

East Renfrewshire Council

Outdoor Sports Pitch Bookings: Terms and Conditions

1. Registration

All groups/teams/clubs/organisations wishing to make use of East Renfrewshire Council's outdoor sports pitch facilities MUST be registered under the Council's Registration Scheme, which is free of charge.

Under no circumstances will outdoor sports pitch lets be granted to those who have failed to complete the registration process (i.e. non-members). Member ID('s) confirmed on completion of the registration process.

All members are required to submit a copy of their Club Constitution (if applicable) and, if group consists of U19's, a copy of their Child Protection Policy.

All youth teams (i.e. under 19's) must be registered with the Scottish Youth Football Association (SYFA). Failure to register with SYFA will result in your team being denied use of our facilities until such time as the team has registered with SYFA. During the registration process you will be asked to quote your unique SYFA ID.

The Council reserves the right to refuse any application for the hiring of a Facility without being required to give any reason for such refusal.

Only the named person(s) on the registration documentation can make enquiries and/or additional bookings/cancellations on behalf of their team/club/organisation. Named person(s) are limited to three per member (i.e. club contact, team contact and another).

2. Grass Pitches

The group/team/club/organisation must only use the pitch allocated to them by East Renfrewshire Council and which has been declared ON. Under no circumstances should any team/club/organisation make use of a pitch which has been declared OFF.

Access to the allocated grass pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation

Information as to whether a pitch is ON or OFF is available as detailed in section 7. The Council's decision as to whether a pitch is ON or OFF is final. The decision will be based on ground conditions at the time of inspection and members must take into account that weather conditions can change.

East Renfrewshire Council cannot be held responsible for matches declared ON at the time of inspection on a Friday, only for the pitch to be declared OFF at the time of inspection on a Saturday.

Any team found to be using any pitch or venue a booking either for a match or training will be charged full price for usage. The council will have the right to suspend or remove the use of a venue if any team are found to be using them without a booking during the close reason or if a pitch has been called off.

2B. 7 a-sides

These will only be allocated to teams where players are 12 years of age or younger.

Saturday	Sunday
09:00-12:00	10:00-13:00
	13:30-16:30

In accordance with guidelines laid down by the clear pathways scheme in conjunction with the SYFA and the SFA, the season now runs from March to November.

Midweek football is permitted during the relevant seasons at Cowan Park and Muirend.

There will be a winter shutdown of all venues from the end of November to the end of February for essential maintenance works to be undertaken.

The council do not provide changing rooms to teams at any of their 7 a-side venues for teams.

2C. 11 a-sides

These will only be allocated to teams where players are over 12 years of age.

Saturday	Sunday
09:00-12:00	10:00-13:00
13:30-16:30	13:30-16:30

Midweek football is permitted on Mondays and Wednesdays only during the relevant seasons.

Midweek football will be allocated on a first come first served basis to all teams, therefore, teams with weekend block bookings (i.e. more than ten consecutive lets) on pitches are not guaranteed their home pitch.

Any registered team can book a midweek grass pitch up to four weeks in advance.

It is the team/club/organisations responsibility to check if week-day pitches are on during times of inclement weather. The team/club/organisation can do so via ERC website, Facebook or Twitter after 3pm on the relevant day. Alternatively, the team/club/organisation can contact the Park's Department direct on 0141 577 3618 after 3pm on the relevant day.

The cut off time for making Monday or Wednesday midweek bookings (grass pitches) is 2pm on the day of the booking.

The cut off time for making weekend bookings (grass pitches) is 2pm on a Friday. Where there is a public holiday Friday, the cut off time is 2pm on a Thursday.

To protect the playing surfaces, the maximum number of games to be played on a pitch in any week will be decided by a Council Officer and his decision will be final but this will also be dependent on weather and other conditions.

Occasional extensions during the above period may be allowed at the discretion of East Renfrewshire Council's Parks Section, subject to the club/organisation providing at least three working days notice prior to the date of the fixture.

