

Football Application Pack

2023–2024 Season

Facebook: Sport NT Football Pitches

Contents

Introduction	2
Service Charter	3
Pitch allocation timeline and checklist	5
Grass football pitch facility listings.....	6
Pitch and facility hire costs, 2023-2024.....	7
Pitch allocation policy.....	8
Terms and conditions	9
Football pitch application form 2023/24 season.....	15
Appendix 1- Football post instructions.....	19
Appendix 2 – Goal post and pitch sizes	20
General Risk Assessment Record – football pitches (goal posts).....	21
Training facilities.....	26

Introduction

This information pack has been put together to act as a guide to inform football teams using Sport North Tyneside's facilities about what service standards can be expected and what standards we expect from football teams.

Please note that there are a few additions and amendments from previous seasons, therefore we would ask that you read through this updated information pack carefully before signing the terms and conditions. If you have any questions in regards to anything in this pack please don't hesitate to contact Sport North Tyneside using the details below.

Please be advised that the contact details in this guide are for Sport North Tyneside, who are responsible for all matters concerning the hiring of North Tyneside Council grass football pitches.

Contact: Sport North Tyneside

Contact address: Sport North Tyneside, 1st Floor, Block A, The Killingworth Site, Harvey Combe, Killingworth, NE12 6QQ

Email: football@northtyneside.gov.uk

Facebook: Sport NT Football Pitches

The team is available 9am-5pm Monday to Thursday and 9am-4pm Friday on 0191 643 7171

Weekend contact number: 07815 655 247

Service Charter

Football pitches and facilities

North Tyneside Council is committed to providing quality services to its customers. The following points outline the standards we have set for our football pitches and facilities, and how we aim to achieve them: -

- A clean and safe environment
Pitches and facilities to be free from vandalism, graffiti and litter
- Well-maintained football pitches
Cutting grass on a fortnightly basis (this may be varied to reflect seasonal weather variations)
Evenly spreading grass clippings
Marking of all pitches with clear white lines in accordance with FA rules and regulations
Ensuring posts are straight, vertical and in accordance with FA rules and requirements
Maintaining playing pitches to provide a good, safe playing surface

Any issues associated with the clean, safe environment and maintenance of football pitches, please contact Sport North Tyneside by emailing football@northtyneside.gov.uk

- Well-maintained changing rooms
Ensuring changing rooms are clean, tidy and available for use when required
Providing sufficient warm water for shower users
Ensuring toilets are clean, stocked with consumables and inspected on a regular basis
- Efficient and effective administration, bookings and management
Provision for enquiries during office hours 9am to 5pm Monday to Thursday, and 9am to 4pm on Friday via 0191 6437171
Weekend Leisure Assistants can be contactable via mobile on 07815 544 247
Provision for the booking of pitches 9am Monday to 12 noon Wednesday

Accurate and prompt administration including processing of invoices, receipts and booking forms

Seeking customer views and using these to improve the service

Any issues associated with the administration and management of football bookings, please contact Sport North Tyneside by emailing football@northtyneside.gov.uk

In return for this, we expect our customers to treat staff courteously, and to respect other facility users and preserve our football pitches and changing facilities.

Pitch allocation timeline and checklist

Month	Action	✓
March	Information pack received	<input type="checkbox"/>
	Read information pack and terms and conditions	<input type="checkbox"/>
	Choose preferred site	<input type="checkbox"/>
	Complete pitch application form	<input type="checkbox"/>
	Complete terms and conditions signature sheet	<input type="checkbox"/>
	Complete and return the application form	<input type="checkbox"/>
April (Deadline for the return of applications 28 April 2023)	Allocations will be made after 28 April 2023	
May (2022/2023 season ends 28 May 2023)	Confirmation of allocation received	<input type="checkbox"/>
July	Invoice for pitch received	<input type="checkbox"/>
	Invoice for pitch paid	<input type="checkbox"/>
	Pitches open for friendlies from 22 July 2023	
August (2023/2024 season starts 5 August 2023)	Pitches available from 5 August	

