

University of Bath Sports Training Village Rules & Regulations (Terms & Conditions)

Booking Procedures

1. All bookings will be accepted only with written confirmation.
2. The booking will entitle the user to the use of the facility requested / changing / catering / lighting and social areas.
3. The booking time includes preparation and clearing up time.
4. An invoice will be sent to the user stating the facility price, dates and times. VAT will be charged as per current legislation.
5. Payment for the facility should be made before use or within 30 days of the invoice date.
6. The Management reserves the right to cancel or change bookings and will inform the customer at the earliest opportunity. The Sports Training Village will endeavour to keep any disruption to a minimum.

Cancellation Charges

1. For Block Bookings, a minimum cancellation period of 1 weeks' notice is required for cancellation of one-off training sessions / matches within a block booking. Cancellation will take effect from the date that written notice is received and cancellations failing to meet these criterion will be charged for at the agreed facility hire rates. Reductions in requested facility hours will be treated as cancellations.
2. For Block Bookings, a minimum cancellation period of 3 months is required for the cancellation of the full block booking. Cancellation will take effect from the date that written notice is received.
3. Cancellation of minor events / one off bookings should be made at the earliest opportunity with cancellation charges being applied at rates of 10% (12 weeks or more prior to booking), 30% (12-6 weeks), 60% (6-2 weeks) and 90% (less than 2 weeks). Cancellation will take effect from the date that written notice is received and reductions in requested facility hours will be treated as cancellations.
4. Cancellation of major events should be made at the earliest opportunity with charges being applied at rates of 10% (9 weeks or more prior to booking), 30% (9-6 weeks), 60% (6-2 weeks) and 90% (less than 2 weeks). Cancellation will take effect from the date that written notice is received and reductions in requested facility hours will be treated as cancellations.
5. If cancellation causes VAT exemption to no longer apply, VAT will become payable on the applicable sessions.
6. The management reserve the right to cancel or change bookings, but will endeavour to notify the customer at the earliest opportunity.

Liability

1. The Sports Training Village shall not accept liability for damage to, or loss of, any property or articles placed in or left at the Sports Training Village 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. Clubs/Groups/Organisations should ensure that all persons taking part in the facility booking are healthy and fit to undertake physical activity and members of staff at the Sports Training Village are to be informed of any medical conditions that an individual may suffer from.
4. Clubs/Groups/Organisations are responsible for ensuring that sufficient health and safety standards are adhered to during an event. Appropriate risk assessments must be completed and taken into account in the organising and running of any events, games or competitions. Qualified officials should also be used for the safety and well being of everyone taking part in the event.
5. Clubs/Groups/Organisations are 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 Club/Group/Organisation.

2. Clubs/Groups/Organisations must provide full contact details for their nominated Safeguarding Officers along with a copy of their Safeguarding policy prior to any bookings commencing.
3. Clubs/Groups/Organisations must provide a list of all Coaches along with copies of their relevant Coaching Qualifications, DBS approval and evidence of Safeguarding Course Attendance.
4. The Department of Sports Development and Recreation holds regular Safeguarding Courses and all Coaches are encouraged to attend. Dates & Costs are available upon request.

Dress Code

1. All users must adhere to the correct dress code for the chosen activity i.e. appropriate sports clothing and footwear. Failure to do so will result in the individual being asked to leave without any financial redress. The following rules apply to individual activities:
 - Fitness Suite – no bare chests, no bare feet.
 - Swimming Pool – No jewellery or watches to be worn except wedding rings, no cut off jeans.
 - Reception Area & general areas – no bare chests, no bare feet, no football boots.

Conditions of use – General

1. No dogs are allowed in the Sports Training Village, with the exception of guide dogs.
2. Crash helmets must be removed before entering the building.
3. Entry to the Sports Training Village is permitted only through the Reception area, unless otherwise arranged.
4. Operating fire doors in a non emergency situation is strictly prohibited.
5. The Sports Training Village operates a “No Smoking” policy.
6. Alcohol is prohibited anywhere in the facilities except for the Sports Café.
7. The Sports Training Village reserves the right to prevent entry into the facilities to anyone whose behaviour and appearance is deemed to be unsuitable. Profane or abusive language or the use of violence will not be tolerated.
8. All bags and outdoor clothing should be left in the lockers provided. Items must be removed overnight.
9. Car parking is available at a cost of £1 per 1 hour between 8:00am – 5:00pm weekdays, £2 fixed fee on Saturday and free of charge on Sunday.
10. 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.

