

# **Brockington College**



## **Standard Operating Procedures (SOP)**

### **3G artificial grass pitch (AGP)**

**September 2015**

## **Section 1 – Facility Details**

### **1.1 Details of pitch**

1.1.1 The full pitch is 100 x 66 metres and is marked by 100mm white lines. The facility has three seven a side pitches which are marked by 80mm blue lines.

1.1.2 The pitch has 8 goals in total, six 7-a-side goals which are located in the recess points along the side of the pitch and two full size goals located at either end.

1.1.3 Usage is restricted to between 17.00 – 22.00 Monday to Friday, 09.00 – 16.00 Saturday and 09.00 – 16.00 Sundays & Bank Holidays.

1.1.4 The pitch has two main entrance/exit points. These are located either side of the centre of the pitch on the side closest to the building.

1.1.5 In case of emergency please use whichever exit is closest at the time. There are three entrance/exit points. There is also an access point that can be used for emergency vehicles on the side closest to the car park; this is a maintenance entrance and should only be used by emergency vehicles in an emergency only.

### **1.2 Changing Facilities**

1.2.2 Changing rooms are available upon request and are located close to the pitch with the main entrances facing the pitch, they have shower and toilet facilities.

1.2.3 Disabled access to the pitch is via the main entrance; changing facilities are available and contain showers and toilets. There is an entrance into the changing rooms through a gate alongside the pitch.

## **Section 2 - Potential Risks**

Pitches such as this long pile or third generation (3G) pitch have the potential to be hazardous places. It is vital that coaches and supervisory staff are fully aware of the potential hazards they and users may be exposed to.

These potential hazards have been grouped into:

- a) People Factors
- b) Physical Factors
- c) Activity Factors
- d) Coach/Staff Factors

### **2.1 People Factors**

- 1. Being left unattended (particularly young children)
- 2 Elderly/disabled customers
- 3 Health risks, e.g. heart, asthma, diabetes, epilepsy, etc
- 4 Cramp
- 5 Aggressive behaviour and misuse of equipment and/or facility
- 6 Alcohol or food consumed before playing
- 7 Injury risk
- 8 Lack of instruction, training or information
- 9 Ignorance of rules/procedures
- 10 Lack of first aid equipment or experience
- 11 Differing skill levels within group
- 12 Low levels of physical fitness/strength
- 13 Aggression from public/spectators
- 14 Unsafe behaviour/attitude
- 15 Poor safety awareness from participants

## **2.2 Physical Factors**

- 1 Extreme/Bad weather
- 2 Equipment missing or damaged
- 3 Fencing around the outside of pitch
- 4 Uneven surfaces
- 5 Texture of surface (hard/soft)
- 6 Dangerous objects on pitch
- 7 Sliding on surface
- 8 Impact from sports equipment
- 9 Collisions/contact with surrounding objects/people

## **2.3 Activity Factors**

- 1 Poor activity planning/preparation
- 2 Poor activity delivery/organisation
- 3 Incorrect footwear/safety equipment
- 4 Poor safety control from leaders

## **2.4 Coach/Staff Factors**

- 1 Fatigue/Tiredness
- 2 Talking to other staff/members of the public
- 3 Not attending training sessions
- 4 Being unaware of the safety procedures

## **Section 3 – Community use**

### **3.1 Time(s) of Use**

3.1.1 Public bookings/club use will be available from 17.00 – 22.00 Monday to Friday, 09.00 – 16.00 Saturdays and 09.00 – 16.00 Sundays.

### **3.2 Users**

3.2.1 The users could be an individual group booking or members of team/club/organisation. All bookings will be completed through the Football Development Co-ordinator or the Facilities Manager.

### **3.3 Type of Activity**

3.3.1 It is likely that evening bookings will be for football; however the possibility of tag rugby, low league and school hockey can also be played on the pitch; however suitable goals and lines are not present on the pitch.

3.3.2 It is possible that coaching courses will take place on the pitch for various sporting qualifications.

3.3.3 Activity courses and camps may also use the pitch during holiday and non-term times.

### **3.4 Supervision/Responsibility**

3.4.1 These activities will either be supervised by members of the respective team/club/organisation or on an unsupervised basis (i.e. individual private bookings – non club members, in this case, the person who makes the booking and completes the user agreement (see *appendix*) will take on responsibility for that booking/group of people).

3.4.2 All club/evening users will sign a user agreement form before first use of the pitch.

### **3.5 Equipment**

3.5.1 All clubs/teams/private users will only have use of the facility and the goals provided by Brockington College with the pitch, no other equipment will be provided by the college.

