

## Forest Green Rovers FC – Training Facility Needs

### 1. Scope and Purpose

- 1.1. The purpose of this report is to provide an assessment of the appropriate mix of facilities to meet the training needs of the Forest Green Rovers FC (FGRFC) first-team, as well as the training and competitive fixture needs of the male Academy teams and other teams including those under the women's and girls' programme.
- 1.2. The training and other facilities will be set within the context of the wider development, which will also include the consented 5,000 capacity new stadium. The stadium will have the potential for expansion of the capacity to 10,000, subject to a successful future planning application.
- 1.3. The report considers the following:
  - The Academy System
  - Academy Catchment Area
  - Natural Turf Pitch (NTP) facilities
  - Football Turf Pitch (FTP, i.e. artificial surface) facilities
  - Ancillary Facilities (i.e. changing rooms, classrooms etc.).

### 2. The Academy System

- 2.1. The Academy system provides a structured approach to the coaching and development of younger (male) players in the under-9 to under-21 age groups. It is the defined requirements of the Academy system that are the key driver behind much of the on-site facility provision.
- 2.2. The facility, educational and other requirements for Clubs that are part of the Academy system are set out in the following:
  - English Premier League Elite Player Performance Plan (EPPP)
  - English Football League Charter for Academy Parents and Players (“the EFL Charter”)
- 2.3. The aim of the Academy system is to *“help young players maximise their potential in football, education and life.”*<sup>1</sup> The system covers both facilities and the expert services that support Academy players throughout their development journey, known as the “Performance Pathway”. The Pathway has three phases:
  - Foundation Phase – Under 9 to Under 11
  - Youth Development Phase – Under 12 to Under 16
  - Professional Development Phase – Under 17 to Under 21.
- 2.4. Under 16 age groups train part-time in the evenings, older age groups combine their training with education, and use the facilities during the day.

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<sup>1</sup> EFL Charter, page 6

- 2.5. Each Academy is independently audited every three years and categorised from 1 to 4. With varying requirements for training, match-play and ancillary facilities, as well as staffing, educational support etc. For the purposes of this report our focus is on the physical facilities i.e. those used for matches and training, covering pitches, changing rooms etc. The Academy Classifications are defined in Figure 1.<sup>2</sup>

**Figure 1 – Academy Categories**

ACADEMY CLASSIFICATION	DEFINITION	PERFORMANCE PATHWAY
<b>CATEGORY 1</b>	This is the highest classification awarded to an Academy. It is an elite environment where Academy Players are provided with additional access to coaching and the potential of full time education from U12. Category 1 Academies can recruit nationally from U14 provided the Academy Player is guaranteed access to a full time education programme.	U9 to U21
<b>CATEGORY 2</b>	This is an elite development environment where Academy Players are typically recruited locally but gain access to additional coaching opportunities and education support.	U9 to U21
<b>CATEGORY 3</b>	This is a development environment where Academy Players are provided with professional coaching and development opportunities.	U9 to U21
<b>CATEGORY 4</b>	Academies focus on their coaching and educational support for Academy Players in the Professional Development Phase (U17 to U21) only.	U17 to U21

- 2.6. The FGRFC Academy is classified as Category 3 and aspires to achieve Category 2. This report highlights the facilities required for Category 3 and any further requirements needed for Category 2. Delivery could be on a phased basis.

### 3. Academy Catchment Area

- 3.1. Under the Academy system, clubs may only register players within set travel times from the Club's main training location. These are set out in Figure 2.<sup>3</sup>

**Figure 2 – Registered Player Journey Times**

	U9 to U11	U12 to U16	National Recruitment U14 to U16	National Recruitment U17 to U21
<b>CATEGORY 1 ACADEMY</b>	1 Hour	1 ½ Hours	Full time	No restriction
<b>CATEGORY 2 ACADEMY</b>	1 Hour	1 ½ Hours	Not applicable	No restriction
<b>CATEGORY 3 ACADEMY</b>	1 Hour	1 ½ Hours	Not applicable	No restriction
<b>CATEGORY 4 ACADEMY</b>	Not applicable	Not applicable	Not applicable	No restriction

<sup>2</sup> Source – EFL Charter Page 7

<sup>3</sup> Source – EFL Charter Page 11

- 3.2. With the relocation of training facilities to one combined site adjacent to the M5, the Academy’s potential catchment area may be enlarged.

#### 4. Natural Turf Pitch Facilities

- 4.1. The proposals include construction of two 2 full-size (approx. 100m x 64m) 11-a-side pitches for the exclusive training use of the FGRFC first team. Unlike Academy provision, the facility needs for the first team are not prescriptive. Furthermore, first-team training will take place on these natural turf pitches, whereas Academy (and other team) training would (primarily) be on the Football Turf surfaces considered in Section 5.
- 4.2. In our professional opinion, construction of two pitches for first team training use is an appropriate level of provision, avoiding over-use of one pitch, helping to ensure that a good quality playing surface is available.
- 4.3. Figure 3 summarises the EFL Charter natural turf (grass) pitch requirements for Category 2 and 3 Academies.<sup>4</sup> These pitches would be used for matches, with training primarily taking place on the FTP facilities.

**Figure 3 – Natural Turf Pitch Requirements**

<b>Categories 2 and 3</b>	<p>a) A sufficient number of grass pitches of the appropriate sizes (as required by the Rules relating to Games Programmes and with goals sized as required by the Rules relating to Games Programmes) to enable the Club to play all its matches in the Games Programmes and fulfil its commitments under these Rules as regards coaching.</p> <p>b) A designated area for the coaching of goalkeepers.</p>
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- 4.4. Our recommendations for provision of natural turf pitches are set out in Table 1. The recommendation has been based on consultation with Rich Hughes (Director of Football, Forest Green Rovers FC). They take account of the likely competitive fixture programme for age group teams (across the Academy and the girls’ football programme) and a need to ensure that a good quality playing surface is provided for all age groups. The recommendation also assumes that some competitive fixtures would take place on the outdoor FTP considered in Section 5.

**Table 1 – FGR FC Recommended Natural Turf Pitch Provision**

Age Group	Type	Pitch Area Including Run-Off (m <sup>2</sup> )	Number	Overall Area (m <sup>2</sup> )
U9/U10	7v7	2,623	2	5,246
U11/U12	9v9	4,108	2	8,216
U13/U14	11v11	4,928	2	9,856
U16/U18	11v11	7,420	1	7,420
Goalkeeper Training		2,000	1	2,000
<b>TOTAL</b>			<b>8</b>	<b>30,738</b>

<sup>4</sup> Source EFL Charter, page 70

- 4.5. Dimensions in Table 1 are based on Football Association recommended pitch sizes, summarised in Figure 4.<sup>5</sup>

**Figure 4 – FA Recommended Pitch Sizes**

Age grouping	Type	Recommended size <b>without</b> runoff (safety area around pitch)		Recommended size <b>including</b> runoff (safety area around pitch)	
		Length x width (metres)		Length x width (metres)	
Mini-Soccer U7/U8	5 v 5	37	27	43	33
Mini-Soccer U9/U10	7 v 7	55	37	61	43
Youth U11/U12	9 v 9	73	46	79	52
Youth U13/U14	11 v 11	82	50	88	56
Youth U15/U16	11 v 11	91	55	97	61
Youth U17/U18	11 v 11	100	64	106	70
Over 18 (senior ages)	11 v 11	100	64	106	70

- 4.6. The layout and orientation of the pitches would take account of the recommendations set out in the Sport England Design Guidance Note “Natural Turf for Sport”, with the design and specification reflecting the underlying ground conditions.

## 5. Football Turf Pitch Facilities

- 5.1. The need for indoor and outdoor Football Turf or “Artificial Surface” pitches is driven primarily by the Academy requirements and by the needs of the women’s and girls’ programme. The FTP would, in our experience, be used rarely by the first team. The Academy requirements for outdoor FTPs are summarised in Figure 5.<sup>6</sup>

**Figure 5 – Academy Outdoor FTP Requirements**

<b>Categories 1 and 2</b>	One floodlit outdoor Artificial Surface pitch (save that if a Club is unable to obtain planning permission for floodlighting then the requirement for floodlighting shall be waived). It is recommended (and mandatory with effect from 1 July 2016) that this pitch measures 105 metres in length and 68 metres in breadth, unless otherwise permitted by the League.
<b>Categories 3 and 4</b>	Access to one floodlight outdoor Artificial Surface pitch (which need not be at the principal venue).

