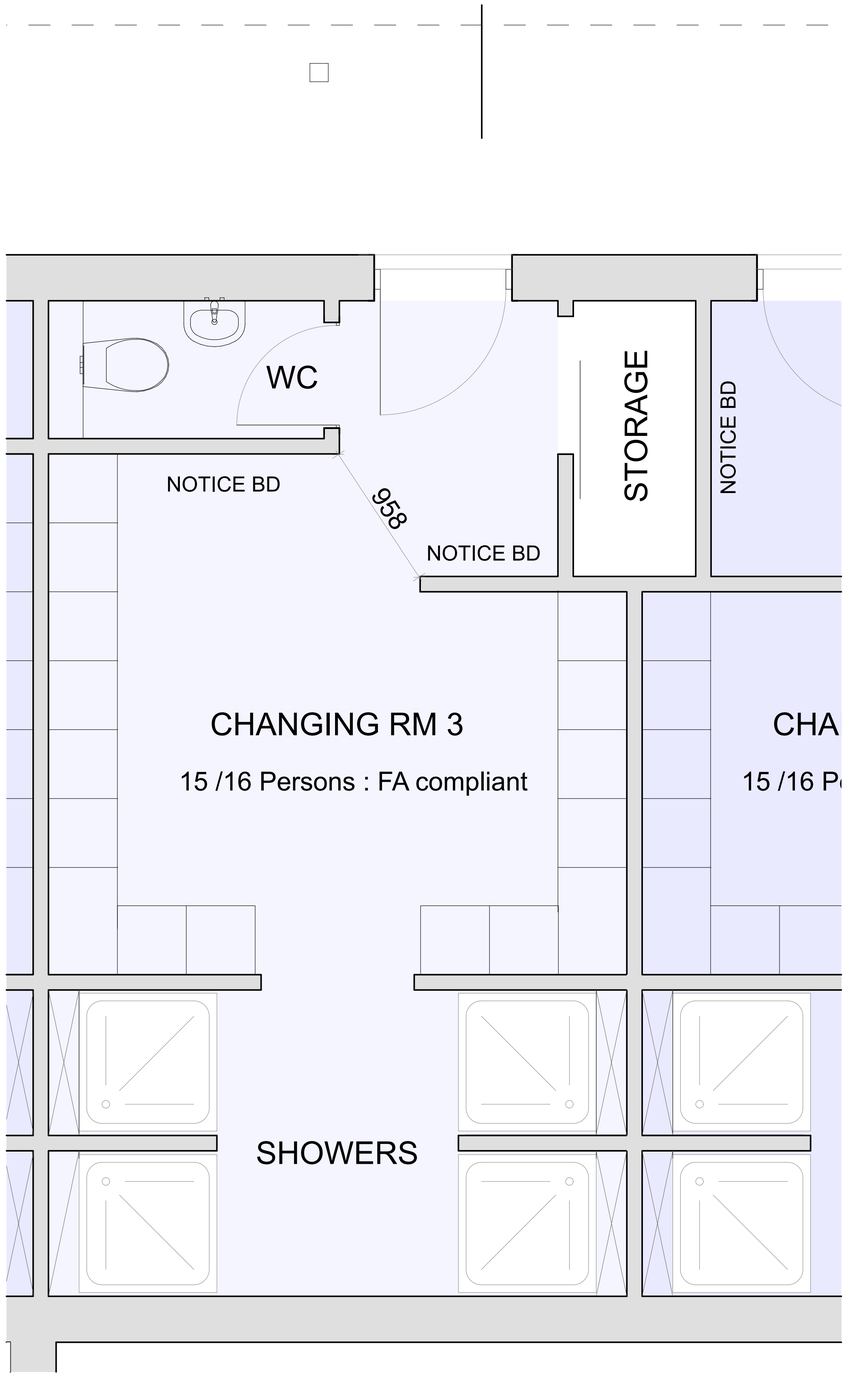


TYPICAL CHANGING ROOM (FA COMPLIANT) (1:20)

Changing Accommodation

Football Foundation



This guidance is intended as an aid for use in the design and construction of changing accommodation either for new build or as an extension to your existing facility.The Football Foundation in partnership with The FA have a number of years of experience in the provision of facilities and best practice and the following information should assist both you and your appointed consultants when undertaking the feasibility study, scheme development and application details.

