Annual Synthetic Block Booking

Dear Customer

**Annual Synthetic Training Block Booking Applications**

Applications for the Annual Synthetic Block Bookings will be available from Friday 14 August 2020 and can be submitted online by following the link at the end of this pack. We may also have a limited number of packs available to be uplifted from Hamilton Palace Sports Grounds for the following sites:

**Hamilton Area**
Hamilton Palace Sports Grounds, Bent Recreation Area & Jock Stein Centre

**East Kilbride Area**
Ballerup Recreation Area, Whitemoss Recreation Area & Duncanrig Sports Centre

**Clydesdale Area**
McKirdy Park-Lesmahagow, Blackwood & Kirkmuirhill Community Wing, Lesmahagow Sports Facility, Lanark Racecourse, Tileworks Recreation Area-Stonehouse, John Cummings Stadium & Carluke Leisure Centre

**Cambuslang/Rutherglen Area**
Newton Farm Community Wing, Stonelaw Sports Centre & Eastfield Lifestyle

**Closing date for applications is Sunday 30 August 2020. All completed paper packs should be hand delivered to Hamilton Palace Sports Ground.**

If you require further information regarding the forthcoming season, please do not hesitate to contact us at outdoor_recreation@southlanarkshireleisure.co.uk.

Yours sincerely

Andy House
Recreation Officer

South Lanarkshire Leisure and Culture Ltd is a recognised Scottish Charity, No. SC032549
Sports Pitch Users Update

2020/2021 Grass Season

Thank you to all our customers for their patience and understanding during these challenging times. We hope that you, your families and your teams are all safe and well.

We will shortly be able to get back to what once was normal daily activities for us albeit with some changes in how we do this. For this to happen we have had to rethink the way we operate our facilities to ensure that both our staff and customers are safe and secure while still being able to enjoy and participate in their chosen sport.

To allow you to play the sport you love (and no doubt greatly miss) we will initially be taking the following steps:

- Prior to re-opening, our facilities will be chemically sanitised with our new electrostatic air purification unit and deep cleaned using anti-bacterial cleansers
- We will not be accepting cash, therefore we would ask that all bookings are paid online, use cashless credit facility or bank card over the telephone at our central booking office
- In order to reduce the number of facility users within the buildings we will be limiting access
- To comply with Government guidelines, the booking holder must inform us of their appointed Covid Co-ordinator (name and Contact number) who will be responsible for Track and Trace of all players within each booking and notify the booking office as soon as possible of any Covid-19 potential outbreak
- Staff protection screens will be installed around our reception desk areas to protect both the staff and you the customer
- Initially there will be no changing or shower facilities available to customers using the facility - however controlled access to public toilets will be in place for all
- The introduction of a one-way system will be in place with directional floor markings throughout the building. This is to allow for safe distancing in specific areas while maintaining access to the facility.
- One-way systems will be introduced also externally throughout the synthetic pitch areas – monitored and enforced by staff who are aiming to keep everyone safe – PLEASE RESPECT THIS PROCESS FOR THE BENEFIT OF ALL PLAYERS & SPECTATORS

These measures are being introduced to help everyone stay safe. Your co-operation is essential to make this work.

At all stages we will be following the latest guidance from Scottish Government and national governing bodies.

Take care and stay safe.

Outdoor Recreation Team
SYNTHETIC GRASS SPORTS PITCH

BLOCK BOOKING

PROCEDURES & CONDITIONS

FOR TRAINING & CASUAL PLAY
COVID-19

All Teams/Organisations must follow both government and national governing body guidance in relation to COVID-19. They must follow the instructions of SLLC staff and the on-site rules which have been put in place to protect our staff and customers. Failing to abide by this guidance or instructions will lead to a review of their booking and possible exclusion from all SLLC facilities.

The following procedures and conditions relate to synthetic sports pitch block bookings.

Block booking applications are considered annually and will be effective from 1 October until 30 September.

**Sports Pitch Block Booking Allocation Priority Criteria**

The Sports Pitch block booking allocation system will, where possible, take cognisance of each individual sporting activity in an effort to accommodate and achieve a balanced facility programme.

**Payment Procedures**

All Block bookings must be paid 7 days in advance of booking. Payment can be made in full online or by telephone via the Central Booking Office on 01698 424101 using Debit/Credit Cards. Due to the current situation Cash/Cheque transactions cannot be carried out at the Hamilton Palace Sports Grounds as well as the following sites:-

- Hamilton
  - Jock Stein Centre
  - Strathaven Leisure Centre
  - Whitemoss (John Wright)
  - Duncanrig Sports Centre

- Clydesdale
  - Carluke Leisure Centre
  - John Cuming Stadium
  - Lanark Lifestyles
  - Forth Sports Centre
  - Lesmahagow Sports Facility
  - Blackwood Community Wing

- Rutherglen/Cambuslang
  - Eastfield Lifestyle, Cambuslang
  - Stonelaw Sports Centre

Failure to pay your booking 7 days in advance will result in your booking being automatically cancelled.