- 5.2. The planned inclusion of a full-size FTP means that the proposals are consistent with the requirements for both Category 2 and 3.
- 5.3. An indicative programme of FGRFC use for the outdoor FTP is included as Appendix 1 (club use is estimated to total approximately 36 hours per week). This shows that relocating training and competitive fixtures to the new facilities would free up a significant number of hours at other venues for use by the wider community. In

<sup>5</sup> Source FA Guide to Pitch and Goalpost Dimensions (Metric), page 4

<sup>6</sup> Source EFL Charter, page 71

addition, up to 24 hours per week would be available on the FTP for community use<sup>7</sup>.

- 5.4. The programme also highlights a significant level of use by the FGRFC women’s and girls’ teams for both training and competitive fixtures, meaning that, in combination with the natural turf pitches and stadium, the facilities would provide a new home for teams across the FGRFC family.
- 5.5. For Academies, the EFL Charter states that the FTP must have “...a playing surface which in the reasonable opinion of the League meets the requirements of the FIFA Quality Programme for Football Turf...”.<sup>8</sup>
- 5.6. The FIFA Quality Programme for Football Turf (Appendix 2) defines the “FIFA Quality” rating as:
 

*“Combining a stringent regime of durability, resistance, safety and performance tests, pitches that are awarded the FIFA QUALITY mark fulfil the specific requirements for recreational, community and municipal football, with typically 40-60 playing hours per week.”*
- 5.7. Therefore, whilst the Club will make the FTP available for use by the wider community, any access will need to be consistent with both the Club’s own needs and the carrying capacity (i.e. hours of use) that the playing surface can support.
- 5.8. Turning to indoor FTP needs, the EFL Charter sets out a clear requirement for Academies at Category 3 to have access to a facility, with clubs at Category 2 having ownership (or a legally enforceable agreement for exclusive use). The requirements are summarised in Figure 6.<sup>9</sup>

**Figure 6 – Academy Indoor FTP Requirements**

<b>Categories 1 and 2</b>	One indoor Artificial Surface pitch measuring a minimum of 60 yards by 40 yards which shall be owned by the Club (or alternatively the Club must have a legally enforceable agreement with the owner of the facility for its use by the Club, expiring not earlier than the end of the current Season) and which shall be for the exclusive use of the Academy at all times. <i>(Note: an indoor pitch which complies with the size requirements set out in Regulation 13 is recommended).</i>						
<b>Categories 3 and 4</b>	<p>Access to one indoor pitch measuring 60 yards by 40 yards during the months of November to April. Alternatively, the pitch may measure 30 yards by 20 yards but if so the Club shall only be permitted to coach the following maximum numbers of Academy Players at any one time:</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="padding-left: 20px;">Age groups Under 9 to Under 14 inclusive:</td> <td style="text-align: right;">18 in each age group</td> </tr> <tr> <td style="padding-left: 20px;">Age groups Under 15 and Under 16 inclusive:</td> <td style="text-align: right;">15 in each age group</td> </tr> <tr> <td style="padding-left: 20px;">Age groups Under 17 to Under 21 inclusive:</td> <td style="text-align: right;">12 in each age group</td> </tr> </tbody> </table>	Age groups Under 9 to Under 14 inclusive:	18 in each age group	Age groups Under 15 and Under 16 inclusive:	15 in each age group	Age groups Under 17 to Under 21 inclusive:	12 in each age group
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Age groups Under 17 to Under 21 inclusive:	12 in each age group						

<sup>7</sup> Based on maximum use of 60 hours per week as per FIFA Quality Programme for Football

<sup>8</sup> Source EFL Charter, page 41 (paragraph 1.14)

<sup>9</sup> Source EFL Charter, page 71

- 5.9. The EFL Charter states “ideally a Club’s indoor facility should be located at its principal venue for the coaching of Academy Players and any new facility must be located at the principal venue.”<sup>10</sup>.
- 5.10. The masterplan envisages delivery of the indoor facility in a later phase of the development.
- 5.11. We have assumed that the indoor FTP would have a Gross Internal Floor Area of approximately 2,400m<sup>2</sup> (60m x 40m).

## 6. Ancillary Facilities

- 6.1. The pitches and teams using the site will need to be supported and serviced by a range of ancillary facilities. Whilst the requirements for the Academy are clearly defined in the EFL Charter (detailed in Appendix 3), there will be additional requirements to meet the needs of the first team squad and ensure that the women’s and girls’ programme can be delivered from the facilities.
- 6.2. Our preliminary recommendation for the type and number of spaces to be provided is set out in Table 2. The proposed number of changing rooms will ensure that the likely level of concurrent match use can be supported, meeting Academy requirements and addressing any possible issues associated with safeguarding.
- 6.3. For reasons of operational efficiency, it would be prudent for the facilities to be in the same building, this would offer the opportunity to explore efficiencies that may allow some of these spaces to have multiple uses.

**Table 2 – FGRFC Ancillary Facilities**

Facility Type	Description
<b>First Team Changing Rooms</b>	2 team changing rooms, with integral showers and toilets serving grass pitches and FTP
<b>Team Changing Rooms</b>	6 team changing rooms, with integral showers and toilets serving grass pitches and FTP
<b>FTP Changing Rooms</b>	2 team changing rooms, with integral showers and toilets
<b>Officials Changing Rooms</b>	At least 4 changing rooms to accommodate male and female use
<b>Staff Changing Rooms</b>	Sufficient changing rooms to accommodate male and female use
<b>Academy Team Meeting Room</b>	Dedicated room, large enough to hold 20 people
<b>Guest Lounge</b>	To be used by parents at each training session, large enough for 50 people
<b>Match Analysis Suite</b>	For use by first team and Academy teams
<b>Medical Facilities</b>	Such medical facilities as the club requires for Sports Science and Medicine Programme
<b>Gym and Rehab Facilities</b>	As required to support the Sports Science Programme
<b>Restaurant</b>	Large enough to support use by first team squad and Academy scholars
<b>Admin and Office Space</b>	Such as space and meeting rooms as required for staff to perform responsibilities.
<b>Classrooms</b>	A minimum of 2 classrooms for 20 students

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## Appendices

- Appendix 1 – FGRFC Football Turf Pitch Indicative Programme of Use
- Appendix 2 – FIFA Quality Programme for Artificial Surfaces
- Appendix 3 – Academy Ancillary Facilities EFL Charter Extract

<sup>10</sup> Source EFL Charter, page 71 (paragraph 308)

## Appendix 1 – FGRFC Football Turf Pitch Indicative Programme of Use

## Forest Green Rovers FC – Football Turf Pitch

### Academy and Football in the Community Indicative Programme of Use

Day Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
9.00am-10.00am						U9/U10 Boys	U9/U10 Girls	
10.00am-1.00pm						U16 & U18 Games	Schoolboy Games	
1.00pm-4.00pm						Walking Football	Women's Games	
4.00pm-5.00pm								
5.00pm-6.30pm	U9/U10 Boys	U9/U10 Girls	U7/U8 Boys and Girls	U11/U12 Boys	U11/U12 Girls	U13/U14 Boys	U9/U10 Boys	U9/U10 Girls
6.30pm-8.00pm	U11/U12 Boys	U11/U12 Girls	U15/U16 Boys	U13/U14 Boys	U15/U16 Boys	U11/U12 Boys	U11/U12 Girls	
8.00pm-9.30pm	U15/U16 Boys	Women	U15/U16 Boys	Women	U13/U14 Boys			

#### Key:

Academy
Football in the Community

The FTP and other facilities at the new training ground would free up the following facilities for Community use;

- 10 hours per week (evening slots) on Cirencester Town 4G currently being used by FGR Academy
- 9 hours per week (evening slots) in Cirencester Arena currently being used by FGR Academy
- 2 x 11v11 pitches at the Royal Agricultural University currently used on Saturday mornings for FGR Academy fixtures
- 2 x 11v11, 1 x 9v9 and 2 x 7v7 pitches at the Royal Agricultural University used on Sunday morning for FGR fixtures
- 2-hour evening slot on Rednock school 3G for FGR Women's training
- 3 hours on Sunday afternoon's at Rednock school 3G for FGR Women's games.



