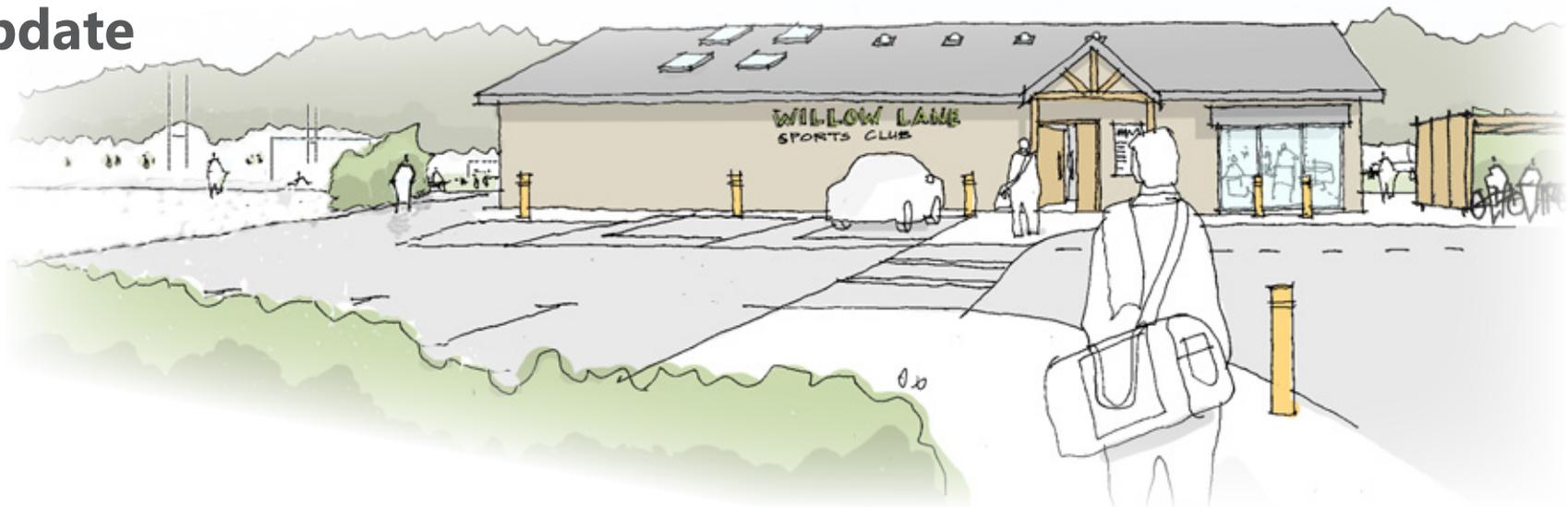


Clubhouse

Design Guidance Notes

2016 Update



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These videos, display panels and guidance notes are intended to help clubs and their design teams work through and apply general principles and processes to achieve better clubhouses. The guidance covers all the key stages – from start to finish.

The information has been developed with the help and support of National Governing Bodies for the range of sport that use and operate such buildings and with input from specialists with particular technical knowledge.

Although clubhouse buildings are often small in scale and shared on a multi-sports community basis, they are nevertheless, essential elements in the sporting landscape. They provide the access, social areas, changing, storage and other essential support spaces for the particular sports.

It is important that the facilities are designed, operated and maintained well to help create a sporting habit for life.

All figures, timescales, legislation and regulations are based on data and information available at the time of writing.

<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/club-houses/>

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DESIGN PRINCIPLES

Although clubhouses are relatively small buildings, the way they are designed has a significant impact on how welcoming they feel and how well they operate. Facilities should be attractive and function well in order to retain existing members and attract new ones. There are some simple design principles that can be used to benefit all users irrespective of gender, age or other characteristics. The best examples of a thriving club are those that make a continuous, conscious effort to design, manage, operate and maintain their facilities.

Careful consideration should be given for the need for people to feel comfortable with adequate privacy and to feel safe and secure at all times. The building will be used by people with a diverse range of abilities and preferences so the design should be appealing to all users.

For example, - with simple, level and readily understood routes around the clubhouse - doorways and corridors easy to navigate whilst carrying heavy or bulky kit and equipment - and important information being carefully managed and displayed.

Whilst these points and some of those identified throughout these documents may seem obvious, they are often overlooked.

1.0 UNDERSTANDING THE NEEDS AND DEFINING THE BRIEF

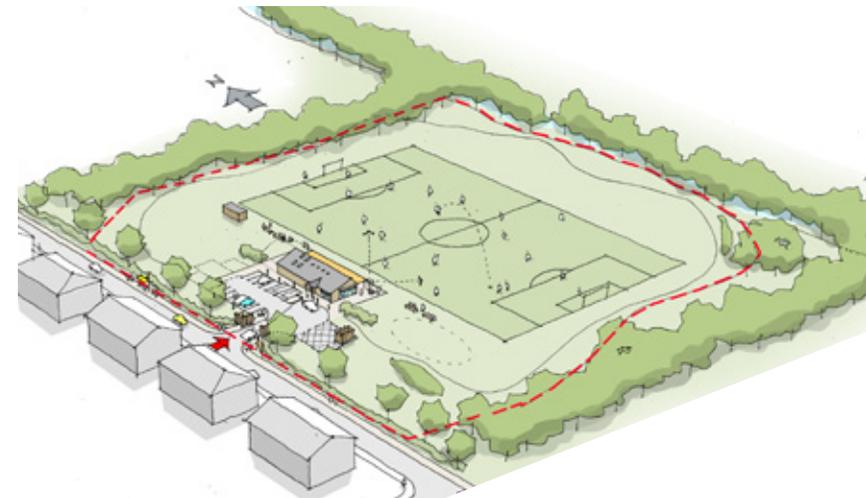
Before starting to consider the club's specific needs it is recommended that a project group is organised within the club to make key decisions regarding the project. Once the team has been confirmed, a clear brief based on your clubs requirements can be determined.

Further information to assist with appointing a project team and defining a brief is set out in document 1 Project Management



2.0 LOCATING THE NEW CLUBHOUSE

There are many matters that could directly influence the location of the clubhouse on the site and whilst it is important to consider them all there is often a need for some level of compromise and pragmatism. In this section some the main aspects relating to a sports ground site are considered.



Legal Matters

It is vitally important that any legal restrictions on the site are identified at an early stage. If legal restrictions become apparent later in the process then this could lead to serious problems such as abortive work disagreements or litigation.

The following are typical legal restrictions that should be considered in relation to a site.

Legal Boundaries

Review the deed plans to establish the exact location of the legal boundary and ownership. These are important and can sometimes throw up unexpected surprises. If the club has no available plan of the legal site boundary, then these can be found at:

<https://www.gov.uk/government/organisations/land-registry>

Right of Way

A right of way is the legal right of a pedestrian or vehicle to pass along a specific route across a section of land. The local authority will hold information on the locations of rights of way. It is important to establish if there are any crossing the club's land when considering where to locate a new clubhouse or clubhouse extension. Rights of ways are very difficult to relocate.

Leasehold or Freehold

The club records should show if the land is leasehold or freehold.

- Leasehold means that the club has a lease from the freeholder to use the building for a number of years.
- Freehold means that the club owns the building outright.

If the land is leasehold, contact will need to be made with the owner for permission before undertaking any work.

Rights of Light

There may be Rights of Light to neighbouring buildings that need to be considered. Rights can be registered, granted by deed or simply acquired after a time period in which the light through a window or opening has been enjoyed.

Once a window has received unobstructed daylight for over 20 years, it automatically acquires a Right of Light. If the proposed new clubhouse limits the amount of light coming in through a window and the level of light inside the existing building falls below the accepted level, then this constitutes an obstruction. Unless the owner of the affected window waives his rights he would be entitled to take legal action against the landowner if he considered that his light is being blocked.

Restrictive Covenants

A restrictive covenant is sometimes imposed on land and will prevent the owner from using or developing the site. Common examples include a requirement not to erect any buildings or structures or run a business without the express permission of a third party. There may be a restrictive covenant on the land which you wish to build the clubhouse. Planning permission does nothing to waive such a restriction.

It is imperative that your solicitor investigates whether such covenants exist on your land before committing to the building project. Details of any covenants or burdens will be contained within the information held by the Land Registry or the Registers of Scotland.

