



SAFFRON WALDEN COMMUNITY 3G ARTIFICIAL GRASS FOOTBALL PITCH

SAFFRON WALDEN COUNTY HIGH SCHOOL, AUDLEY END ROAD, SAFFRON WALDEN CB11 4UH

TERMS AND CONDITIONS OF BOOKING – V02 JANUARY 2022

1. Bookings:

- All hirers and users of the Saffron Walden Community 3G AGP (hereafter referred to as SWC3G) are subject to the Terms and Conditions of Hire and Use as shall be laid down from time to time.
- Those wishing to book the facilities must complete the official booking process. No activity can commence until official confirmation of the booking is received by the applicant person/group from Saffron Walden Community FC (SWCFC).
- Pre-booked pitches may not be transferred by the hirer to any other person/group without prior written approval from an authorised SWC3G Manager and/or a Committee Member of SWCFC.
- The contact person(s) named in the online form will be the person with whom all official communication from the SWC3G Manager will take place. If there are any changes in the details of the group organiser/contact person, the SWC3G Manager must be informed immediately.
- The person named in the booking will be the person responsible for the group, including full payment of the facility before playing, behaviour of those attending the booking, and adherence to the terms and conditions of hire and use of the facility including the use of agreed appropriate footwear at all times by all participants and officials.
- All bookings (based on a total of 60 minutes) include the time required by the hirer to move any goals and to otherwise prepare, erect, dismantle and remove any pitch equipment and any training aids before and after each session.
- Each session will commence at precisely the agreed booking time e.g., 17:00, 18:00, 19:00 and so on, and not before.
- No coach, player, official or any other person may enter the playing area until the commencement of their agreed session time.
- Football activity should finish promptly after 55 minutes of the booking have elapsed i.e., 17:55, 18:55, 19:55 and so on.
- The remaining five minutes for each session should be used to properly replace all goals, collect equipment and fully vacate the playing area.
- Goal wheels MUST be fully wound down for moving the goals, and wound up fully (retracted) when in use on the pitch and also in the storage areas.
- Do not allow children to wheel the goals unsupervised. Two persons (adults) must move each goal.

- Goals are to be returned fully into tarmac recessed areas at the end of each session by the outgoing team, UNLESS the incoming team specifically requests that they are retained in position.
- Bookings for children under 18 years of age must be booked and supervised by a person aged 18 or over with an appropriate DBS Check and in-date First Aid qualifications and a First Aid kit.

2. **Cancellation Policy:**

- A minimum of 48 hours' notice of a cancellation must be given to the SWC3G Manager via the online booking platform. Failure to do this, or failure to show on the given hire time for the booking, will result in the group being charged for the hire of the facility.
- All bookings that have paid by Credit Card and are due a refund, will be refunded in full.

3. **Weather:**

- If the pitches are deemed to be unplayable, the SWC3G Manager reserves the right to close the pitches. If this happens every effort will be made to contact the groups directly, but this may not always be possible.
- The pitch will be deemed unusable in the event of heavy rain with standing water, snow, frost or freezing conditions.

4. **Condition of Premises:**

- No items should be taken on to the pitch except those needed to play the football activity for which the facility was booked.
- Drinks, coats, tracksuit tops etc. must be left at the side in the interests of user safety.
- Footwear must consist of appropriate football boots with moulded studs only – refer to images appended to this document.
- Metal studs, bladed boots, dimpled soles, flat soles and trainers are strictly prohibited. This is non-negotiable.
- Any users wearing inappropriate footwear will be asked to leave the facility. There will be no exceptions to this rule, which applies equally to players, coaches/managers, referee and assistants and any other persons entering the pitch.
- Players or others who arrive in flat soled shoes, sliders etc MUST change into and out of the correct footwear OFF the pitch before entering the playing area.
- No spectators, parents, carers, guardians or other non-participants will be permitted to enter the playing area at any time. There will be no exceptions to this rule.
- No glass containers or bottles are allowed in or around the SWC3G pitch and spectator area under any circumstances.
- Smoking or Vaping is not permitted in any area in or around the SWC3G pitch or any other part of the school site at any time.
- NO DOGS are allowed on the school site at any time under any circumstances.
- Chewing gum is not allowed in any area in or around the 3G pitch or surround.
- No food or drink is permitted within the playing area other than water in a reusable bottle. Food may NOT be consumed on the playing area.
- All jewellery should be removed before playing in the interests of player safety.

