

# Soccer and rugby application pack 2011/12

Please retain all documents and  
circulate to your committee

Salford City Council

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# Application for hire of soccer and rugby pitches

Please complete this application form in BLOCK CAPITALS

Name of club:.....

Has this name changed? If so, please state previous name:.....

Registered address of club headquarters:.....

..... Post Code:.....

District in which members reside:.....

If attached to any league, please state name:.....

Number of teams requiring pitches (and ages if juniors):.....

Which site did your team/club play on last season?.....

Which site do you prefer?.....

Which pitch is required, please circle your preference

Half / full use
Saturday / Sunday
am / pm

Designated secretary / treasurer:.....

e-mail:.....

The above person will be responsible for payment and be issued with an invoice.

Address:.....

Tel no: (home):..... Tel no: (business):.....

Designated signature:..... Date:.....

Please print above name:.....

If the above secretary / treasurer is new, please state previous name:.....

All managers and committee members have read all of the terms and conditions of hire.  
The club secretary/fixture secretary will supply all home fixtures for all teams in advance to the outdoor facilities manager (preferably by e-mail) according to the conditions of hire.  
The club / organisation agree that the booking will be cancelled should any fixtures not be communicated.

Does the club operate:

- |     |                                                 |         |
|-----|-------------------------------------------------|---------|
| (A) | An open membership?                             | Yes/No  |
| (B) | Intend to play matches/tournaments?             | Yes/No  |
| (C) | Wish to take advantage of the VAT legislations? | Yes/No* |

\*If the answer to (C) above is yes, please see next page and sign as necessary

This application form should be completed and returned to:  
Mr Steve Dennison, Chestnut Avenue Depot, Chestnut Avenue, Walkden, M30 7EE  
Tel: 0161 607 1759 Mobile: 07785794612

Only complete the box below if you have answered yes to (C) previously and wish to take advantage of the VAT legislation.

The hire of sports facilities (e.g. football pitches, bowling greens, swimming pools etc) is liable to VAT at the standard rate (currently 20%). But if you are a club, school, college, association or organisation representing affiliated clubs or constituent association you can avoid VAT altogether.

Before you can hire the facilities without paying VAT, you must agree to **all** of the following requirements:

- (a) You must make a series of bookings.
- (b) The series must not be less than 10 booked periods.
- (c) Each booked period must be in respect of the same activity at the same place.
- (d) The interval between each booked period must not be less than one day and not more than fourteen days.
- (e) You must pay for the whole series even if you cancel all or any of the booked periods.

I agree to abide by the above regulations

Signed: ..... Date: .....  
 Please print name:.....

Office use only				
Booking accepted? Yes / No				
If not accepted, please indicated reason				
Activity	Location	Day	Time	Fee
Other information				
Signed:			Date:	

# Conditions of hire

1. In order to avoid a congestion of fixtures, evening matches may be permitted during the beginning of the season and the end of the season.
2. All teams to report to the attendant on arrival each time.
3. Teams playing in under 17's or above will be charged at 'adult rate'.
4. Any additional costs incurred by the council e.g. damage to pitches or premises will be invoiced, in addition to an administration charge.
5. Secretaries of the clubs granted the joint use of pitches must make arrangements amongst themselves regarding fixtures.
6. **Clubs must either e-mail ([steve.dennison@salford.gov.uk](mailto:steve.dennison@salford.gov.uk)), fax (0161 703 7192) or telephone (0161 607 1759) the fixture list or list of home dates on which the pitch will be required for matches, and if for any reason the pitch will not be required on any such dates, notification thereof must be communicated to the above office as early as possible.**

**All fixtures must be received by the outdoor facilities manager by 12.00pm on the Wednesday prior to matches being played on the forthcoming weekend or the following midweek.**

7. The council reserves the right to cancel, postpone or rearrange any matches if necessary.
8. Salford City Council cannot accept responsibility for accidents on the pitch due to circumstances beyond their control. We will endeavour to inspect pitches for health and safety purposes once a week but clubs are requested to make a similar inspection of the pitch prior to commencement of the game.
9. Salford City Council will not be responsible for any damage due to or loss of any articles or items left in any storeroom or dressing room provided by them.
- 10a. Salford City Council relies upon each club co-operating in protecting the playing fields and pavilion property from damage.
- 10b. Matches must not be switched from away to home without the approval of the council.
- 10c. Home teams will be responsible for the conduct of their own members and also of visiting teams and spectators.

Misconduct will lead to a club being deprived of the privilege of using the location and to forfeiture of hiring fees, without prejudice or any legal proceedings, for the recovery of the cost of reinstatement of any damaged property.

11. Alcohol is not allowed on the premises. All buildings are non-smoking.
12. Evening fixtures to be arranged by 12.00pm on the Wednesday prior to the match.
13. Clubs are required to indemnify this authority against any claims arising from activities of their members at the playing fields and should take out adequate insurance cover.
14. The decision of the outdoor facilities manager or an authorised member of his staff will be final in regard to the fitness for play of any match. Any team playing after being informed that the ground is unfit by the council staff will be fined and repeated misuse will result in the use of pitch being withdrawn immediately.

