

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.

Sometime in the future we will 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 air purification unit and deep cleaned using anti-bacterial cleansers
- We do not anticipate we will be accepting cash therefore we would ask you that all bookings are paid online or 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
- Staff protection screens will be installed (where required) to protect both the staff and you the customer
- We do not expect to offer changing or shower facilities - however controlled access to public toilets may be introduced for customer use
- The introduction of one-way systems will be in place to allow for safe distancing in specific areas

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

All of the above cannot happen until we are in a position to confirm the re-opening of any of our facilities and **at this time our facilities remain closed**. However, by planning ahead our allocations for the coming year we will be able to ensure that we can reopen as soon as is practical once we are given the go ahead.

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

In the meantime please complete the Annual Block Booking Form as normal in order to assist us in our planning ahead of reopening for competitive play once again.

Take care and stay safe.

Outdoor Recreation Team

Our Ref:

Date: Date As Postmark

If calling please ask for: Martha Donnelly
01698 424101

To: Secretaries of Sports Clubs and Associations

Please find enclosed a sports pitch Block Booking Application Package for the period 15 August 2020 to 30 May 2021. The package includes a number of forms which must be completed and returned to South Lanarkshire Leisure & Culture before **Friday 10 July 2020**.

Clubs will be allocated 'Priority fortnightly lets'. Every team must contact our booking office before 12.30pm on a Monday prior to a weekend let to confirm their booking requirement. Failure to contact may result in your pitch being re-allocated.

Please note: No contact will result in no booking for your Club/Organisation

The package also includes information leaflets detailing facility and booking conditions, etc.

FORMS TO BE COMPLETED AND RETURNED

- Saturday/Sunday Block Booking request form highlighting morning lets (10am - 12 noon) and afternoon lets (2pm - 4pm)
- A team/club/organisation sheet highlighting a contact name, league bodies, etc. League Body Section **must** be completed.
 - If a club has a variety of age groups or more than one team, each individual Group/Team will require to apply for an individual block booking.
 - On junior applications we request that age groups be identified by the year of birth (as per SYFA ID's, i.e. 2007's etc). **This year all teams registered as 2004 will now be treated as adult teams.** Please contact our Central Booking Office on 01698 424101 if clarification is required.
- A Club Information Form.
- Checklist.

Completed application packs should be returned to Martha Donnelly, Hamilton Palace Sports Ground, Motehill, Hamilton, ML3 6BY by **Friday 10th July 2020**.

INFORMATION LEAFLETS

- Competitive Sports Pitch Users Update for Re-opening
- Sports Pitch Block Booking Procedures & Conditions
- Customer Information Bulletin

BLOCK BOOKING APPLICATION FORMS

Weekend Pitch Block Bookings

Included within the pack is a 'Saturday/Sunday' Booking Form. The appropriate form should be completed indicating their preferred day. Grass and 11-a-side 3rd Generation pitch facilities have been incorporated into each form. Applicants are asked to highlight their **1st and 2nd choice**. Where possible every effort will be made to accommodate our customers' choices however, if this is not possible an alternative will be offered.

Lanarkshire Football Development Association (LFDA)

As in previous years LFDA will be allocated weekend pitch lets on a block basis. The association will meet with South Lanarkshire Leisure & Culture staff to discuss pitch requirements for the forthcoming season.

Charging policy

South Lanarkshire Leisure & Culture Ltd have a range of rates for Junior teams/organisations which is detailed within the 'Procedures and Conditions'. This is subject to review and you will be notified of any changes should they occur.

Club SL

Should you require more information and you wish to apply for Club SL please refer to our website: http://www.slleisureandculture.co.uk/info/459/club_sl.

General conditions of let

The general conditions of let relating to Sports Pitches and Pavilions are incorporated within the attached general information pack. Please ensure you make yourself familiar with these.

If you require any further information or clarification, please do not hesitate to contact Hamilton Palace Sports Ground on 01698 424101.

