

ARTIFICIAL GRASS PITCH (AGP) REFURBISHMENT
KINGSWAY PARK HIGH SCHOOL

AGP MANAGEMENT AND MAINTENANCE
SCHEME

S24-012
MAY 2024

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DOCUMENT CONTROL	
Project Title	Artificial Grass Pitch (AGP) Refurbishment
Document Title	AGP Management and Maintenance Scheme
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Note	Plans included in this statement should not be scaled - please refer to scaled plans included with application pack

REVISION HISTORY				
Revision	Description	Issued By	Date	Status
.00	Planning Issue	TB	13 05 2024	For Approval

1 REQUIREMENT

This AGP Management and Maintenance Scheme concerns the refurbishment of an Artificial Grass Pitch (AGP) at:

Kingsway Park High School
Turf Hill Road
Rochdale
OL16 4XA

This plan is a **live** document and can be modified at any point to ensure identified issues are addressed.

This plan details opening times, a system of management responsibilities, a maintenance schedule including measures to ensure the replacement of the 3G ATP within a specified period, and a mechanism for review; all to be implemented in full, with effect from commencement of use of the facility.

2 MANAGEMENT RESPONSIBILITIES

Day to day management of the use of the AGP will be the responsibility of Kingsway Park High School.

Volunteers and community leaders will provide additional supervision for their respective groups using the AGP.

The clubhouse will be staffed whenever the AGP is open, to manage pitch bookings and to provide site supervision, as well as to monitor for and address anti-social behaviour (ASB).

Contact details for reporting any issues outside of the permitted hours of operation will be published on noticeboards and on the football club's website.

3 STAFF

All staff and personnel responsible for managing and supervising the sports facility will be qualified, trained, and capable of the applicable services as required.

4 ACCESS TO THE SPORTS FACILITY

All access to the AGP will be managed by Kingsway Park High School.

5 MANAGEMENT ACTIONS

Keep and maintain the sports facility clean and tidy and do not allow damage.

Only use the facilities for the permitted sporting activities.

Implement safeguarding policies.

Observe all relevant health and safety rules and regulations.

6 PROMOTION AND ADVERTISING

Implement a marketing strategy to encourage community use to participate in sport and physical activity, encourage the range and quality and number of sports club links, provide affordable access and to be self-financing in terms of community use.

7 MANAGEMENT, MONITORING, AND REVIEW

Establish a management committee to review the performance of the AGP.

The school management team and senior leaders will meet at least annually for a formal management review, to ensure this plan remains effective.

This review will not preclude more frequent intermediate reviews, as required.

At the management review, improvement plans, and related actions will be developed if required.

The premises manager will issue a report including the following items before every meeting:

- Adequacy of resourcing.
- Training undertaken and planned.
- Analysis of site inspections, audits, incidents, and any non-conformities.
- Follow-up actions from previous management review.
- Recommendations for improvement.

A record of every meeting will be kept, to inform future reviews.

These records should be made available to the management committee upon request.

8 MAINTENANCE ARRANGEMENTS

Specific method statements and risk assessments should be prepared prior to commencement of maintenance activities.

Maintenance activities should be undertaken in accordance with the accompanying document – please refer to S24-012 3G ATP Maintenance Schedule.

All inspections, maintenance and works shall be fully recorded in the facility Operation & Maintenance (O&M) Manual.

Recommendations for further maintenance works shall also be recorded in the log and an action programme for implementation shall be prepared for these.

Where significant maintenance work is likely to take place that may result in disruption or noise, advance warning should be given to local residents and neighbours wherever possible.

9 PERFORMANCE AND SAFETY ACCREDITATION

To ensure the AGP is fit for purpose once installed, it will be tested to confirm compliance with Federation Internationale de Football Association (FIFA) Quality Programme for Football Turf (FIFA Quality).

Subsequently, the facility will be entered onto The Football Association's Register of 3G Football Turf Pitches before first use; which is vital to facilitate non-league competition play as well as English Accredited Club football activities.

This performance testing will be repeated throughout the functional life of the facility to make certain that it remains safe for play.

10 REPLACEMENT

At the end of the AGPs functional life (eight to ten years) replace the 3G football turf pitch surface, along with further necessary refurbishment works.

When organising replacement work, carefully consider that most materials used to construct the proposed AGP may now be re-used, recycled, repurposed, and recovered, including:

- 3G artificial turf pitch surface – Cradle-to-Cradle innovations are now possible; meaning an aged football turf can be fully recycled back into raw material for the same industry to create new turf or secondary plastic products, thus removing the label of a single use plastic;
- Stabilising and performance infill materials;
- Steel (floodlights and fencing); and
- Base and foundation aggregates.

11 SENSITIVE LIGHTING MANAGEMENT PLAN

Operate, test, and maintain the LED sports area lighting in accordance with the following routine:

- Ensure lights are operated and maintained in accordance with the plan.
- Ensure staff are aware of the requirements of the plan.
- Ensure site documentation (user instructions and method statements) is retained and adjusted, as required.
- In conjunction with the premises manager, deliver regular training to the site team, as required.
- Report anything that deviates from agreed processes to the premises manager.
- Report all identified lighting incidents and examples of best practice to the Premises Manager.
- Attend relevant training, as required.
- Carry out annual lighting maintenance assessments to ensure the lights do not ever become a public nuisance.