Grass football pitch facility listings

Site location	Address	Facilities and pitch size				Tier
		Changing	Senior	Junior	Mini Soccer	
Churchill Playing Fields	Hartley Avenue, Whitley Bay, NE26 3NS	✓	✓	x	x	A with changing
Collingwood	Silkeys Lane, North Shields, NE29 0ER	-	✓	✓	x	A with changing
John Willie Sams	Weatslade Road, Dudley, NE23 7HS	✓	✓	x	x	A with changing
*Lockey Park	North Road, Wideopen, NE13 6LH	-	-	-	-	A with changing
Rising Sun Sports Ground	Kings Road North Wallsend, NE28 9JJ	✓	✓	UPON REQUEST	x	A with changing
Heaton Terrace	Regents Terrace, North Shields, NE29 7HJ	✓	✓	x	x	B with changing
High Flatworth	Wallsend Road, North Shields, NE29 7XJ	✓	✓	x	✓	B with changing
Seaton Burn	Front Street, Seaton Burn, NE13 6ES	✓	✓	x	x	B with changing
*Foxhunters	Rake Lane, North Shields, NE29 9QB	-	-	-	-	B with changing

Preston Playing Fields	Monkswood, North Shields, NE29 9ND	x	✓	✓	x	B no changing

Pitch and facility hire costs, 2023-2024

Tier A Adult	£617
Tier A Junior	£383
Tier A Mini	£216
Tier B Adult with changing	£562
Tier B Junior with changing	£322
Tier B Mini	£148
Tier B Adult no changing	£429
Tier B junior no changing	£253

*Leased site, not available for general hire

Pitch allocation policy

The criteria for the allocation of grass football pitches are as follows:

Allocations will be made per team, not per club

Applications from teams with an outstanding debt will not be considered

Teams who have successfully achieved Charter Standard awards will be given priority above those teams who have not

Football FA Charter Standard

Charter Standard is ranked in the following order:

Youth and Adult Club

Development Club

Community Club

The longest standing teams will be given preference, whenever possible after 'b' & 'c'.

Pitches will be allocated in order of receipt as per the council's date stamp.

Teams to be allocated a pitch (where available), subject to having complied with all rules and regulations (and after criteria b has been considered.)

Pitch allocation will be linked to the playing level of the team and the demands of the league in which the team(s) participate.

Applications will be considered within the context of the statements set out above and equal opportunity will therefore be offered to all teams.

Late applications will only be considered after all other allocations have been completed, including the allocation of pitches to new teams.

In the event of the demand for pitches outweighing the supply, teams who have been unsuccessful in their application with Sport North Tyneside will be advised to contact other pitch providers, which may include schools/education sites and other private providers.

Terms and conditions

Governing the hire of grass football pitches, season 2023/2024

1. All teams wishing to hire a football pitch must be affiliated to the Northumberland Football Association, Whitley Park, Whitley Road, Newcastle upon Tyne, NE12 9FA, 0191 270 0700 / www.northumberlandfa.com
2. Applications from teams with an outstanding debt will not be considered.
3. All applications will be date stamped on their return. Applications must be received by 28 April 2023. The return of applications is the sole responsibility of the football team. Proof of postage is not proof of receipt. Teams will be sent a confirmation email once in receipt of a completed application, prior to the deadline. Any applications received after the deadline will be considered but determined as late applications and may not result in first and/or second choice venue being allocated. We may also be unable to allocate any venue, dependant on capacity.
4. The football season will begin 5 August 2023. The season will officially end on 26 May 2024 or earlier if advised. Teams wishing to book facilities after this date are required to make a separate application.
5. The team must play only on the pitch allocated to them at the specified time slot (am/pm) and therefore arrange fixtures to fit in with those of any other team, which may be allocated the same pitch.
6. Any double booking of allocated football pitches must be resolved by either the league secretary or secretary of each individual football team concerned. The responsibility for resolving double bookings is not the responsibility of the Council.
7. An invoice for football pitch hire will be issued and must be paid by the due date. Any team that does not meet their payment by the date specified will be deemed to have broken the terms and conditions governing the hire of football pitches and as such will have access to the use of facilities withdrawn with immediate effect. In addition, the league secretary will be informed, and a pitch will not be reallocated once debt recovery has commenced.
8. Upon payment of the appropriate rental fee, teams will be issued with an official receipt, which must be provided on request to any employee of North Tyneside Council.
9. All team secretaries must advise the Football Pitch Bookings Officer of their weekly fixtures no later than 12 noon on the Wednesday prior to the fixture. Midweek fixtures should be booked by 12 noon Wednesday of the week prior.