3.5.2 Moulded rubber studs or 'screw in' studded boots only. Please see terms and conditions of use for clarification.

3.5.3 Users should ensure all footwear and equipment is as clean as possible to avoid transference of dirt on to the pitch.

### **3.6 Car Parking**

3.6.1 Car Parking is available in the main car park and in the car park off Mill Lane. There is also an overspill parking area off the main car park.

3.6.2 Users should not park in the disabled spaces at any time unless they display a blue badge.

3.6.3 A drop off area is situated in the main car park and should be used for dropping off and collecting.

### **3.7 Care and Responsibility**

3.7.1 No food (including chewing gum) should be taken on to the pitch at any time.

3.7.2 No drinks are permitted on the pitch; they should be placed outside the pitch in a bin provided.

3.7.3 Smoking is not permitted anywhere on the College site.

3.7.4 All litter/rubbish should be placed in the bins when leaving the pitch.

3.7.5 Users should refrain from using foul and/or abusive language.

### **3.8 Emergency Action**

3.8.1 Should a fire occur on/near the pitch please exit through the nearest gate and assemble in Multi Use Games Area (MUGA). Please call the fire service immediately and also report to main reception immediately.

3.8.2 Should a major injury or emergency occur and an ambulance is required, please inform one of the premises team through main reception. They will then be able to open the larger maintenance gates on the pitch to allow easier access and will also fill out an accident form.

## **Section 4 – Maintenance Details**

**4.1** The pitch has been installed by skilled operatives using only the highest quality materials. Consequently the maintenance requirement of the pitch is low. It is however, essential that from the outset, a regular routine of maintenance is established to keep the playing surface in peak condition. Given this basic attention, the installation will give many years of satisfactory service

### **4.2 Works to be carried out continually.**

Ensure the correct footwear is being used. Chewing gum and cigarettes are banned from the pitch area. Ensure that only approved maintenance vehicles are allowed onto the playing surface. (A vehicle should not exceed a total weight of 1 tonne and should be equipped with grassland tyres). Ensure that the machine has no leaks and that refuelling of any machine is not permitted on the surface. Ensure that players entering the pitch or recovering balls etc do not carry mud on to the playing surface. Items of sports equipment (goals etc.) should be moved carefully and not dragged across the surface. All steel equipment should be kept in good condition and not allowed to rust as this will stain the surface.

Litter and rubbish will be removed and the pitch and surrounds kept clean and free from materials that may cause injury to the players and damage the surface, such as bottles, tins, etc. Combustible litter in particular encourages vandalism. Drainage grids and outlets will be checked to ensure free running. Access paths and gateways will be swept/washed to prevent dirt being carried on to the playing surface.

#### **4.4 Works to be carried out weekly.**

**4.4.1** The pitch will be inspected at all seams both between rolls and 'cut-in' lines, including all perimeter edges of carpets. Any damage, whether due to accident or vandalism may require the attention of a skilled technician.

**4.4.2** Visual inspection of all corners, goal mouths and penalty spots ensuring a sufficient amount of sand and rubber is in the base of the carpet. Where necessary additional sand/rubber shall be applied and brushed by hand with a stiff broom. Ensure that there is between 15-20mm of pile exposed in all areas.

**4.4.3** All equipment shall be checked for damage and especially rusting, as this will stain the surface of the carpet. If the carpet has discoloured with rust the area will be hand brushed with a stiff brush.

**4.4.4** The surface will be checked for moisture. Brushing will not be carried out if it is raining or the surface is wet. The surface needs to be reasonably dry in order that the rubber will be evenly distributed.

**4.4.5** The pitch will be brushed with the 'Static-drag brush' over the entire pitch area. All sports equipment should be carefully moved off the surface prior to brushing and, commencing at one goal end, brush across the width of the pitch. Shallow turning sweeps should be made at each 'Touch Line Run-off' end. Finally, brush the full length of the pitch area. Where the surface is under heavy usage it is recommended that for speed and efficiency of brushing the surface, the rotating sweeper collector brush is used. The sweeper is trailed behind a small tractor unit, and is detachable for storage. Before engaging the sweeper the tractor should be in a forward motion. The sweeper should never be allowed to remain static over any one position of the artificial surface as this will damage the surface.

Prior to brushing the sweeper should be checked for the correct height above the turf, too low and the sand will be brought out of the surface- too high and the bristles will not make contact with the surface. The bristles should be set so that they are just touching the surface.

Brushing should not be carried out if the surface is wet or it has recently rained, snowed or is frozen.

If the pitch has been used frequently and remained un-brushed due to wet weather then a drag mat should be employed – brushing in the same manner as the sweeper. General debris will be collected in the hopper as the pitch is swept this can be deposited off the pitch area once the sweeping is complete.

