



Redbourn Recreation Centre

Note: If you are using this venue and are aware of any issues with this document, either the instructions of use or issues that may affect its safety, please inform the Club, via the following email address secretary@harpencolts.com.

**HARPENDEN COLTS
INSTRUCTIONS FOR USE
AND RISK ASSESSMENT**



INSTRUCTIONS FOR USE

<p>Venue Manager (to be contacted with any queries about the venue)</p>	<p>This venue is managed by Everyone Active.</p> <p>Please contact the EA representative onsite in the first instance for games during centre opening times. They are located on the first floor reception and wear black tops marked with EA.</p> <p>Colts Venue Emergency Contact only - Jes Reilly secretary@harpendencolts.com 07774336704</p>
<p>Pitch Booking</p>	<p>Via Harpenden Colts website – follow instructions on the web page.</p> <p>Please use the actual pitch booked (see Venue Map on final page for pitch references).</p> <p>If you don't have booking rights to use the page – contact secretary@harpendencolts.com</p>
<p>Earliest arrival and kick off</p>	<p>The centre is staffed and operated by Everyone Active and the centre and car park will be open for weekend games as follows:</p> <p>Saturdays – 08:30 to 15:00 Sundays – 08:30 to 15:00</p> <p>All games must be played during these hours and all equipment returned to their normal storage area before the centre closes.</p> <p>During week days the centre closes at 21:00 and all equipment must be stored away by 20:45.</p> <p>The centre is fully closed on all Bank Holidays.</p>
<p>Arrival at venue</p>	<p>No need to book in with reception as EveryoneActive will open the rear doors by 08:30 each Saturday and Sunday allowing coaches to collect equipment from our equipment store. Our equipment store holds corner flags and respect lines (we use combination codes for the goal locks now and not keys). The store is located immediately on the right-hand side as you enter the rear doors.</p> <p>There is also a key box on the outside of the rear doors which houses a key to open the rear door. This key is on a blue key ring</p>



	<p>and should be used for emergencies only as EveryoneActive are responsible for opening and closing the rear door for the times listed above. Year Leads have the code for the key safe box located outside next to the doors. Please arrange access with your Year Group Lead.</p> <p>Top Soil, buckets and Trowels available at the venue to use to fill holes and remove mess prior to matches. An inspection of pitches takes place weekly by the centre.</p>
<p>Storage</p>	<p>Corner flags and respect flags are stored in the equipment store as you enter through the rear double glass doors.</p> <p>The Samba goals are stored within the outside fenced compound to the right of the rear double glass doors along with goal anchors (hoops for 5 and 7 aside Samba goals). The combination codes for the locks for the compound is 4232.</p> <p>The combination codes for the locks for the movable goals is 4232.</p> <p>The nets for the adult pitch (Senior 11 - A3) are found in the store cupboard.</p>
<p>Parking</p>	<p>Detailed parking instructions to ensure parking for all users at the centre at weekends is provided at the end of this document. Please share these instructions with your parents and spectators, and opponents each week so that they can share with their parents and spectators too. We appreciate everyone's support with parking at the centre.</p>
<p>Spectators</p>	<p>Spectators welcome but please put up a Respect Line and have spectators one side of the pitch, coaches the other side.</p> <p>Toilet facilities are available through the rear doors. Toilets will be cleaned once a week by the Centre. Cleaning products will be available out of reach of Children in case of emergency.</p> <p>Please remind your teams and spectators and those of the opposition not to wear any dirty boots or footwear within the main parts of the Centre especially the reception area. Please remove these before entering the centre and leave them outside.</p>
<p>Dogs</p>	<p>Dogs are allowed on the site but not in the Centre building.</p>



