



Brooklands Sports Club

ASTROTURF PITCH: USAGE POLICY

The aim of this policy and the online booking system for the Astro turf is to increase the revenue generated from hire of the pitch while preserving the entitlement of the Sections to use the Astro turf on a non-chargeable basis to further their own sports.

1. ASTROTURF RULES

1.1 All Astro turf bookings must be made using the online booking system that can be accessed via the Sports Club website.

1.2 All users of the Astro turf must abide by the [Rules, Regulations and Byelaws of the Sports Club](#) and, particularly, those rules relating to use and care of the all-weather surfaces, incorrect footwear, abusive language and violent or inappropriate behaviour.

2. BOOKING PROCESS

2.1 Bookings can only be placed by registered users of the booking system. To register:

- (a) Visit the 'Pitch Hire' page of the Sports Club website and choose 'Book Astro turf';
- (b) Choose to 'Register' as a new user of the system;
- (c) Where applicable, select your Section from the list shown and enter your details.

2.2 Once registered, to place a booking:

- (a) Log in using the details you used to register;
- (b) Select the 'Bookings' link;
- (c) Click on the slot you wish to book in the calendar;
- (d) Adjust the times and details shown (in the popup window) as required. Please provide a description of your proposed usage in the relevant box.
- (e) Click 'Save' to confirm your booking.
- (f) Provide the required payment via Paypal (for bookings in accordance with paragraph 4 only, ignore the request for payment on the next page and close the popup window).

2.3 You will immediately receive an email to confirm that your booking has been provisionally placed and your booking will show as a provisional block on the Astro turf schedule.

2.4 Booking requests will then be reviewed and confirmed or rejected by the booking administrator. Requests will be evaluated in line with this document and the booking administrator may contact you to request further information if this is considered necessary. Save for bookings in accordance with paragraph 4, no booking will be approved until the booking administrator has received Paypal confirmation that the necessary payment has been received.

2.5 Your booking has not been confirmed until you have received a confirmation email to that effect.

3. USE BY SALE GRAMMAR SCHOOL

3.1 The Sports Club has a legal agreement with Sale Grammar School which entitles the school to exclusive use of the Astroturf between 9:00AM-4:00PM during term time.

3.2 The school is generally willing to operate this agreement on a 'first refusal' basis. This means that the Astroturf may be available for use by Sections during this period but only where a Section has contacted the school and the booking administrator in advance to ensure that the school does not need to use the pitch.

4. NON-CHARGEABLE USE BY SECTIONS

4.1 The Astroturf is the primary playing surface of the Hockey Section. Accordingly, the Astroturf will be unavailable for booking by any other Section or third party at all times when hockey fixtures are scheduled to take place. This will generally be 11am – 6pm each Saturday and Sunday during the winter. The Hockey Section must inform the booking administrator of planned fixtures as soon as these are available in order that these times can be blocked out and also in order than potential gaps in the fixture schedule can be identified and marked as available. However, where the Hockey Section indicates that use on any Sunday is not required, the booking administrator shall ensure that no bookings are approved for that day which cannot be cancelled/rearranged in the event that it subsequently becomes necessary for the Hockey Section to schedule a rearranged/cup fixture on the Sunday in question.

4.2 Subject to paragraphs 3 and 4.1 above, every Section is entitled to book the Astroturf for use free of charge for training or competition in that Section's sport.

4.3 Sections may be entitled to use the Astroturf free of charge for purposes which do not directly relate to training or competition for that Section's sport or for purposes which generate additional revenue for a Section (e.g. school holiday junior sports camps, fundraising activities). Requests for such usage must be submitted for approval to the booking administrator via the normal booking system. The booking administrator may seek the approval of the board of the Sports Club for such requests if this is considered appropriate.

4.4 Requests for use by Sections may be made up to 12 months in advance. This position contrasts with the position for third parties who may only book 6 months in advance. This means that Sections will be able to reserve the Astroturf before bookings are placed by third parties providing that any activities (e.g. holiday camps) are planned at least 6 months in advance.

4.5 In the event that a Section becomes aware of a potential need for the Astroturf (but is not yet able to confirm that need by placing a formal booking), the Section may request that the relevant dates and times are 'flagged' by the booking administrator. In the event that the booking administrator is so informed and subsequently receives a booking request which relates to these flagged dates and times from another user, he shall notify the Section that such a request has been received and give the Section 7 days in which to request a formal booking in accordance with paragraph 2. (Such notification shall take the form of an email from the booking administrator to two persons from time to time specified by the Section as its named contacts). In the event that no booking request is placed by the Section within this 7 day period, the booking administrator may approve the booking request from the other user without further notice to the Section. Sections should note that the 'flagging' process should only be used where a clear potential need is identified and that any attempts to use the process on a 'blanket' basis will be rejected by the booking administrator. In the event that a Section becomes aware that the potential need to which previously 'flagged' dates and times relate no longer exists, it shall inform the booking administrator accordingly.

5. CHARGEABLE USE BY SECTIONS/THIRD PARTIES

5.1 All use of the Astroturf which does not fall into the categories set out in paragraphs 3 and 4 will be deemed to be chargeable at the standard hire rates for the Astroturf which are in operation from time to time.

- 5.2 Rates for chargeable hire will be set annually by resolution of the board of the Sports Club which may grant authority to the booking administrator to offer discounted rates in certain circumstances (e.g. bulk or repeat hire requests).
- 5.3 All charges for Astroturf usage shall be paid by credit/debit card using the Paypal process which forms part of the online booking system. Any requests for refunds of hire charges shall be directed to the booking administrator by email (astro@brooklandssportsclub.co.uk) and are subject to the approval of the booking administrator. Any refunds approved by the booking administrator shall be issued by Paypal only.
- 5.4 Requests for chargeable hire by Sections/third parties may be made up to 6 months in advance only (although repeat/regular hirers may be offered first refusal on regularly booked slots if this is considered appropriate by the booking administrator).
- 5.5 Third party hirers should note the provisions of paragraph 4.1 above in relation to the priority of Sunday bookings during the hockey season.
6. **HOURS OF OPENING AND USE OF LIGHTS**
- 6.1 The Astroturf is not available for use before 9:00am.
- 6.2 The Astroturf will close and is not available for use after:
- (a) 21:45 on weekdays; and
 - (b) 18:00 on Saturdays and Sundays.
- 6.3 Planning regulations state that floodlights cannot to be used:
- (a) after 21:45 on weekday evenings;
 - (b) after 18:00 on Saturday evenings; or
 - (c) on Sundays.
- 6.4 The booking administrator will refuse all requests for use of the Astroturf which are not in accordance with the opening times set out in paragraphs 6.1 and 6.2 and all requests for use of the Astroturf which would require use of floodlights outside the permitted times set out in paragraph 6.3.