Please note, extensions will only be permitted in exceptional cases – for example, where the team/club/organisation is involved in a cup tie where rules require extra time in the event of a drawn game.

3. Synthetic Pitches

These pitches are available throughout the year to all registered members.

The availability of these pitches varies depending on location, therefore, please contact Customer Services for further information (0141 577 3008).

The cut off time for booking a synthetic pitch at MacTaggart and Meikle, Muirend or Woodfarm is 2pm on the day of the booking.

The cut off time for booking all other synthetic pitches (i.e. Carlibar, Mearns, St Lukes and Williamwood) is 12 noon on the day prior to the booking date.

Any registered member can book a midweek synthetic pitch up to four weeks in advance.

The team/club/organisation must only use the pitch allocated to them by East Renfrewshire Council.

Access to the allocated synthetic pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation

May I bring to your attention the planning conditions at Woodfarm Synthetic pitch state that all teams must be off the playing surface at 8.55pm with no exceptions. The attendant will turn off the flood lights at this time. This venue is not suitable for cup ties where extra time may be required.

All games will be cancelled if there is snow or ice on the playing surface. **It is the team/club/organisations responsibility to check if week-day pitches are on during times of inclement weather. The team/club/organisation can do so via ERC website, Facebook or Twitter after 3pm on the relevant day. Alternatively, the team/club/organisation can contact the Park's Department direct on 0141 577 3618 after 3pm on the relevant day.**

All grass pitches will be closed over the Christmas and New Year period.

4A. Weekend Bookings

All grass and synthetic pitches can be booked up to four weeks in advance by teams who have been granted a block booking.

Teams who have a block booking, with East Renfrewshire Council, can book weekend fixtures up until the close of business on Tuesday (Collection Halls at Barrhead and

Eastwood close at 4.15pm and call centres for phone calls close at 4.45pm). From Wednesday morning (Collection Halls at Barrhead and Eastwood open at 9am, and call centres for phone calls open at 8.45am) any registered team can book pitches.

The cut off time for weekend booking is 2pm on Friday. Where there is a public holiday Friday, the cut off for weekend bookings is 2pm on Thursday.

The relevant booking confirmation e-mail/permit should be printed off and made available for inspection at the request of the pavilion attendant on duty. Alternatively, a booking reference number should be quoted. Failure to produce this paperwork/quote this reference will result in the relevant team being unable to access council facilities.

4B. Block Bookings – VAT exemption

In accordance with HMRC rules, the letting of sports and physical recreation facilities for a series of sessions the supply is exempt when all the following conditions are met:

Step	Condition
1	The series consists of 10 or more sessions.
2	Each session is for the same sport or activity.
3	Each session is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes), as long as these are at the same establishment)..
4	The interval between each session is at least 1 day but not more than 14 days (for an interval to be at least 1 day, 24 hours must elapse between the start of each session). The duration of the sessions may be varied. There is no exception for intervals greater than 14 days through the closure of the facility for any reason.
5	The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
6	The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
7	The person to whom the facilities are let has exclusive use of them during the sessions.

<https://www.gov.uk/government/publications/vat-notice-742-land-and-property/vat-notice-742-land-and-property>

If the above conditions are not met in full the booking will be subject to VAT at the standard rate.

To clarify on the above;

- a) A Customer cannot amend or receive a refund for the booking once placed
- b) If a refund is requested then the whole series would become subject to VAT and a club would be invoiced accordingly.
- c) As per the above once the booking is made, if the governing body switches the fixture a "booking credit" shall be offered. This "booking credit" can be used for the rearranged fixture. Booking credits cannot be used to offset invoices and cannot be refunded.
- d) If the booking is cancelled by the council due to an unforeseen event for example a waterlogged pitch then a refund can be offered without losing the VAT exemption.
- e) For other late call offs a booking credit may be issued dependant on the circumstances as with current practice.
- f) If the lessee makes a variation to increase the duration of the let, VAT will be chargeable on the extra time booked. If the variation is to decrease duration, entitlement to the VAT exception shall remain provided no refund is given. Likewise additional one of sessions will be invoiced with VAT.