	<p>Please keep dogs on leads around pitches and owners are responsible for cleaning up their dog mess and putting this into the dog bin on the outside of the centre.</p>
<p>Goals/nets/goal weights</p>	<p>See storage details above</p> <ol style="list-style-type: none"> 1) Wheeled Goals – When you arrive at the venue, if you are the first team using the pitch please unlock the wheeled goals allocated for your pitch. Each goal has two locks with a combination code. Your YGL will provide the combination codes. 2) If you are the last game on the pitch to use the wheeled goals: <ol style="list-style-type: none"> a) please move them together ensuring that they are moved off and away from the pitch area fully. This will ensure the grass on our football can be cut fully. b) Lock the wheeled goals together with the combination locks. <p>This process ensures our goals remain protected and allows the grounds contractor to cut and line the pitches without having to move them each time</p> <p>Coaches are responsible for rolling wheeled goals into place and please make sure they are properly lowered down and fixed in place before play starts.</p> <ol style="list-style-type: none"> 2) The Samba goals are stored within the outside fenced storage unit to the right of the rear doors. 3) Please make sure the goals are anchored securely with hoops pushed into the ground. c) If you are the last team to use the Samba goals, please lock the outside storage area. <p>The nets for the adult pitch (Senior 11 - A3) are found in the store cupboard and please remove these nets and return them to the cupboard after use.</p>
<p>Corner flags</p>	<p>See storage details above – Corner flags are available at the centre. There are 32 corner flags.</p>



Respect lines	See storage details above. There are 10 Respect Lines.
Grass cutting and line marking	This is performed by the contractor hired by EveryoneActive who manage the centre.
Footwear	Grass venue so moulded or metal studs
After your match	<p>If yours is the last match on the pitch of the day, please return all equipment to correct storage location before the centre closes in line with their operating hours as described earlier in this document.</p> <p>Please refer to section Goals/nets/goal weights for details on how to manage the Wheeled and Samba Goals in you are the last team using these goals.</p> <p>If you are using the pitches after 15:00 at weekends, please ensure the rear door is shut, locked and key returned into the outside key box and the number code on this box is turned so that it does not display the opening code.</p>
End of season arrangements	<p>Wheeled goals should be left locked together as far away from the site access points as possible.</p> <p>Samba goals should be put in the compound, Hoops should be returned to the cupboard with corner flags and not put in kit bags and taken away.</p>

Risk assessment on next page

RISK ASSESSMENT

Issue	Details
Full Address	75 Dunstable Road, Redbourn, St Albans
Post Code	AL3 7PP
Emergency Vehicle Access	<p>Best vehicle access is via Dunstable Road.</p> <p>Enter car park but before reaching the main building, take a right turn and enter the playing fields via the gate.</p> <p>NOTE: FOR AMBULANCE ACCESS TO THE PITCHES, ENTER VIA CAR PARK ON HARPENDEN LANE, THEN TURN RIGHT BEFORE BOWLING GREEN THROUGH THE WHITE BARRIER AND HAVE SOMEONE READY BY THIS BARRIER TO DIRECT THE AMBULANCE TO THE RIGHT PITCH.</p>



Nearest Hospital (with Emergency Department)	Name:	Luton and Dunstable University Hospital
	Address:	Lewsey Road, Luton, LU4 0DZ
	Contact No;	01582 491166
	Journey Time	30 Minutes
Nearest Minor Injuries Unit	Name:	St Albans City Hospital
	Address:	Waverley Road, St Albans, AL3 5PN
	Contact No;	01727 897182
	Journey Time	30 Minutes
	Open	9am – 8pm every day
Location of nearest Defibrillator	Within reception of the centre.	
Nearest land line (which is available in evenings and weekends)	Within the front office of the recreation centre building	

The pitch map is shown on next page and please follow these key notes:

