

Sustainable Sport Carbon Calculator – Guidance Document

Version v1.1



This Guidance Document has been produced to provide support to organisations to complete the Sustainable Sport Carbon Calculator. For a quick summary of the questions asked to help prepare your submission, please see our quick start [Carbon Calculator Checklist](#).

If you require further support, please contact hello@sustainablesport.org.uk

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Introduction

The Sustainable Sport Carbon Calculator is a bespoke calculator designed for sports organisations to measure their current carbon emissions and to provide a basis for future carbon monitoring and management.

The assessment contains five sections and will take approximately 30 to 60 minutes to complete, subject to all information being available at the time of completion. You can find more information about the questions we ask and our reasons for doing so in our Carbon Calculator Guidance Document.

A summary of the different emission scopes are set out below:

Scope 1 covers emissions that an organisation owns or controls directly. For example, burning fuel in vehicles owned by an organisation.

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Scope 2 are emissions that an organisation causes indirectly and come from where the energy is produced. For example, the emissions caused when generating electricity that is used in office buildings or sports facilities (e.g. floodlights) would fall into this category.

Scope 3 emissions are not produced by the organisation itself and are not the result of activities from assets owned or controlled by them, but by those that it's indirectly responsible for up and down its value chain. An example of this is when we buy, use and dispose of products from suppliers.

Scope 3 emissions include all sources not within the Scope 1 and 2 boundaries however some organisations may not have complete information for all Scope 3 emission questions. Scope 3 emission reporting is optional, however Sustainable Sport strongly advise that organisations include as much information as possible for Scope 3 emissions, even if their ability to assess and submit data for this area is incomplete at present, as it provides a more robust assessment of an organisation's carbon emissions which can be updated as data becomes available.

The Sustainable Sport Carbon Calculator requires various sources of information to calculate an organisation's carbon emissions. Please see our quick start [Carbon Calculator Checklist](#) to help you prepare your information prior to submission. You can also update your information at any time following submission using the link that will be emailed to you.

Key sources of information required to complete the assessment include:

1. Your chosen assessment period (e.g. April 2022 - March 2023). Alignment with your organisation's financial year is advised.
2. The number of FTE (full time equivalent) staff in the organisation over the assessment period
3. Energy use for your organisation (electricity, gas etc) during the assessment period
4. % of time staff in the organisation (if relevant) spent working from home (as a proportion of FTE)
5. The total number of miles for any fleet (organisation owned) vehicles over the assessment period
6. The total number of miles for staff travel over the assessment period (both work related and commuting), if available
7. Total carbon emissions for participants of your organisation's events, if available

The information within your submission will be used to calculate your organisation's carbon emissions. You will then receive your carbon emissions assessment by email along with access to further resources to assist in the reduction of your organisation's carbon emissions.

Should you require any assistance with the survey, please contact us at hello@sustainablesport.org.uk

Section 1 – Organisational Details

This section provides background information so we can categorise your organisation and provide you with tailored feedback. You will need to know how many people your organisation employed over the assessment period to complete this section.

No.	Question	Additional information	Reason for inclusion
1.1	What is the name of your organisation?	Note: Please enter the organisation's name as you would wish it to appear on your carbon emissions assessment.	To understand which organisation this submission belongs to.
1.2	What is the registered address of your organisation?	N/A	
1.3	What type of organisation are you?	N/A	To help us categorise your organisation.
1.4	What are the key activities of your organisation?	N/A	To understand the purpose of your organisation.
1.5	Please provide your name and position within your organisation.	Note: Please enter your name and title as you would wish it to appear on your carbon emissions assessment.	To contact you to provide your carbon emissions assessment.
1.6	Why are you undertaking a carbon emissions assessment?	N/A	To understand your motivation for assessing your carbon emissions.
1.7	Does your organisation own or control a separate subsidiary organisation? (e.g. Local Authority control of a wholly owned Cultural and Leisure Trust)	Organisations who wholly, or partially, own another organisation are responsible for the subsidiary organisation's carbon emissions. Understanding the relationship between organisations enables us to calculate how much of the emissions of the subsidiary organisation's emissions to include in your assessment. This is called establishing an organisational boundary.	To establish your organisational boundary and calculate your Scope 1, 2 and 3 emissions.
1.7a	What proportion of financial/operational control does your organisation have of the subsidiary organisation?	<p>Note: This section only appears if you select 'Yes' to question 1.6.</p> <p>Organisations who wholly, or partially, own another organisation are responsible for the subsidiary organisation's carbon emissions. Understanding the relationship between organisations enables us to calculate how much of the emissions of the subsidiary organisation's emissions to include in your assessment. This is called establishing an organisational boundary.</p> <p>If you require assistance to calculate your organisational boundary, please contact us at hello@sustainablesport.org.uk</p>	To establish your organisational boundary and calculate your Scope 1, 2 and 3 emissions.