Yours sincerely

Andy House

Recreation Officer

Customer Service Bulletin

DISCOUNTED RATE FOR SPORTS PITCHES FOR UNDER 16'S



SOUTH LANARKSHIRE
Leisure & Culture

From 1 April 2015 South Lanarkshire Leisure and Culture Ltd re-introduced charges for all under 16's teams/organisations.

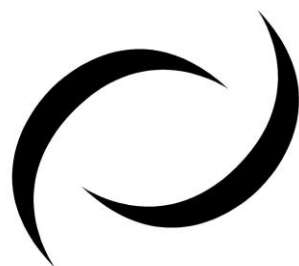
The under 16 rate will remain at 50% of adult rate known as the junior rate. For residents of South Lanarkshire an additional benefit may apply.

In order to benefit from the South Lanarkshire discounted rate (25% of adult rate) the following criteria must be satisfied and appropriate evidence submitted to South Lanarkshire Leisure & Culture:

- Teams/organisations participants must be under the age of 16 years
- Teams/organisations must be established and based in South Lanarkshire
- Teams/organisations must be registered with their sport's governing body
- A minimum 70% of a team's/organisations participants must be resident within South Lanarkshire to qualify for discounted price – a players team list showing each players name, date of birth and home postcode must be submitted to qualify
- Discounted price only applies to constituted teams/organisations with an established child protection policy and procedure
- Teams/organisations must be affiliated to one of the following South Lanarkshire Sports Councils
 - Clydesdale District Sports Council
 - East Kilbride District Sports Council
 - Hamilton District Sports Council
 - Cambuslang and Rutherglen District Sports Council
 - South Lanarkshire Disability Sport

Teams/organisations from outwith the South Lanarkshire area or who do not meet the above criteria, will be able to utilise South Lanarkshire Leisure & Culture's facilities at the standard rates.

If you require further information regarding this, please do not hesitate to contact your nearest South Lanarkshire Leisure and Culture sports facility.



SOUTH LANARKSHIRE
Leisure & Culture

***SPORTS PITCH
BLOCK BOOKING
PROCEDURES & CONDITIONS
FOR FIXTURES
2020/2021 SEASON***

OUTDOOR RECREATION

The following procedures and conditions relate to League fixtures played on natural grass and synthetic surfaces block bookings (weekends only).

Block booking applications are considered on an annual basis and traditionally operate between mid to late August and the end of May of the following year. It is the policy of South Lanarkshire Leisure & Culture Ltd to maximise, where possible the sports pitch provision within the South Lanarkshire area. Procedure and Conditions are subject to review and teams/organisations will be notified of any changes should they occur.

Block Booking Procedures

In an effort to maximise sports pitch use and accommodate as many groups as possible the following arrangements have been put in place.

- Each individual Sports Pitch booking let will be allocated to two teams on a shared basis. (Allocated on the principal of one home and one away match).
- Where appropriate major local league bodies such as the Lanarkshire Football Development Association will be allocated a full block of time slots for self-programming on a weekly basis.

Block Booking Allocation Dates and Procedures

- If a team /organisation is successful with their block booking application they will be allocated a list of dates which confirms 'Priority lets'. For clarification a 'Priority Let' means that a particular pitch will be available to the respective team on those identified dates.
- These allocation dates will indicate one let every fortnight i.e. dates for week one or dates for week two. It is therefore important that when making a block booking application that the preferred starting date (first home game) is identified.

For example:

Week One - commences Sat 15/8/20 or Sun 16/8/20 then every fortnight thereafter

Week Two - commences Sat 22/8/20 or Sun 23/8/20 then every fortnight thereafter

Confirmation & Payment Procedures

- Telephone/email confirmation of requirement of use will still be required before 12.30pm on the Monday prior to a weekend let.

Please note: No confirmation – No let

- Payment for weekend lets must be paid in full by 8.00pm on Wednesday prior to weekend play. Failure to comply will result in a let allocation being cancelled and where appropriate reallocated to another user. Casual bookings for 11-a-side and 7-a-side grass and 3rd Generation synthetic matches will be taken on Thursday from 9am.