## Appendix 2 – FIFA Quality Programme for Artificial Surfaces

# FIFA Quality Programme for Football Turf

October 2015



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# FIFA Quality Programme for Football Turf

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# Executive summary

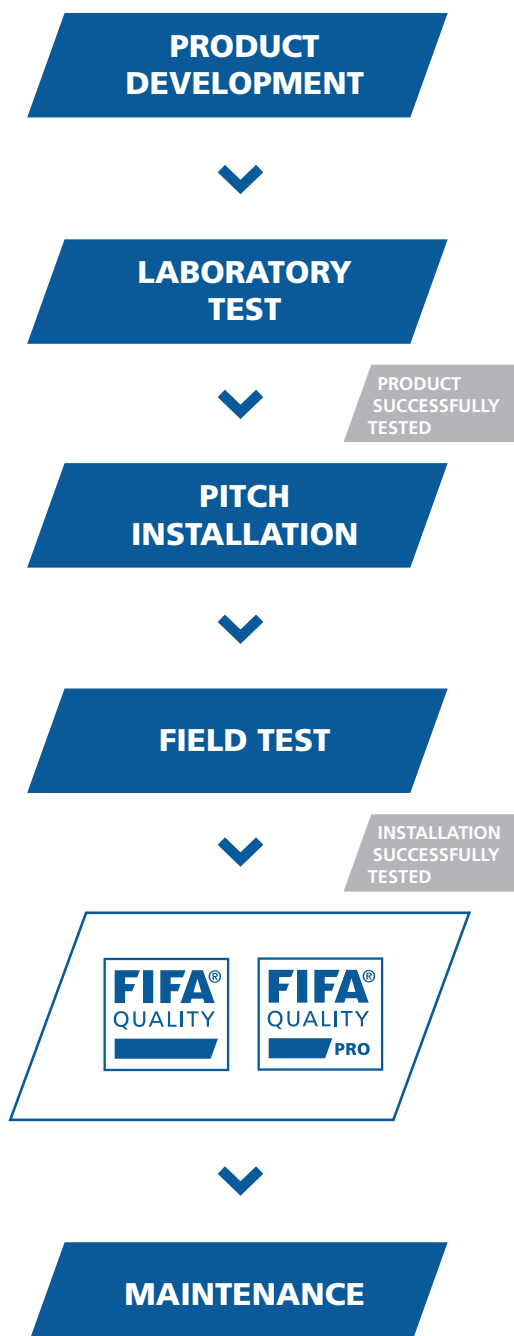
This document provides a framework for member associations, confederations, communities and clubs for the installation and use of high-quality artificial turf playing surfaces for their football competitions and training sites. The framework is based on the FIFA Testing Manual for Football Turf, research done by universities and test institutes and the experience gained during the years since the implementation of the FIFA Quality Programme for Football Turf in 2001.

The structure of the document follows the necessary steps that should be respected to achieve certification for a new artificial turf installation. A successful high-quality installation starts with a tender and ends with the correct maintenance of the pitch.

The first four paragraphs focus on general information about the FIFA Quality Programme for Football Turf such as the differences between a range of artificial turf surfaces or the programme for FIFA-licensed turf manufacturers.

The following chapter then focuses on how to prepare a tender and which costs to consider for a pitch installation. Finally, the importance of maintenance is highlighted in the last section, as only well-maintained artificial turf pitches can sustain the desired performance characteristics and obtain a FIFA-certified status for a longer period and thus create revenue for the club, community or association.

## THE CERTIFICATION PROCESS FOR FOOTBALL TURF PITCHES



# 1. Football turf versus artificial turf

Due to the great potential of artificial turf for the development of football and other sports, synthetic surfaces are used in many areas of the world. Its resistance to weather and ability to sustain more intensive use make it **the best alternative to natural grass**. However, the product range of artificial turf shows significant quality differences between the various systems available.

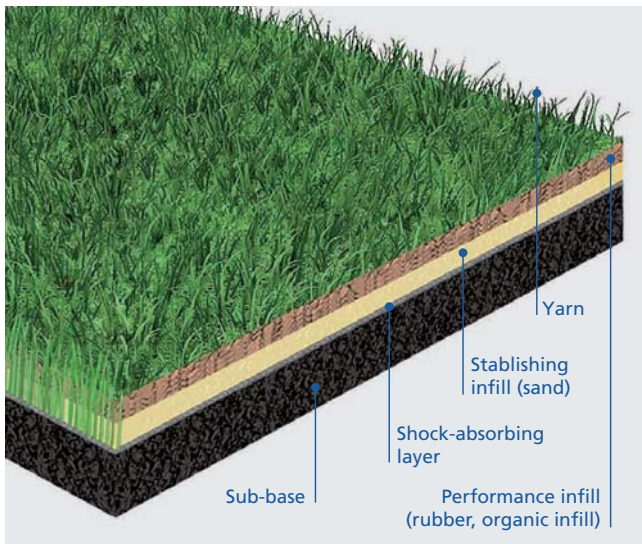


Figure 1: composition of a third-generation football turf system



Figure 2: 3G football turf was used at the FIFA Women's World Cup Canada 2015™

As a consequence, FIFA developed a testing scheme for artificial surfaces that specifically focuses on the needs of football players. Only artificial turf playing surfaces that have been tested in accordance with the FIFA Quality Programme test criteria in the laboratory and on the pitch can be called **football turf**. This name means that those systems are specifically designed to meet the requirements necessary for football in terms of playing performance, safety, durability and quality assurance.

The latest technology, referred to as **third generation (3G)**, consists of an artificial turf with synthetic blades into which layers of specially selected sand and performance infills (elastomeric or organic) are incorporated. Some systems also utilise a shock-absorbing layer underneath the turf.

Football turf pitches that meet the FIFA Quality Programme requirements are awarded either the FIFA QUALITY or the FIFA QUALITY PRO mark:

## FIFA QUALITY



Combining a stringent regime of durability, resistance, safety and performance tests, pitches that are awarded the FIFA QUALITY mark fulfil the specific requirements for recreational, community and

municipal football, with typically **40-60 playing hours per week**.

## FIFA QUALITY PRO



Pitches with the FIFA QUALITY PRO mark are specifically tested to mimic the high performance and safety requirements for professional football for a typical usage of up to

**20 playing hours per week**. There are stricter requirements for international match pitches (e.g. the size of the pitch, no logos).



## 2. Implementation in the Laws of the Game

The International Football Association Board (IFAB) decided at its Annual General Meeting in February 2004 to approve artificial turf surfaces for international competition matches provided they fulfil the requirements of the FIFA Quality Concept for Football Turf<sup>1</sup>.

### Law 1 – The field of play

#### Field surface

Matches may be played on natural or artificial surfaces, according to the rules of the competition.

(...)

Where artificial surfaces are used in either competition matches between representative teams of member associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the FIFA Quality Concept for Football Turf or the International Match Standard, unless special dispensation is given by FIFA.

