Regulations for the Letting of Sports Pitches & Pavilions - Football

General

1. These regulations apply to the letting of all sports pitches and pavilions which are the responsibility of the Environment & Community Services Department of South Gloucestershire Council.

2. Applications for letting must be made on the forms we provide.

3. The person signing the application will be personally responsible for ensuring that the letting fee/hire charge is paid and for compliance with these regulations. If this person steps down as the nominated contact for the Team/Club, the person taking over responsibility must confirm this in writing by email, letter or fax.

4. The premises/grounds may only be used by the Team/Club on whose behalf the application is made.

5. The booking is provisional until confirmed in writing by the council officer/s responsible for administration of the booking. If it is not confirmed you will be advised of the reason for the decision.

6. On behalf of the Council, the Director of Environment & Community Services may impose special conditions on a letting or authorise other people to do so. This may include requirements as to fire precautions, security of persons or premises, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.

7. The Council reserves the right of entry for its staff or agents at all times.

8. The hirer shall be held responsible for the effective supervision of the arrangements and people present during the period of hire.

9. The Council or its agents reserve the right to terminate the booking and/or agreement if there are concerns about any aspects of the activity including the behaviour of spectators and those taking part in the match.

10. All correspondence including the seasonal paperwork is sent by email to the nominated representative of the Team/Club. It is the Team's/Club's responsibility to ensure that the Council is informed of any changes to these contact details.

11. When contacting the Council by email the Club are advised to use the following email address SportsPitchBookings@southglos.gov.uk

12. No video or photographic images may be taken of children or vulnerable adults on property owned or leased by South Gloucestershire Council without obtaining prior consent from the individual’s parent or carer.
**Booking Fixtures**

13. Priority is given to those teams hiring pitches on a seasonal basis. Casual or additional bookings will be made only when all seasonal fixtures have been allocated, and will be booked onto whichever pitch is available.

14. For seasonal bookings a list of fixtures should be returned with the hire application, or, if this is not possible, as soon as the dates are available and no later than two weeks before the start of the season. This list will be used to calculate the team’s/club’s seasonal charge.

15. All fixtures must be agreed with the Community Spaces team before the first fixture can be played.

16. Where two teams share a pitch it is their responsibility to contact each other to ensure that there are no fixture clashes. Where fixture clashes exist bookings will be made by the Community Spaces team on a first come first serve basis.

17. A list of confirmed bookings will be returned to the nominated club contact along with their seasonal statement.

18. Additional bookings or alterations to bookings may be requested by contacting the Community Spaces team. Written confirmation of the additional booking or alteration must be received by fax, email or letter by 10.00am on the Thursday prior to the weekend’s fixture, or two full working days for mid week bookings.

19. Pitches are reserved for their home team(s) until 12pm on Tuesday prior to the weekend’s fixture or until 2 working days prior to the evening of the mid week’s fixture. From 12.00pm on Tuesday to 10.00am on Thursday all available pitches can be booked by any Club on a first come first serve basis. Therefore seasonal teams that book additional matches after 12.00pm on Tuesday may find that their home pitch has been allocated to another team/club, and will, therefore, need to play elsewhere if a pitch is available.

20. Fixtures for the Easter period must be booked at least two weeks in advance.

21. If it is necessary for Community Spaces team to cancel pitches due to unacceptable playing conditions, a message will be left on our sports pitch web page: [Sports pitches - South Gloucestershire Council](http://www.southglos.gov.uk) and our telephone hotline (01454 865851). This message is updated every Friday as soon as the Community Spaces team is notified by the Grounds Inspector or contractor (usually between 12.00pm-1pm). These details should be passed on to all team members. If the pitch condition alters after 12.00pm on a Friday the Groundsman will inspect the pitch on the day, and his decision will be final. Please be aware that we do not make decisions to cancel pitches lightly. Cancellations are made to protect players and pitches.

22. Games cancelled by the Council may be re-booked during the same season at no extra charge, subject to pitch availability and at the discretion of the Community Spaces team.