- For convenience payment can be made in full online or by telephone to the Central Booking Office on 01698 424101 by Debit/Credit Card. These facilities are available to customers who have booked pitches in the East Kilbride, Clydesdale, Hamilton and Rutherglen/Cambuslang areas. Cash/Cheque transactions can also be carried out at the Palace Grounds as well as the following designated sites:-

East Kilbride	Strathaven Leisure Centre, Strathaven
Clydesdale	Carluke Leisure Centre, Carluke SL Lifestyles - Lanark, Lanark Forth Sports Centre, Forth Blackwood Community Wing, Blackwood
Rutherglen/Cambuslang	SL Lifestyle - Eastfield, Annan Dr, Rutherglen

Pitch Booking Requirements Outwith Allocated Bookings

If a team/organisation requires a let outwith their allocated 'Priority Let list' of dates they must telephone/email the Outdoor Recreation central booking office. These requests should be submitted before 12.30pm on the Monday prior to the weekend fixture to register pitch requirements.

Once all requests have been registered from respective block booking groups and full confirmation of cancellations have been received, weekend pitches will be allocated. Respective teams will be notified of their allocation before 5.00pm. On Bank Holiday weekends allocations will not be carried out until the Tuesday afterwards.

Regular block-booking customers will be given a priority service, which takes account of fixtures and the demands of leagues/associations.

Cancellation of Block Bookings

If a team/organisation holding a 'Priority Let' for a particular date does not confirm their requirement before 12.30pm on Monday then that booking will automatically be cancelled and made available to other user groups.

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 any major community, one off events as well as South Lanarkshire Sports Development events. Where possible 14 days written notice will be given with event related cancellation.

Cancellation at short notice will be accepted up until 8.00pm on the Wednesday prior to play. No refund will be available after this point should the customer wish to cancel.

Non-cancellation charges

If a team/organisation confirms a pitch request on a Monday and circumstances change then cancellation before 8.00pm on the Wednesday prior to the weekend will be accepted with no charge. No refund will be available after this point should the customer wish to change.

Any outstanding payments must be settled by a team/organisation before they request any other let.

Pitch Cancellation Due to Ground Conditions

There is a weekend advice line available after 2.00pm on Fridays. Teams should call 01698 424101 to confirm grass pitch playability or the appropriate Leisure Centre if playing on a 3rd Generation pitch.

The decision on grass pitch playability will be made on the Friday prior to weekend play by South Lanarkshire Council Ground Services staff. The decision taken will stand for the whole weekend, regardless of changing weather conditions. If pitches are declared playable and conditions then change, it will be the responsibility of referee's or team supervisor's (seven a side football only) to decide if play should go ahead.

If a grass pitch is deemed unplayable and subsequently cancelled by an official referee, a 'Referee Call-off Slip' must be completed by the referee and returned by the team/organisation to a member of staff in attendance, Leisure Patrol or alternatively returned to one of our staffed facilities. Teams should also contact the Central Booking Office on the day of the booking to inform them of the referees cancellation decision. Slips will also be accepted by post or in person at our Central Booking Office at Hamilton Palace Sports Ground. A supply of Referee Call-off Slips will be available at each facility.

Refund of Cancelled Pitches Due to Playability

All pitches that are paid in full and then subsequently cancelled due to decisions taken by South Lanarkshire Council Ground Services, facility staff (for 3G pitches only) or a match referee will be fully reimbursed by crediting their account. This credit can be used for any future pitch booking payment. Booking payment can be confirmed by telephone.

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 teams stipulates that any group aged 16 and over should be charged adult rate. A concession rate can be applied if respective teams can produce Scholar/Student Cards. To qualify for this concession 70% of participants would need to be in the aforementioned category.

- South Lanarkshire discounted rate – A discounted rate is available for teams who comprise of 70% or more South Lanarkshire Residents. Details of this discount scheme can be found on the Customer Bulletin enclosed.

