



BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

***SETTING THE CONTEXT FOR THE PROVISION OF PITCH FACILITIES
WITHIN THE COUNCIL'S PARKS AND OPEN SPACES,
THE TERMS AND CONDITIONS OF USE
AND THE RELATIONSHIPS BETWEEN THE TOWN COUNCIL, USERS
AND MEMBERS OF THE PUBLIC***

Adopted 15th JANUARY 2015

BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

C O N T E N T S

Item	Page No.
1. Context	3
2. Purpose	3
3. Roles and Responsibilities	4
• Town Council	4
• Town Councillors	4
• Committee (Policy and Resources)	4
• The Proper Officer (Executive Officer and Town Clerk)	4
• Sports Clubs	5
• Club Officials (e.g. Secretary)	5
4. Relationships	5
5. Pitch Allocations Process	6
• Setting of Fees	6
• types and levels of pitch provision, including capacity	6
• Terms and conditions of pitch allocations and hires	6
• The criteria for considering requests for a pitch allocation	7
• Publicising the availability of Pitches	7
• Allocation of pitches	7
• Accepting an Allocation	7
• Sports Teams Meeting	7
• Preparation of Pitches	7
6. Ad-Hoc Pitch Hires	8
7. Maintenance and Upkeep	8
• Set a Maintenance Budget	8
• Maintain a Capital Programme	8
• Works Programme	8
8. Sporting Facilities	8
9. Resolving Disputes	9
10. Formal Procedure for Clubs and Teams to Resolve Disputes	9
11. Formal Procedure for Dealing with Breaches	10
12. Changes to this Policy	10
13. Contact	10
Appendix 1 – Current Standard Terms and Conditions (Football)	11
Appendix 2 – Current Standard Terms and Conditions (Bowling Green)	15

BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

1. CONTEXT

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

Mission Statement - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

On 8th September 2011, the Council approved objectives for each of its service areas as part of the delegation arrangements to Committees and the Executive Officer and Town Clerk. There are four objectives in relation to Open Spaces and Parks.

Open Spaces & Parks Objectives

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

In providing pitches, the Council does so as part of its mission to the community and in fulfilling the wider Open Spaces and Parks Objectives in the Town.

2. PURPOSE

The Pitches Policy sets out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town. Its purpose is to ensure the provision of quality sports facilities to meet identified needs within the context of providing and maintaining parks and open spaces to a high standard. To that extent Braunstone Town Council provides pitches as part of providing sporting facilities within public parks and open spaces that are open to all in the Town to use and enjoy. The Policy provides the framework for identifying sporting needs, which in turn identifies the level and type of provision, balanced with the multiple uses of our Open Spaces and Parks, which includes play facilities.

The Pitches Procedure sets out how the Council will determine provision and the basis upon which pitch allocations will be made. It identifies the responsibilities of the Town Council, the sporting teams using the pitches and the facilities, how they work together and also how they work with the wider community for the mutual benefit of the Town. The procedure also provides a framework for ensuring fairness and transparency and resolving any disputes which may arise.

3. ROLES AND RESPONSIBILITIES

Town Council

Responsible owner of the Town's open spaces and parks, including pitches and sporting facilities, responsible for the overall provision and funding and ensuring that the Council's Objectives are met, which includes:

- a) setting strategic policy and objectives;
- b) setting the maintenance budget;
- c) approving a capital plan for investment in the improvement and development of the facilities, including identifying funding; and
- d) providing appropriate staffing resources to ensure high standards and safety requirements are met.

Town Councillors

Town Councillors collectively form the Town Council and collectively make decisions which the Town Council is responsible for. Collectively they form the corporate body of the Town Council, which has its own legal and continuing identity. As individual Councillors they have no decision making power, however, they provide an important link between the Town Council's decision making processes and the community and individuals of the Town. Town Councillors represent all who live in their ward, whether they voted for them or not.