Any teams failing to meet this deadline will not be allocated a pitch or changing accommodation. Teams not following the booking procedure and found to have played without permission will be subject to a casual booking fee, at the current rate. All fixtures must be forwarded via email to football@northtyneside.gov.uk

10. All teams, players and officials take part in the game at their own risk. North Tyneside Council does not accept liability for injuries caused during the course of the game. Teams shall, therefore, indemnify the Council against any claim liability, loss or proceedings whatsoever, arising under statute or common law in respect of personal injury or death of any persons, or damage to any property arising out of or which may alleged to arise out of or in the course of the use of the facilities, or premises by the organiser, unless due to any act or neglect of the Council or of any person for whom the Council is responsible.
11. Teams shall obtain and pay the premium for an approved insurance against those liabilities specified above. This is provided through affiliation to the NFA (see clause 1). Teams must produce when reasonably required a current affiliation number.
12. Notification of any change of secretary, team name, league, or disbanding teams must be sent in writing immediately to Sport North Tyneside.
13. Intimidation or abuse of a Council employee will not be tolerated, particularly over the decision as to whether or not the pitch is fit for play. Any such behaviour may result in the club concerned being refused access to Council facilities and Northumberland Football Association being notified.
14. Users of Council facilities should park their vehicles in such a manner as to allow adequate access for emergency services. Vehicles should be parked in accordance with local parking regulations and not in a way which causes annoyance or inconvenience to the occupiers of any private property. Where car parking facilities are inadequate users should not park on grassed areas adjacent to designated parking areas or entrances. The Council accepts no responsibility for the loss of or damage to vehicles or for payment of any fixed penalty notices issues whilst on Council land. Parked vehicles, whether in a designated parking area or not, are left entirely at the owners'/drivers' own risk.
15. All organisations working with juniors must ensure all coaches and volunteers are vetted through an enhanced DBS check. Failure to comply with this will result in facilities being withdrawn with immediate effect. (All teams with players under the age of 18 must contact the NFA for procedures and guidelines). A list of all persons cleared through DBS must be provided on request to Sport North Tyneside.

16. No rebates are made in respect of cancelled fixtures due to unforeseen circumstances i.e. damage to playing surfaces or equipment or when the pitch is considered unplayable due to bad weather conditions. In addition, if a team disbands after the commencement of fixtures no refunds will be given.
17. The Council does not hold itself responsible for any loss/damage to property of the team, players or officials that take place on land or premises owned by the Council. All property remains at the owner's risk.
18. All contracts of hire are subject to the ground not being required by the Council for other purpose.
19. Team secretaries are held responsible for the actions of both the home and the away team at the time of the fixture. As the signatory on the terms and conditions the secretary will be held responsible for any costs incurred. It is therefore advised that all players are made aware of the terms and conditions.
20. Team managers must familiarise themselves and communicate with all team members (and away team) of the content displayed on the Health and Safety Notice Board.
21. All reservations or complaints regarding pitches and facilities must be made in writing to the Leisure and Wellbeing Team Leader at Sport North Tyneside.

Conditions of pitch hire

- A No league or cup games will be allowed on Christmas Day, Boxing Day, or New Years Day. Christmas closure dates will be 23 and 24 December 2023 and 30 and 31 December 2023. No league or cup games will be allowed on 31 March 2024 (Easter Sunday).
- B Matches played on Bank Holidays will be subject to an additional charge.
- C Cup matches will be given preference over league matches.
- D A maximum of 20 home games will be allowed unless agreed with League Secretaries.
- E One pre-season friendly match will be allowed on the allocated pitch on weekends 22 and 23 July and 29 and 30 July 2023. No further requests for pre-season friendlies will be considered.
- F Training on any grass playing pitch managed by Sport North Tyneside is strictly prohibited. Any team found guilty of this will find their use of facilities withdrawn with immediate effect and will not be eligible for a refund of any fees paid.
- G Sub-letting is strictly prohibited.
- H If it is found that the pitch is being misused, underused or not being used by the team it has been allocated to, the club or team in question will forfeit their

allocation for that pitch for the following season and may lose use of the pitch with immediate effect.