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1.8	What is the start date of the 12- month period for which you are undertaking this assessment (i.e. the assessment period)?	<p>The 12-month period of assessment should align with your organisation's financial year (e.g. April – March).</p> <p>The 12-month period of assessment is your 'assessment period' and if this is the first time you have completed a carbon emissions assessment, it will be your 'baseline' (or pre-baseline, depending on the data available to your organisation at this point) assessment.</p>	To understand the timeframe for which your emissions relate.
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.	<p>Note: Board members, Trustees and Volunteers are not employees, even if they receive payment or expenses.</p> <p>Providing your full-time staff equivalent positions enables us to calculate some of your emissions without a requirement to send each of your staff members an assessment.</p> <p>Example: Three full-time staff (3 FTE) have been employed for the full assessment period. In addition, one part-time member of staff (three days per week - 0.6) who has been employed in the last quarter (0.25) of the year. Total FTE = 3 + (0.6 x 0.25) = 3.15</p>	To understand the size of your organisation and calculate your Scope 2 and 3 emissions.

Section 2 – Energy Use (Facilities)

This section looks at the energy use for owned, leased or managed facilities.

No.	Question	Additional information	Reason for inclusion
2.1	Does your organisation own, lease, manager or hire the facilities that it uses?	<p>An organisation is responsible for the emissions that it controls. By owning, leasing or managing a facility an organisation is responsible for those emissions.</p> <p>If an organisation hires facilities from another provider (e.g. hire of sports hall), the owner of the facility is responsible for those emissions, not the hiring organisation.</p>	To calculate the Scope 2 emissions that your organisation is responsible for.
2.2	Please provide details of your organisation's energy supplier and energy tariff (optional response).	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>All organisations are obliged to report Scope 2 emissions using the emissions of the National Grid (Location Based reporting).</p>	<p>To calculate the Scope 2 emissions that your organisation is responsible for.</p> <p>It also enables us to see if your organisation can include Market Based</p>



		However, and in addition, organisations can report on their emissions if they have purchased certificated renewable energy from a supplier (Market Based reporting).	reporting in your carbon emissions assessment.
2.3	Please enter your organisation's annual amount of energy consumption (for all facilities) from electricity used in kWh (as a number). If no electricity is used, please enter a '0'.	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>If your organisation's electricity comes from its own on-site renewable generation (e.g. wind turbine, solar panels), please do not include it in this section.</p> <p>This information can generally be found on your energy provider's bills, or through your landlord.</p>	<p>To calculate the Scope 2 emissions that your organisation is responsible for.</p> <p>It also enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.</p>
2.4	Please enter your organisation's annual amount of energy consumption (for all facilities) from gas used in kWh (as a number). If no gas is used, please enter a '0'.	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>This information can generally be found on your energy provider's bills, or through your landlord.</p>	<p>To calculate the Scope 2 emissions that your organisation is responsible for.</p> <p>It also enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.</p>
2.5	Please enter your organisation's annual amount of energy consumption (for all facilities) from LPG used in litres (as a number). If no LPG is used, please enter a '0'.	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>This section should <u>not</u> include vehicle fuel (separate section).</p> <p>This information can generally be found on your energy provider's bills, or through your landlord.</p>	<p>To calculate the Scope 2 emissions that your organisation is responsible for.</p> <p>It also enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.</p>
2.6	Please enter your organisation's annual amount of energy consumption (for all facilities) from fuel oil used in litres (as a number). If no fuel oil is used, please enter a '0'.	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>This section should not include vehicle fuel (separate section).</p> <p>This information can generally be found on your energy provider's bills, or through your landlord.</p>	<p>To calculate the Scope 2 emissions that your organisation is responsible for.</p> <p>It also enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.</p>
2.7	Please enter your organisation's annual amount of energy consumption (for all facilities) from diesel (for generators) used in	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p>	To calculate the Scope 2 emissions that your organisation is responsible for.