Data sheet Ancillary Works should also be consulted along side this document. If you require clarification of any items then please contact your regional Technical Advisor for advice. Their details can be found at www.footballfoundation.org.uk/apply/facilities-grant/help-with-your-application/facilities-grant-staff.

Project brief

It is recommended that prior to the selection and appointment of your professional team you should look to gather the following information:

- A site plan that shows the extent and scope of your land ownership, legal agreements, covenants, way-leaves and rights of way, existing buildings, mains services and pitch layouts, local knowledge of ground conditions and any other site factors.
- A clear and realistic budget for the overall project as well as your annual budget need to be in order to get good quality pitches that will ensure your new pavilion will get the use that it is intended for.
- Who will be responsible for maintaining the building and what budget will you need to service the building.
- Existing and future programme of use, including age and sex of players in senior, junior, mini and female and adult football.
- Consideration should be given to number of changing rooms that are required. It is recommended that 2 rooms for adult male football is played at different times to junior and female games and it may be helpful to draw up a user matrix.
- What other accommodation will you require in your new pavilion? For example a coach education room or kitchen can often enhance a simple changing pavilion.
- What are your car parking requirements? The local planning authority will be able to guide you with this decision.
- Access must be provided for use by spectators, players or coaches with disabilities.
- Details of any activities and events that the facility may host.
- Devise a project programme including realistic timetable for commencing and completing your project.
- Initial consultations with the Local Planning Authority are recommended in order to gauge the likelihood of gaining planning permission before expenses are incurred in obtaining detailed plans. Although funding organisations may accept grant applications for projects where planning permission has yet to be secured, the Planning Authority should have at least given an indication that they are likely to support the application. You may also require approval from The Environment Agency regarding any effect on existing floodplains.
- Possible funding sources and initial capital provision should be explored.The Football Foundation expects you to have exhausted all other possible funding avenues and be able to show evidence of this.
- Access arrangements, for example if your facility is on a school site who will be responsible for it out of school hours.

Remember – your Football Development Plan and user matrix should be in place before your design. This is the driving force for your project and will establish the needs for your facility.

Professional advice

The selection and appointment of your professional team is an important process.You will be expected to seek a minimum of three tenders from companies suitable for the building of your facility to ensure best value is achieved, so why not carry out your selection of an architect or consultant in a similar fashion.

Visit other similar schemes in the area,find out who the consultants and contractors were. Advice from other clubs or organisations that have already been through the experience can be very useful.

Interview potential consultants; ensure you would be happy working with them; find out what services they provide and at what cost and importantly what their experience is. A consultant that has already had experience of similar grant aided projects should be aware of the requirements of the funding organisations. It is also worth noting that it might be effective to employ a consultant who can oversee the whole process from grant preparation to practical completion.



Begin with simple sketch layouts that you can seek initial approval from Football Foundation Technical Advisors.This is a much less costly option than a full set of design drawings and can ensure you and your architect are on the right lines.

Once you have initial approval for the layout a more detailed set of drawings can be produced to allow submission to the Local Authority for Planning Consent.

Work to RIBA stage C by your architect should, in most cases, be sufficient for initial consideration by the Football Foundation.

Alongside these drawings and specifications the application requirements allow for estimated costs prepared by your professional team and an elemental breakdown should include the following:

- buildings and external works
- services
- boiler equipment
- suitable professional fees and statutory charges (planning and building regulation fees)
- inflation
- contingencies
- VAT(you should confirm your eligibility with your local HM Revenue & Customs office in order to obtain written confirmation of your status.