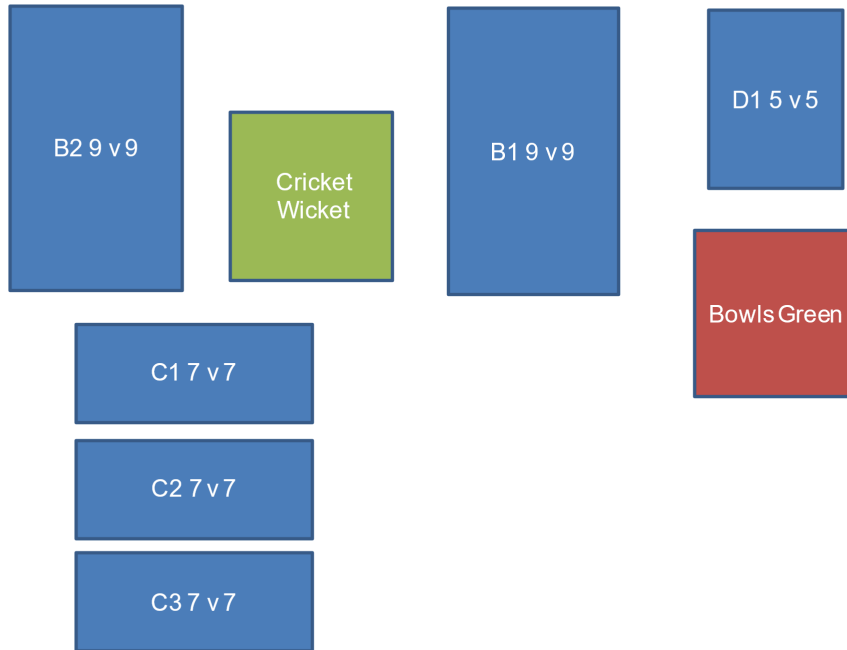


Pitch Map

Internal

RRCPFT Football Pitch Changes Season 2024/2025

Front Field



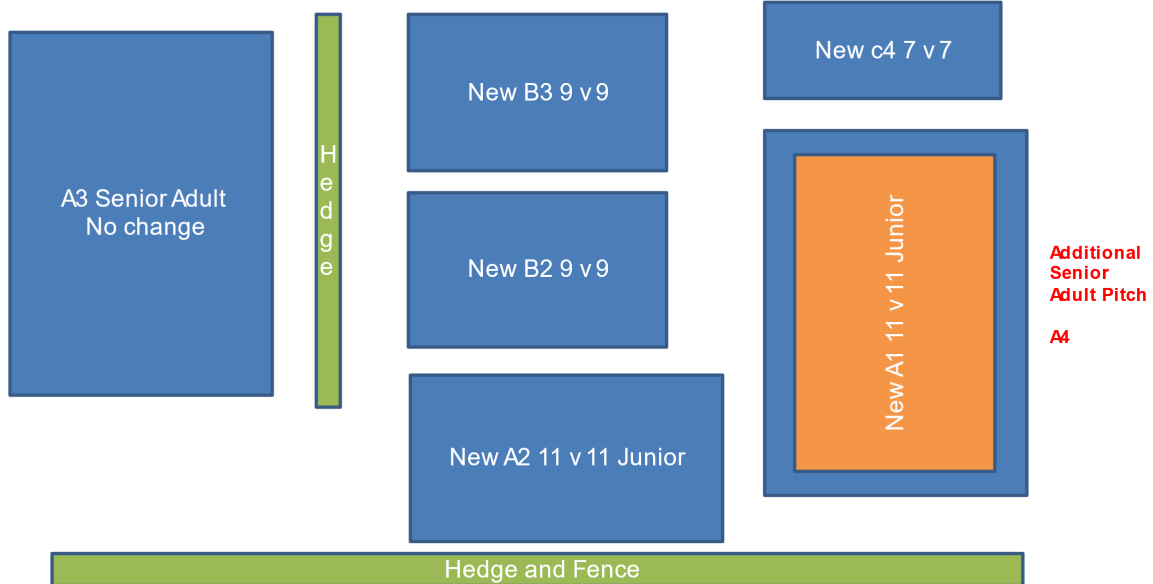
- 1) We have marked two junior 9 v 9 pitches in the front and back field. This is pre planning work to help manage the availability of pitches once building of the starts. We only have three sets of goals so there will be two sets in the back field and one in the front field.



