



Abbots Langley Parish Council Recreation Regulations

1. Seasons

Bowls*	Last Saturday April - Last Sunday September
Cricket	Mid April - Mid September
Football	First weekend in September - Second weekend in May
Tennis	All year round
Basketball	All year round
Netball**	All year round
Skatepark	All year round
Physical Training	All year round

*: Bowls facilities leased to Abbots Langley Bowls Club.

**: Netball facilities currently not available.

2. Bookings

2.1. Season Bookings

2.1.1. Football

An official application form for season bookings of football facilities must be completed by an officer of the organisation and submitted to the ALPC Bookings Officer by 10th July.

2.1.2. Cricket

An official application form for season bookings of cricket facilities must be completed by an officer of the organisation and submitted to the ALPC Bookings Officer by 10th April.

2.2. Casual Bookings

2.2.1. Cricket, and Football

Applications for ad hoc matches must be made to the Parish Council office at least 14 days prior to the match. Approval for ad hoc matches will only be given in season. Season booking holders scheduled matches will take precedence. Season booking holders will be given at least 48 hours' notice of any ad hoc bookings. Ad hoc bookings for training sessions and practice matches are not permitted.

Season hirers are not permitted to allocate pitches to other non-club affiliated teams nor sublet to other teams. All casual bookings must be made in writing directly to the Council for agreement and payment.

2.2.2. MUGA

Ad hoc bookings for the MUGA must be made to the Parish Council office at least 14 days prior to the booking. Booking requests from organised teams will be considered for marked out sports (e.g. basketball, football). Booking requests from pre-approved certified and insured physical trainers will be considered for group (5+ clients) physical training sessions that DO NOT involve use of any benches, weights, or medicine balls. Use of any benches,

Abbots Langley Parish Council Recreation Regulation

weights, or medicine balls on the MUGA surface are prohibited as this damages the surface. Use of any resistance bands attached to the fence or the posts are not permitted.

2.2.3. Bowls

Ad hoc bookings for a rink should be made through Abbots Langley Bowls Club (<http://www.abbotslangleybowlclub.com/>) who lease the Bowls rink from Abbots Langley Parish Council. As part of the tenancy agreement, during the normal bowling season, one rink is available for public use.

2.2.4. Tennis

Ad hoc bookings for courts 1,2 and 3 at Manor House Grounds should be made through GetSet4Tennis @ <https://clubspark.lta.org.uk/getset4tennis/Booking> . Scheduled coaching sessions offered by GetSet4Tennis take place on courts 1 and 2 only. Court 3 is always available for booking by the public.

2.2.5. Skatepark

No bookings are required for use of the Abbots Langley Skatepark at Manor House Grounds.

2.2.6. Organised Activities

Any clubs or organisations wishing to use Abbots Langley Parish Council grounds for organised events are required to submit an events application. Applications can be downloaded from <https://www.abbotslangley-pc.gov.uk/event-planning/>

2.3. Annual Bookings

2.3.1. Physical Training Sessions

Certified and insured Physical Trainers wishing to use Abbots Langley's playing fields / parks for either one-to-one, one-to-few (less than 5 clients) physical training sessions must complete an event application form once a year and submit it to the Parish Council along with supporting documents to receive approval to hold training sessions on Council grounds.

One-to-one, one-to-few (less than 5 clients) physical training sessions are only permitted on Council grounds outside of and away from any marked pitches (cricket, football), as specified by the Council. Group physical training sessions (5+ clients) are only permitted on the MUGA which must be booked in advance.

3. Fitness for use

3.1.1. Inspection

Hirers agree to carry out a site check upon arrival to ensure the site is safe for use. Hirers will inform the Council's Chief Officer & Clerk, Facilities Manager, or Works Manager of any potential hazards identified.

3.1.2. Determination

The Council's Works Manager will have the final decision on whether facilities are fit for use or play and all persons using facilities shall obey the directions of the Council's Works Manager in all respects, alternative facilities will be provided if possible and without inconveniencing other members of the public.

4. Payments

Charges for seasonal or casual use of Council pitches, MUGA, courts, and playing fields are charged in accordance with the Abbots Langley Parish Council Fees & Charges for Halls, Open Space & Sports Facilities document which is reviewed and approved on an annual basis.

Abbots Langley Parish Council Recreation Regulation

4.1. Season Bookings

- Football – Invoices sent out in August; Fees due in September.
- Cricket – Invoices sent out in April; Fees due in May.