Committee (Policy and Resources)

Responsible for determining the provision of individual facilities and services and the overall maintenance plan of open spaces and parks, including pitches and sporting facilities. In relation to pitches and sporting facilities, this includes:

- a) determining the types and levels of pitch provision, including capacity;
- b) setting the season fees and hire fees;
- c) setting the criteria for considering requests for a pitch allocation;
- d) setting the terms and conditions of pitch allocations and hires, including the terms and conditions of using the associated facilities; and
- e) allocating pitches where requests for an allocation exceed capacity.

The Proper Officer (Executive Officer and Town Clerk)

Action, undertake activity and responsibilities instructed by decision of the Council or Committee (as appropriate) or contained in standing orders, delegated powers or approved policies and procedures. In relation to pitches and sporting facilities, this includes:

- a) ensuring protection from damage or unsustainable usage;
- b) maintenance to ensure high standards and safety requirements are met;
- c) initiating spot checks to be undertaken to ensure users and hires are complying with the terms and conditions;
- d) allocating and reallocating pitches where requests for an allocation/reallocation can be met within capacity; and
- e) providing legal, financial and policy advice to the Council and Committee on types and levels of pitch provision (including capacity), fees and hire charges, the criteria used for determining allocation and the terms and conditions to be set.

Sports Clubs

To treat the Town's Parks and Open Spaces, including its pitches and associated facilities, and all other sports clubs and users of the open spaces and parks with courtesy and respect, this includes:

- a) no use of violence, intimidation or abusive behaviour under any circumstances;
- b) using the set procedures and channels to resolve issues of contention, dispute or grievance;
- c) respecting and cooperating with Town Council officials, sports association and league officials, including match officials;
- d) ensuring adherence to legislation, including child protection, equalities and health and safety;
- e) complying with all terms and conditions of the pitch allocation and terms and conditions of hire;
- f) ensuring that payment of the fees is made by the due date;
- g) recognising that the open spaces and parks, including the pitches and associated facilities are multi-use community shared facilities, to which all users have a responsibility to respect in accordance with the Town Council's policies and objectives.

Club Officials (e.g. Secretary)

Club officials are responsible for ensuring that their clubs, members, families and friends, fans, including those of opposing teams adhere to the principles of courtesy and respect set out above. Club Officials are responsible for establishing an effective relationship with Town Council officials, sports association and league officials, including match officials. Club Officials are also responsible for ensuring courtesy and respect in relation to their pitch allocations/hires by:

- a) reporting inappropriate behaviour from opposing teams and those associated with the team to sports association, league and match officials as appropriate;
- b) dealing with inappropriate behaviour within the club and those associated with the club by using the club's disciplinary proceedings;
- c) reporting to the Executive Officer and Town Clerk any breaches of Terms and Conditions by their Club and any likely delay in payment, along with proposals to rectify the breach and actions to avoid future re-occurrence;
- d) reporting to the Executive Officer and Town Clerk any breaches of Terms and Conditions by other Clubs.

4. RELATIONSHIPS

In accordance with the Equality Act 2010 no one will discriminate, harass, victimise or treat less favourably another person or group because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation

Under the Act, Braunstone Town Council has a duty to have due regard to:

- eliminating unlawful discrimination, harassment and victimisation;

- advancing equality of opportunity, and
- fostering good relations between different groups.

To that extent, Braunstone Town Council supports the national taskforce campaign Kick it Out, which works to tackle racism and discrimination in football. In accordance with this stance we may ultimately consider withdrawing the use of our pitches and facilities from clubs, teams or individuals found in breach of these obligations, particularly where no proactive action has been taken concerning incidents of discrimination and where no steps are in place to prevent further discrimination in the future.

Under no circumstances will there be any violence, intimidation or abusive behaviour. Clubs and teams must respect and cooperate with Town Council officials, sports association and league officials, including match officials. Clubs and teams must also cooperate with and respect each other. Individuals, Teams and Clubs are urged to resolve any issues of dispute with those concerned in an informal and constructive manner. Should the issue not be resolved or continue then there are set procedures and channels, which must be used for resolving issues of contention, dispute or grievance.

