

MEPAL PARISH COUNCIL

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Website: www.mepalparish.org



MEMORANDUM OF UNDERSTANDING BETWEEN MEPAL PARISH COUNCIL AND FOOTBALL CLUB

IN RELATION TO REGULAR SEASONAL USE OF THE COMMUNITY PAVILION & FOOTBALL PITCH LOCATED ON MEPAL RECREATION FIELD

1. At this time casual hire cannot be accommodated at his facility due to the equipment and maintenance requirements.
2. This memorandum of understanding should be read in conjunction with the published general terms and conditions of facilities hire and specifically clause 59-63 in relation to regular use of a pitch.
3. The Community Pavilion, incorporating sports changing facilities, on the Recreation Ground is operated by Mepal Parish Council and is available to hire by completing an online booking in accordance with the charges outlined on the booking website and the Mepal Parish Council website.
4. Bookings cannot be made until a signed copy of this MoU is accepted by the Parish Council.
5. The availability of the Pavilion for use by any Football Club for fixtures and training sessions is subject to making a confirmed booking via the online booking system and is only confirmed after receipt of the appropriate hire charge and acceptance of the terms and conditions
6. Mepal Parish Council maintain the Recreation Field as a village recreation field for the use of the whole Community
7. The Parish Council will cut the grass on the field at regular intervals, for the use of the community at large, and will supplement this with additional cutting of the pitch area in advance of pre-booked pitch hire, subject to staffing.
8. The Parish Council do not own goalposts, nets or flags, or any other sporting equipment. It is the responsibility of the football club to provide such as necessary.
9. Pegs used to tie down nets must be 'counted out' and counted in' as they can cause injury to staff and other field users along with considerable damage to equipment.
10. Team managers must try to ensure substitutes and visitors do not continually walk on the white side-lines when watching matches as they will spoil the lines for forthcoming teams.
11. Notice of booked match hire is required no less than 14 days in advance of any match if additional grass cutting is needed.

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12. The Parish Council will not meet the costs of additional maintenance as may be required due to regular pitch use.
13. Any regular football club hirer will need to agree to fund raise or to apply to the Football Foundation Grass Pitch Maintenance Fund (or other grants) to cover the additional full maintenance required for regular seasonal football match bookings before bookings can be accepted for any season. This grant is required to cover the additional work needed to maintain the pitches to their standards, including but not limited to reseeding and related maintenance as necessary. Grant funding would need to be paid directly to the Parish Council who will manage the fields maintenance plan
14. Football Clubs should ensure that any funding includes line marking costs. Line marking can only be carried out by the Parish Council and the appropriate notice must be given to allow this to be carried out.
15. Mepal Parish Council would prefer football clubs to use movable goal posts, however where this is not possible, fixed posts are acceptable, but socket covers must be provided and used at all times when the posts are not erected. Changing the location of the sockets is subject to Parish Council approval before relocation.
16. Any team hiring the pitch will also be expected to use their best endeavours to ensure that any litter is collected, and that damage is prevented or rectified after each match.
17. Mepal Parish Council is willing to sign a Landlord and Tenant Security of Tenure (SoT) form (template provided by the Football Foundation) to enable a club to apply for the Maintenance Fund stating that we know of no current reason why the current SoT would not be extended beyond the current season and no current reason or intention not to extend the tenure for subsequent seasons.
18. If more than one Football Club wishes to use the facilities on a regular basis, then they should come to a mutual agreement in regard to covering the shared cost of pitch maintenance for that season. This is for any Football Club to arrange prior to bookings, the Parish Council only take bookings and do not act on or for any individual clubs.
19. After confirmation that the maintenance costs for that season can be met, to confirm bookings for the season, any Football Club should submit as soon as possible after the receipt of the fixture list from the Cambridgeshire Football Association, a copy of the fixture lists, with 'home' matches clearly indicated, and a list of training sessions. It is only at this point that the pitch bookings for the season can be provisionally confirmed.
20. The Parish Council must receive a signed copy of the MoU by 1st June each year with evidence that the costs of full maintenance can be met for the upcoming season as the Parish Council will have to produce a fully funded enhanced maintenance programme starting from August each year. This must be received before the upcoming season's pitch bookings can be confirmed.

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21. Payment of the season's listed booked fixtures should be made at the start of the season before the first game is played.
22. The Football Club will continue to be responsible for all aspects of Health and Safety and all liability to players, officials, spectators and other third parties in their use of the Field, making available to the Parish Council upon request their policies and related documents.
23. The Football Club are expected to ensure all members and visitors to the facility park within the car park provided and do not park on Witcham Road causing a hazard.
24. Teams must be aware that the recreation field may be regularly used by young children and is bordered on one side by Parish Council residents, so please use appropriate language. It is the responsibility of the team granted the pitch to ensure this is complied with in respect of all players and those supporting/visiting.
25. Teams must ensure players and visitors do not leave any litter and that any dogs are kept on leads. Boots are not allowed in the pavilion building and must be taken away and cleaned elsewhere.
26. No modification to the existing structure or surroundings is permitted without prior permission from the Parish Council.
27. Any damage to the pitch as a result of match use should be immediately reported to the Parish Council via a post-match pitch condition report. A template for this report can be supplied on request.
28. In order that essential maintenance can be undertaken on the pitches, games will not be allowed between 1st May and 1st September unless it is on an official fixture list.
29. Failure to comply with any of these conditions may result in permission to use a pitch being withdrawn. In signing this application, you agree, on your team's behalf, to these conditions.
30. The Parish Council hold the right to terminate the agreement should they feel or have reports from member of the public or staff that any of the conditions above are being breached.

Signature of the
representative of
the Parish Council

Name

Position

Date

Signature of the
representative of
the Football Club

Name

Position

Date