

## GRASS SPORTS PITCH BOOKING PROCEDURES

### AYR & TROON

#### 1. INTRODUCTION

The Grass Sports Pitch Booking Procedures apply to the booking of **AYR & TROON** grounds only and are used as a guideline for teams registered to play on the aforementioned pitches.

#### 2. TEAM REGISTRATION

2.1 All teams must complete the online registration form and read and agree to abide the rules regulations and code of conduct. Teams must indicate which venue, day and whether they play in the morning or afternoon on the registration form.

2.2 Registration is accepted for each venue according to demand and pitch conditions. Any change of times or venue will be notified as necessary.

2.3 Registered teams will have 9 days priority booking for a venue on a particular day and morning or afternoon. Please note that allocation of a specific pitch to a registered team cannot be guaranteed.

2.4 Teams must register on an annual basis. Teams will be emailed each year to register for the following season, registrations must be completed by **6th August 2023**, this is the registration date.

2.5 Teams who do not register by the registration date will become a late registered team and will have the opportunity to book pitches from 9 a.m. 6 days prior to play.

2.6 No teams have priority over midweek bookings all teams may book midweek times when available 9 days in advance.

2.7 It is the individual team's responsibility to ensure that a completed application is submitted on time.

2.8 Any team upgrading from 7-a-side to 11-a-side mid-season must indicate on registering and forfeit priority booking privileges when upgrade date comes in to effect.

**2.9 Please note all annual one-off larger events taking place on sports grounds take precedence to weekly fixtures.**

**2.10 Please note all Teams must notify any changes to contact details straight away to [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk)**

### **3. BOOKINGS**

3.1 No pitch bookings will be accepted unless 24 hours notice has been given for weekday matches. Cancellation of midweek games must be made by 10 a.m. on the day of play to avoid charges being incurred. **N.B. Only if there are prior bookings for weekend play will further bookings be accepted on a Friday before 10 a.m. for Sat/Sun play.**

#### **3.2 Bookings, cancellations, change of times, venue etc.,**

must be emailed to [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk) by 10am on a Friday morning for Sat/Sun play. Cancellations made after this time will be charged full pitch fees. N.B. Any team failing to turn up on the day may be charged relevant. Grounds staff overtime rate along with pitch fee.

**3.3 Cancellation by Grounds Staff/Referee** - The Grounds staff is responsible for deciding whether pitches are suitable for play at all attended sites, Grounds staff will have the final say on the suitability of play. In the case of unattended sites the Referee will report any decision to cancel a game to the Team Manager/representative, who in turn should inform

[lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk) of this decision no later than the Tuesday following to avoid charges being levied. If play is doubtful due to inclement weather prior to weekend/fixture, teams can contact 01292 612655.

**3.4 Length of Booking** - Teams will have access to the appropriate changing facilities (**see 6.5**) a minimum of 45 minutes prior to kick-off time. Use of pitch shall be for a period not exceeding 1 hour 45 minutes for 11-A-Side pitch and 1 hour for a 7-A-Side pitch. Teams should vacate the building within 45 minutes of completion of the game or at a time previously agreed with Grounds staff. (Where teams are booking for a game that may need extra time they should email [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk) after they have made the booking online to confirm the requirement.)

**3.5 Equipment** - Teams are responsible for erecting/dismantling nets and ancillary equipment hired at KGV and Old Racecourse. This is subject to availability and may have a levied £5.00 deposit. This is payable to Grounds staff; and will be refunded if items are returned intact. **Please note – Net Pins will not be supplied by South Ayrshire Council.**

### **4. PAYMENTS / PERMITS**

4.1 Payment for pitches must be made at time of booking. All bookings can be made online at <https://www.south-ayrshire.gov.uk/leisure/pitch-bookings/>

**4.2 Failure to provide grounds staff with proof of payment may exclude the team from play on the day. E mail confirmation of payment is acceptable.**

4.3 All bookings and payments can be made via [www.south-ayrshire.gov.uk/book-a-sports-pitch](http://www.south-ayrshire.gov.uk/book-a-sports-pitch)

If you cannot book online, bookings may be taken by prior arrangement by telephoning 01292 612655.

4.4 If a game is cancelled (see 3.3), a refund will be processed within 14 days to the same method payment was received.

4.5 Teams with arrears will be unable to book or register for forthcoming fixtures or for a future season until payment is received.

4.6 Unofficial Play - Any team found to be playing on a pitch without an official booking will invoke a surcharge equivalent to double the standard fee.

4.7 Training - No training is allowed on pitches - this includes pitches being 'rested'. Teams found training on rested playing areas will invoke a surcharge equivalent to double the standard fee. **Unofficial Play and Training penalties must be paid in full before further bookings will be accepted.**

## **5. RESPONSIBILITIES**

5.1 It is the responsibility of the Grounds staff to ensure that the facility is secure and in an acceptable standard for use. If Teams encounter problems with regard to changing facilities, etc., please inform Grounds staff; if unavailable please contact the pitch booking line on 01292 612655 at the earliest opportunity or e mail [lets@south-ayrshire.gov.uk](mailto:lets@south-ayrshire.gov.uk)

5.2 If problems are encountered with pitch surfaces, goalposts, lining of pitches etc., please contact either Steven Gilchrist – General Foreman on 0797 1120 323; Alan Dougall 0797 1120 391 and for Troon Area – George Rattray General Foreman on 07971622964 **during working hours only.**

5.3 As parking can be an issue nearby most football pitches in South Ayrshire at certain times, it is the responsibility of patrons attending games to park appropriately and safely at all times.

5.4 Any other issues relating to bookings or invoicing should be directed to Lets on 01292 612655.

## **6. KICK-OFF TIMES**

6.1 **Mornings** -Where pitches are reserved for Saturday and Sunday morning fixtures, (10 a.m. to 11 a.m.) kick-off time must be arranged to allow dressing rooms to be clear up to a maximum of 1 hour after conclusion of the game. Dressing rooms not cleared by time requested by the Grounds staff may have a **surcharge** placed on the home Team.

6.2 **Afternoons** -Saturdays and Sundays 2 p.m. from beginning of August until end of October and from beginning of March until end of season. Saturdays and Sundays 1.30 p.m. from beginning of November until end of February.

6.3 **Evenings** -Evening Games come into operation during late March/April and August/September, these games are restricted Monday to Thursday evenings, unless by special arrangement. Kick-off times for these fixtures should be arranged to allow for all players and officials to be clear of the dressing rooms **no** later than 9 p.m.

6.4 **Replays** In the case of replays where there is a possibility of extra time being required, the kick-off time will be extended by 45 minutes without additional charges, provided this is stated at the time of booking see 3.4

6.5 The Council currently operates a Summer Season. Teams wishing to play Summer League will be able to book online as usual all registered teams will be able to book the available summer pitch which will be notified on <https://www.southayrshire.gov.uk/leisure/pitch-bookings>