Failure to comply with the above may ultimately result in us withdrawing the use of our pitches and facilities from clubs, teams or individuals found to be in breach of these obligations, particularly where no proactive action has been taken concerning incidents and where no steps are in place to prevent further reoccurrence.

The Executive Officer and Town Clerk may initiate spot checks to be undertaken to ensure users and hires are complying with the provisions of this policy and the terms and conditions of their pitch allocation or ad-hoc hire.

5. PITCH ALLOCATIONS PROCESS

Pitches will be allocated for a season on an annual basis and the annual process will be as follows:

1. **Setting of Fees** – will be determined by Policy and Resources Committee no later than February;
2. **Determining the types and levels of pitch provision, including capacity** – Policy and Resources Committee will make a decision by February on the types and levels of pitch provision and the capacity of the provision, having received advice from the Executive Officer and Town Clerk on the standard of the pitches. The Executive Officer and Town Clerk will receive assessments and professional advice from the Council's Grounds Staff and/or any other professional who the Executive Officer and Town Clerk and the Policy and Resources Committee determine as appropriate;
3. **Terms and conditions of pitch allocations and hires** – including the terms and conditions of using the associated facilities; will be reviewed and approved, at least on an annual basis and will be determined by Policy and Resources Committee no later than February; where terms and conditions are silent it cannot be assumed there is implicit consent, Clubs and Teams must seek advice from the Council concerning matters which are not specified;

4. **The criteria for considering requests for a pitch allocation** – will be reviewed and a criteria approved, including how applications will be dealt with if the number exceeds pitch capacity, at least on an annual basis and will be determined by Policy and Resources Committee no later than February;
5. **Publicising the availability of Pitches** – the Town Council will publicise during February and March, the availability of pitch allocations for the forthcoming season and the notice will make clear:
 - a) the number of pitches available, their type and capacity,
 - b) the fees payable for each type of pitch and the number of games permitted (including training sessions, pre-season games and friendlies),
 - c) the availability of storage space and any fees payable,
 - d) any additional fees and deposits which may be charged, for using facilities and other ancillary fees and deposits, such as key deposits,
 - e) that Terms and Conditions apply to the usage of the pitches and associated facilities and how a copy of these terms and conditions can be obtained,
 - f) the deadline for applications, and
 - g) a named contact, including contact details, for further information, queries or clarification;
6. **Allocation of pitches** – will be by April and will be undertaken by the Executive Officer and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee;
7. **Accepting an Allocation** – sports clubs will receive notification from the Executive Officer and Town Clerk of their allocations, along with the terms of payment and the terms and conditions of use; club officials will be expected to sign and date and return a copy to the Town Council before any matches can be played; the return will detail the name, address and contact details of the Club Official who will be responsible for ensuring adherence by the Sports Club to the terms and conditions, details of payment and this policy and procedure;
8. **Sports Teams Meeting** – after the allocations process and prior to the new season commencing, there will be a meeting of the club officials representing the Sports Teams who have been granted an allocation; this meeting will:
 - a) discuss how the clubs and teams will work together to share pitches and facilities, where applicable;
 - b) consider general issues which have arisen during the previous season or any other current general issues (the meeting is not convened to discuss individual relationship issues);
 - c) ensure that information is shared concerning preparations for the new season; including dates when the pitches will be ready and marked out; and
 - d) any ideas for improvements to the pitches, facilities and services.
9. **Preparation of Pitches** – after the end of the season there will be a period in which the pitches will not be in use and no ad-hoc hires will be permitted; during this period general maintenance and preparation will take place, including marking out of pitches where appropriate.

Teams allocated a sports pitch do not own the pitch, the Council reserves the right to allow other teams to hold pitch allocations on the same pitch and to allow ad-hoc hiring of pitches.