23. The Community Spaces team must be informed of any cancellations by 10.00am on the Thursday prior to a weekend fixture, with at least two full working days notice for midweek matches. If cancellation occurs later than this, or on the day, the game will be counted as a game played. Cancellations made by telephone must be confirmed in writing, by email, letter, or fax.

**Charges, Payments and Refunds**

24. Charges are per match.
25. Charges will be made at rates fixed by the Council and shall be liable to change without prior notification. The Council reserves the right to charge the correct rate where the incorrect charge has been quoted although the hirer may wish to cancel the letting in these circumstances.

26. VAT applies when less than 10 seasonal bookings are made or if there is more than 2 weeks between bookings. For further information on VAT please contact us.

27. Seasonal invoices are raised in September and sent to the nominated contact for the team/club. If the team/club prefers that the invoice is sent to a secondary contact e.g. the club treasurer, they must inform the Council at the time that the hire paperwork is submitted.

28. Seasonal fees are payable in 2 instalments, the first to be paid by the 31st October and the second by the 31st January of the season stated in the hire agreement.

29. An invoice for any games played in addition to the ones paid for within the seasonal fee, will be sent at the end of the season. These fixtures will be subject to VAT.

30. Invoices for additional fixtures and one off/ad-hoc bookings must be paid by the date stated on the invoice.

31. The Council does not provide refunds if less than the original number of booked games are played. Any unused bookings cannot be carried over to the following season but may be used to play “friendlies” provided that they take place before the end of the season. However, the Council reserves the discretion to refund charges in exceptional circumstances.

32. All payments should be made promptly using one of the payment options listed on the back of the invoice. The Council reserves the right to cancel future bookings where charges remain unpaid 14 days after the due date of payment. If a Team/Club is not able to make payment by the due date they must contact the Council immediately.

33. All invoices must be paid in full before a pitch will be allocated for the following season.

34. If it is necessary for the Department to undertake extra cleaning after a game, the Club will be charged an hourly rate, plus a 15% administration fee. This must be paid on receipt of the invoice otherwise all remaining bookings will be cancelled.

Training

35. In order to avoid over-use of our pitches training sessions are not permitted. Anyone caught running training sessions will be charged for the reinstatement of the pitch and for the loss of income from any matches that have to be cancelled as a result of the damage they have caused.

Care of Premises

36. The Club must ensure that there is a responsible adult present and able to supervise at all times during the letting. In the event of a match being organised by or for persons under the age of 18 years the booking must be made by, and will be the responsibility of, a responsible adult.

37. The Team/Club must pay the Council the cost of any damage resulting from a letting. This includes the site, pavilion and any equipment stored within.

38. The Team/Club must ensure that any rubbish is cleared away and the premises and grounds are left in the condition in which they were found. Any food items must be removed and disposed at the end of each match. The hirer will be responsible for
reimbursing the Council for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.

39. The Club may not use furniture, equipment or stock on the premises without the approval of the Director of Environment & Community Services.

40. Where decoration or additional fixtures are required hirers may use only surface fixings which cause no damage to the premises.

41. The Team/Club may not use chalk, resin or polishing materials on floors.

42. The Team/Club may not add to or alter the electrical and mechanical installation of the premises or install any specialist equipment such as public address systems without the prior approval of the Director of Environment & Community Services. Any specialist equipment which is used should only be connected to circuits protected by Residual Circuit Devices (RCDs).

43. Any special requests with regard to tables, chairs etc. to be used in connection with the letting should be made known in advance. Please note that it is not always possible to comply with such requests.

Emergency Procedures

44. The Council does not provide First Aid/medical facilities for hirers, nor does it guarantee access to a public telephone system for calling assistance during lettings. The Club must make suitable arrangements for this.

Condition Of Premises/Grounds

45. Whilst the Council is unable to guarantee the fitness, suitability or conditions of the premises or grounds at the commencement of the letting, every effort will be made to ensure that they are in a reasonable state.