Other restrictions

There may be other restrictions due to the status of the land that should be taken into account. For example, it might be classified as Metropolitan Open Space, a Village Green or a Site of Special Scientific Interest.

See separate 'Design Principles' display panel:

- **DP1** Site Analysis

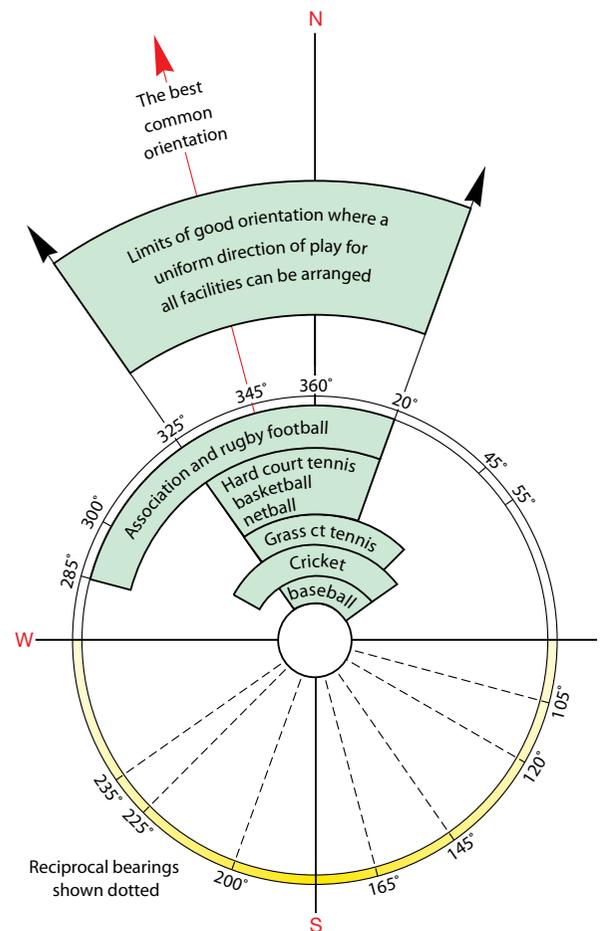
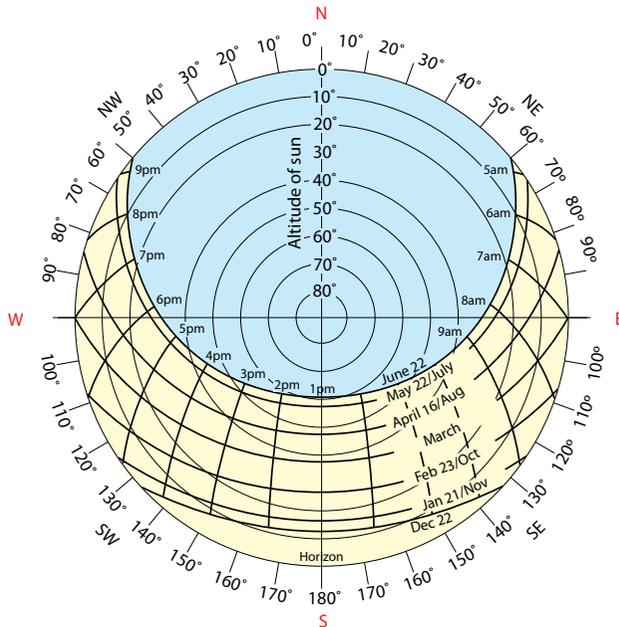
Physical Features

The physical features of the site will influence the layout of the pitches and the location of the clubhouse.

Pitches and playing areas

The dimensions of the playing areas and boundaries should be in line with the National Governing Bodies recommendations for the levels of play. The clubhouse should then have a reasonable relationship with the sports spaces it serves.

Generally sports pitches should be orientated with the direction of play in a north - south axis to minimise the risk of players looking directly into the sun when it is low in the sky.



The Access Road

If there is an existing access road into the site, then ideally the new building should be located as close as possible to it. Road construction is also expensive and therefore long runs should be avoided. Site services (water, gas, electricity, drainage) tend to be located in public highways and shortening the distance makes service connections more economical.

Location of any Services Crossing the Site

Although it is likely that services enter the site at the access point, service providers can provide more plans to help identify buried services. The club should be aware of where the services run and avoid building over them. There are often easements preventing building within a certain distance of services. If unavoidable, contact will be needed with the service provider for permission to either divert or build over the services. However this will add to the cost of the project.

Identify any Areas of Poor Ground

The ground condition of the land can be determined by a structural engineer. If the site was previously used for landfill there may be issues of stability or contamination. Poor ground conditions can be very expensive to remedy. Therefore it is important to have a clear understanding of where these might exist on the site and consider this when choosing the location for the clubhouse.

Identify any Flood Zones Within the Site

Ensure that the clubhouse is located away from areas that flood wherever possible. If it is impossible to avoid a flood zone, the building will need to be designed so that it recovers quickly following a flood. For more information, refer to Sport England's Flood Guidance available at:

<http://www.sportengland.org/facilities-planning/tools-guidance/flood-guidance/>

To determine if the club's site is within or close to a flood zone, contact the Environment Agency at:

<https://www.gov.uk/government/organisations/environment-agency>

Utilising the Natural Topography

Use the topography to best advantage when developing a new clubhouse. Siting a building on land higher than the field of play improves the player/spectator experience and can help reduce the potential for flooding (either by natural landscape or as part of a land cut and fill exercise).

Identify the Assets of the Site and any Passive Energy Sources

It may be useful to utilise the direction of the sun and any other passive energy sources on site. Natural resources such as direct sunlight or access to a water can be harnessed and used to generate renewable energy or for passive methods of heating/lighting/ventilating the building.

Designing Out Crime

If possible, locate buildings at, or close to, the perimeter where they can be overlooked by neighbouring properties or by passing traffic.

Links to Public Transport

To maximise the potential use of a site and new club house facility it is important to recognise that not everyone has access to a car. Make the most of links to public transport by mapping bus, train or tram stops and enabling easy access to the site. Provide timetable details on the clubs web site and notice boards.

Access, Features, Levels and Options

The benefits of siting the clubhouse on raised ground should be balanced against creating easy access for all to the clubhouse, the pitch and the car park. The levels across the whole site should be reviewed with regard to access by all users, the need for deliveries to the clubhouse and moving equipment to and from the ground's equipment store.



See separate 'Design Principles' display panels:

- **DP2** Site Response

Parking and Access

Number of Spaces

Space should be allowed for convenient car parking for all user groups and the number of visitors at peak times should be considered.

The local authority can confirm the number of parking spaces that will be required for a new clubhouse project under their planning policy.

However, as a general rule, it is recommended that the following is provided:

- 1 space per 3 staff +
- 1 space per 3 players +
- 1 space per 3 spectators with a minimum of 10 spaces.

In addition, accessible car parking, cycle and motorcycle parking, coach and mini-bus parking, and a 'drop off' point should be considered.

See Sport England's *Accessible Sports Facilities* Design Guidance Note available at:

<https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/accessible-facilities/>

Location of the Parking

The car park should be close to the clubhouse but ideally not directly next to the pitches. Sun reflection from cars can cause a nuisance to players and cars can also be damaged by impact from balls. If the only location for the car park is next to the pitches then fencing or screening could be considered.

See Sport England's *Car park and Landscape* Design Guidance Note available at:

<https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/other-design-guidance/>

Service and Emergency Vehicle Access

Space should be allowed for access for service and emergency vehicles and should be integrated within the overall parking provision.

Space for Extending

The clubhouse should ideally be located so that there is room to extend both the building and the parking provision if required in the future.