Conditions of use - Individual Activities

Astro Pitches

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. 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.
4. No studs, spikes or blades (exceeding 5mm) are allowed on Astroturf Pitches. Only astroturf boots or trainers to be worn.
5. Climbing fences is prohibited and can lead to suspension from the premises and a ban from using the astroturf pitches in the future.
6. No glass of any kind is allowed into the astroturf area.
7. The hirer is not permitted to make any changes or additions to line markings on the pitches.
8. All litter must be deposited in the bins provided.
9. The Hockey Goals are not to be used for football.

10. If Football Goals are used the hirer must ensure they are placed to the side of the astroturf pitch on completion of their booking.
11. The hirer should speak to Duty Staff directly if they require use of the Floodlighting.

Athletics: Indoor Jumps & Throws

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. At the time of booking the hirer will be allocated a specific area of the Jumps & Throws Hall. The hirer must train within the area of the hall allocated to them.
4. Due consideration must be shown to other users of the facility at all times
5. When in the public areas of the Hall all users must be fully clothed at all times. This includes t-shirts and vests on the upper body.
6. 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.
7. The high jump and Pole Vault beds should not be used except by those booking the use of the high jump/pole vault facility.
8. All mats and portable equipment used by the hirer, should be returned to the appropriate storage area at the end of the session.
9. Trampolines must not be left unattended in the open position at any time.
10. A qualified coach must be present for all sessions where throwing events are taking place.
11. Fizzy drinks are not allowed in the facility. All sports drinks must be in a plastic bottle or container with a sealed lid.

Athletics: Indoor Sprint Track

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad-hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. At 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 hall allocated to them.
4. Due consideration must be shown to other users of the facility at all times.
5. When in the public areas of the Hall all users must be fully clothed at all times. This includes t-shirts and vests on the upper body
6. 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.
7. The jump pit should not be used except by those booking the use of the long or triple jump facility.
8. All portable equipment used by the hirer, should be returned to the appropriate storage area at the end of the session.
9. A qualified coach must be present for all sessions where jumping/hurdling events are taking place.
10. Fizzy drinks are not allowed in the facility. All sports drinks must be in a plastic bottle or container with a sealed lid.

Athletics: Outdoor Track

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Track spikes must not exceed 6mm and must have a maximum diameter of 4mm, high jump and javelin spikes must not exceed 9mm.

3. All athletics meetings booked at the Sports Training Village will be entitled to use the competition equipment available, which must be booked in advance on the appropriate equipment request form. The booking official must sign out all equipment and is responsible for returning to the store after use.
4. Equipment can only be signed out by a coach and must be returned to the store after use.
5. On club nights, the club coach will be responsible for signing out and returning any equipment used.
6. Athletes are requested to stay clear of inside lane 1 when using spiked shoes .
7. Sandpits must be levelled out with a rake during events and on completion of use.
8. Jumping & throwing events can only take place with a coach in attendance.
9. Care is to be taken when using the pole vault bed and a 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.
10. Customers are required to provide their own working party to set-up/move equipment during an event.
11. Do not litter the track, use the bins provided.
12. Floodlights will only be switched on during University club nights and Team Bath AC and Avon Valley AC club nights, or if specifically asked for by our members.

Beach Volleyball Courts

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. The hirer is required to rake the Courts after use.
4. There must be no pulling or hanging on the net.
5. There must be no kicking or throwing of sand.
6. No glass is to be taken onto the Courts for any reason.
7. 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.

Dojo

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. A qualified coach must be present for all sessions taking place in this venue.
4. All players and visitors to the Dojo are to remove their shoes before entering the Dojo and place them in the shoe rack. The hirer must ensure that footwear is taken at the end of the session. No alternative type of foot wear or foot protection equipment is allowed in the Dojo.
5. Equipment which could mark or damage the mats in any way must not be used in the Dojo.
6. All attendees must bow when entering Dojo.
7. Changing must take place in the changing rooms, not on mat side. The Dojo is not a changing room.
8. Water bottles should be stored in the shelving during the session and drinks must not be consumed in the matted area.
9. Only Team Bath Judo Players are allowed to use the drier system. They may place Judogi on the drier system but no other items are to be hung on it, this includes towels.
10. Attendees must not congregate around the viewing area while classes are taking place.
11. The emergency doors are only to be used in an emergency and not for general use in and out of the building.
12. No food or drink (excluding water) may be consumed in the Dojo.

13. All items in the shelving area are to be kept in a sports bag. The Shelving area is to be kept tidy and dusted with items being removed each week.
14. All rubbish must be placed in the bins provided.
15. The mat must be swept before each session and the Dojo and waiting area should be kept tidy as all times.
16. All crash mats, ropes and other equipment must be cleared away at the end of the session.
17. No jewellery, body piercing, hairgrips or other hard objects to be worn on the mats.
18. Finger and toenails should be kept short and clean. Judogi must be clean and in good repair.
19. Long hair should be tied back. No make-up is to be worn.