6. AD-HOC PITCH HIRES

The Council reserves the right to allow ad-hoc hiring of pitches where it has taken a decision to do so. Ad-hoc hires will only be allowed in circumstances where the condition of the pitch allows and is not to the detriment of those who hold a pitch allocation. The Council reserves the right to postpone or discontinue ad-hoc pitch hires if the condition of pitches deteriorate. In the event of a decision to postpone ad-hoc hires due to a deterioration of the pitch and a booking has been made and payment received, the Town Council will work closely with those affected to make alternative arrangements and should this not be possible, to accommodate those affected at other times or refund the payment. Conditions of use of pitches on an ad-hoc basis will be the same, unless otherwise specified, as those for pitch allocations.

7. MAINTENANCE AND UPKEEP

Braunstone Town Council will maintain its open spaces and parks, including pitches and sporting facilities, to a high and safe standard, therefore, the Town Council will:

1. **Set a Maintenance Budget** – Policy and Resources Committee will make recommendations to Council for approval in January;
2. **Maintain a Capital Programme** – the programme will include a list of investment and development work, to ensure continued high standards for future generations;
3. **Works Programme** – an annual maintenance programme is developed for works to be carried out on the Council's Parks, Open Spaces and Sporting Facilities; each year Policy and Resources approves a Winter Works Programme which includes most of the annual maintenance works, taking place outside of the cutting season; however, it is recognised that annual maintenance works on pitches and sporting facilities will mostly take place out of season.

Braunstone Town Council may at any time close pitches and facilities in order to undertake emergency works. The Council also may determine that pitches should be closed for a period of time if there is a significant deterioration in the playing service which may compromise the long term standard of the pitch. In such circumstances, the Town Council will work closely with those affected to make alternative arrangements and should this not be possible, to accommodate those affected at other times or refund pro-rata of fees and charges.

The Town Council will prepare football pitches prior to the season, which includes marking out. Terms and Conditions relating to individual sports will be issued as part of the allocation of pitches and these will set out clearly the responsibilities of the Town Council and the sports clubs and teams concerning maintenance and upkeep.

8. SPORTING FACILITIES

The Council's pitches have associated sporting facilities. Pitches on Mossdale Meadows, Shakespeare Park and Thorpe Astley Park have changing facilities; Mossdale Meadows has equipment storage facilities; Shakespeare Park Bowling Green has an associated Pavilion. Policy and Resources Committee will determine when setting fees and terms and conditions and the criteria, the relationship between a

pitch allocation and use of the facilities and whether any additional charges or terms and conditions should be applied.

9. RESOLVING DISPUTES

All parties should work hard to ensure that issues of contention, dispute or grievance are avoided. Where issues arise, the Town Council, individuals, clubs and teams should seek to resolve these informally through constructive discussion and dialogue.

Where attempts have been made by individuals, clubs and teams to resolve issues of contention, dispute or grievance informally and this has not been successful, or the problem reoccurs, then resolution can be sought through the formal procedure set out at paragraph 10 below.

Where the Town Council wishes to take action against a club or team because it has contravened this policy and/or breached the terms and conditions of the pitch allocation or ad-hoc hire, then it will apply the procedure set out at paragraph 11 below.

10. FORMAL PROCEDURE FOR CLUBS AND TEAMS TO RESOLVE DISPUTES

The following procedure applies to teams and clubs where there are issues of contention, dispute or grievance, which cannot be resolved informally. Where an individual had a dispute which has not been resolved informally, it can only be dealt with under this procedure if the club/team considers it to be a dispute affecting the club/team.

