



Leeds FA Founded 1901

Leeds FA Playing Fields Secretary
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Web: <http://www.e-leedsfa.org>

Facebook: <https://www.facebook.com/leedsfa>

Twitter: @LDFA_Fields

PARKS FOOTBALL PITCH ALLOCATION(S) 2019/2020

To whom it may concern,
Please find enclosed the pitch allocation for your team(s).

All allocations have been based on the following criteria:

- 1) Seniority with regards to the use of the site (past season only).
- 2) Date of application to the pitches (this is only if your club has applied after deadline).
- 3) Application to changing facilities (this is due to the low amount of changing facilities available).
- 4) League in which the clubs play in (we try to avoid as much as possible having to share pitches between teams from different Leagues).

Finally, please check the details are correct on your allocation document (including the cost of hire), and **return the enclosed Allocation Document filled and signed**, by both the signatories when applicable.

To identify the pitch(es) allocated to your club, please consult the following webpage: <https://e-leedsfa.org/playing-fields-site-layouts/>.

This document has to be returned **by 15th July 2019**, by post (see address above), or by emailing a scanned copy to ***playingfields@e-leedsfa.org***. Failure to do so may result in your club losing its allocation(s). Please ensure you enter your WRCFA affiliation number.

Playing Fields Committee Organigram

Following reorganization within the Leeds FA, please be aware of the different duties allocated to separate email addresses:

- Queries about pitch allocations, re-allocations (damaged pitch / changing rooms), or other routine queries, must be addressed to ***playingfields@e-leedsfa.org***.
- Queries about invoicing and payments, must be addressed to ***pitch.payment@e-leedsfa.org***.
- Requests for pitch maintenance must be directed to Leeds City Council: ***ENNFootballAllocations@leeds.gov.uk***.
- Request for refund must be directed to LCC (***ENNFootballAllocations@leeds.gov.uk***), copying Leeds FA (***pitch.payment@e-leedsfa.org***).

Changing rooms access request

When applicable, in order to request a changing rooms access, please call the **Changing Facility Booking Line (0113.378.8193)** giving the club and team name, the name of the park or site, the pitch number and the day, date and time of fixture. Messages should be left on the booking line before 3.00 p.m. on the Tuesday prior to weekend fixtures or, for any mid-week fixtures, before 3.00 p.m. on the Tuesday of the previous week.

Christmas closure

Please note that the pitches and changing rooms will not be manned between Christmas and New Year. This includes Christmas Day to New Years Day.

Complaints / maintenance / refunds

Please note that if your club has any complaint with regards to pitch and changing rooms maintenance, such request for work to be done must be emailed to Leeds City Council (**ENNFootballAllocations@leeds.gov.uk**), the Playing Fields Secretary will not be dealing with any issues of pitch maintenance, and such emails may be disregarded.

If you do believe that your club should be entitled to a refund for an inadequate provision of services, please again email LCC directly (**ENNFootballAllocations@leeds.gov.uk**), but this time, please copy LDFA in (**pitch.payment@e-leedsfa.org**).

It is not acceptable to wait until the Wednesday onward prior to the game to log an issue with regards to maintenance. This must be done early in the week in order to allow for staff to undertake the appropriate work.

Re-allocations

If your pitch or changing rooms have suffered any damage, this should be reported to Leeds City Council, and a request for re-allocation must be address directly by email to **playingfields@e-leedsfa.org**.

Methods of Communication

Email is the preferred method of communication. Due to work and family commitments, Playing Fields Administrators may not be able to answer any phone call or respond to messages for a certain period of time. Email will however be monitored at the earliest convenience.

Please note that the position of Playing Fields Secretary is not a full-time job, but an ad-hoc with an aim to help local football. As such, there could be delays with regards to responding to correspondence.

Yours Faithfully,

Cédric Duval
Playing Fields Secretary
(on behalf of the Leeds & District Football Association)