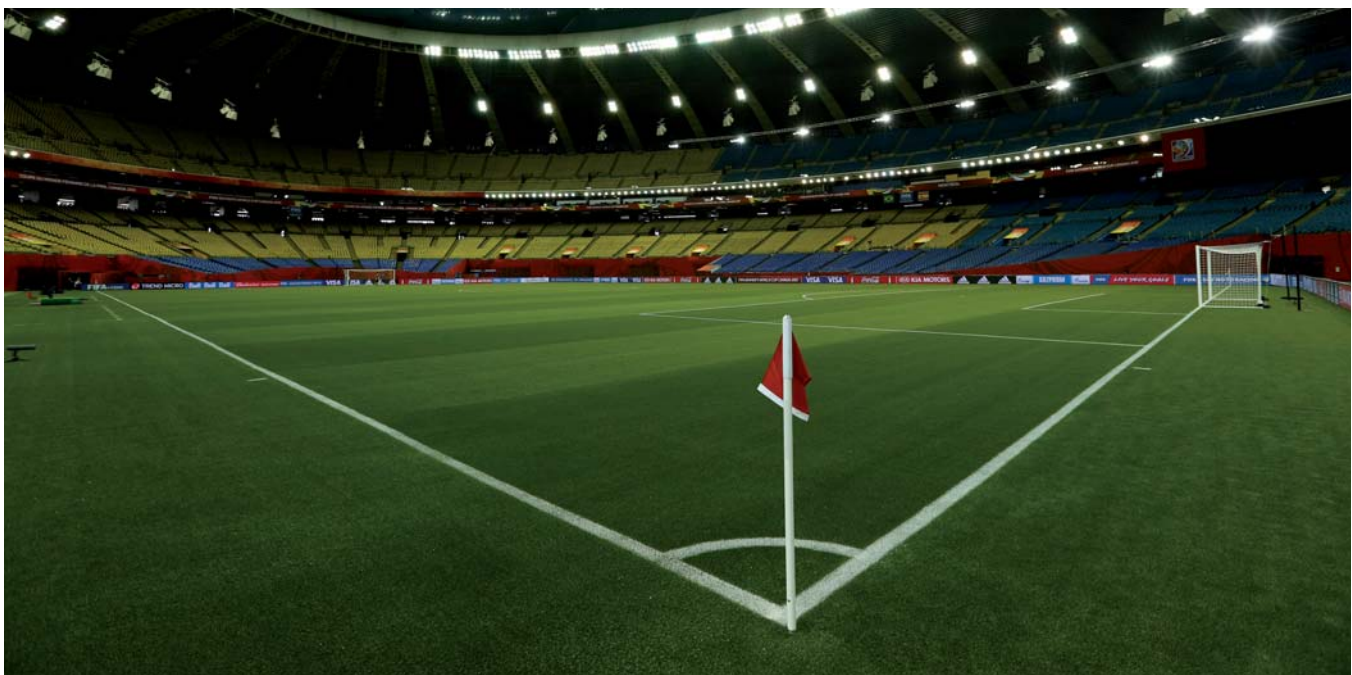
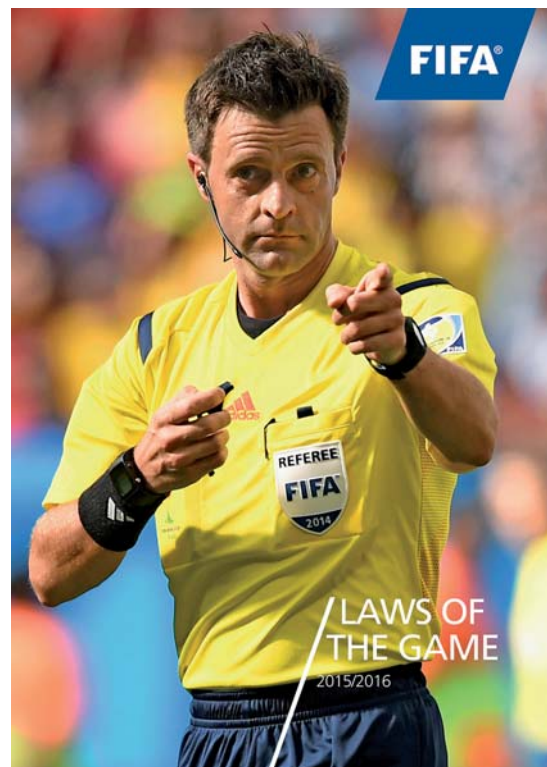


Figure 3: artificial turf at the Olympic Stadium in Montreal during the FIFA Women's World Cup Canada 2015™

<sup>1</sup> Later changed to the FIFA Quality Programme for Football Turf

# 3. FIFA-licensed manufacturers

With the introduction of the FIFA Quality Programme in 2001, FIFA gave manufacturers of artificial turf the opportunity to certify their installations provided they met the criteria specified in the FIFA Quality Programme. Since then, the number of companies supporting the FIFA Quality Programme has increased, so that today, around 25 companies<sup>2</sup> worldwide are FIFA licensees and as such are helping to improve the quality of artificial turf surfaces for football.

In 2009, the **FIFA Preferred Producer** initiative was introduced in response to the demand for higher quality, not only in the products but in the installation process of the football turf as well. The overall objective is to protect the interests of consumers when purchasing pitches and to ensure that football turf pitches meet high requirements with regard to quality, performance and safety. FIFA Preferred Producers are companies with at least two years of experience with the FIFA Quality Programme and that extend their services further than the traditional supplier/installer relationship. Through their active role in the development of the FIFA Quality Programme standards, regular reporting to FIFA and more demanding requirements, Preferred Producers prove to FIFA that they are committed to quality.

There are currently nine companies registered as FIFA Preferred Producers<sup>3</sup>:

- FIFA Preferred Producers have in-house capacities for civil engineering and maintenance.
- For all football pitches installed by FIFA Preferred Producers, full information for the end user and regular reporting to FIFA are required.

*Only if a FIFA Preferred Producer is the main contractor of a project can the company take full responsibility for it.*

This translates into benefits for the end user, who only has to deal with one party during the entire installation and has confidence that the FIFA Preferred Producer has a proven track record in installing pitches of high quality.

In addition to FIFA licensees and FIFA Preferred Producers, all turf manufacturers who are not FIFA licensees can test their artificial turf installations in accordance with the **International Match Standard (IMS)**, which replicates the same quality criteria as the FIFA Quality standard.

An up-to-date list of all FIFA licensees and FIFA Preferred Producers is available at [www.FIFA.com/Quality](http://www.FIFA.com/Quality).



<sup>2</sup> An up-to-date list of all licensed companies is available on [www.fifa.com/quality](http://www.fifa.com/quality)

<sup>3</sup> As at September 2015

# 4. FIFA-accredited test institutes

To ensure consistency in the testing of football turf, laboratory and field tests<sup>4</sup> can only be conducted by FIFA-accredited test institutes. These independent test institutes specialise in testing artificial turf surfaces in accordance with the FIFA Testing Manual<sup>5</sup>, which is updated on a regular basis. The test institutes prove on an annual basis that their technicians and testing devices meet FIFA's high standards and the results of the tests remain consistent across the different laboratories.

In the certification process of a football turf pitch, the FIFA-accredited test institutes are involved in the laboratory testing of the football

turf system and the on-site testing of the final installation. Besides the performance test of the pitch, the test institutes also ensure that the end consumer receives maintenance training and full documentation from the FIFA licensee.

With their experience in artificial turf, test institutes are also highly involved in the continuing development of artificial turf and the FIFA Quality testing programme.

An overview of the current accredited laboratory and field test institutes is available on [www.FIFA.com/Quality](http://www.FIFA.com/Quality).

## 4 steps to a FIFA-recommended football turf pitch



Figures 4 and 5: ball-roll and straight-edge test by a FIFA-accredited test institute prior to the FIFA Women's World Cup Canada 2015™

<sup>4</sup> Refer also to 5.3

<sup>5</sup> The FIFA Testing Manual was updated in October 2015 and is available for download on [FIFA.com/quality](http://FIFA.com/quality)

# 5. Installation of football turf

The installation of a football turf pitch is a significant investment for a club, community or association. With the investment comes the expectation of obtaining a high-quality artificial turf pitch for up to eight years, as well as the potential to generate revenue by using the facility more intensively than a natural grass pitch or as a multi-purpose facility, such as by sharing it with other club teams and communities or organising concerts. To ensure maximum return on this investment, it is recommended that maintenance needs are not neglected when considering the installation of a football turf pitch.

The following sections can be used as a guideline for all of the steps, from the tender process for a pitch to the correct use and maintenance.

## 5.1. Tender

The tender process is essential to selecting the right product for the intended use. However, several other requirements also need to be considered to ensure that the end product – the final installation – meets the requirements for the projected lifetime of the pitch and that the installation represents good value for money. Nevertheless, this can only be achieved if additional considerations are included:

### Stage one – facility planning

At the outset of an artificial turf project, a facility planning exercise must be undertaken. A facility plan should identify clear project goals, establish the level of demand and include detailed financial and operational planning.

A facility plan should cover the following areas:

- The vision: what is the purpose of the facility?
- The need: what is the demand for the facility; who will use it, how much and what for?
- The money: what are the running costs and how much revenue will it generate potentially; how will the facility be funded?
- The delivery: who will operate the facility and how; what are the key roles and responsibilities?