Building Orientation

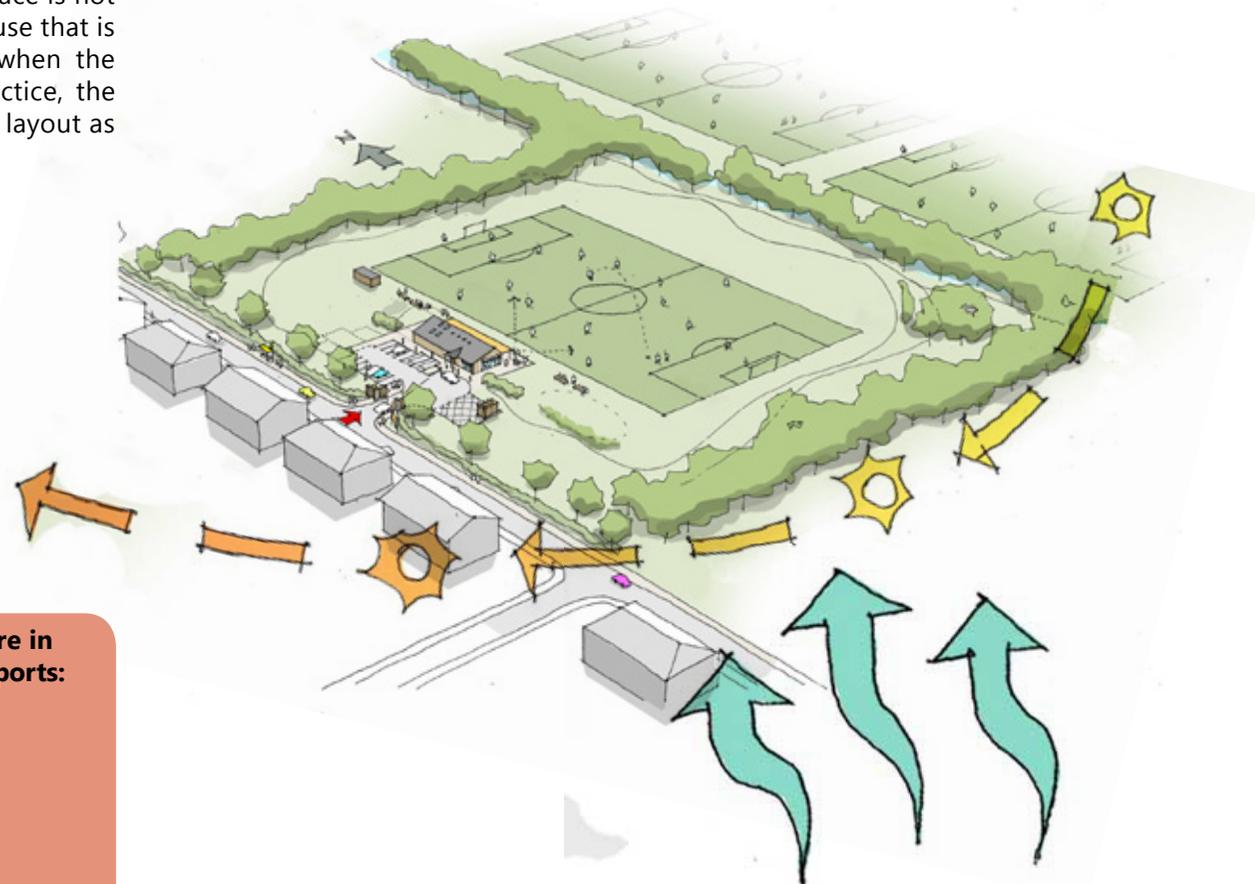
Sun Path

The ideal location for a clubhouse would be to the north of the site and facing south. This would allow the viewing area of the clubhouse to be a sunny area and avoid looking into a low sun in the morning or evening. Parasols or awnings can be used to provide shade on hot days.

However, the optimum direction that the clubhouse should face is not the same for all sports. For example, cricket prefers a clubhouse that is NW, SE or SW of the cricket square, but with flexibility when the clubhouse also forms part of a multi-sports facility. In practice, the location of the clubhouse often needs to fit in with the pitch layout as discussed on page 7.

Prevailing Wind

Ideally, any entrances to the building and the viewing terrace should be located to give shelter from the prevailing wind. It may also be possible to use the clubhouse or landscape features to provide shelter to the playing area.



See separate 'Design Examples' display panels for a more in depth analysis of the ideal orientations for the different sports:

- **DE1** Cricket: Site Layout
- **DE3** Football: Site Layout
- **DE5** Rugby: Site Layout
- **DE7** Hockey: Site Layout

3.0 CLUBHOUSE ACCOMMODATION

Accommodation Required

The project brief will provide a very clear indication of the type and scale of the internal space that are needed in the clubhouse. This will relate to the number and type of external pitches, the probable patterns of use and the sports or other activities that can take place. All these aspects combine to inform how the facility will be used on a typical day, across a week and from season to season. It is important to identify the likely peaks in use and how these can be influenced by careful timetabling. On the other hand, it is also important to recognise if the accommodation is likely to be used on an intermittent basis.

In this section, consideration is given to the type of spaces and some of the key design principles.

Adequate allowances for circulation areas should be included when calculating the overall internal area requirements. This should also include extra space where required for fittings and fixtures within corridors e.g. lockers. Such allowances are sometimes overlooked.

For more information regarding the specific requirements of the various sports, please refer to page 15 of this document and the display panels for sports specific design examples.

Typically, accommodation within a clubhouse would include the following.



1. Entrance lobby



2. Changing rooms



3. Showers



4. Toilets for the public and separate toilets for changing area



5. Accessible toilets/changing



6. Separate changing area for officials



7. Club room



8. Kitchen



9. Office



10. Electrical meter/boiler room



11. Cleaner's store



12. Sports equipment, grounds maintenance and waste storage

Provision of additional elements should depend upon their potential to attract increased users to the facility. In larger clubhouses, the accommodation may be expanded to include:



13. Weights or fitness equipment room



14. Exercise studio



15. Physiotherapy and first aid room



16. Cafe/coffee bar/licensed bar

See separate 'Design Examples' display panels:

- **DE2** Cricket: Clubhouse
- **DE4** Football: Clubhouse
- **DE6** Rugby: Clubhouse
- **DE8** Hockey: Clubhouse

4.0

LAYOUT OF SPACES

Planning the spaces

The internal layout of the spaces in the clubhouse should allow people to use the building in a logical and efficient way. This can be tested by imagining users 'walking through' the building.

- Where do they arrive?
- Where do they change?
- Where do they leave their bags?
- How do they access the playing areas?
- Where do they shower?
- Where do people meet after the game?

Coupled with this is the way the spaces might be arranged to provide flexibility of use, ease of maintenance and meet the reasonable needs and expectations of all the users.

Consideration should also be given to the following:

- Separation of changing and wet/muddy areas from other areas such as the club room, public toilets, kitchen
- Simple, straight forward, circulation routes
- Accessibility to all, including disabled people or users with injuries.

The following adjacency diagrams illustrate examples of how the accommodation can be arranged to suit different scenarios.



Arriving at the Clubhouse

First impressions

Positive first impressions are important when approaching the site. A glimpse of the entrance from the road can be welcoming and the sequence and layout of the approach can create interest. The main entrance should be obvious on approach.

Clear and well located signage should be used to assist new visitors to find their way to and around the site. This should be coupled with the use of design features to assist understanding of the site and the building. A suitably sized sign with the club name will clearly identify the building and could help give a branding identity. Wayfinding should be easy and logical through the positioning of the building on the site, the organisation of the internal elements of the building and the architectural treatment. For example, a view into the building from the entrance can help users understand the direction that they need to travel.

For more detailed guidance, see *Wayfinding and Signage for Sports Facilities* Design Guidance Note available at:

<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/other-design-guidance/>

The entrance should be clearly visible and can be emphasised by using a canopy, striking colours or contrasting materials.

Accessibility

Suitable surfacing, markings, level routes and location of accessible parking will enable everyone to make use of the facility (see ASF guidance).

Views in and out

The use of areas of open glazing provide views into the social area and a visual connection and welcome for people arriving. Glazing can be protected and made secure by using roller shutters.

The Main Entrance

Access

The main entrance should be obvious, welcoming and clearly defined. Some clubhouses may have access at both the front and rear of the building. Consideration should be given to appropriate security. Ideally, the main entrance should be visible from the bar or office area so staff and users can see who is entering and leaving the building.

Draught Lobby

Include an entrance draught lobby even for the smallest clubhouse. This ensures that draughts are eliminated and heat is retained. Building Regulations require minimum sizes of draught lobbies for disabled access although there are several acceptable options as illustrated in the diagrams opposite.

Notice Boards

Well defined and managed locations for important information mean that users know where listing of events, fixtures and other information will be posted and can reduce or avoid the proliferation of ad-hoc notices around the clubhouse.