*During the autumn months the sweeper can be used as a leaf collector over the surface. Placing a thin piece of ply in the bottom of the collector over the mesh base will allow leaves and rubbish to be collected – Set the height of the bristles ABOVE the pile of the carpet ensuring that sand is not removed from the artificial turf.*

**4.4.6** Frequency of the brushing will be dictated by the amount of activity on the pitch, but little and often is to be much preferred to brushing at infrequent intervals. Intervals should not exceed one week.

**4.4.7** Where additional markings to those provided are required, Marking Out will be a regular practice. From time to time these markings may need re-spraying.

**4.4.8** Grass or weed growth can be removed by hand or sprayed out with a weed killer. Moss can also be either sprayed out or brushed out, however algae will require specialist cleaning. Contact A P Thompson Sports Engineering for further details.

**4.4.9** Ensure that the maintenance log is completed after each action.

**4.4.9** *No vehicles with narrow wheels or tyres should run over the surface. At all times, vehicles should be light and should not form grooves in the surface or over compaction of the base formation.*

**4.4.10** When carrying out maintenance operations with a vehicle, the grounds person should slow down and turn in a wide circle ensuring that the wheels/tyres do not dig in. It is suggested that all turning circles are not less than 6 metres and no more than 10 metres.

#### **4.5 Works to be carried out annually, in addition to weekly maintenance.**

**4.5.1** Inspect and measure the rubber infill level, this should be between 8-12mm in the base of the carpet.

**4.5.2** Areas that are low will require 'topping-up' using the same specification of rubber as that originally used.

**4.5.3** Prior to applying additional rubber the entire area should be free from leaves and other debris that could be forced into the pile.

**4.5.4** The rubber should be applied using a top dressing hopper or similar equipment. This operation should only be carried out when the carpet and infill are dry.

**4.5.5** Once additional rubber has been applied this will require brushing in – to be carried out in the same manner as the regular brushing. However it is recommended that a rotating sweeper/collector be used for this operation. The whole area will then be agitated with a specialist spiked roller system; this operation will only be carried out by A P Thompson Sports Engineering.

**4.5.6** Topping up of the rubber should only be necessary every 2-3 years, however this is dependent upon the location of the pitch – exposed areas can suffer from rubber migration.

**4.5.7** Should no additional rubber be required, once the whole area has been swept clear of all leaves and debris, the surface can be agitated utilising a specialist rotating/oscillating and static brush. This helps prevent long term compaction of the surface.

**4.5.8** Check all joints and in laid lines for seam failures, correct and re-glue where necessary.

**4.5.9** Apply weed killer to all surrounding hard surface, footpaths etc.

**4.5.10** Check all fencing and lubricate/grease all moving joints where necessary.

**4.5.11** Check all floodlighting, if applicable, note any lamp failures and repair.

**4.5.12** Check weekly maintenance record sheets to verify works carried out in the year.

**4.5.13** Manhole/catchment pits and drainage pipes must be cleared out on a regular basis.

#### **4.6 Clearance of Snow**

It is not practical to remove snow in excess of 25mm thick, as the total volume over the surface area will be excessive. We therefore recommend that snow is cleared by hand from goal areas only. Should it be necessary then the surface can be played on whilst covered in snow.

#### **4.7 Clearance of Ice**

During the formation of ice on the surface, it is not recommended that any play should take place. Playing on the surface when frozen may cause the exposed tips of the fibres to shatter and break.

However, if the surface is coated with a light ground frost, then this can be simply brushed off.

#### **Section 5 – Conditions of use**

- Moulded rubber studs or 'screw in' studded boots only. Please see terms and conditions of use for clarification.
- **All activity must be supervised by an adult** and each group is responsible for its own first aid provision.
- **The correct insurance policy must be held** by the club/group/organisation prior to any activity taking place on the pitch.
- **Booking times and areas must be strictly adhered to**, each session must end promptly at the end of their booking time in order for a quick and problem free change over.
- **No food or drink to be consumed on the pitch**, all drinks must be left outside of the perimeter fencing.