All casual bookings must be paid for at the time of booking.
Cancellation of Block Bookings

If a team/organisation does not require their booking on a particular week, a minimum of 7 days advance notice must be given by contacting the central booking office on 01698 424101.

Failure to comply with the above will result in the following actions being taken where appropriate:

- Unpaid bookings will be cancelled automatically as above
- No refund will be given if cancelled within the 7 day notification period

If a team/organisation require to cancel their block booking for a prolonged period of time i.e. school summer holidays, then a maximum of 8 weeks will be accepted. This must be put in writing giving 14 days advance notice. If the required cancellation period exceeds 8 weeks in total then the remainder of the block will be cancelled. You will then be required to re-apply, however we cannot guarantee your original booking slot.

Any team/organisation wishing to cancel their entire block booking allocation must do so in writing, giving 14 days notice.

South Lanarkshire Leisure & Culture Ltd will reserve the right to cancel a block booking to accommodate major community/one off events/Sports Development events etc. Where possible a minimum of 14 days written notice will be given with event related cancellations.

In the event of inclement weather we will give as much notice as possible in respect of cancellation. Any payment will be transferred to your preferred booking date.

Casual Bookings

Casual bookings will be available 7 days in advance and must be paid at the time of booking. Payment for any booking which is cancelled giving 24 hours notice will be transferred to the customer's next booking.
**Charging Policy**

South Lanarkshire Leisure & Culture Ltd offer a range of discounted rates for junior team/organisations as follows:

- U16’s charges apply at full junior rate.
- Scholars/Students – The current policy in respect of charges for junior category.
- A team stipulates that any group aged 16 and over should be charged adult rate. A concession rate can be applied if respective teams can produce current Scholar/Student Cards. To qualify for this concession 70% of participants must hold a valid card.
- South Lanarkshire discounted rate – A discounted rate is available for teams who comprise of 70% or more South Lanarkshire residents. For further information please contact the Central Booking Office.

**Commercial Bookings**

Any facility let which is being used by an organisation for financial gain will be subject to a 100% surcharge.

Commercial organisations must declare their commercial interest/status at the time of making a booking application. This applies to both casual and block bookings. Failure to declare this may invalidate your booking.

**General Booking Conditions**

Any Team/Organisation failing to abide by the General Booking Conditions will have their block booking reviewed.

1. The block booking holder will be responsible for the conduct and general behaviour of all participants associated with their booking and the block booking holder will be held liable for any damage or loss of equipment incurred during a booking.

2. South Lanarkshire Leisure & Culture Ltd does not permit any training or unauthorised use on natural (grass) sports pitches.

3. The consumption of alcohol within Recreation Areas, Stadiums, or Pavilions is **strictly forbidden**.

4. We recommend the use of moulded rubber studded boots on all our synthetic pitches. Please note the following footwear is **not permitted** – Blades or Metal studs.
5. User groups are required to leave sports pitch areas in a reasonable condition, free and clear of litter and debris. Failure to do so may result in the cancellation of any future lets.

6. Block bookings are **not transferable** to any other Team/Organisation. Any unauthorised transfer will result in the loss of the block booking.

7. Groups, who are allocated individual changing rooms at Hamilton Palace Sports Ground and John Cumming Stadium, will require to pay a £10 deposit per room for key hire. This deposit will be redeemed after inspection of the changing area by leisure staff. A supplementary charge will be applied to booking holders if changing areas are left in a poor state of repair and require additional cleaning or maintenance.

8. Any accidents or incidents involving injury must be reported to facility staff or alternatively reported to the Central Booking office (01698 424101) as soon as possible, in order that appropriate records can be maintained.

9. Given the close proximity of some of our facilities to residential properties, it is requested that noise levels are kept to a minimum during the hours of play. The use of foul language is not permitted at any time.

10. Due to the dual use arrangement with particular schools – lets will be cancelled on all public holidays.

This will apply to:
- Carluke Leisure Centre
- Lesmahagow Sports Facility
- Blackwood & Kirkmuirhill Community Wing
- Stonelaw Sports Centre

Please click on the link below to complete and submit your application form online:

[Synthetic pitch block booking application form](#)