



**Sports Grounds  
Safety Authority**

## LICENSE APPLICATION IMPORT

Technologies used:

SharePoint, Microsoft Lists, Power Apps,  
Power Automate and PowerBi

**Jason Clotworthy, Sports Grounds Safety Authority**



Adepteq have been a fantastic partner to work with and provided us with tremendous support as we embarked upon a number of projects. Their SharePoint Online expertise, as well as their deep knowledge regarding the entire Microsoft365 ecosystem, has been invaluable to us. Always professional and always courteous, Adepteq have been a pleasure to work with. Highly Recommended!!!

# SPORTS GROUNDS SAFETY AUTHORITY CASE STUDY

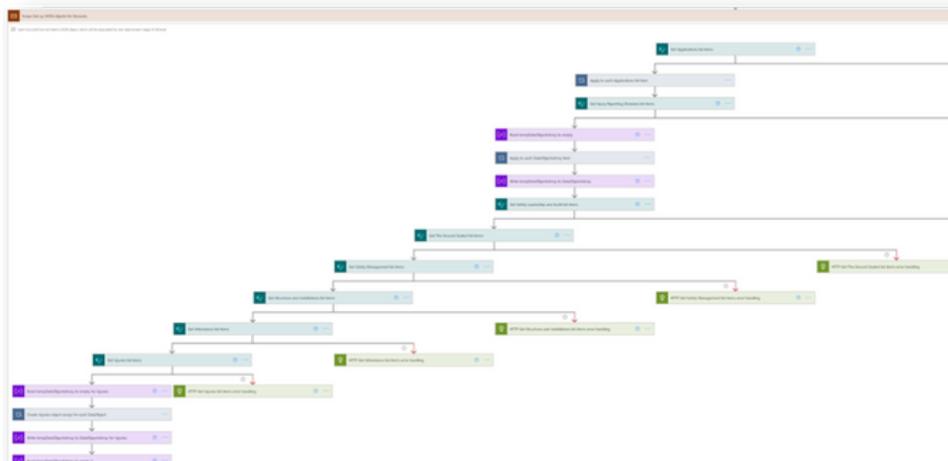
01

## The Problem

Sports Grounds Safety Authority (SGSA) receives applications from football grounds with the aim of obtaining a licence to host persistently-standing spectators at football matches, a requirement that has been in place since the disaster at the Hillsborough Stadium in 1989. This has been a manually run process, where an Excel workbook is sent to each club for senior staff to complete and return to the SGSA.

The data supplied in the workbook is assessed against a set of criteria and a risk rating is applied to the football ground. If the risk of having persistently-standing spectators is considered to be within acceptable limits, the ground is granted a licence.

In addition to gathering the main licence application data, clubs submit data on injuries sustained by staff and spectators at the ground, during matches, and this data is gathered and sent to a third party for analysis. Processing many sets of complex data is cumbersome, and the SGSA were looking for a way to automate the process as much as possible.



# SPORTS GROUNDS SAFETY AUTHORITY CASE STUDY

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## The Solution

A SharePoint site was built to host the form data, with the various lists linked to the parent licence application record. The main part of the project was import and gathering of data using one of the two main Power Automate flow processes. The import flow was triggered when a member of SGSA staff uploaded a completed Excel licence application workbook to a document library on the licencing SharePoint site.

Once the parent licence record was in place, the flow would go through the remaining tables in the Excel workbook, extracting data and writing either one or many records to associated lists in the SharePoint licencing site.

Once the licence application workbooks had all been imported, a second Power Automate flow process was manually run which would gather the record data from the SharePoint lists that relate to injuries (for staff/spectators injured during a football game at the ground in question), and write those records out to a new summarised Excel workbook. This injury data summary workbook would then be sent away for analysis.

**Sports Grounds Safety Authority**  
**Application for a Licence to Admit Spectators Under Football Spectators Act 1989**

**1) Safety Leadership and Audit**

**Safety Leadership**

1 Provide the detail in the table below for each member of the senior Safety Leadership and Management Team for the ground:

Role	Job Title / Position / Body Name	Relevant Qualification / Experience
Safety Officer		
Deputy Safety Officer (one line per deputy)		
Board member, or equivalent, with responsibility for safety		
General Safety Certificate Holder		

2 In relation to discussions at the Board provide the following:

Date of Board meeting at which safety was last discussed as an agenda item (as dd/mm/yyyy)

Percentage of Board meetings in the last 12 months at which safety was discussed as an agenda item

**Audits**

3 Provide the dates on which the following audits were last carried out or indicate if no audit has been undertaken:

Safety Audit

**Notes on completing the form**

All the fields on this worksheet allow free form entry: there are no list boxes

To add further rows, right-click in the last table row and choose 'Insert' -> 'Table Rows Above' from the context menu.

If the ground does not have a Board with non-executive members this will be the most senior committee of the organisation. This refers to discussions on safety in the context of the Safety of Sports Grounds Act 1975

Section 3.22 of the Green Guide recommends that at least once a year a safety audit should be carried out by

# SPORTS GROUNDS SAFETY AUTHORITY CASE STUDY

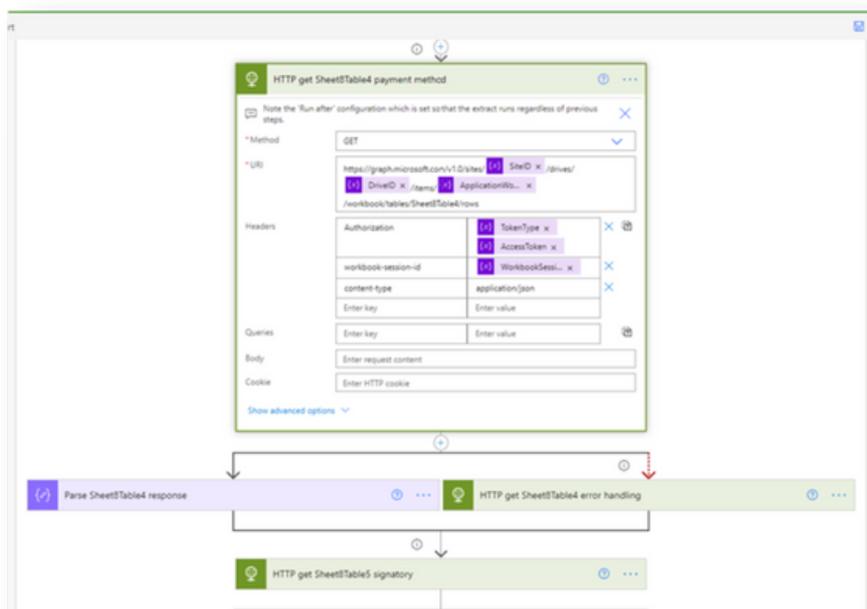
03

## Business Benefits

Data was captured in a more consistent way using the Excel workbooks and the use of data validation limited errors. Importing of data, from a staff perspective, was no more complex than dragging and dropping an Excel workbook into a SharePoint document library.

Data in SharePoint could be viewed immediately after import, allowing SGSA staff to see and compare information across clubs without having to open and view data in Excel workbooks side-by-side.

Staff time which would normally be spent sending out licence application forms, and then manually processing the returned documents, could be used instead to carry out other SGSA work. The gathering of application data was simplified, and the production of the amalgamated injury information data set was also simplified as much as possible, removing the need for staff to be involved.



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