Further professional advice should,or could, also include:

- procurement method,form of contract,number of tenders to be obtained,etc
- outline programme with key dates and cash flow information for the business plan
- project management of the construction phase
- party wall advice
- project programme
- planning and building regulation applications
- guidance on CDM Regulations
- sustainability

Consideration should be given to appropriate Professional Indemnity Insurance held by any design consultant to ensure your organisation and potential funders risk is protected.

Remember – it is important you seek advice from the Football Foundation and your FA Regional Facilities Manager before engaging in potentially costly consultant advice.

Project viability

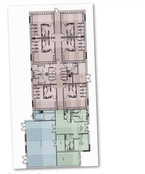
You should be able to provide a good case for the need of your project.A feasibility study will help this and with the development of the design.

Items that should be included in a study are;

- access, car parking and emergency vehicle access
- site boundaries and adjoining owners, including uses
- topography (levels, trees and special features)
- existing mains services, loading and capacity
- site orientation, solar gain and exposure to wind and weather
- site locations (alternatives)
- geotechnical investigation (ground conditions)
- town planning issues including land designations
- audit of existing buildings and facilities including condition, access for people with disabilities, safety and security, child protection, female use.



Ancillary areas



A changing pavilion can be broken down into three separate modules:

1. **Changing Rooms** – Players and officials only.
2. **Ancillary Accommodation** – Spectator toilets, storage, plant rooms.
3. **Multifunction** – Education/meeting space, kitchen.

Therefore within your design you should consider the following.

Entrance

This should be a welcoming area that allows space for notice boards, club honours and photographs etc.

Spectator toilets

These should consist of separate male, female and wheelchair accessible facilities and ideally be located off the entrance foyer. This allows control over the rest of the building as the need for anyone other than players and coaching staff to enter the changing area is negated which is important in maintaining child protection.

Storage

Consideration should be given to appropriate storage space both internally for items such as cleaning equipment, chairs and tables, players bags, etc and externally for ground maintenance and sports equipment including goal posts.

Social space

Essentially a social area within a building can provide your club with a real community focal point.The flexible social and catering area provide adequate space for refreshments, coaching, and community activities.An area such as this should provide valuable income for the club and an external serving hatch from the kitchen, preferably facing the pitches, allows refreshments to be sold without the need for spectators having to come into the building whilst games are on.

If it is proposed to have a licensed bar area, consultations and requirements for this should be addressed at an early stage.The Football Foundation do not fund bar areas, however in certain circumstances these can be valuable sources of revenue and therefore their inclusion and licensing implications should be considered carefully.

From the main lobby access can be provided to the changing rooms or functional area, it is advisable that allowance is made for the access to this area to be controlled, thus separating spectators from players.Separate access direct to the pitches should be considered, although it is important to be able to control all access points to the changing areas to enable the safeguarding of children.

Your attention should be drawn to the fact that some areas of your new facility may not be eligible for funding such as bars or excessive social space.

Access and parking

Pedestrian and vehicle access for cars, mini-buses and coaches is important. Car parking for people with disabilities should be arranged close to your building with safe and easy access routes. The location and position of the building should also allow access for emergency vehicles, service deliveries, maintenance vehicles and equipment.

Security

Security and protection of your buildings when unoccupied has to be considered and reflected in the design solutions and construction details.

Break-ins through windows and doors can be a common occurrence and therefore easy access routes to roofs should be avoided. Consider roof types that are difficult to climb onto. Good external lighting, security systems and CCTV installations will greatly help to protect your building.Try to avoid dark secluded areas or comfortable sheltered lit areas that may attract people to gather in times when the facility is not in use.

Sustainable design and construction

Everyone involved in the design, procurement or operation of any project should consider its sustainability, taking full account of all economic, social, environmental issues, design and specification standards.Your Local Authority Planning Authority may require clear statements and information on this topic.Your consultant should assist in providing and Employers Environmental Policy or a BREEAM (Building Research Establishment Environmental Assessment Method) assessment which measures the performance of buildings.