- Alcohol or drugs are not allowed in or around the pitch and no person who is in the opinion of the Management under the influence of alcohol or drugs will be admitted or allowed on or near the facility or the school site.
- Money/valuables should be left in a safe area and not in an open area on view at any time.
- The SWC3G Management accepts no responsibility for items lost/stolen on the premises or grounds, or for any loss, damage, or injury occurring in or in the vicinity of the pitch, or for any injuries to persons participating in any activity in or on its facilities.
- Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good and/or paid for by the individual, group, club or organisation responsible for the damage.
- No litter shall be left on or near the pitch or any other part of the school. Use the litter bins provided or take any waste home.
- Climbing on the nets, swinging from crossbars and any other behaviour likely to lead to damage to the facility or injury is forbidden and will lead to immediate expulsion from the facility.
- Climbing or standing on the wooden fence alongside the pitch is strictly prohibited at all times.
- Hirers/users may only park in designated parking spaces at the rear of the pitch. On evenings where Saffron Hall events are taking place, all SWC3G users will be required to park in the lower car park area at Copperfields and walk up to/from the SWC3G pitch area. Notice will be given in advance.
- When parking in the pitch side car park, drivers must turn off engines and headlights.

5. **Code of Conduct:**

- Persons using the facility must be attired according to their intended activity (i.e., football).
- No activity, which could be misconstrued or give offence to other patrons, or to surrounding neighbours, will be permitted.
- Special consideration must be given to neighbours living near the facility. No excessive noise, conduct or general nuisance will be tolerated, and offending users will be removed and will not be permitted to use the facility in the future.
- The 5mph speed limit for traffic on the school site must be strictly observed at all times.
- The School and SWCFC reserve the right to deny access for any driver who disregards the speed limit.
- The default route for football traffic leaving the school must be via the Sports Centre car park and Crabtrees exit, unless directed otherwise.
- All School or SWCFC supervising personnel must be obeyed at all times during the hire. They are responsible for ensuring Hirer compliance with the Terms and Conditions of Hire and Use and have the authority to remove users from the facility. Non-acceptance of supervisory personnel's decisions or any aggression or violence towards supervisory personnel will not be tolerated and will result in the removal of those involved from the premises and the cancellation of all future bookings.
- Only players, trainers/coaches and match officials are permitted inside the pitch during a booking time. For safety reasons children under the age of 18 are not allowed inside the pitch area during a booked session unless they are officially part of the booking and of the activity for which the booking was made.
- No use will be permitted outside the operational hours of the pitch. Anyone breaching this rule will be removed and will not be permitted to use the facility in the future.
- The SWCFC Management decisions on admission, allocation, use, operation, or closure of the facilities is final.

6. The Management reserve the right to:

- Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstances.
- Levy charges and fees as it considers appropriate for the use of facilities or services, and to alter such charges or fees at their sole discretion.
- Refuse admission or the continued use of the facilities to any person or group who in their opinion are in breach of any management rule or condition of hire, or whose behaviour is such that it interferes with the safe, efficient operation of the facility.
- Close the facilities for maintenance repair, holidays, or for any other reason. Where such closure occurs, no claim shall lie against SWCFC or its management, staff or personnel in respect of loss or inconvenience suffered.
- Rotate and/or relocate sessions onto different areas of the pitch in the interest of equal use of all areas to prolong pitch life.

SWCFC and its management point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise.

Users with any known medical condition should consult with their doctor before participating in any form of exercise.

Users must bring their own First Aid kit and will be responsible for having suitably qualified first aider present at all times.

SWCFC and SWCHS will not accept any responsibility or liability for any injury arising from the use of the 3G AGP.

An AED (Defibrillator) is available at the School, located on the outside wall of the Pavilion. Hirers should make themselves aware of the location of the AED prior to use of the facility.

In the event of an emergency please call 999 and direct the required service to the School at the address shown at the top of this form.

7. Footwear rules – further details:

- The wearing of correct and approved footwear is essential and is a non-negotiable condition of hire of the 3G AGP Facility. Please refer to the images below for approved footwear.
- There will be no flexibility on this rule whatsoever, under any circumstances. Anyone wearing inappropriate footwear will be asked to leave the pitch and to change into correct footwear.
- The Management reserve the right to cancel any future bookings if footwear rules are broken and will not enter into any debate on the subject.
- The “home” team is responsible for clearly informing visitors/opposition of the strict requirement to comply fully with footwear rules.
- The rules apply equally to visiting players, managers and coaches and referees who must ALL be advised of the footwear rules. Any visitors in forbidden footwear will not be permitted access to the playing area.
- The home team manager must assume the responsibility for checking and vetting footwear for all users including visitors and must deny access to anyone not complying.
- Any failure of a home manager to enforce the footwear rules for visiting teams, coaches and any match officials will forfeit their future use of the facility.

Use plastic-studded footwear only
(no metal studs)



Do not use blades, dimpled or flat soled shoes