Entrance

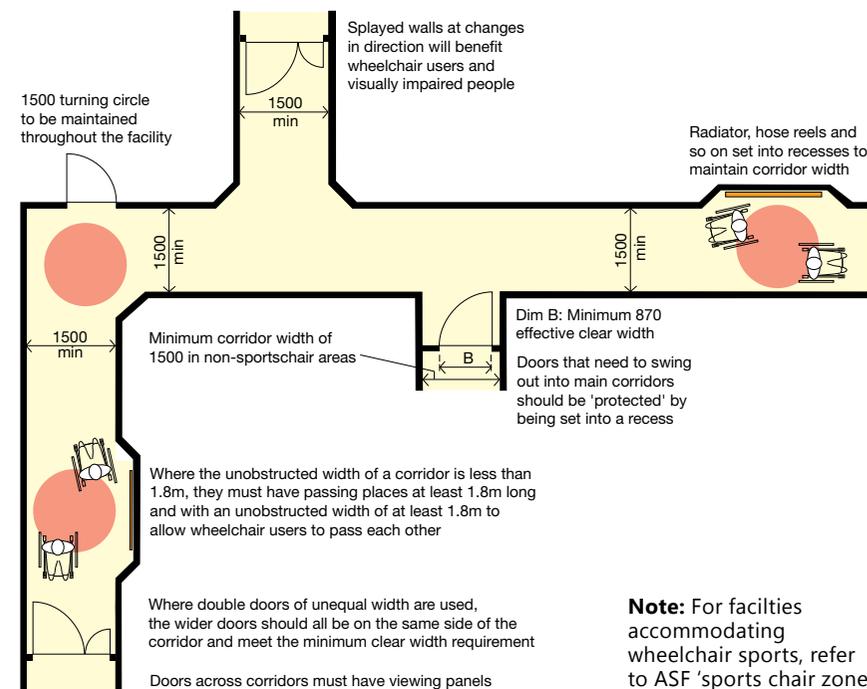
Entrance matting at the entrances is essential to prevent as much dirt and mud as possible from being carried into the clubhouse. Power assisted doors may be appropriate in clubs that cater for wheelchair sports.

Circulation

Corridors

The corridors in clubhouses should be sufficiently wide with suitably spaced passing places to accommodate players who are likely to be carrying large kit bags or equipment, and for players, spectators or visitors in wheelchairs - see diagram below from Sport England's *Accessible Sports Facilities* Design Guidance Note.

As a minimum the unobstructed width of a corridor should be at least 1500mm. However, where the width is less than 1800 mm, there should be passing places at least 1800 mm long to allow two wheelchairs or players with bags to pass.



Note: For facilities accommodating wheelchair sports, refer to ASF 'sports chair zone' requirements.

Where lockers are included within corridors, the wall-to-wall width should be increased such that minimum clear width requirements are maintained up to the leading edge of locker doors when in an open position.

For further information, see Sport England's *Accessible Sports Facilities Design Guidance Note* available at:

<https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/accessible-facilities/>



Easy Internal Surveillance

There should be good visibility of all circulation spaces and avoidance of dead end areas to ensure the safety of children. Glazed doors from the social spaces are recommended to allow some viewing and natural light into corridor areas.

Separation of Clean and Dirty Zones

The circulation to the wet muddy areas such as changing rooms should be separate from the circulation to social spaces and other accommodation in the building.

Passenger Lift in 2-storey Clubhouses

In situations where there is a shortage of land and there is first floor accommodation, an eight-person passenger lift should be provided. This is the minimum size suitable for wheelchair users. The cost of installing a lift, fire escape implications and staircases should be considered in the cost benefits analysis of creating a first floor level within the project. All stairwells must incorporate a refuge space for wheelchair users with an intercom on every level above ground floor.

Doors

All internal circulation doors should achieve a minimum clear width of 875 mm in an open position which can be achieved with a standard doorset with a 1026 mm wide door leaf. To accommodate the associated door frame, typically, a structural opening width of c. 1110 mm or greater will be required, subject to specification and construction tolerances.

Please refer to *Accessible Sports Facilities Design Guidance Note* and BS8300 and Building Regulations Approved Document M for further details of accessible and inclusive design.

See separate 'Design Examples' display panels:

- **DE2** Cricket: Clubhouse
- **DE4** Football: Clubhouse
- **DE6** Rugby: Clubhouse
- **DE8** Hockey: Clubhouse

Changing Rooms

The clubhouse should provide flexibility and reference should be made to the brief for the maximum number of users that are to be accommodated at various times.

Individual Changing Rooms

Individual team changing rooms are recommended by many sports governing bodies as they can efficiently provide private team spaces for pre and post-match talks and deter disagreements on the field from continuing afterwards.

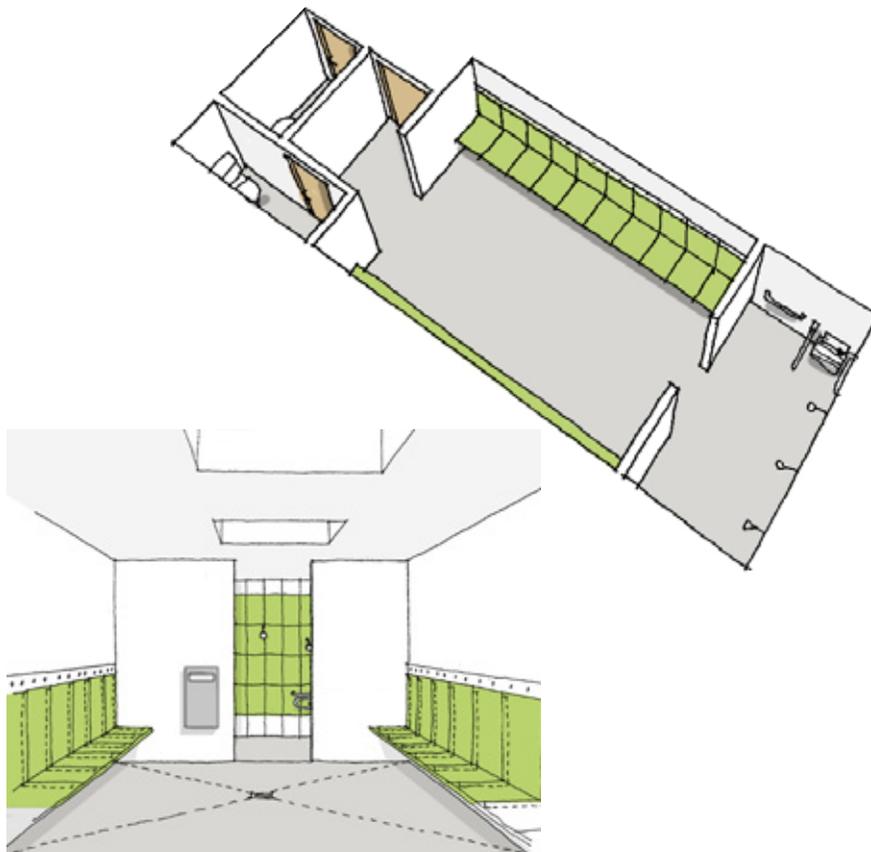
Dimensions

The changing accommodation should be big enough to accommodate the largest number of players likely to use the room. This may include substitutes, coaches and, where applicable, a physiotherapist. The minimum size of the changing area within a changing room (i.e. excluding showers and toilets) can be calculated at 1.0 m² per person. However, cricket requires 1.2 m² minimum for players carrying kit bags and there may be a wish to provide more space for adult teams and the home team changing rooms.

Specific Sports' Requirements

The space requirements for players, substitutes and their equipment vary from sport to sport. See the 'Design Examples' display panels for further information on sport-specific layouts. The NGB recommendations for minimum changing areas within changing rooms for the principal sports are as follows:

Sport	Changing area only
Association Football	16 m ²
Cricket	20 m ²
Hockey	20 m ²
Rugby	20 m ²



Benches

As a general guide for team changing benches, a notional 500 x 500 mm space per player can be taken as one changing place*. However, for facilities that are used solely by school children, reduced dimensions of 450 x 450 mm may be acceptable. However, this is likely to feel cramped for adults and it should be noted that some NGBs recommend a wider bench width per player, for example, 650 mm for rugby players.

When benching is carried around an internal corner, there will be reduced space for seating (equivalent to two spaces).

