

# University of Brighton Sport Brighton Terms and Conditions

## 1 General regulations for use of facilities.

- 1.1 The Hirer shall not use or cause or permit any person to use the facility or equipment for any purpose, other than that for which the facility was hired.
- 1.2 Those participating in an activity must wear appropriate dress in the opinion of the facilities staff for the activity in which they are engaged. Tops must be worn at all times. No offensive logos or advertising permitted.
- 1.3 Photography including the use of mobile phones for photography is not permitted, without written permission of Sport Brighton. For this reason any use of mobile phones in activity areas is not permitted.
- 1.4 In the interests of hygiene and safety, other than guide dogs, dogs and other animals are not admitted to the facilities without prior written consent of Sport Brighton.
- 1.5 The Hirer will comply with the occupancy levels allocated to the facility.
- 1.6 Persons who require assistance in exiting any Sport Brighton facilities during any alarm activation must inform staff on arrival Personal emergency evacuation plans will be formed if deemed necessary.
- 1.7 The Hirer will promptly report any accident/incident which involves either the Hirer, or a person at the site with the Hirer's permission, which has occurred on the premises to Sport Brighton. The Hirer will complete the University's standard Accident Report Form if there is an accident or incident during the activity and send it to the University within 3 working days of the accident/incident. Accident Report Forms are available from Sport Brighton reception staff.
- 1.8 In the event of hearing the fire alarm (a continuous siren) or discovering a fire (after activating an alarm point), each individual shall immediately leave the building via the nearest safe emergency exit. Everyone should then congregate in the external fire assembly points clearly signed. Nobody may re-enter the building until informed that it is safe to do so by the Building Evacuation Controller identified by a luminous orange jacket. Should you be aware that a person is not accounted for please report this to the Co-ordinator. It is the responsibility of Hirers to ensure everyone in their charge is aware of all fire evacuation procedures and routes.
- 1.9 Users should not obstruct other shared areas at the site or do anything which may in any way put the health and safety of others or the University's or other people's property at risk. The Hirer will ensure that those attending the activity use the facility and behave with due regard to the convenience and safety of others, including abiding by parking and other regulations.
- 1.10 The Hirer will ensure that all equipment which it brings (or which is brought on its behalf) onto the Site is in good repair and condition and shall obtain (and, if requested, produce to Sport Brighton) all applicable statutory inspection certificates, and risk assessments. Users are liable for any damage caused by the use of personal equipment.
- 1.11 The Hirer will notify Sport Brighton of any portable electrical equipment brought onto the Site by him/her and the Hirer will ensure that any such equipment has been tested before it is brought onto the Site.
- 1.12 Users should not attempt to put up or take down equipment in which they have not received training. Once inducted on any piece of equipment it is the user's responsibility to ensure correct technique is used.
- 1.13 Club members shall not use, cause or permit any person to use the facility/equipment for any purpose other than that for which it was booked.
- 1.14 First aid assistance can be obtained from Sport Brighton reception or University caretakers.
- 1.15 The Hirer will promptly report to the University any defect or damage to the University's property or equipment and the University will carry out repair or replacement where necessary. The University shall be entitled to recover the full cost from the Hirer if the loss or damage was caused by the Hirer or someone attending the Activity.
- 1.16 No food and only drinks contained in screw top sealable plastic bottles allowed in activity/sport areas. Rubbish must be placed in the bins.
- 1.17 The Management reserve the right to alter the terms and conditions to reflect operational needs
- 1.18 Please note that taking part in any physical activity has a risk of injury, although the University will make every effort to minimise risk, customers participate at own risk.
- 1.19 All customers will conduct themselves in a quiet, well-mannered courteous manner and show consideration & respect for all other users & our neighbours at all times.
- 1.20 Customers who appear intoxicated or unfit for the purpose of their visit will be refused entry to the facilities. The Duty Officers decision is final.
- 1.21 No illegal gaming or betting shall be allowed on the premises.
- 1.22 The management reserve the right to refuse entry at all times and to terminate memberships with immediate effect.
- 1.23 Each person entering any Sport Brighton facility is responsible for the safety of their own belongings. Token operated lockers are available if required.
- 1.24 The University may at any time withdraw all or any part of the facilities for any period or periods where and when it may be deemed necessary for repair, maintenance, alteration or for safety reasons or alternative use.
- 1.25 Cars are expected to be parked in accordance with the University policy or Local Authority parking regulations. University car parks have parking restrictions, please see site information for further information on how Sport Brighton users/members can access these. Disabled parking is available at each site and clearly marked for the appropriate badge holders. Persistent offenders may have their booking/membership revoked.
- 1.26 Please leave all bags and all outdoor clothing in the token operated lockers provided. Only clear or Sport Brighton bags containing only fitness related equipment are allowed in the Fitness/Activity areas. All items not fulfilling those criteria may be removed. Please report suspicious bags to staff.
- 1.27 Individual student clubs may have additional rules relating to that club only and a copy of these will be given to the relevant member.
- 1.28 The normal hours of opening are displayed at each centre however the University reserves the right to alter the times.
- 1.29 Coaching or tuition of any kind are not permitted in Sport Brighton facilities without formal consent from Sport Brighton management.

