



Department of Sports Development & Recreation (DSDR) Rules & Regulations (Terms & Conditions): Members and Pay as You Go (PAYG) Activity

Table of Contents

Booking & Payment Procedures	1
Cancellation Charges	2
Liability	2
Safeguarding	2
Dress Code.....	2
Conditions of use – General	3
Conditions of use - Individual Activities	3
Astro Pitches	3
3G Training Strip	4
Athletics: Indoor Sprint Track	4
Athletics: Outdoor Track.....	4
Beach Courts	5
Founders Sports Hall & Squash Courts	5
Hydro & Ice	5
Meeting Rooms.....	6
MUGA (Multi Use Games Area)	6
STV Sports Hall.....	6
STV 50m Pool	6

Booking & Payment Procedures

1. Member and PAYG bookings can be made via both the Sports Training Village (STV) & Founders Reception Desks or via the On-line Connect Booking System.
2. Advance booking periods vary per facility/membership status.
3. PAYG bookings require payment at the time of booking or upon entry to the facilities. Payment is normally non-refundable.
4. In person payments (card only) will only be accepted at the main Sports Training Village Reception Desk.
5. Users should retain all receipts as they may be asked to produce proof of payment at any time. Members should keep their cards with them at all times.
6. The booking will entitle the user to the use of the facility requested/changing rooms/toilets/catering/lighting (when necessary) and social areas.
7. The booking time includes set up & de-rig of any given area and users are required to finish their sessions just prior to the end of the booking period, in order to allow equipment/furniture to be moved where necessary.
8. The hirer must ensure that all attendees abide by the rules of the facility and any notices displayed in the immediate area.
9. DSDR reserves the right to cancel or adjust bookings and will inform the user at the earliest opportunity. DSDR will endeavour to keep any disruption to a minimum.

Cancellation Charges

1. PAYG bookings are normally non-refundable with a change to the booking date or time being offered in the first instance. In the absence of a suitable alternative, refunds are offered at the discretion of the Reception Team.
2. PAYG users can cancel their bookings, without refund, up to 1 hour in advance of the booking start time via the On-line Connect Booking System.
3. PAYG users can request changes to their bookings or request the cancellation of their booking, with refund, up to 1 hour in advance of the booking start time. These changes must be made through the STV Reception Desk.
4. DSDR reserves the right to cancel a Booking and will notify the hirer of such cancellation in writing if:
 - a. the Booking might, in the reasonable opinion of DSDR, prejudice the reputation of the University.
 - b. if the purpose for which the facilities are required or used differs from the activity booked.
 - c. an emergency facility closure is required for safety reasons such as inclement weather.

Liability

1. The University shall not accept liability for damage to, or loss of, any property or articles placed in or left in the sports facilities by an individual or an organisation.
2. The University shall accept no liability in respect of bodily injury, illness or disease except for any personal injury or death due to the negligence of the University.
3. The hirer should ensure that all persons taking part in the facility booking are healthy and fit to undertake physical activity and, where necessary, DSDR staff are to be informed of any medical conditions that an individual may suffer from.
4. The hirer is responsible for ensuring that all participants involved in league, competition or events related activity adhere to our Rules & Regulations.

Safeguarding

1. Responsibility for all Safeguarding lies with the hirer making the booking.
2. The hirer is responsible for ensuring that they and fellow users adhere to DSDR's Child Protection and Safeguarding Policy at all times.
3. Any Safeguarding incidents that occur within the DSDR facilities or within the wider University of Bath campus must be reported to the DSDR Safeguarding Officer or Shift Manager.