The height of the bench should be 480 mm above the finished floor level and have a smooth finish to surfaces and edges. If assisted adult changing is required, a bench depth of 600 mm is required. Benches should ideally be wall hung for ease of cleaning. However, the walls must be designed for the structural loadings from such cantilevered fixtures and stronger heavy duty wall brackets will also be required.

* See the 'Design Examples' display panels for further information on sport-specific layouts and individual NGB design guidance.

Lockers

If lockers are provided they should ideally be located outside the changing rooms. If one team's belongings are in lockers in a separate area, it allows the changing room to be used by another team whilst play is in progress.

For further information regarding lockers please refer to Section 5.0 of this document.

Kit Storage

Kit bags can be placed on the floor, under benches or on a low table in the changing rooms, although care should be taken to avoid cluttering the circulation zones. Lockers should be large enough to accommodate sports bags.

Ideally the benches will be equipped with large wall brackets to spread the load and leave space underneath for storage of kit bags.

Child Protection

Interlocking doors between changing rooms need to be carefully managed. If they are required for flexibility, they must be kept locked when the rooms are being used separately, particularly where there is a variety of age and gender groups using the facility.

All changing areas need to be designed with closed sightlines at the entrance to prevent views in from the circulation areas.

For further information on Child Protection please refer to document 3 Refurbishment.

Toilets

Each of the changing rooms should be provided with access to toilet facilities. Small clubhouses may benefit from having some toilets accessible from a lobby or corridor so that they can be reached from the outside. This prevents the potential for someone accessing the WC from outside and walking across the 'clean' changing room floor.

Larger clubhouses with, say, four or more team changing rooms need a minimum of one toilet within each team changing unit, and additional WCs in a central location accessible from the changing room circulation area. This arrangement provides for convenience and flexibility.

For recommendations regarding toilet numbers, please refer to the sports national governing body (NGB).

Officials Change

The clubhouse should include a self-contained changing room for match officials. This room can potentially double up as a first aid room, treatment room or accessible change (if required) on non-match days - see diagram on page 22. However, it must be sized accordingly for the dual-purpose uses intended.

2 Design

Rev 003 - May 2016

Showers

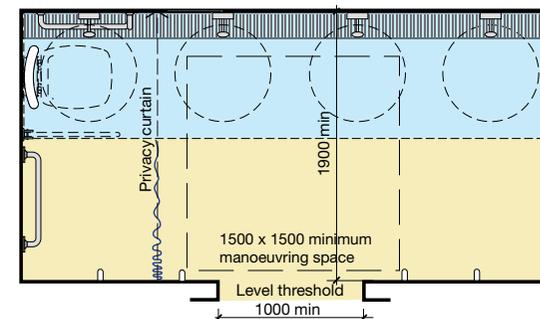
Each changing room requires a shower area. The shower entrance should be located as far as possible from the changing room entrance and WCs in order to minimise water migration and to separate mud and moisture. Other points to note:

- Allow one shower point to every three or four changing spaces
- When provisionally calculating the overall space allowances for 'open' shower area arrangements, a rule-of-thumb is to allow 2.0 m² per shower point. This assumes 1.0 m² for the showering area and 1.0 m² for the adjacent drying area. For 'cubicle' shower area arrangements, more space is required for equivalent shower point provision. See diagrams adjacent
- Shower outlets should be at 750 mm minimum intervals with 450-500 mm minimum between end shower heads and side walls
- Always provide a drop down seat with legs in the showering area to cater for users with a disability or a sports injury
- All floors within the shower areas or to be laid to falls away from the shower room entrance to assist drainage
- Avoid raised thresholds to avoid trip hazards and allow wheelchair access
- Self closing / push button showers are recommended as they can avoid flooding due to misuse, abuse or vandalism.

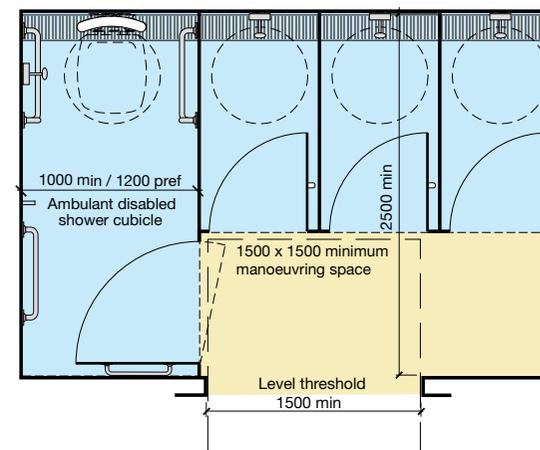
The shower area design approach will depend on individual facility and user requirements. The adjacent examples show alternative layouts for 'open' and 'cubicle' showers that follow a similar design principle. The accessible shower areas are efficiently planned with provision for ambulant and disabled access *. For further details, see 'Accessible Sports Facilities' Design Guidance Note and associated downloadable layouts available at; <https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/accessible-facilities/>

* 'Cubicle' shower area arrangement with an ambulant disabled shower cubicle subject to other accessible assisted disabled changing provision elsewhere within the facility

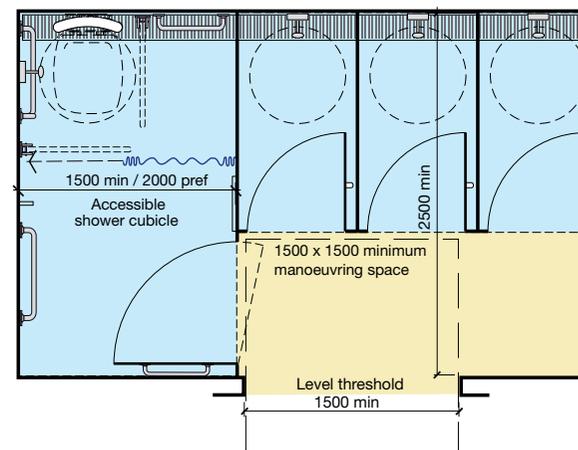
'Open' shower area arrangement



'Cubicle' shower area arrangement with an ambulant disabled shower cubicle *



'Cubicle' shower area arrangement with an accessible shower cubicle



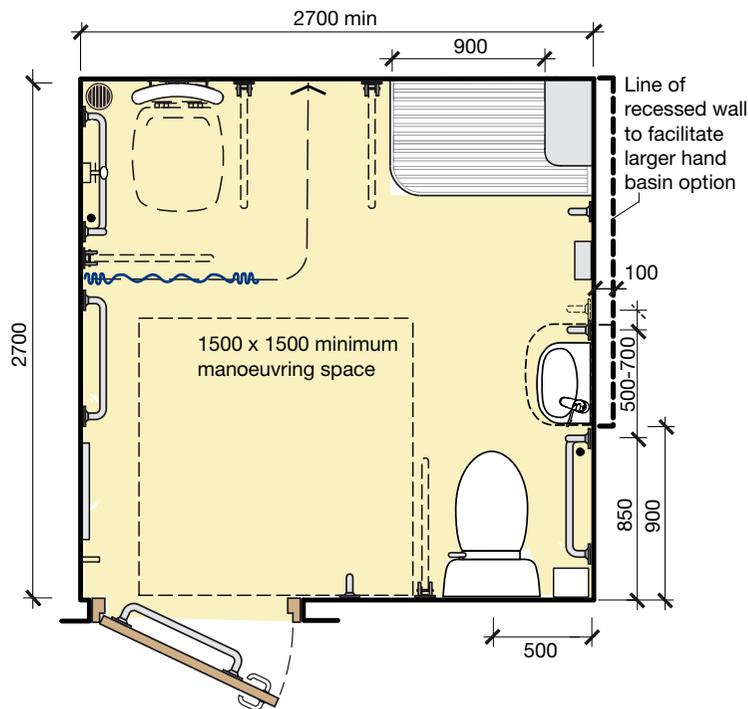
Accessible Toilets/Changing

All changing areas must be designed so that they can be used comfortably by both able bodied and disabled people. This does not necessitate expensive design features but it does require attention to detail and layout.