## 2 General Conditions of Hire

- 2.1 Booked time allocated to a Hirer includes that necessary for setting up and taking down equipment. The Hirer and those involved with the activity must be clear of the facility at the time their booking finishes to allow the next session to start. Where bookings are scheduled for the last session of the day the Hirer and those involved should note that they must be clear of all facilities within the building by closing time.
- 2.2 The Hirer will not make any alterations to the University's fixtures and fittings in the Facility. If the Hirer with the consent of Sport Brighton moves furniture within the Facility, the Hirer will return the furniture to its original position at the end of the Activity.
- 2.3 The Hirer will not smoke or allow anyone attending the Activity to smoke in any part of the Site designated as a non-smoking area.
- 2.4 The Hirer will at all times comply with the instructions of the University's duty staff relating to security, safety and management issues.
- 2.5 The Hirer is responsible for loading, unloading and setting up all equipment in the Facility (other than that provided by the University).
- 2.6 The Hirer shall not use or permit any person to use the facility or equipment for any purpose other than that for which the facility was hired.
- 2.7 Users must return equipment hired after use to where it was obtained. Failure to do so may result in the hirer being invoiced for replacement equipment.
- 2.8 Facility and site specific rules and regulations must be adhered to, see relevant section contained within this document.
- 2.9 If there are bad weather conditions and facilities are deemed unplayable the University reserves the right to cancel the booking at any time including during the timeslot. An appropriate refund will be given in that situation.
- 2.10 During normal operating hours changing and toilet facilities will endeavour to be provided if Sport Brighton are notified in advance.
- 2.11 Bookings are unconfirmed until there has been acknowledgement from Sport Brighton staff.

## 3 Casual Use

- 3.1 **Facility hire.** Advance booking range limited to 7days/48hrs for members/non. For booking periods greater than this see section 4. All hirers must be pre-registered.
  - 3.1.1 All use must be booked via Sport Brighton and fees paid prior to use (registered externals at point of booking). The hirer must be present and partaking in use of the facility.
  - 3.1.2 Cancellation notice must be given to Sport Brighton staff at the site involved. Please contact the site Duty Officer directly on 01273 643706 (Eastbourne); 01273 643520 (Falmer); 01273 642126 (Cockcroft) to advise. If less than 3hrs cancellation notice is given a cancellation fee equivalent to the full value of the booking is due (or non-refund given if pre-paid) unless the booking slot is subsequently resold.
  - 3.1.3 Maximum user capacity noted in facility specific sections 8-13 below. Additional restrictions of max 4 people per casually booked basketball ring / tennis court / table tennis / badminton court
- 3.2 **Fitness classes** Advance booking range limited to 48hrs for non-members, 7 days for members.
  - 3.2.1 All use must be booked through Sport Brighton and any fees paid prior to use.
  - 3.2.2 All users must sign in at reception prior to use. Failure to sign in may lead to assumption of point 3.2.3 below. Class capacity as per booking system.
  - 3.2.3 Cancellation notice must be given to Sport Brighton. Please contact 01273 643706 or 643520. If less than 3hrs cancellation notice is given, or class not attended without any notification, a cancellation fee equivalent to the full non-member rate, regardless of membership, is due (or non-refund given if pre-paid).

**4 Contract/block booking facilities** All correspondence shall be addressed to Sport Brighton, University of Brighton, Falmer, Brighton BN1 9PH – unless otherwise specified. Any email correspondence should be sent to sportbookings@brighton.ac.uk clearly stating the Site and, if known, the Contract Reference in the email subject line. For telephone enquiries please call 01273 643520 Mon-Fri 9:00am–4:30pm.