- I The decision regarding the cancellation of football pitches due to inclement weather is the responsibility of North Tyneside Council.
- J To confirm whether a pitch is available for play or cancelled due to extreme weather conditions/unforeseen circumstances, teams should check the Sport NT Football Pitches Facebook Page after 12 noon on the Friday before a fixture. The referee and on-site Leisure Assistant (if available) will make any on the day closure decisions.
- K If there is no representative on site, the team and referee are responsible for deciding whether or not the pitch is playable. Care should be taken over this decision. Any injuries incurred due to pitch condition, is the responsibility of the team following inspection. If your pitch is not playable, you are not guaranteed alternative provision.
- L Teams will be held responsible for any reinstatement costs or loss of income if a team plays on a pitch that is closed or unsuitable for play.
- M Teams, players and officials are requested to carry out their own pitch inspection so as to satisfy themselves as to its safety prior to commencing play inclusive of dog fouling. Any dog fouling occurrence should be reported via North Tyneside Council's 'Report It' e-form located on the council webpage.
- N On sites where aluminium goals are provided, teams must erect and dismantle the posts before and after fixtures, failure to dismantle, abuse or incorrectly store the posts will result in a fine of £25 being charged to the team who booked the pitch (see Appendix 1).
- O Teams will be provided with bin bags upon request and must remove all litter generated around the pitch upon completion of the game, failure to do so will result in a fine of £25 being charged to the team who booked the pitch. Teams must ensure that all socket covers / lids are closed at the end of any fixture.

Conditions of buildings hire

- A Teams are responsible for any damage caused to Council buildings such as changing rooms as a result of occupancy by both the home and away teams. Teams must not do, suffer, or permit to be done, anything which may invalidate the Council's Policy of Insurance Against Fire. This includes leaving buildings and gates unlocked.
- B All facilities are covered by the Council's no smoking policy. This applies to all buildings and Council owned land. Facilities users must abide by this ruling.
- C The consumption of alcohol is not permitted whilst using Council facilities.

- D Players are to remove football boots before entering changing areas.
- E Wash basins and showers must not be used for cleaning football boots.
- F Changing rooms must be left in a clean and tidy condition (litter put in bins provided).
- G If facilities are not left in a clean and tidy condition by both the home and away teams, or boots have been cleaned in the facility, all the teams using the facility during that period will be fined £25 to cover the cost of additional cleaning.
- H Access to the changing facilities is by prior arrangement with Sport North Tyneside. Facilities will be opened one hour prior to a fixture.

Guidelines on misconduct

We are committed to supporting all strands of equality participation in sport and will take positive action to meet the sporting rules and operations of the whole community. We are committed to promoting and encouraging wider participation by minority communities in playing, spectating, coaching and officiating football. We believe that the football community should be able to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

The following will not be tolerated and will be treated as acts of misconduct:

- A Verbal and/or physical abuse of any kind.
- B Abuse of and/or damage to Council employee or property.
- C Failure to abide by the ruling concerning the availability of a pitch for play.
- D Failure to play on the allocated pitch/playing on an unallocated pitch.
- E Failure to comply with the conditions set out in the terms and conditions governing the hire of a football pitch.
- F Any team found guilty of misconduct will find their use of facilities withdrawn with immediate effect and will not be eligible for a refund of any fees paid.

These terms and conditions, which do not constitute an exhaustive list, have been agreed with the Northumberland FA. North Tyneside Council reserves the right to amend or add to the terms and conditions at its discretion. Sport North Tyneside reserves the right to withdraw the use of facilities with immediate effect from teams who are found guilty of misconduct.

Coronavirus (COVID-19)

It is the responsibility of the hirer to continually keep up to date with current government guidance, The Football Association, Northumberland Football Association and the guidance in force issued by North Tyneside Council.

Football pitch application form 2023/24 season

I wish to apply to hire a football pitch for the 2023/2024 season. I understand that in order for this booking to be accepted I must sign the terms and conditions governing the hire of football pitches for the 2023/2024 season and enclose the signature sheet for your records.