12 NOISE MANAGEMENT PLAN

A noise management plan is necessary to address potential anti-social behaviour which cannot be resolved by any other means (essentially managing potential impacts that cannot be engineered-out of the development).

Anti-social behaviour is not necessarily related to the noise level and is something that cannot effectively be 'engineered out'.

However, it is proposed that this noise management plan is implemented as part of the development to minimise the impact of environmental noises to nearby noise-sensitive residential properties.

It should be recognised that some noises will be created during normal football activities and use, however certain actions can lead to an unnecessary increase. Therefore, this plan intends to promote proper use and operation during all times of community access and to minimise unnecessary impacts.

The noise management plan includes a method of informing all participants that swearing and anti-social behaviour is unacceptable and that the school reserves the right to dismiss any participant from school and ban future use if this is the case.

This plan provides neighbours a facility to report excessive noise or anti-social behaviour directly to the school. This will allow the complaint to be investigated and addressed quickly.

It is important that complaints are investigated swiftly, that action is taken where necessary and that the complainant is kept informed of progress, especially where it is not possible to address or resolve complaints straight away.

So, this plan includes a written action plan to deal with complaints, with the ability to warn or ban participants; and a record log for reported complaints.

RESPONSIBILITY

It is the responsibility of Kingsway Park High School to ensure these policies and procedures are implemented.

This plan includes methods to inform all students and community visitors that swearing and anti-social behaviour is unacceptable, and that the school reserves the right to dismiss any visitor or group from the 3G facility and ban future use if this is the case.

SOURCES OF NOISE

Potential noise sources relating to football activities at the AGP could include:

- Footballs balls being kicked, hitting the ground, and hitting perimeter fencing and pitch barriers.
- Voices / calling during training sessions and matches by players / officials.
- Shouting / cheering during matches by / parents / spectators.
- Inappropriately timed grounds maintenance activities.
- Visitors arriving / leaving the school.
- Traffic movements and vehicle sounds when arriving and leaving the school.

MITIGATION MEASURES

Mitigation measures include the following actions:

- Youth football players shall only be allowed to use the AGP with an appropriate adult present (e.g. manager / coach).
- Football players, managers, and coaches will only gain access to the AGP for the period of their hire.
- Signage will be erected and maintained to entrances / exists of the AGP to promote courteous behaviour to all visitors, football players, managers, and coaches when leaving the school.

Specifically, these signs will politely request that everyone leaves the school quietly to respect neighbours and refrains from any excessive noise, bad-language, or anti-social behaviour.

Example respect signage:



- To reduce the noise from football impacts, ball stop fencing is rigid steel open mesh containing a general 200x50mm aperture.

- Fence mesh panels are insulated from fence posts using neoprene washers fitted to every fence post / mesh fixing point to aid noise reduction and acoustic attenuation by reducing rattle and vibration from football impacts.
- Nets will be in use during football games, training and activities and suitably maintained to ensure they contain any ball strikes.
- Supervision will be provided during sports activities to monitor behaviour.
- Measures will be implemented such as padlocks to gated entrances to prevent unauthorised use outside permitted hours of operation.
- Grounds maintenance shall not take place outside of the following hours:

Day	From	To
Monday to Friday	09:00	18:00
Saturday	09:00	13:00
Sunday and Bank Holidays	No work	No work

- Sports equipment and site furniture and effects will be periodically inspected (maximum bi-annual intervals in-between inspections) to ensure these items all remain fit for purpose and that sound-creating properties are controlled.

In turn, items may be maintained, tightened, eased, lubricated, and repaired to preserve proper functionality. These items include:

- Ball-stop fencing and gates.
- Pitch barriers and gates.
- Portable football goal frames.
- Portable football goal nets.
- Powered maintenance equipment.

NOISE POLICY

Noise policy details are as follows:

- The premises manager and staff will regularly monitor activities at the AGP.
- Use of the AGP will be limited to the permitted hours of operation.
- The maximum player capacity of the AGP will not be exceeded.
- Only pre-booked visitors will be permitted to use the 3G facility.
- All participants and visitors as part of a letting's agreement will agree to a Code of Conduct which includes considerate behaviour when arriving at and leaving school, considerate use of the AGP, as well as considerate traffic movements.
- The school will provide a clear and reliable mechanism whereby noise complaints can be made and logged.
- Any complaints received will follow the procedure set out in this plan.
- Any complaints will be responded to within a reasonable time and normally within twenty-four (24) hours upon receipt.
- When requested, details of any logged complaints will be provided with confirmation of any actions taken.
- The premises manager will liaise with neighbours, stakeholders and interested parties to ensure this plan remains effective and will revise the noise management plan accordingly.

