

## **SPORTS PITCH HIRE AGREEMENT – FOOTBALL AND RUGBY**

### **2020 / 2021**

This agreement sets out the requirements for the use of a Wakefield Council sports pitch and changing rooms.

#### **Bookings**

- a) All pitch bookings both seasonal and casual should be made through the Estates Teams on line booking system
- b) If a club has more than one team then each team must make a separate application to hire a pitch. A seasonal booking for a team comprises the use of one pitch for matches and appropriate training during the season. The process for seasonal bookings commences in May/June each year with allocations being confirmed before the beginning of the season in August. With regard summer rugby the process starts in December/January each year with allocations being confirmed before the start of the season in March.
- c) Casual bookings are taken any time throughout the season.

#### **Application Procedure**

- a) All Teams who have expressed an interest in using a Council sports pitch, if requested will be sent a, direct debit form, price list and the 'Sports Pitch Hire Agreement' document. Alternatively this may be completed electronically at:  
<http://www.wakefield.gov.uk/sport-and-leisure/leisure-centres-and-swimming/playing-fields-and-sports-pitches>
- b) The application should be made on line with the completed direct debit form being sent by post. Alternative payment methods are detailed on the back of the invoice. Payment of invoices are due 28 days following receipt. Alternatively a payment plan can be set up over six months by contacting the Councils Finance Section to implement a direct debit mandate.
- c) Full contact details of the club officials must be submitted with the application. Any subsequent changes must be notified as soon as possible.
- d) A part refund of the seasonal booking fee can apply when the club is no longer viable.
- e) Allocation of facilities will usually be based on the previous season's allocation, i.e. teams will usually have first option on the pitch they used the previous season. However the Estates Team reserves the right to allocate any pitch/facility as maybe necessary.
- f) Any team who have not paid the pitch fees in full for a previous season will be refused a Council sports pitch until the outstanding fees have been cleared.

## Terms and Conditions

### General

- a) Each club must be fully insured to cover all risks and must indemnify the Council against any claims or demands arising. The Hirer will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of the facilities. The Hirer will also be responsible for any costs incurred as a result of damage caused through the misuse of the changing facilities, ground and/or posts, including damage to maintenance equipment.

Your team is responsible to ensure that appropriate risk assessments are in place for any activity undertaken on Council land. This includes the appointment of a first aider as required in League stipulations. COSHH legislation should be adhered to for any substances used. Substances must not be stored in any Council building.

- b) The seasonal booking of a pitch includes the initial marking out at the beginning of the season, the grass cutting and maintenance of the pitch during the season, the maintenance of the posts and the end of season renovation works. Prior to grass cutting the pitch is checked for any object / debris however it is the responsibility of the club to check the pitch prior to the start of each game. No overmarking will be completed by the Council unless paid for by the club.
- c) When a pitch becomes unavailable due to unforeseen circumstances, the Council will work with Teams to try to accommodate the team on an alternative pitch until the issue can be resolved. No refunds or discounts will be available in these circumstances.
- d) All posts and sockets are checked by the Council to ensure that they conform to health and safety regulations.
- e) Clubs paying for changing rooms must ensure that they comply with any safety signs and notices. None of the equipment including electrical equipment, water heating equipment, and building heating equipment should be interfered with by any person using the facilities.
- f) Clubs must report any hazard or defect relating to the pitches or buildings to the Estates Team on 01924 307332.
- g) Clubs must report any unauthorised use of pitches to the Estates Team on 01924 307332.
- h) The Hirer will be responsible to ensure all rubbish/litter is removed from site and/or changing rooms following use and for any and all costs incurred for the removal and disposal of such rubbish/litter.

### Pitches

- a) Goal posts and rugby posts are usually provided by the Council with the exception of mini soccer / under 10's. Nets and flag posts are not provided.
- b) Each team must play on the pitch allocated to them. Teams found playing on a pitch not allocated to them will be charged an additional fee in line with casual booking fees, unless this has been agreed with the Council's Estates Team.
- c) Permission is not granted for exclusive use of the pitch.
- d) The general public shall be allowed free access to the field at all times.