Independent specialist advice should be sought at the early planning stages of the project. This will provide:

- Input into the facility plan
- Evaluation of turf specification at the pre-contract phase plus knowledge of soil type and climate
- Expertise in the selection of the contractor
- Quality control of materials and workmanship
- Thorough checks at each stage of construction
- Advice on maintenance of the playing surface

An independent project consultant should have experience with similar projects and, where applicable, be bound by the regulations of the FIFA Quality Programme. Upon request, FIFA will provide a list of suitably qualified experts.

Independent expert advice can constitute between 5% and 10% of the total project budget.

### Stage two – budgeting for the playing surface development

Before undertaking the contractor selection process, it is crucial to have a target budget for the project delivery.

Projects can vary in cost significantly, depending on a number of factors. These include:

- Location: availability of materials, distance to transport materials and equipment, taxation, import issues
- Scale: number/area of playing surface(s)
- Site constraints: accessibility
- Site works: the extent of earthworks and drainage requirements, as well as any undersoil heating, drainage and irrigation requirements
- Ground conditions: rock and soil composition
- Surface type and quality: FIFA QUALITY or FIFA QUALITY PRO (see chapter 1.1)

Sufficient budget should be allocated in all projects for the following:

- Maintenance equipment: tractor, brush, ball ramp, fertilizers, half-yearly or annual professional maintenance, etc.
- Football equipment: goal posts, corner flags, nets, etc.
- Independent expert advice

When budgeting, it is important to consider not only the initial capital cost of the project but also ongoing running costs. The playing surface should

generate sufficient revenue to cover its operating expenditure including maintenance, staff, utilities and supplies, depreciation and planned replacement or renovation.

Budget allowances for more intensive, periodic maintenance or full surface rejuvenation must be included. It is advisable to begin a sinking fund to replace the turf element as soon as is practicable to offset the need for a single significant payment when the time comes to replace the pitch.

#### Understanding football equipment requirements

Prospective contractors should also include football equipment where required for the facility in their proposals.

Full-size football turf pitches require:

- Goals: posts, crossbars, frames, nets (white) and net posts (two) behind the goals, sockets
- Corners: posts, flags and sockets
- Covered seating for substitutes (six players)

The cost of football equipment can equate to around 1% of the total project cost.

***The football equipment supplied must comply with the applicable safety regulations of that specific country and should adhere to the Laws of the Game and the FIFA Handbook of Requirements for football turf surfaces.***

#### Stage three – selecting a contractor

The project contractor should be able to clearly demonstrate an ability to carry out the work required. In choosing the contractor, it is important to establish:

- The identity of the company and its ownership
- The background of the company and the areas of business they are engaged in
- Their expertise and experience, specifically in relation to the required project (local experience)

- If they are financially secure with appropriate insurance and have sufficient resources to fulfil the project requirements
- If they are a FIFA Preferred Producer

By selecting a FIFA-licensed company, the above points will have already been checked by the FIFA Quality Programme for Football Turf.

A contractor should not be considered if it:

- Is bankrupt/insolvent, or has had related proceedings started against it
- Has a conflict of interest, such as an association with a stakeholder in the development project
- Misrepresents itself in any way

Some of this information can be gathered before the start of the formal selection process through research, site visits and references, and prospective contractors may be excluded from the process as a result.

#### The selection process

Before beginning the selection process, the facility planning exercise should have been undertaken and the project scope clearly determined. Funding should be in place to achieve the goals set.

The contractor is selected through an “invitation to tender”. The tender process invites companies to bid competitively to provide the services required based on the same criteria and time frame.

The invitation to tender should:

- Provide clear and complete instructions to the bidding companies about the project and the tender process
- Include standard-format documents for completion by the bidding companies to ensure direct comparison of proposals based on key criteria identified
- Define the expected performance of the pitch (FIFA QUALITY, FIFA QUALITY PRO, IMS, any other measure of quality) and how this has to be confirmed (e.g. field tests in accordance with the FIFA Quality Programme)
- Determine whether the bidding company has the financial, technical and professional criteria to deliver the contract/work required

- Ensure competition for the provision of the services required
- Be transparent and open and comply with the relevant law/regulations of the country
- Include a requirement for a site inspection of the facility by a technical specialist

*When running a tender for a football turf installation, the design requirements can be simplified by requesting either a FIFA QUALITY or a FIFA QUALITY PRO installation.*

*This relates to the performance of the final installation and eliminates unnecessarily complex specifications.*

The tender project documentation should include the following elements:

- An introductory letter containing the objectives, a list of documents to be submitted, details of timelines and contacts
- The main invitation to tender document, detailing the tender procedure, explaining the proposal assessment process, clearly defining the project scope and containing a list of the terms and conditions (warranty)
- Technical specifications covering all areas of the project (sub-base construction, product, installation)
- Bidding company information forms, to gather information on the bidding company's identity and ownership, establish its expertise/experience, its financial status and details of its project plan
- The pricing schedule, detailing the project cost, along with a breakdown of the proposed payment schedule
- Annexes, which may include project blueprints/drawings/designs, a bill of quantities, conditions of contract and meanings/definitions
- An official FIFA laboratory test report for the product when a FIFA QUALITY or a FIFA QUALITY PRO pitch is requested

The independent project consultant will advise on the tender process and provide input into the preparation of the project documentation.

#### **Assessing proposals**

Proposals from bidding companies should be received by a specific date in a standard format that makes comparison and assessment straightforward. Proposals that meet the required standards should be assessed according to the same criteria and using a scoring system. Both the criteria and the assessment method should be made clear to the bidding companies.

The key criteria for assessment include:

- Technical specification: covering all areas of construction, such as the surface and sub-base
- Financial: pricing of the proposal
- Experience: for example, the number of FIFA RECOMMENDED surfaces installed
- Timeline guarantees: assurances that the project will be delivered on time

Criteria should be weighted depending on their importance to the project. Particular attention should be paid to the method of comparing specifications in projects. **Do not look at the final quotation price only.**

Significant differences in pricing can mean major differences in the quality of the solution offered or a misunderstanding of requirements by the bidding company.

The assessment of the proposals should draw on the advice of the independent project consultant.

Following the assessment process, a shortlist of bidding companies can be drawn up and the companies invited for an interview. The contractor will then be chosen.

#### **Warranties and protection**

Along with general construction undertakings relating to the quality of work and materials, playing surface construction contracts should include clear provisions relating to warranties.

For football turf projects, the selection of a FIFA Preferred Producer as the main contractor will guarantee the quality of the product, installation and maintenance guidance.

The contractor must meet the requirements of the FIFA Quality Programme for Football Turf and it will be responsible for obtaining a test certificate within three months of completion of the contract unless climatic conditions prevent the pitch from being tested.

**Warranties will be linked to the project specifications for all playing surface construction projects. As such, the role of the independent project consultant is important. Specialist legal advice should also be sought at the contract stage.**

#### Football turf procurement checklist

Appoint an independent project consultant	☑
Draw up a project budget	☑
Know the maintenance equipment requirements	☑
Know the football equipment requirements	☑
Identify what the contractor has to do	☑
Undertake the tender process	☑
Assess the proposals and select the contractor	☑
Ensure the contract provides adequate protection	☑

## 5.2. Installation

The installation phase of an artificial turf system is an important step in terms of meeting the quality criteria of the FIFA Quality Programme. Even the best product cannot perform if the installation work is of a bad quality.

Generally, the installation can roughly be divided into the following five areas:

- Basework/earthwork
- Drainage
- Sub-base (supporting layers, asphalt, underground heating, surface irrigation)
- Synthetic surfacing
- Installation of sports equipment (goals, bench)

A quality basework including the drainage and sub-base work is necessary for the longevity of a turf installation. A solid basework guarantees that the sub-base does not become uneven after a short time, which consequently also affects the playing performance, particularly the ball roll of the final football turf installation. It is therefore recommended that the base level is checked prior to the next installation phase.

For FIFA-RECOMMENDED football turf pitches, a sub-base check became mandatory with the introduction of the 2015 Testing Manual.