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	litres (as a number). If no diesel is used, please enter a '0'.	<p>This section should not include vehicle fuel (separate section).</p> <p>This information can generally be found on your energy provider's bills, or through your landlord.</p>	It also enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.
2.8	Please enter your organisation's annual amount of energy consumption (for all facilities) from biomass used in kWh (as a number). If no biomass is used, please enter a '0'.	<p>Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.</p> <p>Biomass reporting is separate from reporting within Scope 2 as the CO2 is sequestered during growing.</p>	This enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.
2.9	How did you arrive at your reported energy figures?	Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.	This enables us to understand how accurate the figures you have entered in Section 2 are.
2.10	Does your organisation own any on-site renewable generation?	Note: This question only appears if you select a response to 2.1, above advising that you can identify your utility energy use.	This enables us to tailor our feedback to you in relation to a carbon management plan for your organisation.
2.10a	2.10a Please enter the total amount of energy in kWh that is generated by wind power owned and operated by your organisation. If no wind power is generated, please enter a '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	This enables us to understand your energy profile and to tailor our feedback to you in relation to a carbon management plan for your organisation.
2.10b	2.10b Please enter the total amount of energy in kWh that is generated by solar PV owned and operated by your organisation. If no solar power is generated, please enter a '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	This enables us to understand your energy profile and to tailor our feedback to you in relation to a carbon management plan for your organisation.
2.10c	2.10c Please enter the total amount of energy in kWh that is generated by any other renewable energy sources owned and operated by your organisation. If no other power is generated, please enter a '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	This enables us to understand your energy profile and to tailor our feedback to you in relation to a carbon management plan for your organisation.

Section 3 – Energy Use (Hybrid/Home working)

This section calculates the energy use of sports organisations provide hybrid or working from home options. To complete this section, you will need to provide an indication (in %) of the proportion of time each staff members spends working from home.

A comprehensive online survey can also be provided to organisations to capture staff energy use whilst working from home. Should you wish to undertake this to update your carbon emissions assessment at a later point, please contact us at hello@sustainablesport.org.uk

No.	Question	Additional information	Reason for inclusion
3.1	On average across your staff team, what percentage (%) of time do staff spend working from home?	<p>Examples:</p> <ul style="list-style-type: none"> • If staff generally spend two days per week on average working from home, this would be 40 (%) • If staff generally spend three days per week on average working from home, this would be 60 (%) <p>Most organisations now provide hybrid or home working options for staff, and it is therefore important to monitor and assess these emissions on behalf of the organisation.</p> <p>There can be wide variations for hybrid/home working arrangements between individual members of staff.</p> <p>As such, we provide an estimation of home working energy use based on similar working practices across other sectors.</p> <p>We use your FTE to calculate an estimate for hybrid/home working emissions using the details you have provided to determine a total kgCO₂e value.</p> <p>A comprehensive staff survey can also be provided to organisations to capture staff energy use whilst working from home. This is a more accurate assessment of your organisation's activities however it will take additional time to survey and calculate.</p> <p>Further detail on our calculation factors for hybrid/home working energy can be requested from hello@sustainablesport.org.uk</p>	To calculate the Scope 2 emissions that your organisation is responsible for and to tailor our feedback to you in relation to a carbon management plan for your organisation.

		Example: If the staff from the example in question 1.7 work from home two days per week on average (i.e. 0.4), then the FTE can be multiplied by this factor to provide a calculation for the organisation i.e. 3.15 FTE x 0.4 = 1.26	
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Section 4 – Travel

To complete this section, you will need a record of the total miles from any fleet vehicles within the assessment period in addition to any claimed miles for staff use of their own vehicles. You will also need the total number of nights spend in hotels in 1) Europe (including the UK) and 2) the rest of the world.

Fleet Vehicles

This section covers travel via owned fleet vehicles for work purposes only. Please note that this section should not include any mileage in relation to utilisation of privately owned (e.g. staff) vehicles for work purposes or staff commuting.

No.	Question	Additional information	Reason for inclusion
4.1	Does your organisation own, lease, rent or hire any vehicles?	Owning vehicles directly contributes to Scope 1 emissions, however not all organisations will own vehicles.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1a	Enter your organisation's total mileage for the following category - Car (Petrol). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1b	Enter your organisation's total mileage for the following category - Car (Diesel). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1c	Enter your organisation's total mileage for the following category - Car (Hybrid). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1d	Enter your organisation's total mileage for the following category - Car (Electric). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1e	Enter your organisation's total mileage for the following category - Minibus - Petrol (up to	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.