Dress Code

1. Appropriate clothing and footwear, relevant to each specific sport, must be worn at all times. Jeans and combat style trousers are not permitted.
2. All users must be fully clothed (this includes the wearing of t-shirts or vests on the upper body) when using sports facilities or moving around the communal areas (excluding 50m Pool, Hydro & Ice facility, and the Changing rooms).
3. Clean, non-marking sports shoes must be worn in all indoor playing areas.
4. Football/Rugby boots and running spikes should not be worn in the communal areas and users should change into and out of this footwear in the changing rooms provided.
5. The swimming pool footwear policy must be adhered to by all pool users.
6. No jewellery (except wedding rings) or watches are to be worn in the 50m Pool or Hydro & Ice facilities.
7. Failure to adhere to these rules will result in the individual being asked to leave without any financial redress.

Conditions of use – General

1. The hirer must ensure that all attendees abide by the rules of the facility and any notices displayed in the immediate area.
2. All sessions include set up & de-rig and users are required to finish their sessions just prior to the end of the booking period, in order to allow equipment/furniture to be moved where necessary.
3. Facility hire does not include the provision of items of personal equipment such as balls, bibs, racquets, floats, etc.. Equipment of this nature should be provided by the user.
4. Permission to play music as part of the session must be agreed at the time of booking. The volume of the music must be kept as low as possible to cause the least amount of disruption to other groups in the facility.
5. Dogs, with the exception of Guide Dogs and Assistance Dogs (ideally wearing appropriate designated jacket or harness), are not allowed within the footprint of the Sports Facilities (including the outdoor facilities).
6. Crash helmets must be removed before entering the building.
7. Entry to the Sports Training Village is permitted through the main front doors or through the Sports Café (accessed via the East Gate and Café balcony), unless otherwise arranged.
8. Operating fire doors in a non-emergency situation is strictly prohibited.
9. Climbing fences is prohibited and can lead to suspension from the premises and a ban from using facilities in the future. Assistance should be sought from the Operations Team if the retrieval of lost balls is necessary.
10. Glass bottles and glass containers are not to be brought onto the premises. All sports drinks must be in a plastic bottle or container with a sealed lid.
11. Food should not be consumed within the vicinity of the individual sports facilities.
12. Alcohol must not be brought onto the premises.
13. Chewing gum is not permitted within the vicinity of the individual sports facilities.
14. All bags and outdoor clothing should be left in the lockers provided. Items must be removed overnight, and the lockers open automatically after 3 hours.
15. DSDR operates a “No Smoking or Vaping” policy across all indoor and outdoor sports facilities.
16. DSDR reserves the right to prevent entry into the facilities to anyone whose behaviour and/or appearance is deemed to be unsuitable. Profane or abusive language or the use of violence will not be tolerated in line with the University Statement of Equality Objectives.
17. DSDR operates a strict photography policy. Anyone wishing to take photographs or use video equipment must register with the STV Reception Staff. Photo ID must be provided. Where a user has exclusive use of a sports facility for events related activity, the relevant National Governing Body Filming & Photography Policies should be adhered to. DSDR paperwork will not need to be completed, unless filming or photography is due to take place in any other non-exclusive use sports venue.
18. On campus Car Parking is available on a Pay & Display basis with payment being made via the Just Park App.
19. No unauthorised advertising is allowed around the premises.

Conditions of use - Individual Activities

Astro Pitches

1. At the time of booking the hirer will be allocated a specific area of the Astro Pitch. The hirer must train within the area allocated to them.
2. No studs, spikes, or blades (exceeding 5mm) are allowed on Astroturf Pitches. Only astroturf boots or trainers are to be worn.

3. The hirer is not permitted to make any changes or additions to line markings on the pitches.
4. The Hockey goals are not to be used for football.
5. If Football Goals are used the hirer must ensure they are placed to the side of the astroturf pitch on completion of their booking.
6. For safety reasons hockey and football are not permitted to take place alongside one another on the same pitch, therefore the hirer must ensure they play the activity confirmed at the point of booking.
7. The Astro Pitch floodlighting should turn on automatically, but the hirer should speak to the Shift Manager directly if they require earlier use of the floodlighting.