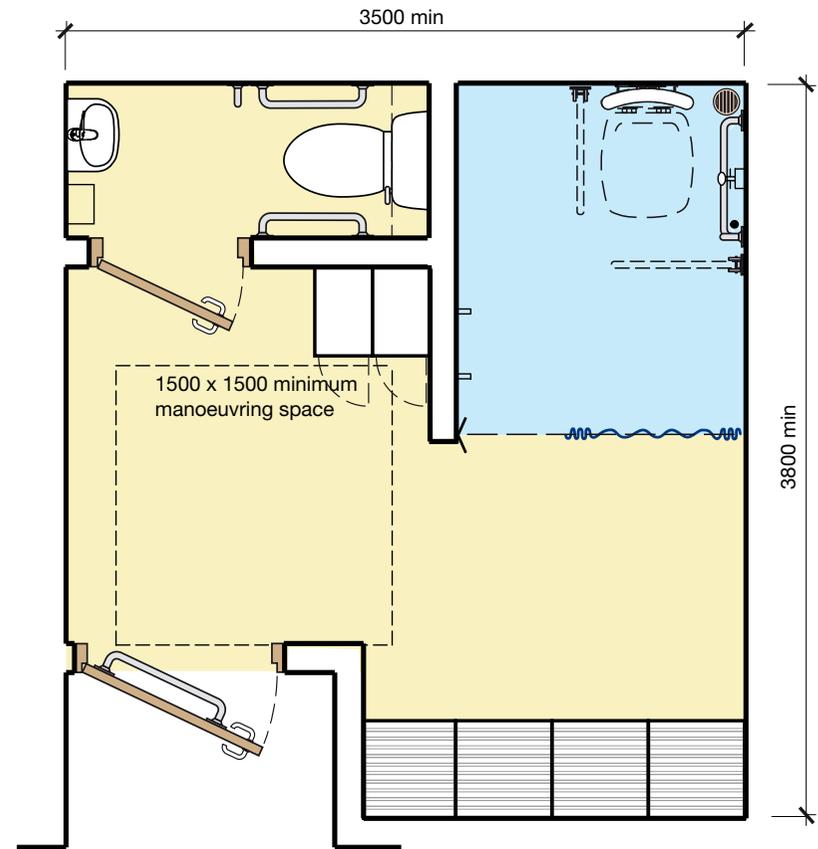
For clubhouses which serve more than one pitch:

- One unisex accessible changing room should be provided with a shower and WC, and preferably a bench, that can allow assisted changing by either sex (see diagram below).
- In addition, it is recommended that an accessible changing cubicle within the main changing area is provided.

See Table 8 on page 44 of SE's *Accessible Sports Facilities Design Guidance Note* for further information.

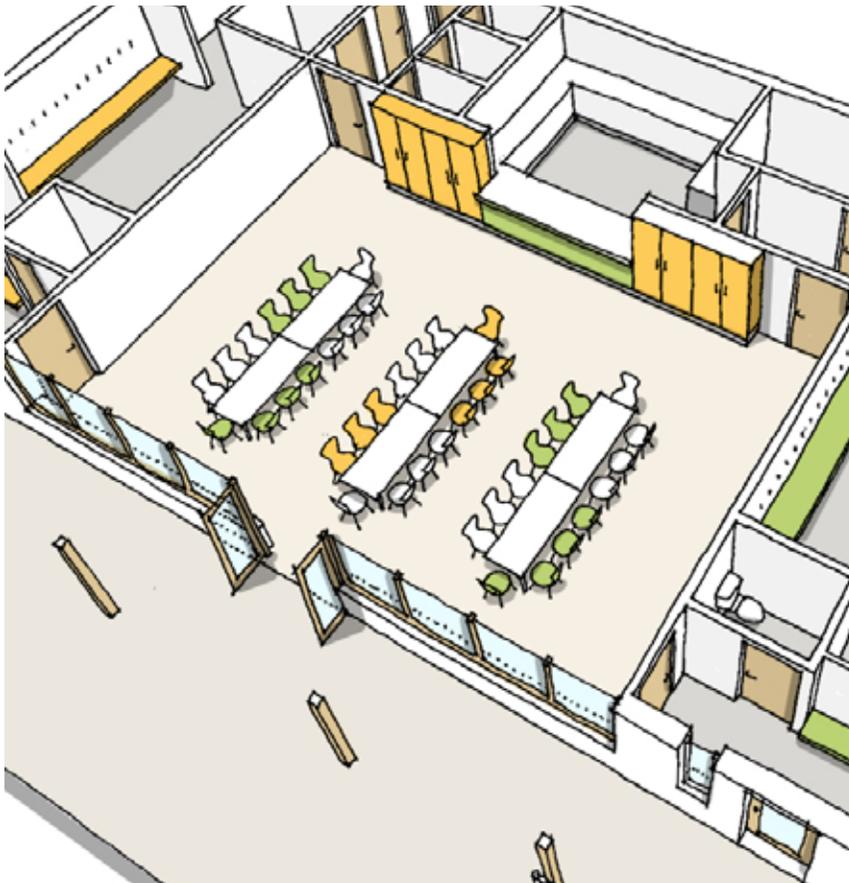


Where it is impractical to incorporate a separate accessible changing room (with shower, WC and bench) and separate officials changing provision as mentioned on page 20, dual accessible provision may be considered. Subject to the programme of use, appropriate management and accessible WC provision, there is potential to accommodate use by both the match officials and disabled users of the facility as shown below.



Club Room

The club room needs to fulfil many different activities. It should be considered carefully as the space can be one of the main sources of income generation and it may be a funding request to provide for community use. Typical uses of the club room could be as follows;



Social Space

Social spaces before, during and after the sporting activities and the selling food and drinks. It may be that the social spaces are hired out in the evenings for functions meetings and parties. The space should be large enough to accommodate the required numbers.

Bar Area

This can be one of the main income generators for the club. A bar area that sells alcohol will require a licence. In order to apply for such a licence, see:

<https://www.gov.uk/guidance/alcohol-licensing>

Fitness Activities

Fitness activities such as dance classes, table tennis and aerobics can be accommodated in large club rooms. These can generate additional income for the club. Consider what is going on in the local area and whether there are gaps in the market that the club can offer e.g. a space for yoga classes, etc.

Recommendations to Make the Club Room Flexible;

- Provide a store room for furniture, so that the floor can be cleared for other programmed activities, and allow storage space for sports equipment such as folded table tennis tables or rolled bowls carpets.
- Tables and chairs that can be stacked and are light enough to be moved around will give greater flexibility than heavy fixed items.
- The social space should flow out to an external viewing area, with sunny areas that are sheltered from the wind.
- As a minimum, two teams should be accommodated plus officials and spectators and a view of the pitch (and scoreboard if provided).
- Many clubs display memorabilia and photographs in the social areas. Provide ample space for these so that cabinets and shelves do not impede the circulation routes.

Kitchen

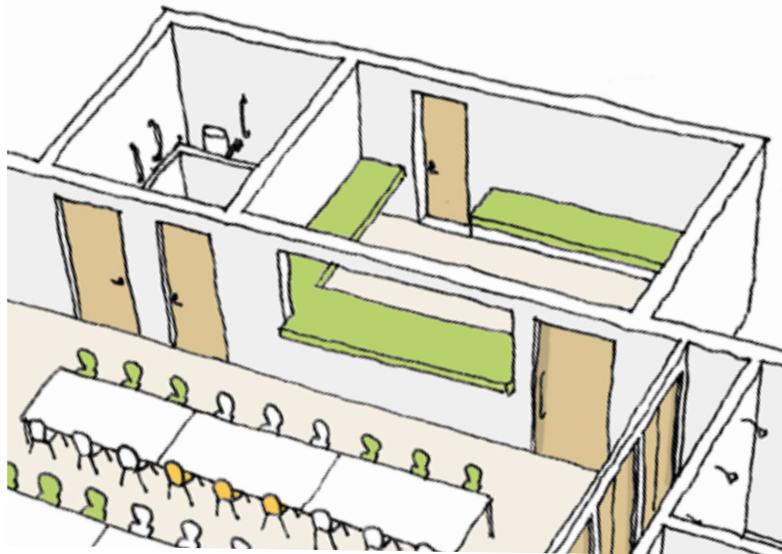
Preparation of Food and Drink

The kitchen needs adequate space for equipment to prepare the food and drink for the required number of players and visitors. Consider what food and drinks are prepared on a regular basis and the other occasional events that happen throughout the year.

Include ample storage for food and beverages, including a fridge and a freezer.

The kitchen should have a view of the pitch as this enables kitchen staff and helpers to see the match progress and help them anticipate the busy times.