The procedure is as follows:

- a) The complaint must be set out in writing and sent to the Executive Officer & Town Clerk. The complainant should stick to the facts and avoid language that is insulting or abusive.
- b) The Executive Officer & Town Clerk must invite the complainant within five working days to attend a meeting to discuss their complaint. The Executive Officer & Town Clerk must invite any other parties related to the complaint to attend a meeting to put forward their perspective.
- c) The Executive Officer & Town Clerk will consider whether any other facts, material or witnesses will assist in resolving the matter. Mediation between the conflicting parties can also be considered.
- d) The Executive Officer & Town Clerk must reach a conclusion on the case and inform all affected parties and set out the terms of resolution. An Appeal can be made against the terms of resolution. Failure to comply with the terms of resolution will constitute a breach of the terms and conditions of pitch allocation or ad-hoc hire and can be dealt with by the Town Council under paragraph 11.
- e) An Appeal can be launched by an affected party against the terms of resolution. A club/team wishing to appeal should inform the Executive Officer & Town Clerk in writing within five working days of their wish to appeal. An Appeals Committee made up from three Members of the Council will hear appeals against the terms of resolution. The appellant and the Executive Officer & Town Clerk will put their respective case and the Appeal Committee will determine whether to nullify, make amendments, or set different terms of resolution. The decision of the Appeals Committee is final.

11. FORMAL PROCEDURE FOR DEALING WITH BREACHES TO THE POLICY AND THE TERMS AND CONDITIONS

The following procedure applies to Town Council when it becomes aware of a breach by a club, team or individual associated with a club/team of this policy and/or the terms and conditions of allocation and ad-hoc hire and the terms of resolution set out in paragraph 9.

The procedure is as follows:

- a) The Executive Officer & Town Clerk must set out in writing to the Club Official the nature of the allegation and invite the Club Official to attend a meeting to discuss the issue. The Executive Officer & Town Clerk must invite any other parties related to the complaint to attend a meeting to put forward their perspective.
- b) The Executive Officer & Town Clerk will consider whether any other facts, material or witnesses will assist in resolving the matter. Mediation will also be considered.
- c) The Executive Officer & Town Clerk must reach a conclusion on the case and inform the Club Official accused of any breach of the conclusion and set out the terms of resolution. An Appeal can be made against the terms of resolution.
- d) An Appeal can be launched by the affected team/club against the terms of resolution. A club/team wishing to appeal will do so by the Club Official writing to the Executive Officer & Town Clerk within five working days. An Appeals Committee made up from three Members of the Council will hear appeals against the terms of resolution. The appellant and the Executive Officer & Town Clerk will put their respective case and the Appeal Committee will determine whether to nullify, make amendments, or set different terms of resolution. The decision of the Appeals Committee is final.

12. CHANGES TO THIS POLICY

Changes to this policy can be made by the Council's Policy and Resources Committee, subject to this being within their powers of delegation given to them by the Town Council.

13. CONTACT

Any queries concerning this policy should be directed to the Executive Officer & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

APPENDIX 1 – CURRENT STANDARD TERMS AND CONDITIONS (FOOTBALL)

The permission for your pitch allocation is subject to :

Fee Payments

- (1) Your club paying the season fee by the specified dates. If they fail to do so the Club shall not be entitled to use the pitch for the purposes of playing football at any time during the season.
- (2) If on, or after the signing of the Agreement the Club disbands or resigns from the Football League, the Club shall give written notice to the Council within seven days thereafter. Upon receipt of such notification the Council may refund to the Club a percentage of the hire charge pro rata depending in the number of weeks remaining in the football season on the provision that the Club shall not be entitled to any refund if it fails to notify the Council within seven days.

Pitch Marking

- (3) Subject to receiving at least 7 days' notice, the Council will mark out the pitches at the commencement of each season, thereafter each club will be responsible for white lining a pitch as and when required.

Match Fixtures

- (4) The Club Secretary is required to submit a fixtures list to the Executive Officer & Town Clerk before the commencement of the season.
- (5) A club which shares facilities (pavilion/changing rooms, pitches etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing of matches and for the general maintenance and cleanliness of dressing rooms etc.
- (6) At the end of the season no matches/training sessions shall take place on the pitches after **31st May**.