Grass Pitches at the Sports Training Village (STV)

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. All Teams using the STV pitches should change in the STV and will need to enter the STV via the main Reception.
3. A notice will be displayed in the Reception area, which will inform teams of their pitch number and designated changing room.
4. Football/Rugby teams will normally change in changing rooms 10–16. This is to restrict any mud coming into other areas of the facility. Some of these changing rooms are set in blocks of three, where three changing rooms share one communal shower area.
5. From the changing area, teams will proceed to their designated playing area(s), via the rear entrance (near changing room 16), through the pedestrian gate between the Swimming Pool and the Astro Pitch.
6. Valuables are not to be left unattended in the changing rooms. Teams are to be encouraged to use the lockers to secure any valuables. The University will not be held responsible for any loss of valuables left unattended in the changing rooms.
7. Players should not wear football boots or studs, in the building.
8. Players **must not** clean outdoor footwear in the sinks or showers.
9. If your team arrives at the designated pitch and it is either not marked up, or if another team or individual is found playing on the pitch, please do not move onto another pitch. We would ask a representative of your team to notify the Duty Staff who will confirm your booking and rectify the problem.
10. The Duty Staff and Grounds staff will conduct regular patrols of the pitches and will ask any individuals or teams that are not programmed onto the pitch, to leave the fields immediately. Should any individuals refuse to move off the pitch, our Security team will be informed and will either escort them from the field or contact the Police.
11. At weekends, the duty grounds staff will notify the Duty Manger first thing in the morning, if the ground/pitch is unplayable. The Duty Manager will then try to give as much notice as possible if there are any cancellations.
12. Teams should wear proper football/rugby kit and footwear when playing games on the pitches.
13. Teams are asked to respect the equipment by not hanging on the crossbars or posts, or damaging the football nets or rugby pads in any way. Any damages should be brought to the attention of the Duty Manager after the game. If the goals are damaged in any way before your match is due to start, please report this straight away to the Duty Staff.
14. All players must use the toilets provided in the STV, as these are the only facilities available to you. There are no toilets outside on the grass pitches.
15. Drinks must be filled at the STV, there are no other drinking facilities/water fountains available at the grass pitches. However, you can purchase drinks from the Cats and Dogs Home if required, but you **cannot** refill bottles there.

Grass Pitches at the Sulis Club same as the above but also:

1. There are no staff based at the Sulis Club. If you have any issues with your pitch you will need to contact the Duty Staff at the STV, and they will be able to rectify the problem for you.
2. If a First Aid incident occurs and you require medical assistance, please call the emergency services directly yourself, and then inform the University Security team.
3. All pitch allocations will be given to you by the Facility Sales Team, prior to your match.

4. The changing rooms should be ready and open for you when you arrive, if they are locked, please contact the Duty Staff at the STV.
5. The only Indoor Facilities available at the Sulis are the changing rooms and toilets.
6. There is no longer a bar; therefore we do not hold an alcohol license any more, so **no alcohol** is to be consumed on the premises.
7. For Cricket – if you start your match and then the weather deteriorates and you need to abandon the game, please contact the Duty Staff at the STV to inform them that you have finished, and let them know how many over's, if any, you managed to play.

Hydro & Ice

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Should an ad hoc booking be required please check the availability of the facility and Lifeguards with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. No one is allowed to use either the Hydrotherapy Pool or the Ice Bath without a qualified lifeguard being present.
2. If you have a heart condition of any sort, we would advise you to seek the advice of a doctor before using these facilities.
3. Please shower and use the toilet before entering the suite. If you feel the need to use the toilet during a session, please use the toilets situated in the changing rooms at the end of the main corridor.
4. Use the handrails and steps provided for getting in and out of the hydro pool and ice bath. Do not climb over the wall or attempt to dive into the Hydro pool.
5. Do not submerge your head under the water in the hydro pool or ice bath as this may be a risk to your health.
6. Do not use the facility if you have cold or flu symptoms, open wounds or sores, or within 48 hours of injury.
7. Please refrain from running in the pool area.
8. Do not stay in the Hydro pool longer than 30 minutes or the ice bath for more than 1 minute.
9. Do 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, an additional lifeguard must be present.
12. For hot/cold plunges use 3 cycles of 3 minutes hot then 30 seconds cold.
13. Shower and dress warmly after use.

