



Sandhurst Memorial Park Terms and Conditions for the Regular Hire of Sports Pitches

- Football and Cricket pitches at the Memorial Park are Home Grounds for Sandhurst Football Club, Sandhurst Social Football Club and Sandhurst Cricket Club.
- The terms and conditions apply to the teams for a full calendar year, including covering the 'off season' which is often used for training.
- A separate Pitch Application process is in place for arranging the individual pitch allocations for football through the season, on a week-by-week basis, in order to ensure optimal use of the available space.
- All communications concerning hires, conditions of pitches and cancellations will be held with the Chair or nominated representative from the club. Unfortunately, it is not possible for STC to communicate with every manager of the individual teams.
- Sandhurst Town Council reserve the right to hire out pitches to other users when not being used by the regular clubs.
- A scale of charges for pitches will be published in April for the subsequent season, including the fees for unauthorised use of the pitches.
- A prior sharing agreement exists that pitches 2 & 3 (situated on the Cricket outfield) will be available for use as Football pitches from the first weekend in October until the last weekend of March and available for use as Cricket Pitches from the first weekend of April until the second weekend in September. The pitches will not be hired out following the end of use in September. This is to allow the grounds team to undertake relevant pitch renovation works.
- A schedule of training sessions for each club is required by STC at the beginning of the season to assist STC with planning and other hires.
- Any training sessions outside of the above must be requested to STC especially those during the day in school holidays. This is to ensure that there are no other hires or planned use of the fields.
- A public pitch inspection with a member of the Ground staff will be held every Friday during the season commencing at 12pm by the Council Offices, to provide best estimates of likely pitch condition for the weekend.
- Where the pitches are not playable the Ground staff will relay this information to the nominated club representative by telephone, to be cascaded to individual team managers.
- Should there be an adverse weather situation during the night on Friday or Saturday that will impact the pitch, the member of the grounds team that is working at the weekend will inspect the pitches and notify the relevant person as above if there is a need to cancel any games. This could be on a Saturday or a Sunday morning.



- The pitch decision of the Ground staff at the beginning of the day should align with the referee's inspection, however STC recognise that on occasion conditions may deteriorate during the day meaning that the referee deems the pitch unplayable due to health and safety risks. In these circumstances the pitch fee will not be levied providing the correct process of notification is adhered to.
- Referees and managers are not permitted to overturn the Grounds staff's decisions when they have deemed the pitches unplayable and cancelled games. Their decision must be adhered to.
- STC recognise that the conditions for play differ from football and cricket. Football can be played in rain however there are significant health and safety risks during a cricket match if there is continual rain. Should a cricket match be cancelled due to rain albeit light, by the umpire the pitch fees will be waived providing the correct process of notification is adhered to.
- STC require a form to be completed by the referee/umpire cancelling a game due to the pitch conditions or any health and safety concerns. A template is provided to each club. This must be emailed to STC on stc@sandhurst.gov.uk on the Monday following the cancellation or on the next working day where there is a Bank Holiday. Should this not be received the fee for the hire will be activated.
- If any games are cancelled by the Grounds team, the cancellations are notified to the office on Monday morning to ensure that the pitch fees are not charged and therefore the invoices for pitch hire are correct.
- Cancellations of pitch bookings by the hirer must be notified to the office by email no later than the Wednesday prior to the weekend in question to avoid pitch fees being charged.
- Eligibility to play home matches at the Memorial Park is dependent on the individual team meeting the minimum standards of behaviour laid out in the terms and conditions, throughout the season.
- Each club is invoiced for payment monthly in arrears.
- If changing rooms are hired from STC the keys can be collected from the Thursday prior to the match and must be returned by the following Wednesday. The keys must be collected and returned by the team manager as they are responsible for any losses of the keys. Replacement keys will be charged at £50.
- The Town Council reserves the right to terminate future bookings where a team is shown to have consistently breached the standards of behaviour. Breaches will be communicated to the relevant Chair/hirer.
- Breaches of the standards of behaviour, may result in the team receiving a formal warning prior to a ban. In the circumstances of a breach a meeting will be held with the Executive Officer, Chair of the Leisure Committee, Chair of the club and the manager/individual displaying the behaviours.
- Teams may also receive a breach for failing to show proper respect to the facilities.



- The home team are responsible for the behaviour of their opponents and must ensure that every reasonable action is taken to mitigate and prevent opponents from breaching the standards.
- This would include picking up litter left by opponents and communicating the behaviour standards before and during the match.
- The Town Council employs a team of Ground staff who clear the pitches of litter prior to the start of the first match on any day.
- Each home team must ensure the pitch is left clear of all litter at the conclusion of their match, including clearing any litter left by opponents. Any team finding litter on the pitch when they arrive to play must report this to the town council offices so the matter can be addressed with the previous hirer. Litter includes any items of playing equipment, including net pegs, goal anchors or training cones, which are potentially very damaging to the equipment used to maintain the pitches.
- All ground works and maintenance of pitches will be undertaken by the Grounds Team or contractors that have been granted permission from STC. Members of sports clubs are not permitted to undertake work on the grounds.
- All communications with council staff, including the Ground staff, Caretaker, Administrator and the Officers must be respectful. This also includes social media posts and comments.
- The instructions given by any member of the council staff to a home team must be followed, where it relates to the use of the land and any facilities owned by the Town Council.
- The use of the facilities must be for the purposes intended and must seek to minimise wear and tear and the risk of breakage.
- The varied use of the Memorial Park must be recognised with the rights of the public to enjoy the area and the rights of the other groups and businesses on the park to conduct their activities uninterrupted.
- Any conflict relating to the use of the land and facilities owned by the town council must be reported to the council offices so this can be addressed by council staff.
- No representative of a home team should seek to dictate or control the use of any of the facilities to another member of the public.