Longer-term developments and extensions should also be considered.Your sports development plan may anticipate a future increase in players and types of users. Potential for additional changing rooms and social accommodation should be explored. If it is an intention to phase your project this should be discussed with your Foundation Regional Technical Advisor or FA Regional Facilities Manager at an early stage.

It should be noted that whilst some types of modular or prefabricated building systems might be acceptable buildings that are not considered to be of a 'robust' construction will not be.

Access for all

Designers must have regard to the requirements of the Disability Discrimination Act 1995 and ensure that facilities are considered reasonable to provide for access and inclusion.Where projects are receiving funding they must be inclusive and provide access for everyone.All of the facilities should allow for people with disabilities to visit, spectate or participate.

Please refer to:
1.The Disability Discrimination Act 1995 Part III 2004 at www.dti.gov.uk/files/word/index.asp and
www.opsi.gov.uk/acts.htm
2.BS 8300 2001, Part M and Approved Document M at www.planningportal.gov.uk/england/professionals/en/4000000000988.html

Refurbishment

Many clubs and sports groups run their football activities from buildings that are in urgent need of repair and upgrading to meet modern standards and expectations.Whether to build new facilities or refurbish their existing buildings will often be a difficult decision.When related to the cost of carrying out a new build a refurbishment project may not be considered to be value for money in the long term. Some projects, however,may involve some new building and an element of refurbishment.There may also be compelling reasons why refurbishment is the only option. The strategic location of your proposed developments in relation to your players and players will be of particular importance for larger projects.

This guidance lays out a recommended approach and methodology for deciding if the refurbishment and upgrading of your building is the way forward. It should also assist your steering group and appointed consultants in defining your brief, carrying out a feasibility study and putting together the scheme proposals for your application.

Location – Are your buildings in the best location when related to car parking, access and pitches?
Structure – Is the main structure suffering from structural movement through settlement or subsidence?
Fabric – Is the condition of external cladding materials causing major problems through water ingress?
Services – Are the existing services, gas, plant, including ventilation, space heating and hot/cold water services,meet the demand and performance standards? What condition are they in?
Energy and efficiency – Are your energy running costs high and could they be reduced? Can the existing building be adapted to suit current Building Regulations and will this be economically viable?

Health and safety – Do your facilities meet current Health and Safety standards?
Maintenance – What is the cost of maintaining the fabric internally and externally? What are the ages of the buildings, future replacement costs and existing specification standards?
Extensions – Does the project require possible extensions to existing buildings? What are the costs and implications, town planning, design and budget?
Layout – Do your existing changing rooms and clubhouse facilities provide an efficient and economic plan for your activities? Do they meet the recommended standards? Will upgrading and alterations enable a wider range of players eg women and young people, to play football?

Are there issues of access and usage for players or spectators and for people with disabilities? What is the current and anticipated future legislation and what are its requirements?

If a refurbishment or extension is the way forward for you there,prior to submitting an application you should gather key information which should include the following:

- Condition surveys related to the existing building and services, including mechanical and electrical installations, to help establish whether there are any existing toxic substances, ie asbestos or any contamination in the proposed area for refurbishment.
- Measured surveys of the existing buildings. (If this information is not in existence) and an audit of the existing facilities with shortcomings, space standards and provision for people with disabilities.
- Annual maintenance costs, energy costs and an assessment of the life expectancy of the existing building.
- Safety, security and protection of your building and facilities.
- impact on usage of building during the construction programme. Need for temporary accommodation.
- Access and usage by people with disabilities in accordance with the DDA 1995.
- Options for funding fully explored.

Top tips for your project

1. Do not apply for planning permission prior to consulting the Foundation as design compliance should be ensured first.
2. A strong Football Development Plan will determine your needs. Ensure this is in place before beginning the design process.
3. Visit other sites and talk to clubs/organisations that have already been through the process.

