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| **Club/LA/Organisation** |
| Clubs/organisations submit Visit request form to CFA. |

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| **County FA/RPA** |
| Following the submittance of the Visit request form. CFA will arrange with the Club for the visit to take place at a convenient time The visit will be undertaken by an IOG (Institute of Groundsmanship) Regional Pitch advisor (RPA) or another suitably qualified/experienced industry professional working in partnership with the CFA. |

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| **RPA /Support Network visit** |
| The visit will take approx 90 minutes and will include:   * Review of current maintenance programme * Review of current maintenance budget and resources * Review/Audit of current machinery/equipment * General advice and guidance on any site-specific issues * Advice on asset transfer if necessary |

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| **Performance Quality Standards (PQS) testing** |
| The bulk of the visit will be the undertaking of PQS testing, the following tests and data is gathered in the criteria below.   * Groundcover * Weeds * Desirable/undesirable grasses * Pest and Diseases * Compaction * Root Depth * Thatch * Surface levels * Presentation * Goal posts   The tests take place in 3 areas of the pitch, medium/high/low wear areas in order to gain average readings across the playing surface. The data that is gathered is used to benchmark the playing surface, provide detailed recommendations and to monitor any improvements made upon the re-visit. |

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| **Initial report** |
| A comprehensive report is to be submitted within 28 days, in the agreed standardised format. The report will contain detailed bespoke recommendations, on site specific issues including:   * Maintenance * Machinery * Training   The report can be used as supporting evidence should the club/organisation seek funding for pitch improvements. Funding from the football foundation will only be considered following the submittance of an approved Pitch improvement programme report and any funding must be in line with recommendations made within the report. |

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| **Follow up report** |
| Follow up visit to be undertaken 12 months after intial visit, follow visit should only take place if the club/organsitation has recommendations from the intial report. Follow up report to be submitted within 28 days in the agreed standardised format . |