Internal

RRCPFT Football Pitch Changes Season 2024/2025

Backfield



- 1) Junior A1 pitch is marked in blue lines inside the new and additional senior pitch (A4)
- 2) Additional senior pitch (A4) is used by the BSA mid-week college team and not available to Colts teams
- 3) We have marked two junior 9 v 9 pitches in the front and back field. This is pre planning work to help manage the availability of pitches once building of the G starts. We only have three sets of goals so there will be two sets in the back field and one in the front field.



Car Parking Instructions

Please provide these instructions to your parents, spectators and opponents ahead of each game and weekend during the football season.

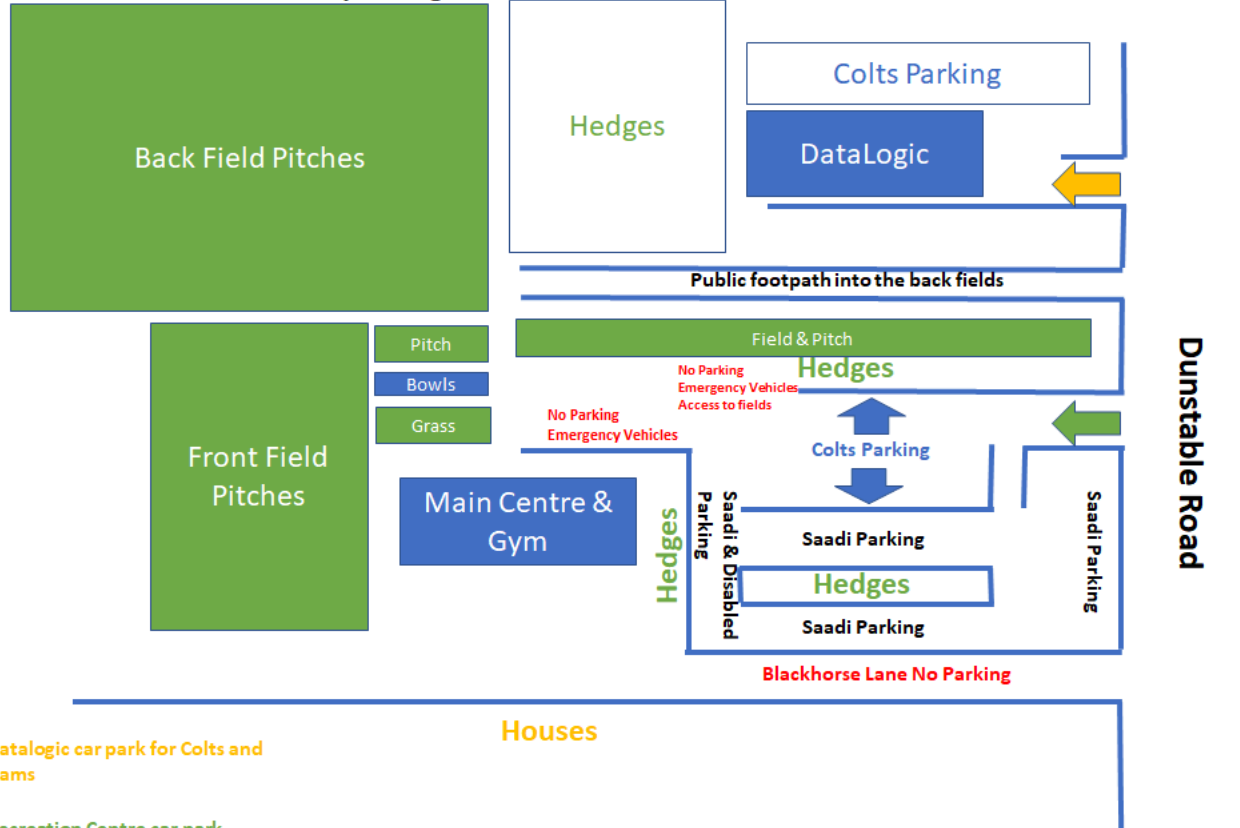


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The picture on the next page is also contained with these instructions and shows a detailed map with the parking instructions.



Weekend car parking instructions at Redbourn Recreation Centre



Key

- Entrance to Datalogic car park for Colts and Colts Away teams
- Entrance to Recreation Centre car park