Your building

Design principles

Effectively the pavilion is split into two functional and operational. The functional section includes the changing areas and the operational area which consists of the main entrance lobby toilets, clubhouse and kitchen.

Each site will vary and have specific factors that will influence design solutions and project details. It is important you can submit a considered and well designed project.Changing facilities can be provided for a wide range of sports activities,not just football and this should be considered when determining the accommodation. What can be accommodated within your building is often likely to be determined by the site area and planning guidelines. Attention should be paid in particular to the following:

- Orientation of the building in relation to access to the site and the location of any existing utilities.
- Security issues relating to your site including adequate lighting around the facility and consideration to secure by design issues.
- The building must comply fully with the Building Regulations and the Disability Discrimination Act 2004).
- Sufficient space for the proper management of the site in terms of circulation space, child protection issues and simultaneous use by male and female groups in accordance with any football development plans and usage charts submitted with your application.
- Depending on your organisation type, Club/School/Local Authority, this may impact on the usage of the facility and therefore the circulation space required.
- How vital it is to get between outdoor pitches/courts and changing rooms.
- Will there be any size of playing fields as part of the process? If so, there needs to be good evidence of an improvement in provision.
- Usability, including ease of maintenance and cleaning.
- Consider the robustness of the building and its fittings and fixtures.

Your clubhouse and changing room development needs to be considered in the context of the site as a whole.

Changing rooms

Probably the most important part of your building is the changing rooms.The number of these will be determined by your usage plans and the number of pitches on the site. It is usually considered unnecessary to have a pair of changing rooms per pitch so you should consider staggered kick-off times and separate bag storage areas.This will ensure value for money for you and your funding partners.

Changing rooms should always be at ground floor level unless site constraints make this impossible. In particular never plan upper storey changing rooms where studded boots will be worn.

The safeguarding of children is very important and therefore the interior of the changing room itself should not be visible by anyone on the outside.This may require either a lobby area or privacy screens. Once inside there are many different layouts for changing rooms however,toilet and roof for people with disabilities, may also serve to meet the requirements of a range of user groups.



Each changing room must have en-suite shower and lavatory provision.

Two WCs and two washbasins should be provided. It is advisable not to include urinals, as the changing rooms can then be made available for male and female use.

Shower provision should ideally be located away from the changing area in order to help avoid mud from boots and showers. Showers heads rising Allow for a minimum of one shower outlet per 4 persons and nozzles should be positioned at 750 mm centres with the end nozzle set 450mm from the wall. Each shower position allows for 1 sq metre in which to shower and 1 sq metre in which to dry off.

Consideration should be given to people with ambulant disabilities with the provision of handrails and drop down seating in the toilet and shower areas.

When developing designs and specifications for sports pavilions whether new-build or improvement works, account must be taken on a proportionate basis of the needs of players, staff and visitors from ethnic or minority groups in the catchment area of the facility.

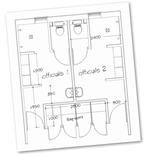
Examples include enhanced levels of changing privacy, and particular hygiene requirements in toilets).The design of the well contained changing/shower/toilet unit for people with disabilities,

Benching to the changing room should be 500mm width (per person) x 450mm from the floor x 450mm min depth off the wall. Consideration should be given to cantilevered legs to assist cleaning underneath and to avoid injuries to feet.To enable this the blockwork and the fixings of the bench must be of appropriate strength to carry the load. Remember to allow for leg room in the corners.

Officials Changing



It is essential to provide good quality changing facilities for both male and female match officials.Therefore, two changing rooms



should be provided, each to accommodate three people and separate genders.

Each official must have the same changing space criteria as is required for the players.Two meters of changing space are recommended.

Within the match officials changing room there must be a minimum of one shower separate from the changing area one WC and one washbasin with hot and cold water and soap provided. More match officials would require greater provision though not necessarily at the same ratio. Allow for privacy screening into the changing area as with players changing rooms.A larger officials room may also double up as a first aid room.