Name of club/team	
Adult or junior (if junior please state age group)	

Secretary's name (print)	
Secretary's address	
Invoice name and address (if different from above)	
Secretary's email	
Secretary's phone number	
Named person responsible for pitch bookings and cancellations	
Email of person responsible for pitch bookings and cancellations	
Signed (Club Secretary)	

Treasurer's name	
Treasurer's address	
Treasurer's email	
Treasurer's phone number	
Signed (Club Treasurer)	

League name	
Division	
Charter Standard status	

Current pitch location (if applicable)	
Current pitch number (if applicable)	
Site preference 1	
Site preference 2	
Pitch size required (see Appendix 2 for further information)	
Goal size required (see Appendix 2 for further information)	

Are changing and toilet facilities required? (please tick the relevant box)	Yes		No	
--	-----	--	----	--

How do you wish to pay your pitch fees?	
---	--

*Please note that monthly Direct Debit payments must be arranged directly with finance upon receipt of invoice. To do so, please contact 0345 2000 101.

Day of fixtures (Saturday or Sunday)		Time of fixture (am or pm)	
---	--	-------------------------------	--

Team Facebook name				
Team Twitter name				
Please share my contact details with other teams share allocated site (please tick relevant box)	Yes		No	

If you are a current user of the site you have requested, please let us know if you have any suggestions for improvements which could be made:

Please complete and return pages **15, 16, 17 and 18 only** to:

Sport North Tyneside

1st Floor Block A

The Killingworth Site

Harvey Combe

Killingworth

NE12 6QQ

Email: football@northtyneside.gov.uk

By signing this form, we confirm that:

- We are the people responsible for all debts that are incurred by the football team we represent.
- We agree and understand the terms and conditions governing the hire of Sport North Tyneside football pitches for the 2023/2024 season.
- We take responsibility for the actions and conduct of our team in relation to this booking.

Two signatures are required for the booking to be accepted.

Names (print)	
Signed	

Appendix 1– Football post instructions

This information is provided to assist teams in safely setting up and taking down their goals.

To set up the goals:

- Leisure Assistant/home team will unlock goal posts from stowage
- Home team to carry posts to relevant goalmouth
 - 2 or 3 persons to carry a cross bar
 - 2 persons to carry an upright
- Assemble the goalposts on the ground by inserting the uprights into the crossbar and tighten up the 4-wing nut and bolts – square posts only
- Secure the nets to the uprights and crossbar using tape or plastic clips provided
- Raise the goal post and insert into ground sockets
- 2 persons per upright and insert fully into sockets

To dismantle the goals:

- Lift the goalpost out of sockets (2 persons per upright)
- Carefully lower the post to the ground
- Remove net clips and net from the goalposts
- Undo wing nuts and bolts, dismantle goals on the ground
- Return bolts/wing nuts and net clips to the Leisure Assistant
- Return posts to stowage
 - 2 or 3 persons to carry a cross bar
 - 2 persons to carry an upright
- Leisure Assistants/home team will lock up and make post stowage secure

Goal post safety

Each goal must be set up and be tightened securely. Never use faulty goal posts. Please ensure everyone who is involved in setting the goals up and taking them down has seen these instructions and risk assessment.

Report any faults or concerns to the Leisure Assistant onsite or contact football@northtyneside.gov.uk

Please review the risk assessment for the football goal post set up/takedown. Please ensure everyone who is involved in setting the goals up and taking them down has seen these instructions and risk assessment.

Appendix 2 – Goal post and pitch sizes

Age grouping	Type	Recommended size of Goal Posts		Maximum Recommendation without runoff		Recommended size including runoff (Safety area around pitch)	
		(Height x width) ft		(Length x width) yds		(Length x width) yds	
Mini-Soccer U7/U8	5 v 5	6	12	40	30	46	36
Mini Soccer U9/U10	7 v 7	6	12	60	40	66	46
Youth U11/U12	9 v 9	7	16	80	50	86	56
Youth U13/U14	11 v 11	7*	21*	90	55	96	61
Youth U15/U16	11 v 11	8	24	100	60	106	66
Youth U17/U18	11 v 11	8	24	110	70	116	76
Over 18 Senior Ages	11 v 11	8	24	110	70	116	76