Cancellation of Matches

- (7) It will be the responsibility of the appointed referee to decide whether or not play should take place.
- (8) Should the clubs Team Manager/Representative consider the pitch to be unfit for play on any particular match day he/she should set out his/her reasons in writing and hand a copy to the appointed Referee. A copy of the clubs representations should also be forwarded to the Executive Officer & Town Clerk, so as to be received on the day immediately following the date of the match concerned. In these circumstances the Council will not hold the club responsible for any damage caused to the pitch. However, the clubs may be held responsible for damage caused to pitches due to over-usage and additional games not included on the fixture list.
- (9) The Council shall not be responsible for any loss or damage howsoever arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.

Keyholders

- (10) Your club will appoint a "Keyholder". Please check the enclosed Keyholders List and let me know if there have been any alterations. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your Club's Keyholders that they are responsible for:-

(a) ensuring that all doors (**including fire doors**), garages, sheds, park gates and premises are locked and made secure **for the duration of matches** at the **end of each day's play** whenever the facilities have been used by your club.

(b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition. Ensuring cleanliness of the pitches in surrounding areas, ie. **litter picking following the match**.

(c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

(d) To ensure that any equipment or articles belonging to the Club are removed from the changing rooms facilities.

Parking (Applicable to Mosssdale Meadows only)

- (11) Pitch allocations at Mosssdale Meadows are conditional upon your club appointing a Warden to ensure that there is not inconsiderate parking on the Kingsway Grass Verges. The Warden should advise visitors to use the car parking facilities off Kingsway or the extra car parking available at the Braunstone Civic Centre (ie. No vehicular access to the pavilion and pitch via the bridle road).

Emergencies & Health & Safety Information

(12) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

(13) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954

British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS			
ITEM	NUMBER OF CLUB MEMBERS		
	1 - 5	6 - 10	11 - 50
GUIDANCE CARDS		1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	20	40
STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	1	2	4
SAFETY PINS	6	6	12
MEDIUM STERILE UNMEDICATED DRESSINGS	3	6	8
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4
EXTRA LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

(14) Personal Property

The Council shall not be responsible for any loss or damage to any property arising out of the hiring.

(15) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

(16) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

(17) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council.

(18) Serving Food

Please find enclosed a copy of the Food Standards Agency's Leaflet 'Food Hygiene – A guide for Businesses'. I hope you will find the leaflet helpful - further information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

- (19) Slips and Falls
To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.
- (20) Health & Safety Policy Statement
A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.
- (21) Child Protection Policies
Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

You must ensure that all current and new club members with direct access to children and young people are required to complete a CRB Enhanced Disclosure via The FA CRB Unit.

Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
- The Football Association/NSPCC Child Protection 24 Hour Helpline 0800 800 5000
- The FA child protection team on 0207 745 4649.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.

- (22) Members of your football club shall not, without prior written consent of the Council, assign or sublet the pitches or changing rooms to other teams not listed on the allocations list.

APPENDIX 2 – CURRENT STANDARD TERMS AND CONDITIONS SHAKESPEARE PARK BOWLING GREEN

Your club's permission to use the facilities at Shakespeare Park is therefore subject to the following conditions:-

- (1) A season fee of **£4,748**. The season fee to be reduced subject to the following arrangements being put in place:-

i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.

Discount £578

ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-

Discount £1,941

OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader

JAN / FEB supply and treat with weedkiller

MARCH supply and apply Moss/Worm/Turf Tonic Treatment

APRIL supply and apply fertiliser and weedkiller

JUNE supply and apply fertiliser and weedkiller

Every fourth year hollow tine the green and apply additional top dressing

iii) Summer Green Cutting (3 cuts per week)

Discount £2,883

iv) Security Alarm Systems. Provision and maintenance by the Club of the Club House/Pavilion Alarm and keyholder call-out in the event of activation of either the Braunstone Town Council Store Rooms security alarm or the Club House/Pavilion Alarm.

Free

The net cost to the Council will therefore be **£803**. I acknowledge receipt of the paid invoices covering the above work and I will arrange for a transfer of £803 into your bank account in due course.

- (2) Public Use – The club will make two rinks available for public use to coincide with the Club's Home Fixtures and the Club shall provide appropriate signage indicating that the facility is open to the Public Use.

