

# Dereham Neatherd High School



## Standard Operating Instructions for Neatherd Arena (3G Pitch)

**Responsible:** T Brunton, Bursar  
**Date:** 1<sup>st</sup> July 2015  
**Next Version to be Approved By:** 1<sup>st</sup> July 2016

# Dereham Neatherd High School: Standard Operating Instructions for The Arena

## Contents

- Section 1 - Details of the Pitch.....2
  - 1.1 General.....2
  - 1.2 Changing Facilities .....3
  - 1.3 Use Guidelines: .....3
- Section 2 - Potential Risks .....4
  - 2.1 People Factors .....4
  - 2.2 Physical Factors .....4
  - 2.3 Activity Factors .....5
  - 2.4 Coach/Staff Factors.....5
- Section 3 – Community use .....5
  - 3.1 Time(s) of Use .....5
  - 3.2 Users .....5
  - 3.3 Type of Activity .....5
  - 3.4 Supervision/Responsibility.....5
  - 3.5 Equipment .....6
  - 3.6 Car Parking.....6
  - 3.7 Care and Responsibility.....6
  - 3.8 Emergency Action .....6
- Section 4 – Maintenance Details .....7
- Section 5 – Conditions of use .....7
- Section 6 - User agreement – Regular club users.....9

## Section 1 - Details of the Pitch

### **1.1 General**

1.1.1 The full pitch is 100m x 70m marked with white lines. The facility also has two 9-a-side size pitches that are marked with blue lines and three 5-a-side pitches that are marked by yellow lines.

1.1.2 The pitch has 12 goals in total, six 5-a-side goals and four 9-a-side goals located in the recess points alongside the touchlines of the pitch and two full size 11-a-side goals located at either end of the pitch.

1.1.3 Use of the pitch for school use is between the times of 08:30 – 18:00 Monday to Friday.

1.1.4 Use of the pitch for customers outside of the school is between the times of 18:00-21:30 Monday to Friday, 09:00-19:00 Saturdays, 09:00 and 17:00 Sundays and some Bank Holidays.

1.1.5 The pitch has two main exit/entrance points located in the middle of the side nearest to the building and one on the far side in the recess furthest from the fencing at the end of the field.

1.1.6 The exits to be used in case of an emergency are any of the three entrance/exit points, whichever is closest at the time of emergency. 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**

1.2.1. Changing Rooms are available upon request and are located close to the pitch with shower and toilet facilities.

1.2.2. 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. There is also a car park at the rear of the pitch.

## **1.3 Use Guidelines:**

1.3.1 The pitch can be used for a variety of different sports but in the main is used for Football and for Hockey. Rugby cannot be conducted upon this surface.

1.3.2 In the event of the pitch being used for two different activities at the same time the pitch should be divided into sections using the pull across safety nets. For example if the two activities were contrasting and a danger to interfere with one or the other (such as Hockey and Football) then appropriate safety precautions need to be taken.

1.3.3 Footwear: permitted footwear is round rubber or plastic moulded studs and astroturf trainers. Non-permitted: screw-in studs, metal or metal-tipped studs, bladed boots, flatsole trainers and spikes or running shoes.

1.3.4 All footwear should be clean and clear of any debris such as mud and grass to avoid contamination of the artificial surface.

1.3.5 Any activity that risks damaging participants or the surface of the artificial pitch should not be conducted upon this surface unless with the use of protective measures. This includes:

- Rugby.
- Any athletic throwing event.
- Cricket (unless mats used for batting areas).

1.3.6 In the event of the artificial surface being covered in snow over 25mm or being icy (greater than a frost) the pitch should be avoided being used.

1.3.7 The pitch should not be used if waterlogged.

1.3.8 When performing sporting activities upon this surface, you will need to be aware of the safety curtain wires that travel across the width of the pitch separating the three quarters.