If there is no reception area, a staff member at the servery should be able to see the main entrance for security purposes.



Storage

Adequate storage should be carefully planned in key spaces throughout the building to optimise functionality, flexibility and security. The requirement for storage should not be underestimated. Key considerations are set out below.

Furniture Storage

Social spaces should have extensive storage provision to allow for flexibility of use for functions, dance studios etc. Walls which have built in storage can be more space efficient than traditional store rooms, but need to be sized to accommodate the largest item of equipment or furniture. Social spaces should have wide double doors to allow items to be easily moved in and out.

Food and Beverage Stores

The size and location of food and beverage stores will depend on the scale of facilities. Adequate space should be provided for food and beverages to help keep the preparation space clear.

Equipment Stores

External stores are often used for sports equipment, grounds equipment, machinery and supplies. The cost of providing grounds equipment storage within the clubhouse can be high. A detached hut or metal shipping container concealed by planting or a fence, might be a more economical solution but it must also be secure. See later section on security.

Lockable Refuse Store

These are required for the refuse bins and recyclable waste storage and should be conveniently located next to the kitchen area and the access point for refuse services. Screening and landscaping that integrates with the external design should be considered.

Cleaners Store

The cleaners store should be lockable and include a sink and space for cleaning equipment and products. This should comply with *Control of Substances Hazardous to Health* (COSHH) requirements.

Office

The need for a staff office depends on the size and staff structure of the club. The office could be combined with another room such as the coaches room.

Consider a suitable secure cupboard for storing club documents, equipment and consumables such as paper and printer cartridges..

Allow for a telephone line(s), Wi-Fi router, printer, and a safe for valuables and cash.

Boiler/ Plant Room

Plant Room

The plant room should be appropriately sized and located to accommodate incoming utilities, meters, plant equipment and boilers. Advice from a Building Services Consultant is essential to determine the size required. Double door access direct from the outside will be required.

Inspection and Maintenance

Allow space for inspection and maintenance of the equipment.

Vehicular Access

Vehicular access will be required for plant maintenance. This should be located off the car park with direct external access rather than through the clubhouse.

5.0 FITTINGS, FURNITURE AND FINISHES

The materials and finishes should be selected for their robustness, cost, ease of maintenance and repair. The materials should be appropriate to the level of use in the area in which they are located.

Finishes should be used thoughtfully as visitors with visual impairment or disability can find textures and colours helpful to distinguish areas or objects and general wayfinding.



Floors

Changing Areas

Concrete floor construction is generally required in changing areas for robustness. A screed finish is required when floors are laid to falls as in shower areas.

An exposed screed finish is not ideal for some sports such as cricket or athletics where spikes can become damaged and conversely create damage to the screed. In this situation, a studded rubber floor surface on top of the screed could be considered.

Floors will need to be thermally insulated to comply with Building Regulations. All floor finishes must be anti-slip.

For multi-sports, use of the space should be considered and agreed with the user groups.

It is recommended that changing areas are laid to falls to a drainage gully as this aids cleaning and reduces the risk of people slipping. This is particularly important in areas immediately adjacent to showers where the transfer of water is most likely to occur.



Showers

Floors in shower areas that are tiled should be finished with high slip resistance ceramic tiles laid to falls of between 1:40 and 1:60 and with level thresholds. This provides an easily cleaned, durable and accessible surface. Coved 'sit in' tiled skirtings provide the most robust floor/ wall junctions. Allow for expansion joints between the floor and coved tiles. Shower floors and walls should ideally have waterproof tanking behind the tiling to a height of 2.0 m to avoid the risk of water ingress and long term damage.

Shower Dry Off Zones

Shower dry-off zones should also be laid to fall towards the shower floor which in turn should fall to a drainage channel with a continuous lift out grille. It is not advisable to locate floor gullies tight against coved skirtings as this increases the possibility of water ingress to the rest of the building.

Entrance matting

The main entrance and changing entrances require flush-detailed barrier matting of at least 1200 mm length, with a removable and cleanable mat for both scraping and drying. Mats should lie level with the surrounding surfaces to ensure DDA compliance.

Social Spaces

Floors in areas that are in the clean zones of the building can have suitable decorative and comfortable finishes, and carpet is often preferred in social spaces.

Fitness Rooms

Club, weights or fitness rooms could have heavier use and floor finishes need to be specified with care. Screeded surfaces are not advisable where free weights are to be used (even with a cushioned floor finish) as the continued point impact caused by the dropping of weights can cause the screed to crack.

Walls

Fairfaced Concrete Block

Internal walls should be robust, durable and strong enough to withstand impact. They also need to be able to support coat peg rails and possibly kit bag racking and cantilevered benching. Fairfaced concrete blockwork is often used as this material can be painted without any additional finish being applied.

Timber Framing

Timber framing can provide quick and economic construction but should be carefully specified and detailed with regard to moisture protection and robustness. Stud-frame sole plates should always be raised above slab level on a concrete curb. The partition wall should have a structural lining of plywood to provide a solid base for fixings. A finishing board can then be applied to receive a tile finish.

Walls in Shower Areas

Walls to showers can be finished with ceramic tiles from floor to ceiling or a continuous uPVC wall cladding system (see adjacent example). If walls continue upwards to meet a pitched roof, then tiling can be stopped at door height, usually 2.1 m above the floor. Ideally pipework to showers should be concealed to avoid damage and simplify cleaning.

Dado Protection

Consider dado protection to the walls of corridors and lounge areas to mitigate impact damage from sports kit and chairs.



Doors

Doors should be of solid core construction with good-quality ironmongery and they should be protected with kick plates. In areas that are subject to high humidity, the doors should be of a suitable moisture-resistant specification.

Ceilings

Ceiling Tiles

Suspended ceilings grids and tiles come in many different forms and it is important to specify products and materials which will withstand the general wear and tear encountered in a clubhouse environment.

Pitched Roofs

Pitched roofs incorporating rooflights invariably provide the most pleasant environment for changing. The finish should be painted glass reinforced plasterboard for robustness.

Rooflights can be a security issue if people can climb onto the roof.

Additional security measures should be considered.

Vanity Areas

Vanity areas need a shelf and mirror. The provision of hair driers is not essential but should be considered. Facilities for hairdrying could be as simple as a plug socket near a mirror and shelf so players can use their own hairdryer or straighteners.

Benches

Benches should be of slatted hardwood, high pressure laminate or dense, solid plastic planks on cast aluminium or galvanised steel brackets. Subject to the wall specification, these would ideally be cantilevered to allow clear space beneath them for the storage of bags and cleaning of the floor.

Mirrors, Notice Boards etc.

Mirrors

Fix mirrors in each changing unit. Anti-vandal mirrors, which are made of polished stainless steel rather than glass, cannot be broken and are therefore safer and more vandal resistance.

White Boards

Dry-wipe or magnetic boards should be fitted for coaching and team talks in changing rooms.

Waste Bins

Suitable space for waste and recycling bins should be identified along with the requirement for vending machines, sanitary disposal bins and baby-changing facilities.

Coat Hooks

Coat hooks to changing areas should be mounted over benches and in shower dry-off areas. Provide two hooks for each shower or bench space. 'J' shaped hooks are more vandal resistant than the standard c shaped hooks.

Long projecting hooks are easier to use but are prone to vandalism, so care should be taken when specifying.

Lockers

Clothes storage lockers in an adjacent space increase the flexibility of the changing room. If team belongings are stored in lockers, the changing room can be used by another team if there is a staggered start time. This can potentially reduce the total number of changing rooms required in the clubhouse. The ideal location for the lockers would be in the corridor or circulation area.

Size

Lockers are typically 500 mm deep, 300 mm wide and arranged in columns 1.8 m high. For bowls clubs, the lockers are often 300 mm cubes.

Valuables Lockers

Where additional security is desired, consider the use of small personal effects lockers which can house items such as wallets and keys.

Storage for Large Sports Bags

Most sports bags, particularly for cricket or hockey do not fit in to standard or even larger lockers. Sports bags are best placed under seats to keep the circulation areas clear and safe.