Bowling Green Assistants will be available during these times in accordance with the previously agreed Badge Identification Scheme.

- (3) Fees – the club will be entitled to keep any fees paid by members of the public for casual use and coaching sessions. Charges for casual hire will remain at £1 per person, per hour.

- (4) A club which shares facilities (pavilion/changing rooms, pitches, etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing for matches and for the general maintenance and cleanliness of dressing rooms, etc.
- (5) It will be the responsibility of the individual green ranger to decide whether or not play should take place. Clubs will be responsible for any damage caused to a green through playing in unsuitable conditions.
- (6) You club will appoint a "Keyholder". Please check and return the enclosed Keyholders List with any alterations as soon as possible. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your club's keyholders that they are responsible for:-

- (a) ensuring that all doors, garages, sheds, park gates and premises are locked, made secure and alarmed at the end of each day's play whenever the facilities have been used by the club.
- (b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition.
- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

The Town Council has agreed that additional keys may also be issued to all Club Members subject to:-

- i) The Club Secretary maintaining an up to date list of keyholders.
 - ii) The club shall be responsible for securing the return of any keys from players who may, from time to time, give up their membership to the club.
 - iii) The club will ensure that all members issued with a key will receive the necessary training in connection with the "Keyholder" responsibilities as set out above.
 - iv) The Shakespeare Park Bowling Club will indemnify Braunstone Town Council against any loss or damage caused to the green or premises due to the gates or clubhouse, etc being left unlocked.
- (7) Bowls Club Use – This agreement covers the exclusive use of four of the six rinks daily, subject to two rinks being made available for members of the public.
 - (8) The use of the pavilion facilities to be shared by the Bowls Club and members of the public.
 - (9) Any further services or facilities which you intend to provide for use by members of the public and for which a charge will be made, must first be approved by the Council's Policy & Resources Committee.

(10) Emergencies & Health & Safety Information

a) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

b) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954

British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS			
ITEM	NUMBER OF CLUB MEMBERS		
	1 - 5	6 - 10	11 - 50
GUIDANCE CARDS		1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	20	40
STERILE EYE PADS, WITH ATTACHMENTS	1	2	4
TRIANGULAR BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	6	6	12
SAFETY PINS	3	6	8
MEDIUM STERILE UNMEDICATED	1	2	4

DRESSINGS	1	2	4
LARGE STERILE UNMEDICATED DRESSINGS			
EXTRA LARGE STERILE UNMEDICATED DRESSINGS			

c) Serving Food

Please find enclosed a copy of the Food Standards Agency's Leaflet 'Food Hygiene – A guide for Businesses'. I hope you will find the leaflet helpful - further information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

d) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

e) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council. Defects noticed by staff or visitors must be reported in writing to the Executive Officer & Town Clerk as soon as possible.

f) Slips and Falls

To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.

g) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

h) Health & Safety Policy Statement

A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.

i) Use of Contractors

Please let me know the name and address of the person appointed by the Club with overall responsibility for supervising the grass cutting and green maintenance contract. The Contractor employed by the Club should be supplied with a copy of the Council's Health & Safety Policy Statement. The following controls must be implemented:-

- All Contractors asked for Health and Safety Policy
- Contractors asked to produce risk assessments for the associated work activities
- Contractor to have public liability insurance cover of at least £2million
- Work of all Contractors is monitored
- Records of monitoring activities are kept

The Council reserves the right to monitor the Contractor's performance in order to check on compliance with the agreed safety arrangements. If Contractors are acting in a way which is deemed to be unsafe then the work will be stopped. As the principal to the contract, the Council has not only the power to do this but the responsibility to ensure the safety of employees, visitors and the Contractors themselves.

Copies of the Council's Risk Assessments (which include 'mowing', 'manual handling' and 'lone working', etc) available for inspection in the Executive Officer & Town Clerk's office, may be of assistance to the person appointed by the Club to supervise the Contract.

(21) Child Protection Policies

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
- The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000
- The FA child protection team on 0207 745 4649.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.