**Unauthorised use will result in additional charges or cancellation of booking and no right of appeal will be allowed in such circumstance. Use of marked pitches for anything other than official cup/league games will result in clubs/teams be fined and possible withdrawal of right of use.**

15. The parking of cars on the playing fields is strictly prohibited. Any club found parking cars on the playing fields will be deprived of the privilege of using the location and to forfeiture of hiring fees, without prejudice or any legal proceedings, for the recovery of the cost of reinstatement of any damaged property.
16. In the event of any accidents, please refer to the attached guide for the reporting of any accidents, which occur when using pitches let by Salford City Council.
17. Fees – should be paid as indicated on the invoice.  
Failure to pay by the due date(s) will result in loss of booking and/or fine.

## **Cancellation procedure**

During inclement weather pitches will be inspected for playability and certain sites will be 'called off'. Teams should ring the **pitch cancellation line** on **0161 607 1758**: after 1pm on Friday for Saturday matches and after 1pm on Saturday for Sunday matches.

This number may be answered by an officer of the council. If so, please stay on the line to speak to the officer who should be able to offer advice on the day's procedure.

**Failure to adhere to the council's procedure will result in loss of booking and / or fine.**

# Reporting of accidents, injuries and dangerous occurrences

Salford City Council has a legal requirement under Health and Safety Legislation for the reporting of injuries, diseases and dangerous occurrences (RIDDOR 1985).

Although the legislation is directed mostly to happenings at the workplace, Salford City Council provide a public service and it is inevitable that accidents will occur involving members of the public who hire / use the council's recreational facilities.

Injuries caused as a result of an accident or dangerous occurrence need to be recorded no matter how trivial they may appear. Major accidents (identified later in these guidelines) must be reported to the Health and Safety Executive by Salford City Council.

## Reporting procedure

1. In the event of an accident, inform the attendant of the nature of the injuries at the earliest opportunity. (He / she will then contact emergency services if required).
2. All accidents resulting in injury must be reported no matter how trivial they may seem in order that they may be:
  - a. recorded in the accident book, and if necessary
  - b. notified to the Health and Safety Executive
3. The attendant must be supplied with relevant details of the injured person(s) i.e. name, address, how the accident happened, whether or not injured person(s) have gone to hospital, etc.
4. If there is not an attendant on duty then the above mentioned information must be submitted on the following Monday to Salford City Council (0161 607 1759).
5. If the accident is major then team officials must as a course of action notify the aforementioned as a priority on the following Monday, it would be prudent to also notify league secretaries at the earliest opportunity.
6. Please keep attendant/Salford City Council informed of the injured person(s) condition, we are interested and concerned about our customer's welfare.

Please remember that the safety and welfare of the injured person(s) is the first priority. The reporting of the accident/dangerous occurrence is important and necessary, but secondary.

For the purposes of the reporting procedure a major accident is one of the following:

1. Fracture of the skull, spine or pelvis.
2. Fracture of any bone
  - (i) in the arm or wrist, but not a bone in the hand
  - (ii) in the leg or ankle, but not a bone in the foot
3. Amputation of:
  - (i) a hand or foot
  - (ii) a finger, thumb or toe or any part, if the joint or bone is completely severed
4. The loss of sight of any eye, a penetrating injury to any eye or a chemical or hot metal burn to any eye.
5. Either injury (including burns) requiring immediate medical treatment or loss of consciousness resulting from an electric shock from any electrical circuit or equipment whether or not due to direct contact.
6. Loss of consciousness due to lack of oxygen.
7. Acute illness requiring medical treatment or loss of consciousness, resulting from the absorption of any substance by inhalation, ingestion or through the skin.
8. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
9. Any other injury which results in the injured person being admitted into hospital for 24 hours.

# List of outdoor soccer sites

Site	Category
Amblecotes	C
Beech Farm	A
Bolton Road	A
Boothsbank Basin	C
Brookhouse	A
Cadishead	A
Cleavleys	C
David Lewis	A
Eccles Rec.	A
Ellesmere Park	A
Harriet Street	A
Light Oaks	C
Littleton Road	A
Lords Street	A
Madamswood	C
Patricroft	B
Princes Park	A
Rabbit Hills	A
Silver Street	C
Wharton	A

In some cases Category A sites may be booked as Category C for other kick off times

## Facility charges

	Category A	Category B	Category C
Senior Team	£462	£368	£263
Junior Team	£263	£210	£158
Mini Soccer Team	£105	-	£74
Above fees do not include VAT			
One-off match / friendly = £68 + VAT			

## **Salford City Council**

### **Outdoor sports facilities**

Chestnut Avenue Depot

Chestnut Avenue

Walkden

Salford

M30 7EE

Tel: 0161 607 1759

Fax : 0161 703 7192

e-mail: [steve.dennison@salford.gov.uk](mailto:steve.dennison@salford.gov.uk)

**[www.salford.gov.uk/sportspitch](http://www.salford.gov.uk/sportspitch)**