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	3.5t). If there is no mileage for this type of vehicle, enter '0'.		
4.1f	Enter your organisation's total mileage for the following category - Minibus - Diesel (up to 3.5t). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1g	Enter your organisation's total mileage for the following category - Minibus - Electric (up to 3.5t). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1h	Enter your organisation's total mileage for the following category - Van - Petrol (up to 3.5t). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1i	Enter your organisation's total mileage for the following category - Van - Diesel (up to 3.5t). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1j	Enter your organisation's total mileage for the following category - Van - Electric (up to 3.5t). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.
4.1k	Enter your organisation's total mileage for the following category - Fleet Coaches. If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 2.10.	To calculate the Scope 1 emissions that your organisation is responsible for.

Non-Fleet Vehicles

This section covers the use of public transport and privately owned (e.g. staff) vehicles for work purposes. This section will require reference to your organisation's expense claims to calculate. Please note that this section should not include utilisation of privately owned (e.g. staff) vehicles for staff commuting.

No.	Question	Additional information	Reason for inclusion
4.2	Enter your organisation's total work-related mileage for the following category - Car (Petrol). If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.3	Enter your organisation's total work-related mileage for the following category - Car (Diesel). If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.4	Enter your organisation's total work-related mileage for the following category - Car (Hybrid). If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.5	Enter your organisation's total work-related mileage for the following category - Car (Electric). If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.6	Enter your organisation's total work-related mileage for the following category - Train Travel. If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.7	Enter your organisation's total work-related mileage for the following category - Air Travel. If there is no mileage for this type of transport, enter '0'.	To assist and provide a consistent calculation tool, we advise using Air Miles Calculator Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.8	Enter your organisation's total work-related mileage for the following category - Bus Travel.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees	To calculate the Scope 3 emissions that your organisation is responsible for.

	If there is no mileage for this type of transport, enter '0'.	for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	
4.9	Enter your organisation's total work-related mileage for the following category - Taxi Travel. If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.10	Enter your organisation's total work-related mileage for the following category - Ferry Travel. If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.11	Enter your organisation's total work-related mileage for the following category - Hired Coach Travel. If there is no mileage for this type of transport, enter '0'.	Business travel activities form part of Scope 3 emissions (Category 6). This category includes emissions from the transportation of employees for business related activities in vehicles owned or operated by third parties, including staff members and other organisations.	To calculate the Scope 3 emissions that your organisation is responsible for.

Commuting

This section covers emissions for staff commuting activities during this assessment period. If you do not have this information to hand, then this section can be updated in due course.

A comprehensive online survey can also be provided to organisations to capture staff commuting activities. Should you wish to undertake this to update your carbon emissions assessment at a later point, please contact us at hello@sustainablesport.org.uk

No.	Question	Additional information	Reason for inclusion
4.14	Can you provide emissions data for staff commuting for this assessment period?	Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14a	Enter your organisation's total commuting mileage for the following category - Car (Petrol). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 4.14. Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14b	Enter your organisation's total commuting mileage for the following category - Car (Diesel). If there is no mileage for this type of vehicle, enter '0'.	Note: This section only appears if you select 'Yes' to question 4.14. Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.	To calculate the Scope 3 emissions that your organisation is responsible for.



4.14c	Enter your organisation's total commuting mileage for the following category - Car (Hybrid). If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14d	Enter your organisation's total commuting mileage for the following category - Car (Electric). If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14e	Enter your organisation's total commuting mileage for the following category - Train Travel. If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14f	Enter your organisation's total commuting mileage for the following category - Air Travel. If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>To assist and to provide a consistent calculation tool, we advise using Air Miles Calculator</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14g	Enter your organisation's total commuting mileage for the following category - Bus Travel. If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14h	Enter your organisation's total commuting mileage for the following category - Taxi Travel. If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14i	Enter your organisation's total commuting mileage for the following category - Ferry Travel. If there is no mileage for this type of vehicle, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.
4.14j	Enter your organisation's total commuting mileage for any other type of transport not listed above. If there is no additional passenger miles, enter '0'.	<p>Note: This section only appears if you select 'Yes' to question 4.14.</p> <p>Employee commuting forms part of Scope 3 emissions (Category 7) and includes all relevant forms of transport.</p>	To calculate the Scope 3 emissions that your organisation is responsible for.

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Overnight Stays

This section relates to overnight stays in hotels over the course of the assessment period. This section will require reference to your organisations expense claims to calculate.