4.2. Casual Bookings

- Cricket, Football, MUGA – Payment in full due 2 weeks prior to booking.
- Tennis, Skatepark – Use of the Manor House Grounds tennis courts and skatepark is free of charge.
- Organised Events – Use of the Parish Council grounds for organised events is dependent on the size and type of event.

4.3. Annual Bookings

- Physical Training – Use of the Manor House Grounds for one-to-one or one-to-few (less than 5 clients) is free of charge to registered physical trainers.

5. Use not Transferable

The right to use any Council pitches, MUGA, courts, or fields shall not be assigned or otherwise transferred to another. Reserve teams will only be allowed if written application is made to the ALPC Bookings Office at least 14 days prior to a match.

6. Accidents

Hirers shall indemnify the Council and their staff against all actions, expenses, claims, damages, penalties and demands arising out of, or in any way connected with the hiring, or any accident or loss which may happen to or be sustained by any person by reason thereof.

7. Litter

Hirers of Council pitches, MUGA, courts, and playing fields must ensure that the facility or area hired is left free of all litter and all litter is either placed in public bins provided for that purpose or removed from the site. Plastic bin liners with rubbish cannot be left next to the public bins; these must be removed from the site.

If significant litter is left at the facility or area post a match, event or function hire and Council staff is required to undertake a full litter pick to clear the litter, the hirer will be charged a £50 fine on the first offence, £100 on the second offence, and £150 on the third and subsequent offences.

8. Loss or Damage and Behaviour

8.1. Clubs or Personal Property

The Council will not in any circumstances accept responsibility for the loss of, or damage to any goods, property or vehicles which may be deposited or left on, or brought into or upon any sports ground, course, courts or open space, or any other premises belonging to, or under the control of the Council.

8.2. Council Property

Each club or person hiring any facility belonging to the Council shall be liable for any loss or damage whatsoever done or occasioned by the fault or neglect of any club or persons engaged in a match, game or use of any facility. The decision of the Council both as to the nature and amount of damage shall be final.

8.3. Behaviour

8.3.1. Good Behaviour

Abbots Langley Parish Council Recreation Regulation

The hirer shall be responsible for the good behaviour of all users participating in the match, game, or training session for which the facilities have been hired.

8.3.2. Threatening Behaviour

Any threatening behaviour whether that be verbal, physical or in writing, exhibited by a hirer before, during, or after an event or activity on Council grounds towards a member of the public, Councillor, or Council staff, which causes the individual to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The Council considers threatening behaviour to be:

- Attempted or actual aggressive, or physical actions made towards a member of the public, Councillor or Council staff.
- The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates a member of the public, Councillors or Council staff.
- Abuse, aggression or threats made in person, over the telephone or in written communication, including on social media.

Any incidents of threatening behaviour will result in the hirer being issued a penalty. See 'Section 17 - Penalties' for further details.

8.4. Adherence to Signs

Users and hirers of Council pitches, MUGA, tennis courts, skatepark and MUGA must abide by the rules as posted by the Council at the site.

9. Use of Council Pitches, MUGA, Skatepark, Tennis Courts and Fields

9.1. Organised Matches on Council Pitches - Cricket, Football

No organised match shall be played on any Council pitch unless an application has been made to the Council in advance and written consent obtained. Organised matches will only be permitted in season. The season is as defined by the Council.

Teams are only allowed to play on the Council pitches for which an application has been made and approved. Play on any other Council pitches at other sites must be either applied for and paid for as a casual booking.

9.2. Training and Practice Matches on Council Grounds - Cricket, Football

Training and practice matches are not permitted on Council grounds (on or off pitch) out of season. The season is as defined by the Council.

9.3. Physical Training

No physical training session of any size shall take place on Council grounds unless an the physical trainer has registered with and been approved by the Council.

Group physical training sessions (5+ clients) are only permitted on the MUGA which must be booked in advance. Use of the MUGA must be in accordance with signposted rules.

The use of Abbots Langley public car parks and children's play areas for physical training sessions is prohibited for safety reasons.

The use of any Council street furniture (e.g. posts, fences, railings, bike racks, bus shelters, benches, bins, trees) to aid in any physical training activity is prohibited for safety reasons.

The use of slack lines is prohibited.

