



# 2023/2024 Terms and Conditions of Hire for Grass Football Facilities Open Season

1	<b>Making an Application</b>															
1.1	The definition of the word Open within these terms and conditions of the application for hire means a period of time that affiliated league clubs are given priority for football block bookings. This period of time is from early September to the end of April.															
1.2	The hirer must have completed an e-form application for hire booking form for the open football season 2023/24 by the closing date of the 1 July 2023.															
1.3	Existing hirers will have the opportunity to apply first, however allocations will be on a first come first serve basis. During the construction of the Racecourse Football Hub project there will be less pitches and therefore we may not be able to allocate all existing hirers at the most popular 10.30am Sunday kick off time.															
1.4	It is the hirer's responsibility to ensure that relevant club/team members such as the Treasurer, Team Manager's within the club/s are fully aware of the terms and conditions.															
1.5	The Council will send the hirer confirmation of site allocation before the start of the season.															
1.6	These terms and conditions only apply for open football season. For casual and pre-season friendly games please click on the link below. The link will take you to the on-line booking and payment site for casual and pre-season friendly games. The terms and conditions for casual and pre-season friendly games can be found at the on-line booking and payment site.  <a href="https://derbyactive.legendonlineservices.co.uk/enterprise/BookingsCentre/Index">https://derbyactive.legendonlineservices.co.uk/enterprise/BookingsCentre/Index</a>															
2	<b>Charges and Payments</b>															
2.1	<p><b>2023/24 Charges (which include VAT) are:</b></p> <table border="1"> <thead> <tr> <th></th> <th><b>Adult</b></th> <th><b>Junior</b></th> </tr> <tr> <th></th> <th><b>£</b></th> <th><b>£</b></th> </tr> </thead> <tbody> <tr> <td>Pitch only – per match*</td> <td>44.75</td> <td>28.90</td> </tr> <tr> <td>Pitch /1 Dressing Room – per match**</td> <td>65.95</td> <td>42.45</td> </tr> <tr> <td>Additional Dressing Room</td> <td>18.25</td> <td>18.25</td> </tr> </tbody> </table> <p>*Pitch only means no dressing room provision and in some cases no ancillary provision such as toilets.</p> <p>** If the hirer requires an additional dressing rooms for the open football season these are subject to availability and are free of charge. For casual bookings and pre-season friendly games please click on the link at 1.6 for terms and conditions.</p>		<b>Adult</b>	<b>Junior</b>		<b>£</b>	<b>£</b>	Pitch only – per match*	44.75	28.90	Pitch /1 Dressing Room – per match**	65.95	42.45	Additional Dressing Room	18.25	18.25
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2.2	To qualify for junior rate all team members must be under the age of 18 years on 31 August during that playing season.															
2.3	You have the choice of the following payment methods.															

	<p>One up front payment by cash or card to be made by 1 November 2023.</p> <p>Two payments by cash or card. First payment to be made by 1 November 2023 and second payment to be made by 1 February 2024.</p> <p>Two direct debit payments which will be taken from your account on 1 November 2023 and 1 February 2024. (No direct debit surcharge will be applied).</p> <p><b>Please note that if you chose the direct debit payment option we advise you to set up a separate bank account for your payments, as if you currently have a leisure membership with Derby City Council that uses the same bank account any payment defaults on your football fixtures will affect your personal membership and you may be denied access to use the facilities.</b></p> <p>Failure to pay on time will result in home fixtures being withheld until payment has been made.</p> <p>Derby City Council no longer accept cheque payments.</p>
2.4	Direct debit payment is still required as stated in clause 2.3 even if no matches have been played that month.
2.5	Any default on payment will result in <b>any</b> future booking requiring payment in advance for any booking.
2.6	No credit will be given for any games forfeited whilst football facilities are withdrawn due to the hirer's non-payment of their invoice or direct debit.
2.7	<p>Payment for cup games</p> <p>You will need to ring and pay for your home cup fixtures 48 hours before the game is due to be played. The payment will need to be made by credit/debit card by ringing 01332 641234 select option 2, option 5, option 1. Please see 8.2 and 8.3 for details on how to book and pay.</p>
3	<b>Open Football Season Arrangement</b>
3.1	The allocated facilities for the open football season 2023/24 are available from Saturday 2 September 2023 to Sunday 21 April 2024.
3.2	Christmas Arrangements: The last game on all grounds will be played on Sunday 17 December 2023 and reopen on Saturday 6 January 2024. Teams that play on the pitches during this period will have the facilities withdrawn.
3.3	Non-league football bookings, during the 'open' football season, will be at the discretion of the Sales and Bookings Team. Priority will be given to league fixtures during the football open football season. Please see point 3.1. These bookings will be offered at certain sites, bookable on a Thursday, or Friday before 2.00 pm, and only for the forthcoming weekend and payment is to be made at time of the booking. No guarantee of additional changing rooms can be made and these are subject to availability on the day. This only applies to sites that are staffed.
3.4	The responsibility for allocating pitches at staffed sites is the role of the member of staff on duty for the booked games. Please report to the Ranger on arrival to sign in. A hirer's team failing to comply with the allocated pitch will be issued with a yellow card - see point

