



# Hampstead Heath

Registered Charity

## Parliament Hill Track Regulations

### 1. Application for use of the track

#### 1.1 Application forms

Application forms for use of the athletics track for a meeting can be obtained from the Administrative Assistant (Leisure & Events). Forms will be sent automatically to clubs and organisations, which have booked the track during the previous season.

All applications received by the specified closing date will be considered together in the allotment of dates, preference being given to more important meetings. Late applications can be considered only after the claims of early applicants have been met.

Applications made after the closing date must be received not less than 14 clear days before the date of the meeting in order to give sufficient notice that the track will not be available for practice.

#### 1.2 Credit and refunds

A credit or refund will be allowed for any permit not required provided that it is returned to the Administrative Assistant (Leisure & Events) with at least 14 days notice of the cancellation. No allowance can be made if less than the required notice is given.

### 2. Hire of track

#### 2.1 Athletics meetings

The hire charge includes use of all equipment, changing rooms, amplifying equipment and floodlights if necessary. Only a limited number of floodlit meetings are permitted.

The hire charge also includes the services of staff. Organisers of meetings are reminded that in addition to the provision of stewards for general control they should also provide stewards for the placing of equipment, etc.

No charge may be made for the admission of spectators.

## **2.2 Individual use of facilities practice**

The daily charge for the use of the athletics facilities includes changing accommodation and the use of any practice equipment that may be available.

## **2.3 Season Tickets**

Annual season tickets are also available for the use of the athletics facilities. These tickets are not transferable between users of the track and may only be used during specified training periods (see 'Hours of Use').

## **3. Concessionary use of the facilities**

### **3.1 Athletics meetings**

A concessionary rate is available for meetings involving school children and bona-fide youth organisations, where competitors are under 16 years of age. Applications should be made to the Administrative Assistant (Leisure & Events).

### **3.2 Individual Practice and Season Tickets**

A concessionary rate is also available for children under 16, full-time students, the unemployed and OAPs.

### **3.3 Group Training**

A concessionary rate is also available for groups of school children using the athletics track for practice under the supervision of a teacher or athletics coach. Application for a permit for this facility should be made to the Administrative Assistant (Leisure & Events).

## **4. General conditions**

### **4.1 Admissions**

The organisers of a meeting may admit to the enclosure members of the organisation and friends of its members. No charge may be made for admission of spectators.

### **4.2 Conduct**

The organisers shall be responsible for the conduct of all persons admitted to the meeting and for compliance with the City of London's regulations. They shall arrange for a sufficient number of stewards to control admission to the track, pitch or changing rooms and to stop spectators encroaching on the track or turf. Failure to comply with this regulation may result in non-acceptance of any further bookings from the organisation concerned.

### **4.3 Structures**

Tents or marquees shall be allowed only with special permission of the Leisure Manager.

### **4.4 Refreshments**

Arrangements for refreshments must be approved by the Leisure Manager.

#### **4.5 Indemnity**

The organisers shall undertake to keep the City of London fully indemnified against all claims, etc. in respect of accidents or damage occurring in connection with the activities and to reimburse the amount of any additional expenditure arising from the function.

#### **4.6 Litter**

Organisers are expected to ensure that all litter is placed in the receptacles provided. Failure to ensure proper disposal may result in a bill being submitted to organisers for the additional expense the City of London may incur in cleaning up after a meeting.

#### **4.7 Literature**

No literature apart from programmes shall be sold or distributed. Programmes may be sold or distributed free of charge provided that:

- The charge or the fact that it is free is stated on the programme.
- The sale or distribution of programmes is limited to the athletics track enclosure.
- Programmes are not used as tickets of admission.

#### **4.8 Conclusion of practice**

All floodlit meetings and practice must finish by 8:40pm and changing rooms must be vacated by 9pm.

### **5. Children**

#### **5.1 Short distance races**

Short distance races for children up to 11 years and practice by all schools must be held on the grass area inside the surfaced track whenever practicable.

#### **5.2 Responsibility of Under-12s**

Children under the age of 12 years will be admitted to the athletics track for the purpose of practising only if in the charge of adults who will be responsible for their conduct.

#### **5.3 Responsibility of Under-7s**

Children under the age of 7 years will not be allowed in any circumstances to remain in or enter the track enclosure after 6pm on practice nights.