- e) Users must park in approved areas only. Teams found to be parking illegally can have their seasonal booking withdrawn.
- f) Clubs players or officials who have been found to have been engaging in racist abuse or harassment may face disciplinary action by the appropriate governing body and Wakefield Council will withdraw the seasonal booking.
- g) The pitch must not be sub-let without special permission of the Council.
- h) To preserve the standard of pitches training should be undertaken for the majority of the time off pitch, with some training crossways on the pitch and minimal training lengthways on pitch. Please note clubs should also only use their allocated pitch.
- i) Should clubs undertake their own line marking then only appropriate governing body approved materials should be used. Herbicides should not be used.
- j) At the end of the playing season as identified by league secretaries, all pitches will be maintained with football posts being dismantled and removed from site prior to renovation works commencing. Requests for additional matches must be submitted to the Estates Team on 01924 307332.

### Changing Rooms

- a) Changing rooms will be cleaned prior to the beginning of each season. Subsequently, each Team is responsible for the care and cleaning of the changing rooms and showers after use. After use, the building should be left clean and also clear of debris. Each team is responsible for providing their own cleaning equipment which should be only of the type used for ordinary domestic purposes. Following the use of any cleaning product the surface should always be rinsed with water.

Before leaving the building every team should undertake to:-

- i) Remove all rubbish / litter and empty all bins.
  - ii) Sweep all mud from changing rooms, corridors, toilet areas, and shower areas.
  - iii) Ensure all toilets are flushed and cleaned.
  - iv) Clean all hand wash basins
  - v) Clean shower areas to remove all mud and ensure that no debris is blocking any drains.
  - vi) Pathways adjacent to building should be swept clear of mud.
- b) All rubbish should be removed from the changing rooms following use and the Hirer is responsible for any and all costs incurred for the removal of such rubbish/litter.
  - c) Football/rugby boots should be removed before entering changing rooms and mud removed outside the building. The cleaning of boots inside the changing room facility is not allowed. Showers and sinks should not be used to clean boots.
  - d) Any faults or defects should be reported to the Estates Team on 01924 307332.
  - e) The changing rooms are checked by Council staff, which includes a water check for legionella, checks for repairs and maintenance and cleanliness.
  - f) Should teams fail to clean the changing rooms after use then this could ultimately result in their seasonal booking being withdrawn and any costs incurred for cleaning being passed onto the club.

- g) The Council reserves the right to close any facility without prior notice should they be deemed unfit / unsafe for use. All clubs using the facility will be informed and the premises re-opened at the earliest opportunity.
- h) Equipment should not be stored in changing rooms as these are shared facilities. Should any team store equipment in changing rooms they do so at their own risk and the Council accept no responsibility for any loss or damage.
- i) In the event of a fire in the changing rooms each Team must have their own Fire Procedure in place for evacuation and an allocated muster point.

### **Cancellation Of Matches**

- a) Weekly matches can be cancelled if the ground / weather conditions are considered unsuitable or dangerous or for other reasons. This decision is final and if a team plays on a pitch which has been declared closed for any reason, then the seasonal booking will be withdrawn.
- b) Pitches will be inspected by the Council on a regular basis. The weekly pitch decision for football regarding suitability to play for the forthcoming weekend, lies within the Inspection Procedure set up by the League Secretaries. Pitch inspections are undertaken by Football Leagues and decisions communicated to Teams. However if pitches are deemed suitable, the final decision regarding if a match will play remains with the referee.
- c) The weekly pitch decision for rugby remains with the Clubs and referees. However the Council will contact Clubs individually should a pitch be withdrawn from play for any reason by the Council.

### **Part Fees For Pitch Bookings**

Should a team need to cancel their pitch booking then the following will apply with regard to refunds and charges.

<b>FOOTBALL AND RUGBY WINTER LEAGUE</b>				
	<b>REFUNDS</b>		<b>CHARGES</b>	
	Up to 31 December	From 1 January	Up to 31 December	From 1 January
Senior Football	50%	Nil	100%	50%
Junior Football	50%	Nil	100%	50%
Mini Soccer	50%	Nil	100%	50%
Senior Rugby League / Union	50%	Nil	100%	50%
Junior Rugby League / Union	50%	Nil	100%	50%
<b>SUMMER LEAGUE</b>				
Mini Soccer	Playing in the Summer League from beginning April to beginning of August charged 50% fees			
<b>RUGBY SUMMER LEAGUE</b>				
	<b>REFUNDS</b>		<b>CHARGES</b>	
	March to 30 June	1 July to 30 November	March to 30 June	1 July to 30 November
Senior and Junior	50%	Nil	100%	50%

**THE COUNCIL RESERVE THE RIGHT TO REVIEW AND ALTER THESE CONDITIONS OR INITIATE NEW CONDITIONS AT ANY TIME.**