	10 – standards of behaviour. Please be aware that pitches are allocated on a rotation basis to protect the playing surface throughout the season.
4	<b>Booking League Games – Saturdays and Sundays</b>
4.1	The hirer is responsible to ensure that they or their relevant league supply the Sales and Bookings Team with details of all fixtures in advance of the season commencing however no later than Friday 11 August 2023. Once the season has commenced any updates or alterations including changes to kick-off times must be provided to the Fixture Co-ordinator weekly in advance.
4.2	<p>Where the facilities are shared by clubs from different leagues, the leagues concerned should liaise with each other to ensure that there are no double bookings. Priority will be given to the fixtures in the order that they are received. In agreeing the kick off times the hirer/leagues will:</p> <ul style="list-style-type: none"> <li>- Take car parking into consideration to ensure that due consideration is given to all users.</li> <li>- Ensure that 11v11 kick off time does not start before 10.30 am and that last game does not exceed 2.00pm start.</li> <li>- We will notify the Leagues involved of the kick off times for the 7v7 and 9v9 League matches</li> </ul> <p><b>The Council reserves the right to change any kick off times and to move a team from their allocated sites with two days' notice.</b></p>
5	<p><b>Casual and Pre-Season Bookings</b></p> <p>There will some football 11v11 pitches available in from late July and August 2023 for casual and pre-season bookings.</p> <p>Bookings and payment will be through the Council's on-line book and pay facilities. Pitches are available to book 14 days in advance. A condition of hire is that the hirer ensures that no litter is left at the ground after their booking has taken place.</p> <p><a href="https://derbyactive.legendonlineservices.co.uk/enterprise/account/login">https://derbyactive.legendonlineservices.co.uk/enterprise/account/login</a></p>
5.1	No other football pitch facilities will be used due to the required time needed for grounds maintenance to prepare pitches in advance of the new football season starting in September.
6	<b>Training Facilities</b>
6.1	All parks can be used for football training but <b>penalty and goal mouth must be avoided</b> . The assembling of goal nets during the full season constitutes pitch usage and you may be charged for pitch use.
6.2	Section 11 – standards of behaviour will apply for any football training.
7	<b>Poor Ground Conditions</b>
7.1	The Council will cancel all fixtures if the ground conditions are such that play would damage the pitches or if the playability is deemed to be dangerous. A decision on the weekend fixtures will be made between 12.30 pm and 1.00 pm on the Friday before the