Long Play Sports Storage

For sports such as cricket where the changing room remains open for the duration of the match, valuables lockers or a safe could be provided for personal possessions. For further information on security for cricket grounds, please refer to the following website;

<http://static.ecb.co.uk/files/ecb-cricket-ground-security-guide-may-2014-12873.pdf>





All locks should be to British Standards (BS 3621 or BS 8621)

For further information, see:

www.securedbydesign.com

www.redbooklive.com

6.0

OUTSIDE THE BUILDING

Security

Site Perimeter

Often the best way to ensure the security of a building is to locate the building at or close to the perimeter of the site where it can be overlooked by neighbouring properties or passing traffic. If this is not possible consider gates or barriers, and an appropriate perimeter fence.

Building Interior

An intruder alarm should be installed and security lighting on a PIR.

CCTV should be considered for the site and ideally it should have a local and a remote monitoring facility. Recording and playback facilities should be located within a secure room within the clubhouse.

Changing room and any 'staff only' doors should be 44 mm solid core and fitted with a lock of suitable quality.

Create a secure room for storage of alcohol, cash and valuable equipment. The room should have solid walls, a solid ceiling rather than a false ceiling, and a 44 mm solid core door with a lock of suitable quality.

Alcohol serving bars should be secured with a roller shutter and a 44 mm solid core door with a lock of suitable quality.

For further information regarding the specification of locks, please refer to: www.securedbydesign.com

2 Design

Rev 003 - May 2016

The External Fabric of the Building

Keep design of the external envelope simple.

Avoid hidden recesses in the building which can become a focus for graffiti and other forms of vandalism.

Avoid easy access to roofs and consider rounded or overhanging eaves, concealed downpipes and a secure roofing system.

Minimise the number of door and window openings and provide with externally mounted security shutters.

Try to avoid locating doors on secluded elevations. Use LPS 1175 or PAS 24 rated doors and window frames, and LPS 1175 rated shutters, rooflights and roofing systems.

Car Park

Lighting should be provided to the car park for illumination during the hours of darkness when the facility is open. The car park should be located to enable passive surveillance from populated spaces such as the club room. To save energy use light sensors linked to a passive infrared sensor to detect movement.

Storage Structures

Brick built or steel storage cabins with concealed locking points should be used rather than timber sheds.

Use padlocks with a recognised security rating or an integral cylinder mortise lock to the BS 3621 standard.

Avoid locating structures too close to the main building as they may be used as a means to gain access to upper floors or the roof.



External Lighting

External Lighting, car parking, access roads and paths

The immediate surroundings to the clubhouse can often be overlooked or considered of secondary importance. External works are often the first areas to be reduced or even omitted when budgets are tight but this can be a false economy.

The context and immediate surroundings to the clubhouse are very important to the first impressions of the facility. In the worst case, the lack of proper thought and investment can create buildings that are separated and isolated with poor access for people and vehicles alike. This can create significant management issues due to migration of dirt and mud into the clubhouse or even deter people from visiting the building.

Safe and secure routes

Well-designed external lighting provides safe and secure routes from access roads, paths and car parking. In designing external lighting, there should be a balance between providing enough light in the right places for the safety of people and vehicles and the risk of it becoming unnecessarily obtrusive.

The other major consideration is how the system is controlled to optimise its use whilst minimising energy costs. With numerous products and options available from low level bollard lighting to traditional street lighting, it is possible to create a lighting scheme which will meet the specific needs of any site. Similarly there are various ways the lighting can be controlled, from a simple bank of switches located inside the clubhouse, to dusk-to-dawn sensors and timers, and motion detectors.

Make sure that lighting;

- Is maintained and that plants and trees do not cover the light fittings or block the light as this can lower light levels
- Is securely placed to prevent lighting being knocked over or removed.
- Has toughened glass or grills surrounding the fitting to resist breakage.
- Has the lighting mechanism above arms reach to impede efforts to cover, break or vandalise.
- Has the control switches inside the building to prevent unauthorised people from simply turning off the switch from the outside.

Secured by design

For more information, see:

www.securedbydesign.com

External Finishes

Buildings always look better when proper attention has been paid to their immediate external surroundings.

Paving

Provide non-slip, well-drained surfaces in the vicinity of the building. Avoid the use of very light coloured paving to terraces, they can cause distracting glare. Artificial surfaced playing areas require a direct paved access from the clubhouse that avoids the circulation route to natural grass pitches.

Parking

Disabled parking bays should be as close as possible to the entrance and have ramped or dropped curbs.

Bus as well as car parking will usually be required and service vehicle access and turning must also be considered. Good lighting levels are an essential safety feature around the building and the car park.

Boot scrapers and a secure outside water tap and drainage gully adjacent to the changing entrance encourage the cleaning and removal, of boots, especially if located under cover.

For further information on parking and landscaping refer to Sport England's Design Guidance Notes:

- *Car Park and Landscape Design* available at: <http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/other-design-guidance/>
- *Accessible Sports Facilities* available at: <http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/accessible-facilities/>



7.0 SERVICING THE BUILDING

Providing heating, lighting, power and water

A well-designed, insulated and air-tight building with good natural daylight (by windows, rooflights or sun pipes) and with carefully selected components will minimise the demands on heating, lighting, power and water. This approach, coupled with well-designed mechanical and electrical systems will provide a comfortable and cost effective design solution for a clubhouse.

These matters are considered in greater detail in document 4 Sustainability and are also reviewed on the Sustainable Clubs website at <http://www.sustainableclubs.co.uk/> but the principles of good sustainable design are set out below:

Passive Measures

Minimise building energy use by considering building form ("passive environmental control") in order to avoid or minimise the need for mechanical cooling and heating, and artificial lighting.

Efficient M&E Systems

Minimise plant energy use by selecting the most appropriate engineering systems and optimising system performance (active environmental control).

Renewable Energy

The use of appropriate on-site renewable energy technologies.

Heating

For user comfort, temperatures should be:

- 20-22° for changing and shower areas
- 18-20° for toilets and other areas

The type of heat source is dependent on the fuel available and pattern of use. Advice from a Building Services Consultant should be sought to select the heat source appropriate to the particular situation.

Radiators or heaters should be sited beneath benches or in locations that prevent damage.

The heating should be controlled centrally with a time clock and tamper-proof local thermostats to give a degree of limited local control and sensitivity.

Larger clubhouses will have boiler or plant rooms which should be located for ease of service vehicle access.

Lighting

Light fittings should be fixed directly to the wall or ceiling and be of robust, moisture-resistant design. It is recommended that the following is considered:

The use of PIR (passive infrared sensor) detectors and photocells throughout. This avoids paying for the energy supplying lights left on unnecessarily.

A minimum of 100-150 lux is provided throughout the changing block. This is the level of lighting considered appropriate for this use.

Switches are controlled from a central, secure location so that all of the lights can be switched off together by the key holder avoiding any lights being left on by accident.

LED (Light Emitting Diodes) or CFL (Compact Fluorescent Lamps) are types of energy efficient light bulbs. Install these where possible to minimise your energy bills.

Power

A meter cupboard is always required no matter what size the clubhouse. Always allow space for this within the building.

Fit guarded power sockets for cleaning equipment throughout the building. These should be installed 1.2m from floor level in the changing rooms to avoid water damage from cleaning. The circuit should be protected with a residual current circuit breaker to avoid injury caused by misuse.

Consider providing a central control to power socket circuits to avoid use of electricity out of hours.

With the prevalence of mobile phones, the need for a public telephone is less likely. Provision is to be determined based upon specific need.

Consider an electronic security system and contact the local Crime Prevention Officer for advice.

Water Services

Wherever possible, pipework should be concealed in accessible ducts to reduce accidental damage or vandalism and improve appearance. Any exposed pipework needs to be securely fixed to the wall.

Insulate all pipework to protect against frost damage and to reduce heat loss in hot water pipes.

Hot and cold water storage should be in insulated tanks and located to the M&E designer's specification.

If a drinks vending machine is fitted it will require a mains water supply.

Provide bib-cocks in shower areas to allow hosing down.

Alternative Languages and Formats:

This document can be provided in alternative languages, or alternative formats such as large print, Braille, tape and on disk upon request. Call the Sport England switchboard on 08458 508 508 for more details.

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User Guide:

Before using this design guidance note for any specific projects all users should refer to the User Guide to understand when and how to use the guidance as well as understanding the limitations of use.

Click here for **'User Guide'**

Click here for current **'Design and Cost Guidance'**

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Further Information:

To find out more about Sport England and to get the latest news and information about our various initiatives and programmes, please go to www.sportengland.org