Midweek Fixtures (Natural surface only)

Where appropriate each of our grass pitches (this does not include synthetic pitches) will be programmed for one midweek game between: **Week commencing Monday 17 August 2020 and week ending Friday 18 September 2020 (5 weeks) and Week commencing Monday 12 April 2021 to Week Ending Friday 28 May 2021 (7 weeks).**

Midweek games can be booked by telephoning the booking line (01698 424101) 7 days in advance and these must be paid at time of booking and if required cancelled 3 days prior to play, no refund will be given if cancelled after this time.

Please note that this policy will be subject to playability/weather conditions etc. The Ground Services Manager will have the right to withdraw this arrangement if it is thought that additional play will be detrimental to the long term playability of a playing surface.

General Conditions

1. Depending on the playability of a grass sports pitch between two and four lets can be accommodated per week
2. It is the responsibility of the home team, to erect and dismantle the supplied nets
3. Training on grass pitch playing surfaces is **strictly forbidden**
4. Unauthorised use of pitches may result in the suspension of block booking privileges
5. Smoking and alcohol is **strictly prohibited** within all South Lanarkshire Leisure & Culture facilities
6. The washing of boots and kit in the shower area or sinks is not permitted
7. User groups are required to leave sports pitch areas in a reasonable condition, free and clear of litter and debris (bags available from facility staff). Any team leaving unsatisfactory pitch conditions will result in the suspension of block booking privileges.
8. The team/organisation is accountable for the condition of the football facility and its equipment and may be held liable for any damage, loss of equipment and any damage to property incurred
9. Block booking lets are not transferable to any other team/organisation. Any unauthorised transfer will result in the loss of the block booking.
10. A deposit per changing rooms or team lockers may be required and will be redeemed after inspection by staff. If areas are left in a poor state of repair and require additional cleaning or maintenance a charge may be applied.

11. We would ask that, where possible, customers should car share when visiting facilities as car parking is very limited in most areas. Customers are reminded not to obstruct residential driveways or park vehicles on pavements/grass verges.
12. Some of our facilities are in close proximity to residential properties. Could you please respect our neighbours privacy by not swearing and keeping noise levels to a minimum.

Users of some pitches will require a user key to access the pavilions. These can be obtained from Hamilton Palace Sports Ground and a deposit is payable (£5.00) at time of collection and will be refunded on return.

COVID-19 restrictions

During the period of the COVID-19 pandemic restrictions may be put in place in line with the guidance provided by Scottish Government, SportScotland and the sport's national governing bodies. This may result in restrictions being placed on customers throughout their time at our facilities and during the period of their activity. Customer will be required to follow at all times the direction of staff, signage, and guidance that is provided in respect of COVID-19 measures including any limitations whilst participating in their sporting activity. The safety of our customers and our staff is paramount and therefore any customers not following our instruction on this matter will have their booking immediately revoked.

Sports Pitch Block Booking Allocation Priority Criteria

Only affiliated teams/organisations will be considered for block bookings.

Teams/organisations will be required to provide general details in relation to club structure and coaching arrangements.

Taking into account the geographical spread of facilities within the South Lanarkshire Area, the Outdoor Recreation service will endeavour to accommodate teams/organisations as close to their respective community bases as possible, particularly in rural areas. This will not be at the inconvenience of long established teams/organisations in a particular area.

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

Sports Pitch Block Booking Application

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

[Hamilton Block Booking Application Form](#)

[East Kilbride/Strathaven Block Booking Application Form](#)

[Clydesdale/Larkhall Block Booking Application Form](#)

[Rutherglen/Cambuslang Block Booking Application Form](#)

Please note that the following documentation must be submitted to Hamilton Palace Sports Ground as soon as possible to complete your application:

- Copy of Club Constitution
- Copy of Child Protection Policy and Procedures (as appropriate)
- Team List (U16's SL discounted rate teams only)