

Seasonal Booking Pitch Allocations

Our Aim: To give access to facilities to the people of Leeds regardless of individual difference to facilitate healthy, active lifestyles in safe, fun, and respectful environments.

Our Objectives:

- Provide facilities to allow individuals to learn new skills to reach their full potential
- To facilitate people playing more often
- To help create long lasting positive memories in football

1 Seasonal Bookings Process

1.1 Seasonal Bookings are defined as:

1.1.1 Football – Saturday 31st August 2024 to Sunday 4th May 2025.

1.2 No matches are permitted outside of these timescales without express and prior permission of Leeds City Council.

1.3 A Seasonal Booking includes:

1.3.1 One pitch, to facilitate one match only, per morning (AM) or afternoon (PM) on Saturdays or;

1.3.2 One pitch, to facilitate one match only, per morning (AM) or afternoon (PM) on Sundays or;

1.3.3 One pitch, to facilitate one match only, per morning (AM) or afternoon (PM) during midweek

1.4 The Seasonal Booking is allocated to a single named team. Separate applications must be made by the Club for multiple teams. A second team wanting to share the same pitch allocation (*i.e. having the same pitch on the same day and time, based on home and away fixtures*) must complete a separate request.

1.5 Pitches will be allocated following receipt of a properly completed Application Form. Failure to complete the application in full for all teams will render the application null and void.

1.6 Applicants must complete the following parts of the application process:

1.6.1 Online Application Form

1.6.2 Playing Fields Request Sheet

1.6.3 Confirm you have read and understood the Seasonal Booking Pitch Allocations information and Code of Conduct

1.7 Applicants will be notified of their pitch allocation in writing, via email, by West Riding County FA.

1.8 Teams are allocated a specific pitch. Teams must play on the pitch allocated to them. Under no circumstances should teams use any other pitch without the express and prior permission of West Riding County FA. If a team participates on a pitch not allocated to them, the team will be charged an additional fee at the casual hire rate and may have their seasonal allocation withdrawn.

1.9 With the exception of 11v11 goalposts, teams are responsible for providing all 'additional equipment'. Teams are responsible for removing all additional equipment from the facility after the match. Leeds City Council is not responsible for the safe custody of, or the loss, deterioration and/or damage of additional equipment provided by site users.

1.10 **Home** teams must inform all participants, including away teams and spectators to use car parks where provided. Teams found to be illegally parking or causing obstructions may have their allocation withdrawn.

1.11 Players, officials and/or spectators in breach of the Code of Conduct may have their seasonal allocation withdrawn and, if misconduct related, may be referred to the authorities for investigation.

- 1.12** Leeds City Council Climate, Energy & Green Spaces staff will inspect all pitches on a weekly basis.
- 1.13** Leeds City Council will cut and mark the pitches as and when is required (please note that using maintenance machinery after significant periods of adverse weather conditions can cause further damage to pitches and therefore this may sometimes impact the frequency of maintenance work). Teams are not permitted to cut and/or mark their allocated pitch.
- 1.14** Teams are responsible for the upkeep of pitches on match day. The pitches and surrounds must be left clear of all litter at the end of the game (including drinks bottles, sock tape etc.) and any defects to the pitch and/or changing rooms reported via sports.pitch.enquiry@leeds.gov.uk as soon as practically possible. Teams will be held responsible for any malicious damage caused to facilities during their allocated time.
- 1.15** Key holder arrangements will be provided to teams who have applied for, and have been allocated, changing rooms.
- 1.16** During periods of inclement weather, Leeds City Council may close pitches to preserve their condition. On such occasion, details will be forwarded to all teams affected and sanctioned leagues will be informed accordingly.
- 1.16.1** Teams found to have played on a pitch that has been declared closed by either Leeds City Council or the Match Official, may have their seasonal allocation withdrawn.
- 1.16.2** If Leeds City Council pitches are closed due to adverse weather conditions and teams take the decision to hire an alternative pitch to facilitate a match, this is at the club's own cost and cannot be deducted from the Leeds City Council seasonal pitch allocation fees.
- 1.17** Leeds City Council has ultimate jurisdiction over all pitch closures. In the absence of a decision by Leeds City Council, the Match Official's decision shall be final and binding.
- 1.18** Every effort will be made by West Riding FA to re-allocate a pitch to any team affected by a pitch closure. If pitches become out of use for an extended period of time, West Riding FA will look to offer teams an alternative site to be allocated for the remainder of the season, however are not able to offer alternative sites on a week-by-week basis.
- 1.19** Teams are responsible for payment of all pitches allocated to them
- 1.19.1** Invoices will be issued to the Primary Contact provided on the Application Form.
- 1.19.2** Payments can be made in full (i.e the full balance of the invoice) or in instalments. Details will be agreed as part of the application process and will be provided in writing when the allocation is confirmed.
- 1.19.3** Payments are to be made to Leeds City Council via West Riding County Football Association Ltd.
- 1.19.4** Failure to pay the fees by the deadline will result in debt recovery action being taken and your seasonal allocation (or remaining part of) may be withdrawn.
- 1.19.5** Leeds City Council reserve the right to prevent defaulting clubs from applying in the future.
- 1.20** In the event of a breach of the Code of Conduct, regulation and/or Leeds City Council by-laws, Leeds City Council reserve the right to cancel or refuse any seasonal or casual allocation.
- 1.21** The parent affiliated club is ultimately responsible and will be held accountable for the action/inaction of its teams with respect to damage caused, debt, breach of Code of Conduct, Regulation and or Leeds City Council by-laws.
- 1.22** Tenant Clubs must:
- 1.22.1** Accept responsibility of all accidents arising from their use of the ground and all Leeds City Council facilities.
- 1.22.2** Accept responsibility for any theft of personal belongs. All thefts should be reported to sports.pitch.enquiry@leeds.gov.uk
- 1.23.1** Indemnify Leeds City Council against all claims and demands. Clubs and their respective teams must be affiliated to West Riding FA and must have at least £10,000,000 Public Liability insurance cover.