Push Start Facility

1. Advanced booking of this facility is required at all times with bookings being made via the Facilities Sales Team.
2. The keys will not be signed out if there is no booking on the system and bookings will not be confirmed until a named qualified Track Controller is appointed for the booking.
3. No activity is allowed to take place without a qualified and experienced track controller present to supervise the session.
4. The track controller is solely responsible for the session. He/she will brief participants thoroughly and undertake the following tasks prior to the session starting:
 - Track inspection
 - Braking system check
 - Briefing on how to use, store and handle the equipment
 - Check and briefing on how to use personal protective equipment (PPE)
 - Check of First aid equipment
5. Participants must complete and sign the Disclaimer Documentation and make the Track Controller aware of any medical conditions.
6. Any faults/maintenance issues with the track must be reported immediately to the Duty Manager via the Health and Safety sheet. The session must not go ahead or continue if there are any doubts as to whether the track is safe to use.
7. The weather can affect the track and its suitability for use on some occasions. It will be up to the discretion of DSDR staff as to whether track sessions go ahead.
8. Cars should only be parked in the compound when dropping or picking kit up.

9. Vehicles are not to be parked in the fields outside the compound or block any access for tractors to the fields.
10. All sheds and gates should be secured once leaving the premises.
11. All rubbish must be taken away and not left in the compound as there are no collections from this site.

STV 50m Pool

1. Advanced booking of facilities for group sessions is required at all times and bookings can be made by contacting the Facilities Sales Team.
2. Everyone entering the changing rooms must wear the shoe covers provided, unless they are unable to do so due to a physical impairment.
3. No changing on poolside.
4. All swimmers must shower on entering the pool.
5. The hirer must ensure that all swimmers abide by the rules of the pool and any notices displayed in the pool area.
6. Only swimmers who can swim 50 metres continuously without any form of swim aid will be allowed to use the pool.
7. Please advise the lifeguard of any medical conditions.
8. Any child under 14 years of age must be accompanied by an adult over 18 years of age, unless within a supervised group.
9. The hirer must ensure that there are sufficient adults present (over 18 years) to take responsibility for the supervision and control of group members.
10. All group bookings must be lead by a qualified coach.
11. Only swimmers supervised by a University coach may use the poolside training equipment, swim benches, pull up and dip bars.
12. The maximum number of swimmers allowed in any one lane is 12.
13. Lane ropes may be used to steady yourself whilst in the water, but please refrain from placing your whole weight onto the lane rope, or crossing over the top of the lane ropes when swapping lanes. This stretches and damages the ropes.
14. No diving from the blocks except under the supervision of a qualified coach.
15. The hirer must not bring equipment, clothing or personal effects onto poolside.
16. Eating and drinking are not permitted in the pool or changing areas.
17. Please place all litter in the bins provided.
18. Please refrain from running on poolside, in order to reduce injuries.
19. Any accident on poolside should be reported to the lifeguard immediately.
20. Fire Exits from the pool to be used in emergencies only.
21. The Sports Training Village will endeavour to 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.
22. If you are not satisfied with the cleanliness of the pool or the changing rooms, do not hesitate to notify the Lifeguard or Duty Manager.
23. 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.

STV & Founders Sports Hall

1. Advanced booking of facilities is required at all times and bookings can be made by contacting the Facilities Sales Team
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. All sessions include set up & de-rig and customers are required to finish their sessions just prior to the end of the booking period, in order to allow equipment to be moved where necessary.
4. Facility hire does not include the provision of items of personal equipment. All racquets, balls, etc. must be provided by the user.
5. All users must wear sports clothing and footwear suited to the sport in question. Jeans and combat trousers are not deemed suitable.

6. All footwear should be designated for indoor use only, be clean and have light coloured or non-marking soles.
7. Chewing gum is not permitted in either Sports Hall.
8. No food or drinks are to be consumed in the Sports Halls, with the exception of sports drinks which must be in a plastic bottle or container with a sealed lid, or bookings requiring pre-arranged catering.
9. Spectators must use recognised viewing areas at all times.
10. Protective flooring must be used for bookings requiring use of tables and chairs.
11. Tape of any description should not be used on either Floor under any circumstances.

STV Meeting Rooms

1. Advanced bookings of facilities is required at all times and can be made by contacting the Facilities Sales Team
2. Should an ad hoc booking be required please check the availability of the facility with either the Duty Staff or with the Facilities Sales Team. A booking must be made, however short the notice, to ensure the booking system is up to date and we are aware of what activities are taking place in the facility.
3. All sessions include set up & de-rig of the room and customers are required to finish their sessions just prior to the end of the booking period, in order to allow furniture to be moved where necessary.
4. 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 Operational Staff on shift during the booking period.
5. The hirer must request use of Flip Charts, Pads & Pens at the time of booking.
6. 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
7. All customers must ensure they leave the Meeting Room in a clean and tidy state and in the configuration in which it was found.