- Brockington operates a strict **no chewing gum and no smoking** policy on site, this should be adhered to whilst on the pitch and also while using changing facilities.
- **Players, their coaches and officials only, are allowed on to the AGP.** Parents, spectators and carers must remain outside perimeter fencing.
- **Only coaches are to deploy the dividing net** between pitches if necessary, ensuring the red prop is in place at all times when the nets are in use.
- **Subletting of the pitch is not permitted.**
- **Any problems/damage must be reported** to a member of the facilities team **before use** by contacting the main reception.
- **Each club/group hiring the pitch is responsible for the behaviour of players, spectators and others involved with that group at all times.**
- **Each club/group hiring the pitch is responsible for any damages and losses whilst on the pitch.** Any left belongings will be removed and stored in a lost property.
- **Entrance to the pitch must be via the walkways, not over the grass.**
- **Equipment should not be moved,** all goals and dividing nets will be set up prior to use
- **Management reserve the right to terminate the use of facilities if any rules are breached or the pitch is misused.**
- **The pitch is covered by CCTV.**

#### **Section 6 - Charging Policy**

- **All pitch hire bookings MUST be paid for within 14 days of invoice. Any invoice queries should be raised within 7 days. Failure to pay during this period will result in the cancellation of the booking.**

#### **Section 7 - Appendices**

User agreement

## **User agreement – Regular club users**

**THIS AGREEMENT** is made between:

(1) Brockington College, Blaby Road, Enderby, Leicester, LE19 4QA

**And**

(2)

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Whose registered address is:

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**IT IS AGREED** as follows:

### **1 Usage**

Your club will be able to access the facility only at the times that have been booked through Brockington College. Your club is expected to leave the pitch no later than the end time of your booking. Should your club consistently breach this expectation then it may result in any future bookings being cancelled.

### **2 Usage Fees**

2.1 Please see a copy of the current price list.

### **3 Further obligations of Brockington College**

The College agrees with the Club:

3.1 To keep the pitch in good condition and properly maintained (which shall include provision of goal posts to a standard approved by the Football Association) provided that:

3.1.2 This obligation shall not be construed as requiring the college to carry out any works needed as a result of negligence or wilful damage on the part of your club, its members, invitees and other persons exercising the rights or arising out of any unauthorised alteration or addition made to the facility or its installations.

3.2. To insure the facility (including the goalposts thereon) under a policy which satisfies the conditions set out below

3.2.1 The conditions with which an insurance policy must comply are:

3.2.1(a) The insured person is the college.

3.2.1(b) Cover is provided against the following risks ("Insured Risks") so far as that cover is generally available for this type of Property:

3.2.1(b)(i) Catastrophe including fire, lightning, aircraft and explosion.

3.2.1(b)(ii) Impact by vehicles, damage by malicious persons and vandals with the sum insured being a maximum of £7,500 per incident.

3.2.1(b)(iii) Drainage and pitch condition.

3.2.1(c) The College has public liability insurance for not less than five million pounds for any event or series of events.

3.2.1(d) The policy is issued by a reputable insurance office.  
damage by an insured risk

### **4 Further obligations of the Club**

The Club agrees with the College:

4.1 To pay the pitch fees as determined in accordance with the agreement when due.

4.2 To exercise the rights in such a way as not to:

4.2.1 Cause nuisance, damage or annoyance to the owners' occupiers or users of other

land and premises.

4.3 Not to assign or sub-licence the whole or any part of the pitch to any other parties not involved in this agreement.

4.4 To comply in all respects with the requirements, rules and regulations with which the college have set out.

4.6 Not to do anything, which will or may result in any insurance affected by the College, in respect of the property, or its use being void or voidable.

4.7 To pay on demand by way of reimbursement the amount of any expenditure incurred by the college as a result of misuse or damage caused by the club or any of its members.

4.8 To hold public liability insurance with a limit of indemnity of not less than five million pounds. The club must state where this is not the case by contacting Brockington College and completing a terms of hire form.

## 5 Miscellaneous

### 5.1 Football equipment

There is no obligation on the college hereunder to provide any football equipment other than goals.

### 5.2 Exclusion of third party rights

Nothing in this Agreement is intended to confer any benefit on any person who is not a party to it.

### 5.3 Exclusion/limitation of College's liability

The College shall not be liable for the death of, injury to, damage to, any losses or other liability incurred by the club or any person exercising any of the Rights or in the purported exercise thereof beyond the level of its insurance cover.

### 5.4 Notices

All notices to be given by either party pursuant to the provisions of this Agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the address of the College or Club specified in this.

### 5.5 Unavoidable interference with the Rights

The club acknowledges that it is inevitable that there will be occasions when the performance by the College of its obligations in respect of the facility will interfere with the ability of the club to fully exercise the rights and provided that the College makes all reasonable endeavours and takes all precautions to minimise that interference no claim shall be made in respect thereof.

The College reserve the right to cancel any booking for use by the County FA or similar organisations to host coaching courses, events and workshop.

**I have read and understood the above agreement. Should my club not adhere to the criteria outlined, we will accept full responsibility in the case of negligence and forfeit our rights to use the facility.**

**Signed on behalf of**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed on behalf of Brockington College by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_