1.3.9 No child should be present upon the artificial surface unsupervised.

## **Section 2 - Potential Risks**

Pitches such as this have the potential to be hazardous places. It is vital that teachers, hirers, coaches and supervisory staff are fully aware of the potential hazards they and users may be exposed to. The hazards may be grouped into four areas as follows:

### **2.1 People Factors**

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

### **2.2 Physical Factors**

- Extreme/Bad weather.
- Equipment missing or damaged.
- Fencing around the outside of pitch.
- Uneven surfaces.
- Texture of surface (hard/soft).
- Dangerous objects on pitch.
- Sliding on surface.
- Impact from sports equipment.
- Collisions/contact with surrounding objects/people.

## **2.3 Activity Factors**

- Poor activity planning/preparation
- Poor activity delivery/organisation
- Incorrect footwear/safety equipment
- Poor safety control from leaders

## **2.4 Coach/Staff Factors**

- Fatigue/Tiredness
- Talking to other staff/members of the public
- Not attending training sessions
- 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 18.00 – 21:00 Monday to Friday, 09.00 – 19.00 Saturdays and 09.00 – 17.00 Sundays.

### **3.2 Users**

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

### **3.3 Type of Activity**

3.3.1 It is likely that evening bookings will be for football. 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 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 at Section 6 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 Dereham Neatherd High School with the pitch. No other equipment will be provided by the school.

3.5.2 Footwear: permitted footwear is round rubber or plastic moulded studs and astroturf trainers. Non-permitted: screw-in studs, metal or metal-tipped studs, bladed boots, flatsole trainers and spikes or running shoes.

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 the side of the pitch.

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

### **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 No smoking is permitted anywhere on site.

3.7.4 All litter/rubbish should be placed in the bins provided.

3.7.5 Users should refrain from using foul and/or abusive language and consider our neighbours in respect of noise levels.

### **3.8 Emergency Action**

3.8.1 Should a fire occur on/near the pitch please exit through the nearest gate and assemble on the tennis courts located at the front of the building. Please call the fire service immediately and notify reception during school hours, or the Premises Manager at all other times.

3.8.2 Should a major injury or emergency occur and an ambulance is required, it is the responsibility of the hirer to deal with the incident and direct the ambulance to the pitch. You will also need to inform the school at the nearest available time and fill in an incident report.

## **Section 4 – Maintenance Details**

4.1 The pitch has been installed by skilled operatives using only the highest quality materials. It is 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 that correct footwear is being used. Chewing gum and cigarettes are banned from the pitch area. Ensure that players entering the pitch or recovering balls etc do not carry mud on to the playing surface.

4.3 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.

## **Section 5 – Conditions of use**

**In addition to the 'Terms and Conditions of Use' advised in the Hirer's Guide, the following are also specific to users of the 3G pitch.**

**Footwear: permitted footwear is round rubber or plastic moulded studs and astroturf trainers. Non-permitted: screw-in studs, metal or metal-tipped studs, bladed boots, flatsole trainers and spikes or running shoes.**

**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.

Dereham Neatherd High School 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 pitch area.** Parents, spectators and carers must remain in the viewing areas.

**Only coaches and hirers are to deploy the dividing net** between pitches if necessary, ensuring the 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 or Assistant Site Manager.

**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 for three weeks.

**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 overleaf.



## **Section 6 - User Agreement – Regular club users**

**THIS AGREEMENT** is made between Dereham Neatherd High School, Norwich Road, Dereham, Norfolk, NR20 3AX and the 'Hirer'.

**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 Dereham Neatherd High School. 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 Your club is able to access the facility at the cost agreed at time of booking.

### **3 Further obligations of Dereham Neatherd High School**

The High School 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 school 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 Hirer.

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

3.2.1(b)(i) Liability insurance appropriate to cover the Hirer's users against accident and injury.

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(c) The policy is issued by a reputable insurance office.

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

The Club agrees with the High School:

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 High School have set out.

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

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

4.7 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 Dereham Neatherd High School and completing a terms of hire form.

## **5 Miscellaneous**

### **5.1 Football equipment**

There is no obligation on the High School 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 the High Schools liability**

The school shall not be liable for the death of, injury to, damage to, any losses or other liability incurred by the hirer 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 High School 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 High School 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 High School makes all reasonable endeavours and takes all precautions to minimise that interference no claim shall be made in respect thereof.

The High School reserves 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 Dereham Neatherd High School by:**

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

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