Figure 6: sub-base preparation for a FIFA Goal project in Greenland



Figure 7: installation of an e-layer

When laying the synthetic grass, the installer should make sure that the edges of the carpet are straight and the seams are glued properly. Should a defect be spotted after a certain period of use, the installer should be contacted directly and requested to return to the site to undertake the necessary repair work. This should be clearly defined in the warranty.

*For the installation process, a period of dry weather should be selected as it is not possible to glue the seams or fill in the infill in wet conditions.*



Figure 8: preparation of the seam tape



Figure 9: installation of the infill material

### 5.3. Certification

In order to obtain FIFA certification for the installed artificial surface, a **two-phase testing scheme** has to be passed in the laboratory and on site.

#### Laboratory test of the football turf system

Prior to installation, the product has to be tested in the laboratory by a FIFA-accredited test institute. In this test, the components of the product are identified and performance criteria checked.

The requirements for the certification of the football turf installation should be mentioned in the tender document and agreed with the contractor in the contract. This ensures that the contractor is aware of the quality criteria needed for this project and can offer a product with a valid FIFA laboratory test report.

#### Field test by an independent FIFA-accredited test institute

After the pitch installation, a field test on the final pitch must be passed. The certificate provided by FIFA serves as proof that your surface fulfils the highest requirements for artificial football surfaces and should therefore be linked to your warranty (e.g. FIFA QUALITY PRO re-tested and re-certified for five consecutive years).



## PROCÉDURE DE CERTIFICATION DES TERRAINS DE FOOTBALL EN GAZON ARTIFICIEL



Figure 10: FIFA field certificate for a successfully tested football turf installation

All tests must be conducted by one of the FIFA-accredited test institutes in accordance with the current FIFA Handbook of Requirements. The pitch is granted either FIFA QUALITY or FIFA QUALITY PRO status and appears in the FIFA pitch database only if the final installation passes the field test. For international matches between teams of two confederations or for international club competitions, certification is mandatory.

If certification of the pitch is already a requirement in the tender, the FIFA licensee is responsible for arranging the field test with FIFA and a field test institute. Additionally, it can be a requirement in the contract that the licensee has to provide a valid field certificate for the installation.

### 5.4. Maintenance

#### Good maintenance is fundamental

It has long been claimed that artificial surfaces are maintenance-free. This is not only a myth, but a dangerous concept to embrace. The need to maintain a football turf pitch is fundamental for reasons of:

#### AESTHETICS

A good pitch is attractive to play any sport on and encourages participants to use it in the right way. A scruffy pitch is not attractive to play on, will deter participants from using the facility in the long term and may attract vandalism.

**SAFETY**

A neglected pitch can also be a dangerous one that presents a number of hazards to players. This in turn can lead to injuries and further detract from the attraction of the facility.

**PLAYING PERFORMANCE**

A lack of maintenance will lead to discomfort and frustration for players because of:

- Faster movement of the ball
- Uneven roll of the ball
- Variable bounce of the ball
- Having to run on a hard surface
- Poor grip of the surface

**LONGEVITY**

Finally, the lifetime of the football turf pitch will be significantly reduced by a lack of maintenance, undermining the investment in it.

When installing a FIFA-certified pitch, the FIFA Preferred Producer or FIFA licensee should also deliver basic maintenance equipment such as a triangle brush, tractor unit, drag mat and ball roll ramp, as this is a requirement to certify the pitch. Ensure that this is also included in your contract with the turf supplier.

**Maintenance equipment**

A variety of brush types exist on the market with different degrees of effectiveness. The most commonly used ones are drag brushes, which are normally attached to the rear of tractor units, either hydraulically or as a simple attachment. They are particularly effective at levelling the infill (where present) in the surface. Rotary brushes are also used and are typically attached to the front of the tractor unit. They can rotate forward or in reverse. Rotating forward is particularly effective at removing material from the surface, and either mode of rotation is good for raising the pile of the carpet. The tractor speed should not exceed five kilometres per hour and sharp turns must be avoided. Alternative actions like oscillating brushes are particularly effective in raising the fibres and thus controlling ball roll and allowing studs to penetrate into the infill, thus optimising grip.

**Correct maintenance will significantly influence the return on investment from your pitch.**

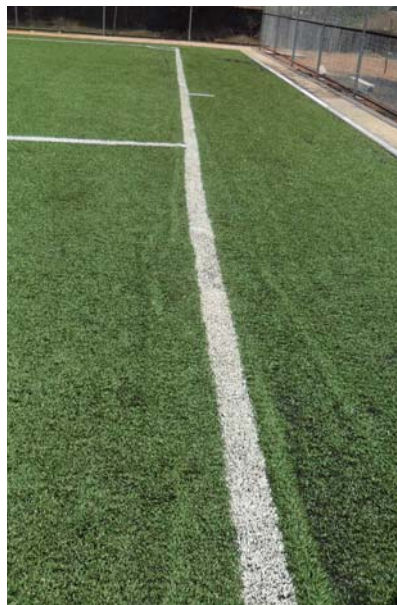




Figure 11: triangle brush attached to a tractor for basic brush action

Check the following before brushing:

- The brush has contact with the surface and applies sufficient pressure
- The bristles are free and not clogged up with infill
- Do not exceed a speed of 5km/h



Figure 12: oscillating brush to bring the fibres upright

### Playing equipment

Portable goals are often used, and can be moved around the pitch to achieve a more even wear. Portable goals should have wheels and not be dragged around on the pitch, as this can easily damage the football turf. When using portable goals, it is also important that they are either anchored into the surface or are weighted to prevent them from toppling over and potentially injuring players.

Signs should be put up with information and rules for use of the pitch. The rules should, among other things, provide information about opening hours for non-organised use, prohibition of smoking, ice cream and chewing gum, and information on where rubbish can be discarded.

### General maintenance principles

Do not undertake any action that has not previously been authorised by the installation company. Warranties are normally linked to the maintenance of the surface and a lack of maintenance, or incorrect maintenance, will invalidate the warranty.

Do not apply any chemicals to the surface without consulting the supplier. Many chemical substances can act to the detriment of the surface, particularly petroleum-based products. Care must be taken to avoid all petroleum-based spillages, including fuel for tractor units. Always refuel the

maintenance equipment away from the playing surface.

Those chemicals that can be used on synthetic surfaces, after authorisation, include algacides, mossicides, weedkillers and de-icers.

If you have not received maintenance guidelines from the company that installed your pitch, please make sure you receive this important document before using the pitch.

### Regular maintenance

#### 1 BRUSHING THE SURFACE

The surface should be brushed regularly and in accordance with the recommendations of the turf manufacturer. The brushing frequency will be related to the intensity of use – the more often it is used, the more often you must brush it.

**Generally, it is recommended to brush the surface every 40 playing hours, bearing in mind that 22 players are on the pitch. If more players are on the pitch, you have to multiply the playing hours accordingly.**

The main effect of brushing is to level the infill to ensure the uniformity of the surface. A second important reason for brushing a synthetic pitch is to prevent pile lean and pile flattening. Many synthetic fibres have a tendency to lean in a particular direction or flatten with use. To overcome this, regular brushing in all directions will help to keep the fibres upright and non-directional.

Always brush in different directions, as brushing in one direction will tend to cause the fibres to lean in that direction. This will result in different ball roll characteristics in different directions. The high-wear areas will require additional attention as these zones will obviously have the most disrupted

infill and pile flattening due to the intensity of the play. It is most effective to brush the surface when it is dry and during the cooler part of the day, usually in the morning.