Requests for block bookings can be made during the registration process or direct to Cleansing and Parks Department (0141 577 3618), once registration process is complete.

On receipt of your block booking request the Parks section will allocate pitches to your team/club/organisation. Parks section will e-mail you a confirmation permit once processed.

The confirmation permit should be printed off and made available for inspection at the request of the pavilion attendant on duty. Failure to produce this paperwork may result in the relevant team being denied use of the council facilities.

Where a team/club/organisation are allocated a series of lets they must contact their appropriate league, advising them of the dates they have been allocated and requesting home fixtures on these allocated dates.

Payments for block bookings are made via direct debit. Payments are made a minimum of twenty-one days in arrears and will include any additional one off bookings or cancellations.

Payment for block bookings is collected on or immediately after the 21st of each month. Monthly statements are sent to each team contact and club contact (if applicable) by 11th of each month.

If a direct debit is returned unpaid an e-mail notification will be sent to the team contact and club contact (if applicable). The team/club/organisation will then be given five working days to make payment otherwise their future lets will be suspended until such times as the outstanding debt has been cleared.

Please note, if a direct debit is returned unpaid more than once within the Season an administration fee of £50.00 will apply on each occasion thereafter to each bank account that fails to have sufficient funds in their account on appointed day of collection (i.e. on or immediately after the 21st of each month)

East Renfrewshire Council reserves the right to cancel any block booking if any team/club/organisation should have their direct debit returned unpaid on three or more occasions. The team/club/organisation will only be permitted to make one off bookings, where payment with VAT is taken in advance of the date of let (refer to section 5 for information).

5. One off or additional bookings/cancellations

All one off or additional bookings/cancellations are made via Customer Services Department (0141 577 3008). Here, you must quote your unique member ID which is allocated to your team after the registration process is complete.

If you are a registered club but do not have a block booking agreement with East Renfrewshire Council you will have to pay for your booking, in advance, by debit card when phoning to make the booking or alternatively in cash at one of our collection halls – Main Street, Barrhead or Eastwood Headquarters, Rouken Glen Road, Giffnock. **Cheques will not be accepted as payment for one off bookings.**

When contacting Customer Services Department for one off/additional booking you will be issued with a booking reference number.

The booking reference number should be quoted to the pavilion attendant on duty on requested date. Failure to quote this reference may result in the relevant team being denied use of the council facilities.

Customer Services opening hours at Barrhead and Eastwood Collection Halls are 9am-4.15pm and call centres for phone calls are open 8.45am-4.45pm. No cash payments are permitted between 1pm-2pm at collection halls.

6. Summer Grass Pitches (11 a-side)

Summer grass pitches are available at selected locations from the start of July to the commencement of the football season. To discuss availability of these areas, please contact Customer Services Department on 0141 577 3008.

Standard charge for use of 11 a-side grass pitch applies.

Teams can only book summer pitches up to four weeks in advance.

7. Cancellation of Booking(s) - BY THE MEMBER (I.E. TEAM/CLUB/ORGANISATION)

Any group/team/club/organisations not requiring an allocated let must advise East Renfrewshire Council at least two clear working days prior to the date of the let otherwise the full cost of the booking is due.

For example: any weekend fixture should be cancelled by 6pm on the Wednesday prior to the let. Where there is a public holiday Friday, cancellations must be made by 6pm on the Tuesday prior to the let.

A review of lets allocated to a team/club/organisation may be undertaken by East Renfrewshire Council's Parks Section if the said team constantly leave cancelling lets until last minute, thus denying other teams/clubs/organisations use of facilities.

7B. Cancellation of Booking(s) - BY EAST RENFREWSHIRE COUNCIL

Weekend fixtures – grass pitches

The decision as to whether a pitch is ON or OFF rests solely with East Renfrewshire Council. All pitches will now be inspected on a Friday afternoon and the information will be made available on ERC's website, Facebook and Twitter page. The parks answering machine will also be updated by 4pm every Friday (4pm on a Thursday when there is a public holiday Friday).

