

# Football regulations

## Regulations for the letting of sports pitches and pavilions - Football

### General

1. These regulations apply to the letting of all sports pitches and pavilions which are the responsibility of the Department for Place 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 or hire charge is paid and for compliance with these regulations. If this person steps down as the nominated contact for the Team or Club, the person taking over responsibility must confirm this in writing by email, or letter.
4. The premises/grounds may only be used by the Team or 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 Place 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 or Club. It is the Team's or 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 Clubs are advised to use the following email address: [SportsPitchBookings@southglos.gov.uk](mailto:SportsPitchBookings@southglos.gov.uk)
12. Please ensure that you have prior agreement or consent before taking any photos at events on property owned or leased by South Gloucestershire Council. It is vital if an event includes children or vulnerable adults, any photography including video is agreed with all parties (individual's parent or carer) in advance.

## 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 or 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 midweek bookings.
19. Pitches are reserved for their home team(s) until 12.00pm 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. Seasonal teams that book additional matches after 12.00pm on Tuesday may find that their home pitch has been allocated to another club, and may need to play elsewhere if a pitch is available.
20. 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: [Outdoor sports facilities - South Gloucestershire Council](#) 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.
21. 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.
22. 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, or letter.

## Charges, Payments, and Refunds

23. Charges are per match.
24. 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.

25. 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.
26. Seasonal invoices are raised in September and sent to the nominated contact for the Team or Club. If the Team or 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.
27. Seasonal fees are payable in 2 instalments, the first to be paid by the 31st of October and the second by the 31st of January of the season stated in the hire agreement.
28. Any bookings made over and above those shown on the seasonal fixture list will be invoiced separately at the end of the season. These fixtures will be subject to VAT.
29. Invoices for additional fixtures and one off or ad-hoc bookings must be paid by the date stated on the invoice.
30. The Council does not provide refunds if less than the original number of booked games are played. However, the Council reserves the discretion to refund charges in exceptional circumstances.
31. 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 or Club is not able to make payment by the due date, they must contact the Council immediately.
32. All invoices must be paid in full before a pitch will be allocated for the following season.
33. 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

34. 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

35. 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.
36. The Team or Club must pay the Council the cost of any damage resulting from a letting. This includes the site, pavilion, and any equipment stored within.
37. The Team or 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.
38. The Club may not use furniture, equipment, or stock on the premises without the approval of the Director of Place. If the kitchen and communal area is used by another group on non-match days e.g., a pre-school or martial arts club, the toys or equipment stored in the pavilion are owned by the organisation and must not be used by the cricketers or their friends and families without permission from that organisation.
39. Where decoration or additional fixtures are required, hirers may use only surface fixings which cause no damage to the premises.
40. The Team or Club may not use chalk, resin, or polishing materials on floors.

41. The Team or 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 Place. Any specialist equipment which is used, should only be connected to circuits protected by Residual Circuit Devices (RCDs).
42. 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

43. The Council does not provide First Aid or 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

44. 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

45. The Council's insurance does not extend to the Team's or Club's liabilities. It is the responsibility of the Team or Club to provide appropriate insurance.
46. The Team or Club must provide details and a copy of their public liability insurance before the hire agreement can be finalised. A minimum cover of £5m is required.
47. The Team or Club must provide details and a copy of their employer's liability insurance before the hire agreement can be finalised. A minimum cover of £10m is required.
48. The Team or Club must provide insurance cover for equipment left at the premises.
49. It is a requirement of the Council that clubs or teams shall indemnify and keep indemnified the Council from and against all loss, damages, actions, proceedings, suits, claims, demands and expenses in respect of any injury to, or the death of any person, damage to any property moveable or immovable, or otherwise by any reason as a result of any play or practice by the Cricket Team while playing or practicing on Open Space.

## Legal Requirements

50. The Team or 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 Place.
51. The Team or 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.
52. The Team or 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.

53. The Team or Club shall ensure that the Team's or Club's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. 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 or Club for full settlement.
54. The Team or 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

55. 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

56. The cricket square will be cut, rolled, and marked out as necessary by our contractors to ensure it is in a reasonable state of play.
57. The pavilion will be opened by the Groundsman approx. 30 minutes prior to the match and locked at the end.
58. 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 the pitch. If this happens clubs will be notified in advance and alternative pitches offered wherever possible.

## Responsibilities of the Club

59. To discuss and agree match dates with any other team or club sharing the pitch. If a suitable agreement cannot be reached, the decision of the Community Spaces team will be final.
60. To provide its own goal nets and corner flags. Please note that any Team or Club property left on the Council's premises is the sole responsibility of the Team or Club and must be stored tidily and safely so as not to obstruct any emergency exits and other users of the building.
61. To remove all Team or Club equipment at the end of each cricket season. Any Team or Club equipment left after the end of the season may incur a weekly storage charge.
62. To make provision for emergency situations, including first-aid equipment and access to a telephone.
63. To be responsible for the safekeeping of the Club's equipment and members' possessions after the pavilion has been opened by the Groundsman.
64. To place in storage all equipment belonging to the Department and the team after each match.
65. The Team or Club 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.
66. The Club must inform the Groundsman on the day if a window on the premises is damaged by a cricket ball. They must also email the office to confirm the details.

67. No modifications may be made to the building or surrounding area without the written approval of the Department.
68. No charges may be made for admission to the playing field.
69. 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 or 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

70. 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 Place 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 for Place**  
Streetcare  
PO Box 1954  
Bristol  
BS37 0DD

T: + 44 (0)1454 865859  
E: [SportsPitchBookings@southglos.gov.uk](mailto:SportsPitchBookings@southglos.gov.uk)  
W: [Outdoor sports facilities](#)

Pitch condition hotline: + 44 (0)1454 865851