No.	Question	Additional information	Reason for inclusion
4.15	Can you provide the total number of nights spent in paid accommodation (e.g. hotels) during the assessment period?	Business travel activities form part of Scope 3 emissions (Category 6). This category also includes emissions from employees staying in hotels.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.15a	Please enter the total number of nights spent in paid accommodation in Europe (including UK).	Note: This section only appears if you select 'Yes' to question 4.15. Separate calculations are required for emissions from hotels in Europe (including the UK) and the rest of the world.	To calculate the Scope 3 emissions that your organisation is responsible for.
4.15b	Please enter the total number of nights spent in paid accommodation in the rest of the world (excluding UK).	Note: This section only appears if you select 'Yes' to question 4.15. Separate calculations are required for emissions from hotels in Europe (including the UK) and the rest of the world.	To calculate the Scope 3 emissions that your organisation is responsible for.

Organisational Events

This section covers emissions for participant and spectator attendance at organisational events during this assessment period. If you do not have this information to hand, then this section can be updated in due course.

No.	Question	Additional information	Reason for inclusion
4.16	Can you provide emissions data for participant travel to your organisation's events for this assessment period?	Travel to an organisation's events (e.g. training, competitions, displays etc) can be a significant source of carbon emissions although this sits outside of an organisation's formal carbon emissions assessment. Although travel to events is out of an organisations direct control, there are actions that organisations can undertake to influence the way people travel e.g. installation of bike racks. As leaders in sport, we want to lead by example and to influence our members, stakeholders, athletes and participants to think about their	To determine the level of emissions resulting from an organisation's events and to tailor our feedback to you in relation to a carbon management plan for your organisation.

		<p>impact on the environment and to promote more sustainable methods of transport and travel.</p> <p>A comprehensive online survey can also be provided to organisations to capture participant and spectator attendance at organisational events. Should you wish to undertake this to update your carbon emissions assessment at a later point, please contact us at hello@sustainablesport.org.uk</p>	
4.16a	Please confirm the emissions data for participant and spectator travel to your organisation's events this year, in kgCO ₂ e, as a number e.g. 120	Note: This section only appears if you select 'Yes' to question 4.16.	To determine the level of emissions resulting from an organisation's events and to tailor our feedback to you in relation to a carbon management plan for your organisation.

Section 5 – Waste and Water

This section relates to your organisation's treatment of waste over the assessment period.

No.	Question	Additional information	Reason for inclusion
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)?	Waste management forms part of Scope 3 emissions (Category 5) and includes emissions from third-party disposal and treatment of waste and wastewater.	To calculate the Scope 3 emissions that your organisation is responsible for.
5.1a	In kilograms (kg), what is the total amount of waste that your organisation has disposed of for - Residual waste - Landfill?	Note: This section only appears if you select 'Yes' to question 5.1. Different categories require different calculations for the total amount of kgCO ₂ e.	To calculate the Scope 3 emissions that your organisation is responsible for.
5.1b	5.1a In kilograms (Kg), what is the total amount of waste that your organisation has disposed of for - Residual waste - Energy from Waste/Incineration?	Note: This section only appears if you select 'Yes' to question 5.1. Different categories require different calculations for the total amount of kgCO ₂ e.	To calculate the Scope 3 emissions that your organisation is responsible for.
5.1c	In kilograms (kg), what is the total amount of waste that your organisation has disposed of for - Dry mixed recycling?	Note: This section only appears if you select 'Yes' to question 5.1. Different categories require different calculations for the total amount of kgCO ₂ e.	To calculate the Scope 3 emissions that your organisation is responsible for.

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5.1d	In kilograms (kg), what is the total amount of waste that your organisation has disposed of for - Food waste?	Note: This section only appears if you select 'Yes' to question 5.1. Different categories require different calculations for the total amount of kgCO ₂ e.	To calculate the Scope 3 emissions that your organisation is responsible for.
5.1e	In kilograms (kg), what is the total amount of waste that your organisation has disposed of for - Waste electricals and electronics?	Note: This section only appears if you select 'Yes' to question 5.1. Different categories require different calculations for the total amount of kgCO ₂ e.	To calculate the Scope 3 emissions that your organisation is responsible for.
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.	Waste management forms part of Scope 3 emissions (Category 5) and includes emissions from third-party disposal and treatment of waste and wastewater.	To calculate the Scope 3 emissions that your organisation is responsible for. This also enables us to understand water use as a sector and to provide tailored feedback.

End of Carbon Calculator

Results will be instantly emailed to the submitted email address following submission of the Carbon Calculator form. 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.