General Risk Assessment Record – football pitches (goal posts)

LOCATION: North Tyneside Council (numerous outdoor pitch sites)

ASSESSOR: Sport North Tyneside

DATE: 24/08/2022

REVIEW DATE: 24/08/2023

No	Activity / plant / materials etc	Hazard	Persons at risk	Likelihood 1-5	Severity 1-5	Risk factor	Control measures / improvements	Result*
1	Goals (assembly)	Dropping part of the framework onto a body part	All	3	3	Low	<p>Club member to remove goal posts from storage unit</p> <p>Teams to carry the posts to the relevant goal mouth with:</p> <p>2 or 3 persons carrying the cross bar and 2 people to carry each upright</p> <p>OR</p> <p>2 persons carrying cross bar, minimum of one person carrying each uprights IF posts are being assembled in the goal mouth area</p>	A

							<p>The goal is to be assembled on the ground by inserting the cross bar into the uprights and ensuring the quick released panels are secure or bolts for square goals</p> <p>2 people per upright will raise the frame of the goal and insert fully into the sockets</p>	
2	Goals (dismantling)	Dropping part of the framework onto a body part	All	3	3	Medium	<p>2 people per upright will lift the goalpost out of the sockets and carefully lower the post to the ground</p> <p>The quick release locks will be un-done and the uprights dismantled on the ground</p> <p>The team to return the posts to the relevant storage area with:</p>	A

							<p>2 or 3 persons carrying the cross bar and 2 people to carry an upright</p> <p>OR</p> <p>Should posts be dismantled in the goal mouth area, 2 persons carrying cross bar, minimum of one person carrying each uprights are required</p> <p>Club rep to securely lock the goal posts to the storage area</p> <p>Socket covers to be placed back over post sockets</p>	
3	Net	Catching a body part on the goal net clips	Participants	2	2	Low	<p>Team to attach the net to the goal framework using the plastic goal net clips provided</p> <p>Tape is also acceptable to attach the net to the goal framework</p>	A

							<p>Any jewellery worn on the hands to be removed prior to attaching the net to the goal frame</p> <p>Any faults or concerns with the equipment are to be reported to Sport North Tyneside football@northtyneside.gov.uk</p>	
4	Goal post safety	Dropping part of the framework onto a body part	Participants	3	3	Low	<p>The home team will be responsible for making those that are involved in setting up the goals are aware of the instructions and have seen the risk assessment</p> <p>Any health and safety considerations to be highlighted to the club rep on site prior to the game</p> <p>Children below the age of 16 are not allowed to assemble or dismantle the goal framework</p>	A

							<p>The goal is designed to be used for football only and no other purpose</p> <p>Players are not to climb on the net or the goal framework</p> <p>Any faults or concerns with the equipment are to be reported to the Leisure Assistant on site or contact Sport North Tyneside by emailing football@northtyneside.gov.uk</p>	
--	--	--	--	--	--	--	--	--

*Key to result:

T= Trivial risk

A= Adequately controlled

N = Not adequately controlled

U = Unable to decide, further information required

ASSESSORS SIGNATURE: Sport North Tyneside

Operational Manager: Tracey Stonehouse

Training facilities

To assist in further developing your football team included below is a list of the Council's sports and leisure centres offering gym facilities, indoor sports halls and 3G football pitches (available at Hadrian Leisure Centre and The Parks Sport Centre)

Hadrian Leisure Centre

St Peters Road, Wallsend, NE28 7LQ

(0191) 643 2025

hadrianleisure@northtyneside.gov.uk

The Parks Sports Centre

Howdon Road, North Shields, NE29 6TL

(0191) 643 2700

the.parks@northtyneside.gov.uk

Tynemouth Pool

Beach Road, North Shields, NE29 9PX

(0191) 643 2900

tynemouth.pool@northtyneside.gov.uk

Waves

The Links, Whitley Bay, NE26 1TQ

(0191) 643 2600

waves@northtyneside.gov.uk

The Lakeside Centre

Southgate, Killingworth, NE12 6SA

(0191) 643 4177

lakeside@northtyneside.gov.uk