Insurance

46. The Council’s insurance does not extend to the Team's/Club's liabilities. It is the responsibility of the Team/Club to provide appropriate insurance.

47. The Team/Club must provide details of their public liability insurance before the hire agreement can be finalised. A minimum cover of £5m is required.

48. The Team/Club must provide insurance cover for equipment left at the premises.

Legal Requirements

49. The Team/Club shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The Club shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior permission of the Director of Environment & Community Services.

50. The Team/Club shall comply with Section 12 of the Children and Young Persons Act 1993, that is to say that, where any play or entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the Club to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
51. The Team/Club will at all times during the letting, act in accordance with the Equality Act 2010. In particular the need to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between persons of diverse groups, and co-operate with the Council in monitoring compliance with this provision.

52. The Team/Club shall ensure that the Team's/Club's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises. If any legal action is taken remuneration of any expenditure incurred shall be forwarded to the Team/Club for full settlement.

53. The Team/Club is specifically forbidden to use, or allow the use of, the hired premises for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

Equalities

54. South Gloucestershire Council’s Guiding Principles state: We will treat everyone fairly, challenge inequalities and promote opportunities for all. To that end organisations hiring our facilities will be encouraged to have in place constitutions which will include a commitment to provide equality of opportunity to all users and spectators, challenge inequality and recognise diversity.

Responsibilities of the Council

55. The pitch will be cut, rolled, and marked-out as necessary by our contractors to ensure it is in a reasonable state of play.

56. The pavilion will be opened by the Groundsman approx 30 minutes prior to the match, locked during the game, and re-opened and closed at the end.

57. On occasion, it may be necessary for the Community Spaces team to change the venue of a match, use the pitch for a special event or vary the siting of a pitch. If this happens clubs will be notified in advance and alternative pitches offered wherever possible.

Responsibilities of the Club

58. To discuss and agree match dates with any other team/club sharing the pitch. If a suitable agreement cannot be reached, the decision of the Community Spaces team will be final.

59. To provide its own goal nets and corner flags. Please note that any team/club property left on the Council’s premises is the sole responsibility of the team/club and must be stored tidily and safely so as not to obstruct any emergency exits and other users of the building.

60. To remove all team/club equipment at the end of each season. Any team/club equipment left after the end of the season may incur a weekly storage charge.

61. To make provision for emergency situations, including first-aid equipment and access to a telephone.

62. To be responsible for the safe keeping of the Club’s equipment and members’ possessions after the pavilion has been opened by the Groundsman.

63. To place in storage all equipment belonging to the Department and the team after each match.
64. The team must not, and must not allow, damage to any equipment belonging to the Council (or any other organisation using the premises), the playing field and its surroundings. The Council reserves the right to a) charge Clubs for any such damage caused and b) to cancel future fixtures.

65. No modifications may be made to the building or surrounding area without the written approval of the Department.

66. No charges may be made for admission to the playing field.

67. To sign the Football Match Return Sheet provided by the Groundsman on each day of play noting, if applicable, any problems with facilities. Please note that if a pitch is deemed playable when it is inspected on Friday a representative of the Team/Club must attend on the day of play regardless of the weather conditions. Failure to attend and sign the Football Match Return Sheet will result in the match being treated as played.

**Compliance with Regulations**

68. Failure by the hirer to comply with any or all of the foregoing regulations, whether intentionally or not, may be deemed by the Director of Environment & Community Services to be just cause for the immediate cancellation of any letting or series of lettings.

**Contact Us**

If you require further information please contact us using the details below:

**South Gloucestershire Council**
Department of Environment & Community Services
PO Box 299
Streetcare & Transport Services
Civic Centre
High Street
Kingswood
Bristol
BS15 0DR

T: + 44 (0)1454 863819 / 3817   Pitch Condition Hotline: 01454 865851
F: + 44 (0)1454 865866
E: [SportsPitchBookings@southglos.gov.uk](mailto:SportsPitchBookings@southglos.gov.uk)
W: [Sports pitches - South Gloucestershire Council](http://www.southglos.gov.uk)