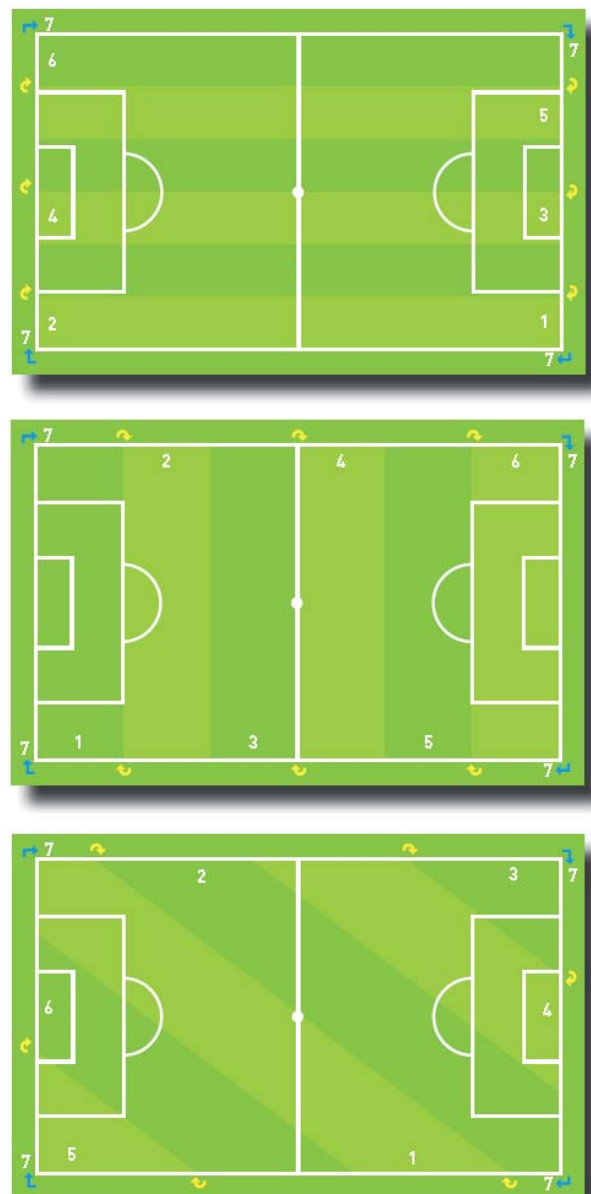


Figure 13: always brush the field in different directions and avoid sharp turns

Only use brushes that are recommended by the turf manufacturer.

## 2 KEEP THE INFILL LEVEL

The penalty spots and corners are prone to disruption of the infill. Ground staff should be aware of this and be prepared to top up on a more regular basis than is necessary for routine brushing. It may be necessary to top up these areas every day during intense use. When material begins to accumulate at the edges of the pitch, debris should be removed from it and the accumulated material cleaned and brushed back into the main pitch.

Systems that utilise infill materials may require a period of settling in. This will necessitate a regime of regular brushing on a more frequent basis than is normally required. The installation company will give advice as to the necessity and added frequency of this extra brushing.

Replenishment of infill should be made with light equipment or by hand, whichever is most appropriate. Infill is regularly required to top up around the penalty spot, which is regularly disturbed by players practising penalty kicks. With the delivery of the pitch, the owner should buy additional infill material so that it is always available. Installations should have weekly checks of fill levels on the pitch. In addition to the weekly check, there should be an annual inspection of the whole pitch to ensure that the fill height is kept at an appropriate level in accordance with the supplier's specifications. The type of granules for replenishment must be determined in consultation with the turf manufacturer.



Figure 14: accumulated infill material in the corner area

***If the infill shows signs of agglomerating, break up the lumps into their individual components.***

***It is advisable to avoid locating the pitch close to leafy trees, where practicable.***

## 3 KEEP THE SURFACE CLEAN

Wherever and whenever contaminants are present, remove them as soon as possible. No food or beverages should be allowed on the field. Equally problematic is chewing gum, although this can be simply remedied by freezing the offending gum, which can then be broken out of the pitch when it has become solid. Smoking is strictly forbidden.

Organic material, such as leaves, pine needles and grass on the pitch can interact detrimentally with the granulate if not removed. The possible result of this mixture is that the pitch becomes harder, there will be poorer drainage and all of this will result in algal, moss or weed growth. The problem with organic material can occur throughout the year. In the most vulnerable periods, the pitch should be cleaned daily.



Figure 15: rotating brush to remove debris from the surface

## Less frequent maintenance

### 1 DECOMPACTION

Check for compaction of the infill, particularly in the high-use areas. Contact the installation company if you observe this and they will advise accordingly. Some installation companies supply equipment for overcoming this problem: others will undertake the work themselves under a maintenance contract. The maintenance manager can easily check for compaction by bouncing a ball on the surface. A surface with uneven compaction will show variable ball bounce, and a high ball bounce will often indicate loss of or compacted infill.

### 2 CHECK SEAMS

If the seams have failed in any place, contact the installation company as soon as possible and insist on an immediate repair under the terms of the warranty. Do not attempt to undertake the repairs yourself.

### 3 IRRIGATION AND WATERFALL

Football turf pitches will heat up during periods of warm weather. The surfaces can become so warm as to be noticeable to the players. Furthermore, a heated surface can contribute to a friction burn due to the fact that a skin temperature of approximately 60°C will potentially produce a skin burn.

Water has several effects: it will lubricate and cool the surface, stabilise the infill and consequently reduce loss of infill. After heavy rainfall, it is

***When installing a football turf pitch in a region with a dry, hot climate, check the heat development of the selected surface. Each product with a FIFA laboratory test has to undergo a heat test and will be categorised.***

advisable to check the infill levels as they may have become disrupted. This can be particularly significant if the pitch has a slope and the infill has migrated with the slope.

### 4 PITCH CLEANING

When a pitch begins to show signs of significant compaction and accumulation of detritus, or when permeability problems occur, use specialist machines that are capable of removing a proportion of the infill materials, cleaning them and reintroducing them back into the surface. These procedures are normally undertaken by specialised maintenance companies or the installation company.

### 5 WINTER MAINTENANCE

Pitches with undersoil heating offer players comfort in the winter as, in most cases, they will deliver almost the same quality of playing surface as in the summer. However, undersoil heating can be expensive to install and operate, and mechanical removal of snow is usually still required.

Mechanical removal of snow from the pitch should only be done by trained personnel using specially designed equipment, approved by the manufacturer. Incorrect equipment and/or careless use may cause severe and costly damage.

De-icing chemicals must be used with caution as they might affect the environment, the players' shoes and clothes, and even dressing room floors. The manufacturer must always be consulted before using any kind of chemicals.

### 6 MOSS, ALGAE, WEEDS

Weeds are easily removed by hand if the infestation has not become too excessive. Moss and algae require specialist treatment, normally using specific chemicals and techniques to remove residues. The advice of the installation company should be sought at an early stage if the problem occurs. The longer you leave an infestation in general, the bigger the problem will become.

### 7 PITCH SURROUNDS

The most important design feature is to avoid contamination, which can come in several forms: player-borne contamination, surrounding

vegetation, wind-borne contamination and animal-borne contamination.

Players will often take the shortest path between the changing facilities and the pitch. If that pathway is dirty, they will carry that dirt on their boots onto the field. To avoid this, ensure that the pathway is clean (or e.g. that a rubber mat is laid out) and



Figure 16: birds may leave deposits on the pitch

install a brush mat at the entrance to the pitch. In addition, there should be a clean pathway for the maintenance machinery to drive onto the pitch.

Another good solution is to lay asphalt or concrete slabs around the pitch. This will prevent spectators from dragging soil and dirt onto the pitch and provide maintenance vehicles with a clean and stable area around the pitch.

If other vegetation surrounds the pitch, this will inevitably be deposited on the surface, for example grass areas around the pitch will, when cut, deposit cuttings on the pitch. Try to leave a barrier between the natural area and the artificial pitch. This can be a physical barrier or a zone that is vegetation-free.

Contamination, particularly pollution and seeds, will be blown onto the pitch by the wind. Take this into consideration when deciding on the location of the pitch.

Animals, particularly birds, will leave deposits on the pitch. Clean these deposits off as soon as possible as they will become a nutrient for moss, algae and weed growth. Some areas of the world are prone to wind-borne sand and this will require specialist equipment to remove it as it will have a detrimental effect on the performance of the pitch and its longevity.

# 6. Football turf in professional football

Since the introduction of football turf to the Laws of the Game in 2004, a number of international and national matches and tournaments have been played on the surface.