NOISE COMPLAINTS PROCEDURE

It is important that all complaints are treated seriously and dealt with in a timely fashion.

As such, this complaints procedure is necessary to ensure that measures are implemented to address the concerns of neighbours.

The procedure once a noise complaint is received, is as follows:

- All complaints will be recorded including detail of concerns, address, name, and contact details.
- The complaint will be investigated as soon as possible following receipt, normally within twenty-four (24) hours; however not in excess of seven days.
- If necessary, complaints may be escalated to the football club chairperson for resolution.
- Following investigation, relevant action will be taken, and the complainant notified of the relevant action.
- When the complaint relates to a specific participant, the complaints procedure shall be followed (please see below).
- Proven offenders will receive the following punishments:

1 st offence	Verbal warning
2 nd offence	Final warning
3 rd offence	Dismissed
4 th offence	Banned
- The noise complaints procedure includes the following sequential actions:
 - 1) Complaint received.
 - 2) Complaint logged and recorded.
 - 3) Complaint validated to ensure it relates to the 3G facility and not elsewhere.
 - 4) Action taken to remedy the situation and to reduce the risk of recurrence.
 - 5) Action recorded and logged.
 - 6) Response sent to complainant as required.

13 CODES OF CONDUCT

The Code of Conduct for respective parties will be as follows:

CODE OF CONDUCT FOR VOLUNTEERS

- A. Consider the wellbeing and safety of participants before the development of performance.
- B. Develop an appropriate working relationship with players, based on mutual trust and respect.
- C. Make sure all activities are appropriate to the age, ability, and experience of those taking part.
- D. Promote the positive aspects of the sport (e.g. fair play).
- E. Display consistently high standards of behaviour and appearance.
- F. Never exert undue influence over players to obtain personal benefit or reward.
- G. Never condone rule violations, rough play, or the use of prohibited substances.
- H. Encourage players to value their performances and not just results.

- I. Encourage and guide players to accept responsibility for their own performance and behaviour.
- J. Never actively promote anti-social behaviour, lude acts or excessive drinking, or force anyone into taking part in such activities.
- K. Volunteers shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status or pregnancy.

CODE OF CONDUCT FOR PLAYERS

- A. Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the sporting environment.
- B. Players must ensure that the game is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon that match officials to maintain those principles.
- C. Players shall not repeatedly breach the laws of the game.
- D. Players shall accept and observe the authority and decisions of match officials and all other disciplinary bodies.
- E. Players should promote the reputation of the game and take all possible steps to prevent it from being brought into disrepute.
- F. Players shall not commit a doping offence in accordance with the World Anti-Doping Agency (WADA) Code.
- G. Players shall not use foul language or abusive language or gestures towards match officials or spectators.
- H. Players shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status or pregnancy.
- I. Players shall arrive for training and matches in good time to prepare thoroughly.
- J. Players shall display consistently high standards of behaviour.
- K. Players shall turn up with an appropriate kit for the activity.
- L. Play for fun and enjoyment.
- M. Learn and play by the rules.
- N. Be a good sport - win with modesty, lose with dignity.
- O. Co-operate with coach, team-mates, and opponents.
- P. Thank officials and opponents after competition.

CODE OF CONDUCT FOR PARENTS AND SPECTATORS

- A. Be on your best behaviour and do not use profane language or harass, physically or verbally, players, managers, coaches, match officials or other spectators.
- B. Applaud all good play by your own team and the other team.
- C. Show respect for your team's opponents. Without them, there would be no game.

- D. Never ridicule or scold a player for making a mistake during a game.
- E. Never condone the use of violence and verbal abuse.
- F. Respect the match officials' decisions and remember he/she is only human with the same feelings as you and, like you, sometimes makes an honest error.
- G. Encourage players always to play according to the Laws of the Game.
- H. Know the Laws of the Game to better understand what you are looking at and commenting on.
- I. Spectators shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status or pregnancy.

CODE OF CONDUCT FOR COACHES

- A. Arrive in plenty of time to set up your activities and ensure safety.
- B. Keep yourself informed about sound coaching practices.
- C. Be reasonable in your demands on participants time, energy, and enthusiasm. The successful coach invests in the well-being and interests of their players, not their win / loss record.
- D. Teach your team that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- E. Never ridicule or shout at a participant for making a mistake or losing.
- F. Teach players to be fair and to follow the rules.
- G. Divide your time equally between all standards of players.
- H. Check you have adequate insurance cover for the coaching you are undertaking.
- I. Ensure you and your players have respect for their opponents, the officials and opposing coaches and supporters.
- J. Follow advice from a professional when determining if an injured player is ready to play or train.
- K. Take responsibility for the young people in your care until they have safely left the activity.
- L. Coaches shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status or pregnancy.

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S&C Slatter
 Stephen's Yard
 Enborne Newbury
 Berkshire RG20 0HA
 T 01635 34521
 E info@sandcslatter.com
 W www.sandcslatter.com



A member of The Slatter Group
 VAT Registration No 537 7329 20
 Company Registration No 6537517