3G Training Strip

1. All users must wear clean and appropriate footwear. Only moulded or screw in plastic studs to be worn on the 3G surface.
2. Flat soled trainers/shoes, metal or metal tipped studs, blades, hockey shoes and spikes are strictly prohibited.
3. Access to the 3G Training Strip is controlled via reception in the STV.
4. The hirer is not permitted to make any changes or additions to line markings on the pitch.
5. Hinged goals on the 3G Training Strip can only be used when requested through the Facilities Sales Team. Goals are to be folded back and locked into position flush with the fence when not in use.
6. The 3G Training Strip floodlighting should turn on automatically, but the hirer should speak to the Shift Manager directly if they require earlier use of the floodlighting.

Athletics: Indoor Sprint Track

1. At the time of booking the hirer will be allocated a specific area of the Indoor Sprint Track. The hirer must train within the area of the venue allocated to them.
2. Due consideration must be shown to other users of the facility at all times.
3. The jump pit should not be used except by those booking the use of the long or triple jump facility.
4. All portable DSDR athletics equipment used by the hirer, should be returned to the appropriate storage area at the end of the session.
5. An appropriately qualified coach must be present for all sessions where jumping/hurdling events are taking place.

Athletics: Outdoor Track

1. Track spikes must not exceed 6mm and must have a maximum diameter of 4mm, high jump and javelin spikes must not exceed 9mm.
2. DSDR athletics training equipment can only be signed out by an appropriately qualified coach and must be returned to the store after use.
3. Sandpits must be levelled out with a rake upon completion of use.
4. Jumping, throwing & hurdling events can only take place with an appropriately qualified coach in attendance.
5. Care is to be taken when using the pole vault bed and an appropriately qualified coach must be in attendance at all times. On completion of the session care must be taken with the metal cover which is not to be left on its wheels at any time.
6. Metal covers for the pole vault and high jump mats must be moved by, or under the supervision of, the STV Operations Team.
7. Floodlights will only be switched on during university club nights and Team Bath AC club nights, or if specifically asked for by other users.

Beach Courts

1. At the time of booking the hirer will be allocated a specific court. The hirer must train within the area of the venue allocated to them.
2. Confirmation of the sport to be played should be made at the time of booking.
3. The hirer is required to rake the courts after use.
4. There must be no pulling or hanging on the volleyball net when it is place.
5. There must be no kicking or throwing of sand.
6. The hirer is required to wipe excess sand off shoes and clothes after use to reduce the amount of sand brought back into the facilities.

Founders Sports Hall & Squash Courts

1. At the time of booking the hirer will be allocated a specific court/area in the respective venue. The hirer must train within the area of the venue allocated to them.
2. The hirer is not permitted to make any changes or additions to line markings on the courts.
3. Confirmation of the sport to be played should be made at the time of booking.
4. Spectators must use recognised viewing areas at all times.
5. Tape of any description should not be used on the floors under any circumstances.
6. Protective flooring must be used for bookings requiring use of tables and chairs.
7. Use of furniture such as tables, chairs, etc. must be pre-arranged at the point of booking. Should the hirer require additional equipment on the day, assistance should be sought from the Operations Team.

Hydro & Ice

1. No one is allowed to use either the Hydrotherapy Pool or the Ice Bath without a qualified lifeguard being present.
2. If you are pregnant or have a heart condition of any sort, we advise you to seek the advice of a doctor before using these facilities.
3. Please shower and use the toilet before entering either of the pools. If you feel the need to use the toilet during a session, please use the toilets situated in the Hydro & Ice facility.
4. Users should make use of the handrails and steps provided for getting in and out of the hydro pool and ice bath. No one should climb over the wall or attempt to dive into the Hydro pool.
5. The facility should not be used by anyone experiencing cold or flu symptoms, by anyone that has experienced diarrhoea in the last 14 days, by anyone with open wounds or sores, or by anyone who has sustained an injury within the preceding 48 hours.
6. Users should refrain from running in the pool area.
7. Users should not stay in the Hydro pool longer than 30 minutes or the ice bath for more than 1 minute.
8. Users should not submerge their heads in either the hydro pool or ice bath.
9. Users should not attempt to use the chair lift/ hoist without a member of staff present.
10. Use the red cords at the entrance to each pool to raise the alarm in an emergency.
11. When a physiotherapist is in the water, a lifeguard must still be present.
12. Users should shower and dress warmly after use.