The use of benches, heavy weights (10+ lbs / 5+ Kgs), large tyres, medicine balls, or battle ropes are not permitted anywhere on Council grounds as this damages the ground / surface which poses a safety risk to the public.

Playing of any amplified music during physical training sessions is prohibited.

Abbots Langley Parish Council Recreation Regulation

9.4. Use of Tennis Courts, MUGA and Skatepark

Use of the tennis courts, MUGA and skatepark is limited solely to those purposes. Use of these must be in accordance with signposted rules.

Organised physical training sessions are not permitted on the tennis courts or skatepark for safety reasons.

9.5. Unauthorised Use

Unauthorised use of any Council pitches, fields, play areas, MUGAs, skatepark, or tennis courts by any individual or group may result in a penalty being issued. See 'Section 17 - Penalties' for further details.

10. Footwear

Any person playing games where special footwear is considered necessary (e.g. bowls, cricket, tennis) shall at all times wear appropriate footwear to protect the Council's property from undue damage. The Council reserve the right to refuse permission to play to any person not conforming to this regulation.

11. Provision of facilities

11.1. Marking Out

For all pitch games (e.g. cricket, football) the Council will undertake to prepare the ground, mark the pitch each week for football if necessary. The Council does not provide any storage facilities or changing room facilities to hirers.

11.2. Spectator Rails

Clubs are required to erect and take down spectator rails before and after every unless alternative arrangements have been made with Abbots Langley Parish Council. Post holes must be capped off for safety reasons.

11.3. Goal Posts

Clubs are required to erect and take down goal posts at the start and end of the season unless alternative arrangements have been made with Abbots Langley Parish Council.

12. Claiming Facilities

Proof of booking or registration must be produced at the grounds if requested by a Council employee. If there is a dispute, proof of booking or registration alone will be accepted as evidence of permitted use.

13. Junior

For the purposes of the calculation of Fees & Charges, "Junior" shall mean a person who has not reached his or her 18th birthday.

14. Complaints

Any complaint in regard to the various sports facilities must be made in writing to the Chief Officer & Clerk to the Council and received within one week of the cause of the complaint arising. (In the case of Clubs, Associations, etc. complaints will only be accepted from the authorised Secretary).

15. Catering

No hirer or user shall sell or arrange for the sale of food or refreshments on Council car parks, pitches, MUGA, skatepark, tennis courts or fields as part of their booking without prior approval.

16. Right to Alter the Regulations

Abbots Langley Parish Council Recreation Regulation

The Council reserve the right for the Works Manager to alter or temporarily suspend any regulation or any other matter relating to the hire of games and recreational facilities until the Council have considered a report on the matter submitted by the Chief Officer & Clerk to the Council.

17. Penalties

Any individual or group reported to the Council Office by any Member of the Council or its employees for failing to comply to the Council's Recreation Regulations or Fees & Charges may:-

- a. be liable to penalties and possible suspension from the use of any facilities provided by the Council, until the Council have considered a report on the matter submitted by the Chief Officer & Clerk.
- b. have their booking agreement, past / present / future, cancelled for a period of not more than six months for the first offence, and not more than twelve months for any subsequent offences, if the Council deems it appropriate after considering the report of the Chief Officer & Clerk on any contravention of the Recreation Regulations or Fees & Charges. The Council reserve the right to recover from the hirer the whole or the balances as the case may be of any charges unpaid.
- c. have to repay any costs incurred by the Council in relation to the contravention.

Abbots Langley Parish Council

Name: _____

Signed: _____

Dated: _____

Club / Organisation / Hirer

Name: _____

Signed: _____

Dated: _____

Document Revision History

Version	Date	Changes
1.0	2002	Document created.
2.0	20/06/2018	Reformat of document.

Abbots Langley Parish Council Recreation Regulation

3.0, 3.1, 3.2	07/07/2022	Addition of sections to cover additional Council facilities, and update relevant season and application dates.
3.1 & 3.2	19/07/2022	Reviews and updates by Council staff.
3.3	24/08/2022	Approved by Leisure Committee (Aug 2022, min 132) Regulations to be reviewed again at April 2023 Leisure Committee meeting.
3.4	21/06/2023	Edits to Section 8,9, 17. Approved by Leisure Committee (Jun 2023, min 74)

[https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared documents/policies/alpc-recreational-regulations-v3.4-final-20230621.docx](https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared%20documents/policies/alpc-recreational-regulations-v3.4-final-20230621.docx)