	weekend fixtures.
7.2	To find out if your fixtures will be taking place, please visit our website after 1.00 pm on the Friday before your fixture. <a href="https://www.inderby.org.uk/parks/noticeboard/">https://www.inderby.org.uk/parks/noticeboard/</a> and scroll down to Outdoor Pitches.
7.3	It is the hirer's responsibility to ensure that an appropriately qualified referee is booked for each game and it will be the referee's responsibility to check the pitch prior to the game taking place. A referee may cancel a game if the referee deems that there is a danger to the safety of the players. If this happens, the team must inform the member of staff on duty (at grounds without staff, please inform the Sales and Bookings Team on 01332 641234 select option 2, option 5, option 1, otherwise the full charge will be payable.
7.4	When a referee has declared a pitch unplayable for a morning game, the pitch will not be used that morning. It may be inspected again before an afternoon/evening game. Please note if a pitch is deemed unplayable then the referee must discuss if an alternative pitch is available with the staff member on site. It will be down to staff discretion based on ground conditions if an alternative pitch can be offered.
8	<b>Derbyshire County Football Association (DCFA) Cup Matches and Other Cup Matches</b>
8.1	Priority is given to DCFA cup fixtures over league matches. However, the pitch allocation for these matches is decided between the League Secretary and the Fixtures Co-ordinator.
8.2	It is the hirer responsibility to make sure that any DCFA cup match that they are involved in at their 'home' ground is booked in advance with the Fixtures Co-ordinator on 07748 650939.
8.3	All other cup matches are booked through the Fixtures Co-ordinator. The payment will need to be made by credit or debit card by ringing 01332 641234 select option 2, option 5, option 1.
9	<b>Cancellations</b>
9.1	If the hirer needs to cancel their home league or home cup game the hirer will need to email <a href="mailto:parksbookingsadmin@derby.gov.uk">parksbookingsadmin@derby.gov.uk</a> at least <b><u>two days before your match is due to take place, failure to do so will result in the hirer being charged for the full amount.</u></b>  If a team drops out of the league during the season which results in fixtures not being fulfilled then a refund for home fixtures which have not taken place will be arranged, if these have already been paid for.  If you are affected by another team dropping out of the League then you will be offered a credit for an alternative fixture or a refund.
9.2	If you have any questions regarding cancellations, please contact The Sales and Bookings Team on 01332 641234 select option 2, option 5, option 1.
10	<b>Standards of Behaviour</b>
10.1	<b>THE HOME TEAM IS RESPONSIBLE FOR INFORMING THE OPPOSITION TEAM OF THE BEHAVIOUR EXPECTED</b>
10.2	<b>YELLOW CARD AND RED CARD</b>

	<p>Whilst the list below is not exhaustive, we will issue a yellow card for the first offence, a final yellow card for the second offence and a red card for the third offence. A red card will result in withdrawal of council facilities and the termination of their booking. In addition, all forms of warnings issued to the hirer will be shared with the relevant league, and the leagues may issue a fine</p> <ul style="list-style-type: none"> <li>▪ Foul or abusive language on the pitch, towards staff, local residents and other park users</li> <li>▪ Violence towards staff, local residents and other park users</li> <li>▪ Wilful damage, i.e. damage to lights, showers, benches, doors etc, tearing down notices or writing graffiti and any costs incurred will be sought</li> <li>▪ Playing on an unfit pitch and any cost to reinstate the pitch will be sought</li> <li>▪ Playing on a pitch not allocated to you by the member of staff on duty</li> <li>▪ Leaving litter on or around pitches/site</li> <li>▪ Smoking within the buildings</li> <li>▪ Washing kit or boots in the sinks or showers</li> <li>▪ Drinking alcohol within the building or on the site</li> <li>▪ Failure to pay for pitch hire</li> <li>▪ Not using the designated car parking area</li> <li>▪ Failure to comply with pitch allocation</li> </ul> <p>This list is not exhaustive.</p>
11	<b>Miscellaneous</b>
11.1	A representative from the home team and referees must report to the staff in the Rangers Office on site to make them aware of their presence before the game, so that we can ensure the correct pitch is allocated.
11.2	Clubs/teams must return keys to the changing rooms' straight away after use or to where they were collected. If they do not return the keys the Council will charge the hirer £100 to replace the locks.
11.3	<b>The home team/club is responsible for clearing away all litter from their matches.</b> Where possible, the home team will be issued with two refuse sacks for the collection of litter from the pitch following their match. Sacks should be handed to the member of staff on site for disposal. If there is no member of staff on site, the home team is responsible for the disposal of their own litter.
11.4	Please note that leagues which are Derby based will take priority in the allocation of pitches to leagues which are from outside the City boundary. If you decide to change leagues this may affect the allocation of your pitch.
11.5	It is the hirer's responsibility to ensure that the team/club/league has the appropriate and robust safeguarding procedures in place including any relevant coaches/volunteers have <b>undertaken relevant checks where required.</b>
11.6	Clubs should report any issues around pitch markings or grounds maintenance by emailing the Sales and Bookings Team on <a href="mailto:parksbookingsadmin@derby.gov.uk">parksbookingsadmin@derby.gov.uk</a> .
11.7	The Council reserve the right to withdraw or change site allocation at any time.