Meeting Rooms

1. The hirer must request use of the Audio-Visual Equipment at the time of booking. Support in operating the equipment will be provided by the Operations Staff on shift during the booking period if required.
2. The hirer must request use of Flip Charts, Pads & Pens at the time of booking. Additional costs may apply.
3. The walls are not to be used as pin boards, nor should any type of paper be stuck on the walls using blue tack or Sellotape.
4. All users must ensure they leave the Meeting Rooms in a clean and tidy state and in the configuration in which they were found.
5. If the meeting room is equipped with a moveable wall, the use of this wall to divide the room should be requested at the point of booking. The wall must only be moved by the Operations Team.

MUGA (Multi Use Games Area)

1. At the time of booking the hirer will be allocated a specific court on the MUGA. The hirer must train within the Court allocated to them.
2. The hirer is not permitted to make any changes or additions to line markings on the courts.
3. Confirmation of the sport to be played (Netball or Basketball) should be made at the time of booking with Operations Staff assisting with the turning of the posts where necessary.
4. There must be no hanging from the basketball or netball hoops.
5. The MUGA floodlighting should turn on automatically, but the hirer should speak to the Shift Manager directly if they require earlier use of the floodlighting.

STV Sports Hall

1. At the time of booking the hirer will be allocated a specific court/area in the sports hall. The hirer must train within the area of the venue allocated to them.
2. The hirer is not permitted to make any changes or additions to line markings on the courts.
3. Confirmation of the sport to be played should be made at the time of booking.
4. Spectators must use recognised viewing areas at all times.
5. Protective flooring must be used for bookings requiring use of tables and chairs.
6. Tape of any description should not be used on the sports hall floor under any circumstances.
7. Use of furniture such as tables, chairs, staging, etc. must be pre-arranged at the point of booking. Should the hirer require additional equipment on the day, assistance should be sought from the Operations Team. The hirer must not enter storage areas and help themselves to this equipment.
8. Under no circumstances should any individual climb on the blocks of seating when they are in a closed position. Operations Staff should be informed if equipment needs to be recovered from a high-level area.

STV 50m Pool

1. Changing must take place in the 50m Swimming Pool changing room, not pool side. The 50m Swimming Pool deck is not a changing room.
2. Users should use the lockers provided. Belongings must not be left unattended in the changing room cubicles.
3. The swimming pool footwear policy must be adhered to by all pool users.
4. All users must shower on entering the pool.

5. Users accessing Swim Fit lanes must give their name to the Lifeguards upon entry to poolside so they can be checked off the attendance list. In the event of a late booking (after the attendance list has been generated), users should present the Lifeguard with a valid receipt.
6. Only users who can swim 50 metres continuously and without any form of swim aid will be allowed to use the pool.
7. Any child under 14 years of age must be accompanied by an adult over 18 years of age, unless within a supervised group.
8. The maximum number of users allowed in any one lane for swim fit purposes is 12.
9. Lane ropes may be used to steady yourself whilst in the water, but users should refrain from placing their whole weight onto the lane rope or crossing over the top of the lane ropes when swapping lanes. This stretches and damages the lane ropes.
10. There must be no diving from the blocks except under the supervision of an appropriately qualified coach.
11. Users must not bring equipment, clothing, or personal effects onto poolside.
12. Users should refrain from running on poolside.
13. Any accident on poolside should be reported to the lifeguard immediately.
14. DSDR will provide qualified lifeguards for the duration of the booking. Lifeguard supervision shall be in accordance with the H.S.E. and R.L.S.S. recommendations.
15. There is no access between the seating area and swimming pool, this route is to be used for emergency access only. The gates linking the two areas will be latched to prevent any non-emergency access onto pool side.