## FIFA final tournaments

- FIFA Women's World Cup Canada 2015™
- FIFA U-20 Women's World Cup Canada 2014
- FIFA U-17 Women's World Cup Costa Rica 2014
- FIFA U-17 Women's World Cup Azerbaijan 2012
- FIFA U-17 World Cup Mexico 2011
- FIFA U-20 World Cup Egypt 2009
- FIFA U-17 World Cup Nigeria 2009
- FIFA U-20 World Cup Canada 2007
- FIFA U-17 World Cup Peru 2005
- FIFA U-17 World Cup Finland 2003

## Other competitions (selection)

- FIFA World Cup™ qualifiers
- UEFA EURO qualifiers
- UEFA Champions League
- UEFA Europa League
- UEFA Youth League
- European club leagues such as *Ligue 1*, *Eredivisie*, the Scottish Premier League, Jupiler League
- Major League Soccer

The very particular demands of certain host countries, such as long winters, indoor stadiums, heavy rainfall or a lack of water, usually lead to the use of football turf at such events. Ahead of each event, all surfaces are assessed by one of the FIFA-accredited field test institutes to ensure that they meet the required FIFA QUALITY or FIFA QUALITY PRO standard.



Figure 17: FIFA U-20 World Cup Canada 2007



# 7. Football turf for development projects

Since 1999, FIFA has been providing its member associations with financial support for football-related projects. The installation of football turf pitches is one of the frequently requested projects among the many football infrastructures and facilities built through FIFA Development funding, as the number of hours that football turf can be used is a huge benefit to FIFA's member associations. To ensure that one company takes responsibility for the entire project, football turf development projects are exclusively awarded to FIFA Preferred Producers.

Currently, FIFA has two main development programmes under which a member association can request funding for its football turf project:

## Goal Programme

The *Goal* Programme was FIFA's first development programme and was launched in 1998. Each member association is entitled to receive funding for one goal project per four-year cycle.

## Challenger

The Challenger Programme helps member associations with important football development challenges – to improve their football infrastructure and youth football.

When requesting the installation of a football turf pitch under one of the development programmes, it is important that the member association is aware that football turf projects usually take up to around 45 weeks to complete, as illustrated in the table below. Any delays due to problems with the site, obtaining land documents or contracts being signed will prolong this period. It is also important to note that construction and installation work cannot take place during heavy rain or snow, and as such these conditions will also prolong the length of the work.

Good planning will allow for the FIFA-appointed consultant to visit the proposed site before the Development Committee meeting. This can often save more than four weeks of the process. For further information, a best-practice document can be requested from FIFA Development.

Application to FIFA Development Manager	Three months before Development Committee meeting
Approval by Development Committee	"Day zero"
FIFA-appointed consultant visits site	Within four weeks (of "day zero")
Request for proposals issued	Within six weeks
Deadline for proposals	Within 12 weeks
Assessment of proposals and selection of winning proposal	Within 14 weeks
Contract preparation and signing	Within 20 weeks
Work starts	Within 24 weeks
Sub-base inspection by FIFA-appointed consultant	Within 36-40 weeks
Completion of carpet installation	Within 45 weeks
Field test and final approval of project	Within 50-55 weeks
Follow-up inspection by FIFA-appointed consultant	6 months to one year after field test

Table 1: process of a football turf development project

# 8. Index

**Artificial turf:** any synthetic surface on which football is played but that was not successfully tested in accordance with the requirements of the FIFA Quality Programme for Football Turf.

**Field test:** the test of an artificial surface by a FIFA-accredited test institute in accordance with the FIFA Testing Manual after the final installation. A laboratory test (report) of the product is a prerequisite for a successful field test. A successfully tested surface is consequently registered as a FIFA-certified football turf pitch on [FIFA.com/quality](https://www.fifa.com/quality).

**FIFA Testing Manual:** the document describing the procedure of the laboratory and field tests, which is updated on a regular basis based on the latest research results by FIFA, test institutes and universities.

**Football turf:** artificial turf that has successfully passed both test phases and fulfils the requirements of the FIFA Quality Programme for Football Turf.

**Laboratory test:** a test of an artificial turf product in the laboratory in accordance with the FIFA Testing Manual with the aim of identifying the components of the product and checking whether the product generally meets FIFA's stringent requirements. The results are summarised in a FIFA laboratory test report, which is not an indication of FIFA certification.

**Method statement:** a document describing in detail aspects such as the method of marking out the location of the pitch, the sub-base construction, the levelling of the sub-base, the turf installation and the weather conditions for each work step.

**Product declaration:** a specification containing all of the details of the proposed or installed product, e.g. yarn, infill, shock pad, jointing method, etc.

## Disclaimer

The information in this handbook should be supplemented with advice on local procedures and regulations.

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**Appendix 3 – Academy Ancillary Facility EFL Charter Extract**

## EFL Charter – Training Academy Ancillary Facilities Requirements

### 309. Changing rooms and washing facilities

<b>Categories 1 to 4</b>	<ul style="list-style-type: none"> <li>a) suitably-sized changing rooms equal in number to the number of teams (including visiting teams) playing at the Academy at any one time so that each such team has exclusive use of a changing room.</li> <li>b) a sufficient number of washing and toilet facilities, of a suitable quality, for the exclusive use of all registered Academy Players;</li> <li>c) a sufficient number of separate washing and toilet facilities, of a suitable quality, for the use of visiting teams;</li> <li>d) a sufficient number of separate changing rooms and washing and toilet facilities, of a suitable quality, for the exclusive use of Match Officials (with separate male and female facilities in the case of Category 1 and Category 2 Academies only, with appropriate arrangements made at Category 3 and 4 Academies to facilitate the changing requirements of both male and female Match Officials);</li> <li>e) (in the case of Category 1 and Category 2 Academies only) a sufficient number of changing rooms and washing and toilet facilities, of a suitable quality, for the exclusive use of therapists and coaches employed at the Academy and other relevant Academy Staff;</li> </ul>
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### 310. Team meeting room

<b>Categories 1 to 4</b>	A dedicated room large enough to hold 20 people and equipped with individual desks (one per person), audio/visual projection equipment and a large screen, internet access and computers.
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### 311. Guest lounge

<b>Categories 1 to 4</b>	<p>A guest lounge for the use of Parents at each training session and match that is open to Parents. The guest lounge shall be large enough to hold 50 people and have access to refreshments and toilet facilities.</p> <p><i>Note: in Category 3 and 4 Academies, this room may also be used as the team meeting room described in Rule 310 provided that it is large enough.</i></p>
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### 312. Match analysis suite

<b>Categories 1 and 2</b>	A room large enough to hold 20 people and equipped with such appropriate video and IT technology as is necessary to undertake, and present the results of, Performance Analysis. If the facility is shared with the professional squad, access for the Academy sufficient for its purposes needs to be clearly demonstrated.
<b>Categories 3 and 4</b>	A match analysis suite is recommended but not mandatory.

### 313. Medical facilities

Such medical facilities as the Club requires to deliver its Sports Science and Medicine Programme.

### 314. Administration office space

<b>Categories 1 to 4</b>	<ul style="list-style-type: none"> <li>a) Such office space and access to IT, email and the internet as each member of Academy Staff requires in order to perform the responsibilities set out in their job description;</li> <li>b) A private meeting room.</li> </ul>
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## 315. Academy Player accommodation

<b>Categories 1 to 4</b>	<p>Sufficient and adequate accommodation for all registered Academy Players and Trialists under the age of 18 not residing with their Parents. Clubs shall comply with any guidelines about Academy Player accommodation published by the League from time to time and with all applicable legal requirements in relation to the provision of such accommodation.</p> <p>Such accommodation shall be located in as close proximity as is reasonably practicable to the Club's principal venue for the coaching and education of Academy Players and to the place at which Academy Players undertake their education (if this is not the principal venue).</p>
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## 316. Classrooms

<b>Category 1</b>	<p>A minimum of three classrooms which shall each:</p> <ul style="list-style-type: none"> <li>• contain sufficient desks for 20 students;</li> <li>• contain 20 computers with access to the internet;</li> <li>• conform in all respects with any requirements for classrooms issued by the Department for Education.</li> </ul>
<b>Category 2</b>	<p>A minimum of two classrooms which shall each:</p> <ul style="list-style-type: none"> <li>• contain sufficient desks for 20 students;</li> <li>• contain 20 computers with internet access.</li> </ul> <p>At least one of the classrooms must conform in all respects with any requirements for classrooms issued by the Department for Education.</p>
<b>Categories 3 and 4</b>	<p>Access for Academy Players and Trialists to a study area large enough to hold 20 people and which contains at least 20 computers with internet access.</p>