

RENFREWSHIRE COUNCIL
EDUCATION and LEISURE SERVICES

Allocation of Football and other Pitches - Rules and Regulations

Renfrewshire Council
Education and Leisure Services
Johnstone Town Hall
Ludovic Square
JOHNSTONE
PA5 8EE

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Office opening hours for bookings
9.30 a.m. and 4.15 p.m. on Monday - Thursday
9.30 a.m. and 3.15 p.m. on Friday.
See User Manual for reference

Bookings in conjunction with Pitch Booking User Guide issued. - See separate guide on how to book a pitch.

Copies of the official registration forms are available from the above Office.
All details on the form must be completed correctly or the form will become void.

The charges for the use of the facilities are shown separately and are reviewed annually.

Cup Ties

For fixture bookings where there is the possibility of extra time being required the secretary **MUST** state this when making a booking, the kick-off time will then be altered accordingly. If this is not adhered to then double charges will be made should extra time be required. Afternoon Kick offs will kick off half an hour earlier to allow for extra time.

Training Bookings

Where clubs wish to book a facility for **TRAINING** e.g. 1½ hours floodlights this period is solely for **TRAINING** and cannot be used for a game where 2 hours is required to be booked. Training Pitch bookings should be made by contacting the letting office at the above address in person or by contacting them by phone on the usual number. Bookings for training will **not** be included in the "2 pitch bookings per Team" rule.

CANCELLATIONS

In the event of a match being cancelled by Renfrewshire Council there will be **NO** cash refund. In this event a **CREDIT** will be issued entitling the club to accommodation at a future date within the current playing season.

If the referee considers the ground to be unplayable, or if inclement weather should prevail, the Club Secretary and the referee **MUST** contact the authorised employee on duty (groundsman) and take with them the official permit issued from the Letting Office. If this employee agrees as to the ground conditions etc. a credit will be issued to the Secretary. If the employee does not agree that the ground is unplayable then a credit will **NOT** be issued.

A credit will entitle the club to accommodation at a future date without charge, but only if all the foregoing details are observed. The credit does **NOT** entitle a club to priority on a future date.

No cancellation of a booking will be accepted after 4 pm on the Wednesday preceding the Saturday/Sunday of the fixture, or in the case of mid-week, after 4 pm on the working day prior to the fixture.

Renfrewshire Council, Education and Leisure Services, will have the **FINAL** say as to the use of the pitches and their decision shall be binding on all.

DRESSING ROOMS

No person, or player will be permitted into the dressing-rooms until the official **PERMIT** is handed to the authorised employee (groundsman) on duty at the main entrance door.

Entry to the dressing-rooms will be strictly **LIMITED** to 16 persons (13 players plus 3 officials) per club.

Dressing-rooms must be vacated of all players and officials within two and a half hours of the kick-off time, with **EXCEPTION** of mid-week day fixtures when dressing-rooms **MUST** be cleared by 4.15 pm. If this time is exceeded a **SURCHARGE** will be made on the home team.

If any of the two dressing-room keys are not **RETURNED** to the authorised employee (groundsman) on duty within two and a half hours of the kick-off time the home club will **FORFEIT** their right to an application for a pitch, for a competitive fixture and any subsequent applications until the missing key is returned.

Any **DELAY** in returning keys or in the **LOSING** of a key which necessitates the replacement of the door lock will incur a charge which will be passed onto the offending **HOME** club.

As soon as the club official receives the dressing-room key, he **MUST** inspect the dressing-rooms for any damage and report same to the authorised employee on duty.

The club will remain responsible for the dressing-room until the key is handed back to the authorised employee (groundsman) after the game. The dressing-room should be left locked.

Any damage to the dressing-rooms or any other property belonging to Renfrewshire Council will be **CHARGED** to the club involved or result in a possible **BAN** from the allocation of football pitches.

RENFREWSHIRE COUNCIL DOES NOT ACCEPT RESPONSIBILITY FOR THE LOSS OF ARTICLES LEFT IN THE DRESSING-ROOMS OR OTHER COUNCIL PROPERTY.

KICK-OFF TIMES

2.30 pm on Saturdays from August (beginning of season) to the end of October (change of clocks) and from March (change of clocks) onwards to the end of season date to be decided in May.

2.00 pm on the Saturday after the clocks change in October until the (change of clocks) in March

All Sunday fixtures will commence at 1.30 pm throughout the whole season.

If there is a public holiday on the Friday and Monday (i.e. Easter) there will be no football on that weekend.

There is also a closure during the Christmas and New Year break (dates to be determined by Education and Leisure Services).

Evening games will come into operation during April to May: (The precise date will be decided by the Education and Leisure Services), and these games will be restricted to Monday and Wednesday evenings only, unless there is a public holiday on the Monday then the midweek games will revert to Tuesday and Thursday of that week only, or unless by special arrangement with the Education and Leisure Services. Kick-off times for these fixtures must be arranged to allow all players and officials to be clear of the dressing-rooms **NOT** later than 9 pm.

Where pitches are reserved for Saturday or Sunday morning fixtures, it is a condition of booking that the kick-off time **MUST** be arranged to allow the dressing-rooms to be cleared by 11.30 am. Dressing-rooms which are not cleared by 11.30 am will have a **SURCHARGE** placed on the home team.

In cases of **REPLAYS** where there is the possibility of **EXTRA** time being required, the kick-off time will be brought forward by 30 minutes without any additional charges, provided this is stated at the time of booking.

PITCH

It is the Home Club Secretary's responsibility to contact the Letting Office to establish if there is any doubt as to whether or not the pitch will be playable.

If the referee considers that any of the markings on his allocated pitch are indistinct, the authorised employee on duty should be contacted. This employee will endeavour to resolve this wherever possible.

It is the responsibility of the home team to put out the corner flags and also return same to the **EMPLOYEE** in charge after the game. If these are not returned then the home team will be charged for their replacement.

EVERY CARE IS TAKEN IN THE PREPARATION OF PITCHES AND TO ENSURE THAT THE SURFACE OF THE PITCHES ARE FREE FROM GLASS AND OTHER DEBRIS. BUT ALL CLUB OFFICIALS ARE ADVISED TO INSPECT PITCHES BEFORE PLAY. BROKEN GLASS AND OTHER DEBRIS OFTEN APPEARS ON PITCHES FOR REASONS BEYOND THE CONTROL OF THE DEPARTMENT OF Education & Leisure SERVICES WHO WILL NOT BE HELD RESPONSIBLE FOR ANY INJURY HOWEVER CAUSED.

SUNDAY FIXTURES

St James Playing Fields are the pre determined site for Sunday fixtures but in the event of their only being 5 or less games booked by the deadline on Tuesday at 4pm, then Renfrewshire Council, Education and Leisure Services will have the authority to transfer these fixtures to KGV, Renfrew or any other suitable facility. Teams affected by this decision will be either e mailed or telephoned of this decision as soon as possible after the designated cut off time.

Renfrewshire Council, Department of Environmental services will have the FINAL say as to the use of the pitches and their decision shall be binding on all.