#### **5.4 Responsibility of Under-15s**

Children under 15 years of age shall be admitted to the track enclosure during a meeting only if they are in the charge of an adult entitled under Regulation 4.1 to enter the enclosure. The adult must accept responsibility for their conduct.

#### **5.5 Groups during school hours**

Groups of school children may use the athletics track for practice during school hours only if the track has not been booked for a meeting and only under the supervision of a teacher. A permit for such use must be obtained from the Administrative Assistant (Leisure & Events).

#### **5.6 Groups during permitted hours**

Small groups of school children may use the athletics track for training between 4pm & 6pm on Tuesdays and Thursdays. This use is subject to the number of athletes using the track at any one time being limited to twenty, to their being under proper adult

supervision and to the inside lanes of the track not being used. A permit for such use must be obtained from the Administrative Assistant (Leisure & Events).

### **5.7 Evening practice**

The athletic track is normally reserved for adult use after 6m on Tuesdays and Thursdays and until 1pm on Saturdays but parties of not more than ten children over 8 years old but under 16 in the care of an adult coach may practice up to track closing time on Tuesdays and Thursdays and after 11:30am on Sundays provided a permit is obtained from the Administrative Assistant (Leisure & Events) (see Regulation 6.9).

## **6. Equipment and usage**

### **6.1 Footwear**

All persons using the athletics track must wear rubber soled shoes, or track shoes suitable for the surface. The use of any implement for marking starting holes is forbidden. Needle spikes must not exceed 6mm.

### **6.2 Starting blocks**

Starting blocks are provided for persons practising under the supervision of an A.A.A. or W.A.A.A. coach; the coach will be held responsible for the safe return of the apparatus.

### **6.3 Starting blocks on synthetic surfaces**

Only the City of London's or other approved starting blocks may be used on synthetic surfaces.

### **6.4 Damage to apparatus**

Users of the athletics track will be held responsible for any damage to apparatus.

### **6.5 Field equipment**

Vaulting poles, hammers, javelins and discus for practice will be issued only to coaches or individuals of known competence.

### **6.6 Hurdles**

Ten hurdles are provided for persons practising.

### **6.7 Noticeboards**

A notice board is provided in each changing room for the exhibition, free of charge, of notices of interest to persons using the track. Such notices will be subject to approval before being exhibited. Approved notices will be placed in position for a period not exceeding 14 days, by the duty officer.

### **6.8 Permits**

No permit is necessary to use in athletics track for athletes practice except as stated in Regulations 4c, 6e, 6f and 6g.

### **6.9 Reserved times**

The track is normally reserved for practice by adults after 6pm on Tuesdays and Thursdays and until 1pm on Sundays.

### **6.10 PA system**

Volume of P.A. system should be kept at a moderate level.

### **6.11 AAA Regulations**

Persons using the athletics track must comply with the rules of the Amateur Athletic Association regarding field events, both in practice and in competition. Throwing implements must be returned to the start or scratch line by hand. They must not be thrown back to the start point.

### **6.12 Damage and improper use**

Any persons damaging or making improper use of the track or its amenities will be excluded therefrom.

### **6.13 Cycles and ball play**

Cycle riding and ball play are not permitted.

### **6.14 Restriction and stoppage**

The duty officer may stop practice or restrict practice to certain parts of the track enclosure, if in their opinion damage would otherwise be caused to the track or turf. This also applies to stoppage of play in the case of football.

### **6.15 Use of inside lane**

Use of the inside lane for practice is not permitted except with the express permission of the duty officer.

### **6.16 Admissions**

Only persons taking part in athletics practice and those timing or assisting them will be admitted to the enclosure during practice times.

### **6.17 Notice period**

Three days notice must be given to the duty officer of equipment required for meetings.

### **6.18 Responsibility of articles left in changing rooms**

The City of London accepts no responsibility or liability for any articles which may be left in the changing rooms, and the City of London staff are forbidden to receive or take charge of money, jewellery, or like things in any circumstances whatever. In their own interests athletes are advised not to leave money or other valuables in the changing rooms.

### **6.19 High jump and pole vault mats**

High Jump and Pole Vault mats are for competition only and should not be used for gymnastic and bouncy inflatables.

### **6.20 High jump and pole vault cover**

The metal cover for High Jump and Pole Vault should not be climbed on.

### **6.21 Long jump sand pit**

The Long Jump Sand Pit is for competition and training only (should not be used for children play area).

This is one of  
14 green spaces  
managed by the  
City of London at  
little cost to the  
general public.