



Pitches and Facilities Officer: Role and Responsibilities

Berkhamsted Raiders provides football facilities for over 1,000 boys and girls at a variety of locations within the town. Raiders is seeking an individual in a paid role to take on the responsibility of ensuring that our grass pitches are maintained to the highest standard and to handle the allocation of pitches for home games.

Playing facilities

Location	Pitches	Arrangements
Berkhamsted Cricket Club, Kitchener's Field	7 pitches	Grass cut by BCC Pitches marked by Steve McHugh Samba Goals and nets provided by BRCFC Annual fee paid to BCC
Ashlyns School	8 pitches	Grass cut by Ashlyns school maintenance team Pitches marked by Steve McHugh Goals and nets provided by BRCFC Annual fee paid to Ashlyns
Ashlyns School - BerkoAstro	3G playing surface	Maintained by Steve McHugh Managed by Carol Preedy
Thomas Coram School	3 pitches (accessible from the rear of Ashlyns)	Grass cut by contractor Pitches marked by contractor Goals and nets provided by BRCFC Provided FOC
Bridgewater School	7 pitches (Saturdays, Girls Only)	Grass cut by Ashlyns school maintenance team Pitches marked by Steve McHugh Goals and nets provided by BRCFC Annual fee paid to Bridgewater
Haslam Field	2 Pitches	Grass cut by Berkhamsted School maintenance team

		<p>Pitches marked by Berkhamsted School maintenance team</p> <p>Goals and nets provided by Berkhamsted School</p> <p>Provided FOC</p>
Greenway School	2 pitches	<p>Grass cut by contractor</p> <p>Pitches marked by contractor</p> <p>Goals and nets provided by ????</p> <p>Provided FOC</p>
St Mary's School	1 pitch	<p>Grass cut by contractor</p> <p>Pitch marked by contractor</p> <p>Goals and nets provided by ????</p> <p>Provided FOC</p>
Berkhamsted and Hemel Hempstead Hockey Club, Cow Roast	1 pitch	<p>Grass cut by BHHHC</p> <p>Pitch marked by BHHHC</p> <p>Goals and nets provided by BRCFC</p> <p>Annual fee paid to BHHHC</p>
Wigginton Recreational Ground	1 pitch	<p>Grass cut by contractor</p> <p>Pitch marked by Steve McHugh</p> <p>Goals and nets provided by BRCFC</p> <p>Annual fee paid to Parish Council</p>
Lagley Meadow (adjacent to Berkhamsted Sports Centre)	1 pitch	<p>Grass cut by contractor</p> <p>Pitch marked by contractor</p> <p>Goals and nets provided by BRCFC</p> <p>Annual fee paid to Dacorum BC</p>

Role and responsibilities

To ensure that:

- Playing surfaces are maintained at the highest standard.
- Goals and nets are maintained at the highest standard.
- Supporting equipment (Respect barriers and corner flags) is available at playing locations.
- Equipment storage sheds are kept in good order.
- Pitches are allocated in a logical and efficient manner for home games.

- Managers are informed 6 days in advance of the location of their home games.
- Raiders gets best value from the rental agreements in place, and from any work commissioned to improve or repair playing surfaces.
- Excellent relationships are maintained with the owners of each location.
- In bad weather, venues are consulted and/or pitches are inspected on a Saturday or a Sunday morning, and managers are informed promptly of cancellations.

The Pitches and Facilities Officer will:

- Liaise closely with schools and other owners of playing venues to:
 - Agree a schedule of regular maintenance
 - Agree and schedule repair and ad hoc maintenance of pitches (e.g. aeration, worm kill).
 - Agree charges for annual rental and any ad hoc maintenance.
- Agree and schedule lining of pitches with third parties
- Attend monthly Football Management Committee meetings and submit a report to the meeting, verbally or in writing.
- Provide a schedule of pitch allocation and email this to Managers by midday on a Monday, at the latest.
- Submit requirements for equipment to the Purchasing Officer.

Qualifications and skills

The role does not require a groundsman. This is not a “hands-on” maintenance role.

The individual must have:

- A basic understanding of grass pitch maintenance.
- Excellent communication skills.
- Ability to plan and schedule maintenance, equipment requirements and pitch allocation.
- Basic Word and Excel skills.
- Access to email and to the internet

Working hours

The bulk of the role is concentrated during the football season (September to April). In the Summer months, some commitment will be required to arrange repair of pitches, renewal of equipment, attend meetings and handle negotiations with venue owners on rental and maintenance agreements.

In a typical week during the season, the individual will be required to:

- Sunday evening/Monday morning:
 - Gather information on fixtures for the coming weekend.
 - Allocate games to available pitches for the coming weekend.
 - Issue Pitch Allocation Schedule.
 - Update Skedda – online pitch allocation system.
- Saturday afternoon/Sunday morning – In event of bad weather:
 - Inspect pitches
 - Liaise with groundsmen/caretakers at playing locations

- Communicate with managers via email and SMS on cancellations.
- During the week, as needed:
 - Order replacement/new equipment.
 - Check and tidy storage sheds.
 - Liaise with venue owners.

We estimate that during the season the number of hours ranges from 3 hours per week through to around 10 hours per week with an average of around 5 hours in a week.

Some commitment is required during the close season to handle arrangements with venue owners and contractors.

Reporting

The individual will report to Mark Lawlor, the Raiders Trustee with responsibility for Pitches and Facilities.

Remuneration

The individual will provide services as a sub-contractor, not as an employee. The individual will submit a monthly invoice for the services provided. An hourly rate of £12 will be paid.

About Raiders

- Visit the Raiders web site: <https://www.berkhamsteraiders.com/>
- Visit Raiders KnowHow – the parent and manager guide to Raiders: <https://knowhow.berkhamsteraiders.com/>

Contact

Keith Pollard, Club Chairman

chairman@berkhamsteraiders.com

07710 229102