Secure lockers may be required in rooms used by more than one official.

Other accommodation may include health and fitness room, storage, offices and committee rooms, cleaner's store and plant rooms, however you should check the eligibility for funding of these areas with the Foundation Technical Advisor.

Finishes

Changing room floors including showers, and toilets if they are integral with the changing rooms, and disabled shower/toilet



rooms, must be finished in a non-slip surface. Consider surfaces that are easy to clean, the provision of wash down gullies enables changing rooms to be power washed.

Changing room walls can be fair-faced block work as this is often a cheaper and more robust finish than plaster.Shower areas should be tiled or covered floor to ceiling by waterproof panelling. Changing room ceilings are prone to vandalism and must cope with water vapour,condensation and high temperatures.The risk of vandalism can be reduced or eliminated by setting the ceiling height above 2.7m.Where this is not practical, suspended ceiling systems are not recommended.

Existing Football Foundation Funded Projects





Example of wrap around changing facilities on an existing school sports hall.



A four changing room pavilion on a club site.



Six changing room pavilion Parish Council project



Respect

Best Practice Guidance - Changing Rooms and Showering Facilities

TheFA.com/Respect

It is recognised that clubs will use different facilities throughout the country, some with toilets, changing and showering facilities and some without.

The following guidance advises clubs on best practice when using facilities shared by adults, children and young people

We invite you to think about how your club can effectively meet the needs of all its members, taking into account the facilities that are available to them, the number of people accessing them and the activities they are undertaking. Clubs may decide that players are encouraged to come to games already changed, wearing suitably warm clothing e.g. tracksuits and go home after games to shower.

This guidance should be discussed at your club. If you have any further queries in relation to this guidance please contact your County FA Welfare Officer.

1. Where facilities are used by both adults and children at the same time there must access to separate changing, showering and toilet areas.
2. Adult staff/volunteers must not change or shower at the same time as children and young people using the same facilities
3. For mixed gender activities, separate facilities must be available for boys and girls.
4. When children use changing rooms, they should be supervised by two members of staff/volunteers. Older teenagers may not require any supervision however a club may wish to have an appropriately recruited adult within the vicinity of the changing facilities to ensure their welfare is monitored.
5. If a child feels uncomfortable changing or showering in public then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.
6. If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Make sure the child or young person is able to consent to the assistance that is offered.
7. The use of mobile phones and/or photographic equipment by club officials, members, parents and young people should be prohibited within areas where children and young people are changing/showering. (Please refer to The FAs Celebrating Football through Photographs and Video, Best Practice Guidance)
8. Where no changing facilities are available children and young people, parents and travelling clubs should be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. Tracksuits etc.

The FA recognises that not all clubs have their own private facilities and may use those owned by the community/local authority/schools/private business. These facilities may already have their own policy on the use of changing and showering areas to which a club may have to adhere as part of a facilities usage agreement.

The FA wishes to acknowledge that it has incorporated guidance provided by the CPSU in developing this best practice guidance.

FA INFORMATION (RELEVANT DATA SHEETS)

PLANNING ONLY

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1 2 3 4 5 6 7 8 9 10
1:50 @ A1

Work to indicated dimensions only. All dimensions to be confirmed on site. This drawing is to be read in conjunction with other drawings in this series and all relevant consultants drawings and documentation, where applicable. This drawing has been produced for the client and project identified below and is not intended for use by any other purpose other than indicated on this drawing. Report any discrepancies on this drawing to Garrick Architects for clarification.

GARRICK ARCHITECTS
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Scheme
NEW SPORTS CHANGING PAVILION
MONKS RECREATION GROUND,
CRABTREE LANE,
LANCING, WEST SUSSEX, BN15 9PP

Title
TYPICAL CHANGING ROOM
FA COMPLIANT.

Client
LANCING PARISH COUNCIL

Scale	Date	Drawing Number
1:20 @ A1	FEBRUARY 2024	2325-P-04B