

# Sustainable Sport Carbon Calculator – Checklist



SUSTAINABLE SPORT

Version v1.1

This checklist has been produced to help you identify the information you need to complete the Sustainable Sport Carbon Calculator. For more detail on the questions asked and how your information is used to calculate your carbon emissions, please see our Carbon Calculator [Guidance Document](#).

## How to Use

This checklist provides an overview of the key questions within the Carbon Calculator which will assist in completing and submitting your assessment. Once you have responses to as many of the questions below as possible, enter your information into our [Carbon Calculator](#) to instantly find out your organisation's carbon emissions. **Don't worry if you do not have information for each section, just submit what you have at present and your information can be updated in due course using the link that will be sent to you following your submission.**

## Section 1 – Organisational Details

No.	Question	Response
1.1	What is the name of your organisation?	
1.2	What is the registered address of your organisation?	
1.3	What type of organisation are you?	
1.4	What are the key activities of your organisation?	
1.5	Please provide your name and position within your organisation.	
1.6	Why are you undertaking a carbon emissions assessment?	
1.7	Does your organisation own or control a separate subsidiary organisation?	
1.8	What is the start date of the 12- month period for which you are undertaking this assessment (i.e. the assessment period)?	
1.9	Please enter the number of paid staff members (employees) who worked for your organisation for your assessed year in FTE (full-time equivalent) positions.	<b>Note:</b> Board members, Trustees and Volunteers are not employees, even if they receive payment or expenses.

## Section 2 – Energy Use (Facilities)

No.	Question	Response
2.1	Does your organisation own, lease, manage or hire the facilities that it uses?	<b>Note:</b> If you can identify your facility's energy use, you will be asked to provide the details below.
2.3 +	Please enter your organisation's annual amount of energy consumption (for all facilities) from each of the following: <b>Electricity</b> <b>Gas/LPG</b> <b>Fuel oil</b> <b>Biomass</b> used in kWh (as a number).	<b>Note:</b> This information can generally be found on your energy provider's bills or through your landlord.
2.10	Does your organisation own any on-site renewable generation?	<b>Note:</b> If you select yes to this question, you will be asked the questions below.
2.10a +	2.10a Please enter the total amount of energy in kWh that is generated by: <b>Wind power</b> <b>Solar PV</b>	

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	<b>Other renewable energy sources</b> owned and operated by your organisation.	
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## Section 3 – Energy Use (Hybrid/Home working)

No.	Question	Response
3.1	On average across your staff team, what percentage (%) of time do staff spend working from home?	<b>Note:</b> Further information and examples of how to calculate this can be found in our Guidance Document.

## Section 4 – Travel

### Fleet Vehicles

No.	Question	Response
4.1	Does your organisation own, lease, rent or hire any vehicles?	<b>Note:</b> if you do, you will be asked for the information below.
4.1a+	Enter your organisation's total mileage for the following categories: <b>Car (Petrol)</b> <b>Car (Diesel)</b> <b>Car (Hybrid)</b> <b>Car (Electric)</b> <b>Minibus (Petrol)</b> <b>Minibus (Diesel)</b> <b>Minibus (Electric)</b> <b>Van (Petrol)</b> <b>Van (Diesel)</b> <b>Van (Electric)</b> <b>Fleet Coaches</b>	

### Non-Fleet Vehicles

No.	Question	Response
4.2+	Enter your organisation's total work-related mileage for the following categories: <b>Car (Petrol)</b> <b>Car (Diesel)</b> <b>Car (Hybrid)</b> <b>Car (Electric)</b> <b>Train Travel</b> <b>Air Travel</b> <b>Bus Travel</b> <b>Taxi Travel</b> <b>Ferry Travel</b> <b>Hired Coach Travel.</b>	

### Commuting

No.	Question	Response
4.14	Can you provide emissions data for staff commuting for this assessment period?	<b>Note:</b> if you can provide, you will be asked for the information below.
4.14a+	Enter your organisation's total commuting mileage for the following categories: <b>Car (Petrol)</b> <b>Car (Diesel)</b> <b>Car (Hybrid)</b>	

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	<b>Car (Electric)</b> <b>Train Travel</b> <b>Air Travel</b> <b>Bus Travel</b> <b>Taxi Travel</b> <b>Ferry Travel</b> <b>Hired Coach Travel/Other.</b>	
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## Overnight Stays

No.	Question	Response
4.15	Can you provide the total number of nights spent in paid accommodation (e.g. hotels) during the assessment period?	<b>Note:</b> if you can provide, you will be asked for the information below.
4.15a+	Please enter the total number of nights spent in paid accommodation in: <b>Europe (including UK)</b> <b>Rest of the World (excluding UK).</b>	

## Organisational Events

No.	Question	Response
4.16	Can you provide emissions data for participant travel to your organisation's events for this assessment period?	<b>Note:</b> if you can provide, you will be asked for the information below.
4.16a	Please confirm the emissions data for participant and spectator travel to your organisation's events this year, in kgCO <sub>2</sub> e, as a number e.g. 120	

## Section 5 – Waste and Water

No.	Question	Response
5.1	Can you provide data for waste management for your organisation this year, in terms of kilograms of waste for different categories (e.g. landfill, recycling)?	<b>Note:</b> if you can provide, you will be asked for the information below.
5.1a+	In kilograms (kg), what is the total amount of waste that your organisation has disposed of for: <b>Residual waste – Landfill</b> <b>Energy from Waste</b> <b>Incineration</b> <b>Dry mixed recycling</b> <b>Food waste</b> <b>Waste electricals and electronics</b>	
5.2	If you own, lease or manage your facilities, please enter your organisation's annual amount of water consumption in cubic meters, if known.	

## End of Carbon Calculator

Well done for getting this far! Once you enter the information above into the [Carbon Calculator](#), your results will be instantly emailed to submitted email address. Don't worry if you need to update your information at any time, you can do this by using the link that will be emailed to you following your submission.