If a pitch is deemed OFF on a Friday, and we are able to accommodate let(s) at an alternate venue, the main contact of relevant group/team/club/organisation will be contacted.

If a pitch is declared OFF by ERC on a Friday then this pitch will remain OFF for the entire weekend.

If a pitch is declared ON by ERC on a Friday and weather conditions change overnight, then it is the responsibility of the home team to organise a 'Match Day Inspection' in order to confirm whether their let should go ahead. This inspection should be undertaken by an authorised match official.

It is the responsibility of each team/club/organisation to contact East Renfrewshire Council via website, Facebook or Twitter after 4pm a Friday to ascertain whether pitches are ON or OFF. Alternatively, the team/club/organisation can contact 0141 577 3914 – where they will hear a recorded telephone message advising if pitches are playable. This decision will refer to both Saturday and Sunday fixtures.

Where the booking is cancelled by the Council (e.g. the pitch is declared OFF), the club will not be charged for the let.

We ask that teams adopt a common sense approach when deciding if a match should be played. The condition of the pitch should be considered not only before the match but what condition the pitch could be in after a match has been played. This decision can determine if a pitch is fit to use for the whole season or if it has to be closed for part of the season to let repair work be carried out and let the pitch recover from damage to the playing surface.

Weekend fixtures – synthetic pitches

The decision as to whether a pitch is ON or OFF rests solely with East Renfrewshire Council.

Inspections for weekend fixtures are undertaken on a Friday afternoon, as detailed in above section.

If MacTaggart & Meikle (3M's) and/or Woodfarm 3rd Generation is declared OFF on a Friday, however, the weather improves, members now have the opportunity to contact the relevant Park Ranger on number below to ascertain whether their lets on a Saturday afternoon, Sunday morning and/or Sunday afternoon lets is ON. On such occasions, members should only contact at the following times:-

- For Saturday afternoon let, members should contact between 11:30-12:00
- For Sunday morning lets, members should contact between 08:45-09:00
- For Sunday afternoon lets, members should contact between 11:30-12:00

MacTaggart & Meikle: 0141 616 3840
 Woodfarm 3rd Generation: 0141 638 6637

Midweek fixtures

It is the responsibility of each club/organisation to contact East Renfrewshire Council on 0141 577 3618 after 3pm on the day of the fixture to ascertain if games are ON or OFF.

8. Equipment – goal posts and nets

Teams are responsible for providing, erecting and taking down goal nets and corner flags and (where fixed goals are not in place) erecting and dismantling the portable goals provided by East Renfrewshire Council. Portable goals and all fittings provided must be returned in their entirety at the end of the game to the original collection point. East Renfrewshire Council reserves the right to charge teams for any items not returned:-

- 11 a-side pins: £7 each
- 7 a-side pins: £3 each
- Spanners: £8 each
- Brass nuts: £3 each
- Rubber hammer: £3 each

9. Fees and Charges for use of East Renfrewshire Council's outdoor sports pitch facilities

The cost of an outdoor sports pitch facility and/or running track includes toilet and changing accommodation.

10. Changing Facilities

Changing facilities will be allocated by the groundsperson on duty and the Council accepts no responsibility for any clothing, equipment or other articles left by the team/club/organisation in the facility. All football boots must be removed before entering the changing facility and under no circumstances should boots be cleaned in sinks or toilet / shower areas.

Damage caused to above facilities will be considered a breach of conditions of let (refer to section 12)

11. Behaviour of teams/clubs/organisations/officials

The team/club/organisation which holds the let is responsible for the behaviour of its members and that of the opposition. The cost of repairing any damage to Council facilities or equipment which occurs during the period of the let is payable by and will be charged to the let holder.

12. Breach of conditions of let

The breach of any of these conditions may result in the cancellation of all further lets allocated to the team/club/organisation and, where appropriate, to financial penalties being imposed.