#### **4.1 Payment**

- 4.1.1 On being notified of a request to use Sport Brighton facilities a Booking Request Form will be sent to the potential Hirer, normally within 5 working days.
- 4.1.2 The Hirer will complete a Booking Request Form providing full information on proposed activity and return with any payment or deposit agreed.
- 4.1.3 Full payment of any booking due 2 weeks prior to commencement. First time customers will be charged a non-returnable 25% deposit before confirmation of booking.
- 4.1.4 Bookings are unconfirmed until written confirmation is received from Sport Brighton on the receipt of all relevant payments, completed forms & supporting information.
- 4.1.5 The Hirer will inform the University in writing of any requests to amend agreed booking in any way. Amendments are unapproved until written confirmation is given by Sport Brighton.
- 4.1.6 If there is any additional information outstanding from the Hirer after formal allocation of the Facility has taken place, the Hirer shall notify the University of any outstanding information at least 7 days before the start of the Hire Period otherwise the University shall be entitled to cancel the booking in accordance with cancellation policies.
- 4.1.7 Payment should be made via the pre-agreed method within the time parameters set out in booking confirmation.
- 4.1.8 The Hirer shall not assign or sub-let the right to use the facility or any part thereof without obtaining the permission of Sport Brighton in writing.

#### **4.2 Cancellations**

- 4.2.1 If the Hirer wishes to cancel a confirmed booking, or part of said booking, written notice of cancellation must be supplied; the following charges may apply:
- 4.2.2 For cancellation notices received 30 days or more before the start of the Hire Period, the University will charge the Hirer 25% of the total hire fee relating to that cancellation/part-cancellation (less deposit). If full payment has been made the University will refund according to these terms.
- 4.2.3 For cancellation notices received 15-29 days before the start of the Hire Period, the University will charge the Hirer 50% of the total hire fee relating to that cancellation/part-cancellation (less deposit). If full payment has been made the University will refund according to these terms.
- 4.2.4 For cancellation notices received 14 days or less before the start of the Hire Period, the University will charge the Hirer the total hire fee relating to that cancellation/part-cancellation (less deposit paid).
- 4.2.5 The University may (without liability to the Hirer) cancel a booking with immediate effect by giving notice at any time to the Hirer, but will only do so in the event of a confirmed booking if:-

In the reasonable opinion of the University, the booking may be damaging to the reputation or interests of the University; or

The Hirer is in breach of these terms and conditions; or

Payment is overdue by 30 days+ in respect of this booking or any other booking made by the Hirer or remains unpaid less than 7 days before start of hire period; or

If University need dictates a significant requirement for that area; or

Circumstances arise which are outside the University's reasonable control (weather and ground conditions included); or

If the Hirer should have disclosed any relevant fact at the time of booking but failed to do so, the University reserves the right to cover its net loss of income for the cancelled Activity from the Hirer.

#### **4.3 Additional Health & Safety and Insurance for contract/blocking bookings**

- 4.3.1 All Hirers must report to Sport Brighton reception on each occasion prior to using the facilities.
- 4.3.2 The hirer is responsible to enforce all Sport Brighton Terms and Conditions contained in this document to its own activity attendees.
- 4.3.3 The Hirer will have adequate insurance to cover the activity they are undertaking and will produce the certificate of insurance to the University for inspection. The Hirer will be guided by best practice and any relevant competent body in ensuring adequate insurance cover.
- 4.3.4 The Hirer will give the University the name and contact details of its representative who will remain in the Facility at all times during the Activity and will be available to deal with any queries about the booking and any incidents which may arise during the activity.
- 4.3.5 The Hirer will inform the University of the nature of the proposed activity before returning the Booking Form and shall co-operate with the University in carrying out an assessment of the hazards and risks involved. Sport Brighton require that a risk assessment be sent with the Booking Form. The Hirer will ensure that where necessary all those with responsibilities for the activity are suitably qualified to undertake their roles, and provide relevant certification to Sport Brighton on request. Sport Brighton may provide guidance and request additional information if the activity involves any medium/high risk activity, including work involving young persons. The risk is always with the Hirer regardless of Sport Brighton guidance.
- 4.3.6 The Hirer will ensure all persons under 16yrs of age who are at the site with the Hirer's permission are adequately supervised at all times by competent & qualified staff.

#### **5 Liability**

- 5.1 The University's liability for loss or damage to person or property is hereby excluded (except liability for death or personal injury caused by the University's negligence) and for the avoidance of doubt the University is not responsible for damage to or loss of the Hirer's or other people's personal property whilst at the Site. The Hirer will however report any such loss or damage to the University.
- 5.2 The Hirer authorises the University by way of destruction, sale, gift, or otherwise as the University may determine, to dispose of any property of whatever nature or value which those for which the Hirer has responsibility may leave in the facilities. The Hirer shall note that the University operates a lost and found procedure. Details of this procedure are available from Sport Brighton.
- 5.3 The University does not guarantee that it will comply with any of the Hirer's requests which are not set out in the Booking Form.
- 5.4 The University is not liable for providing any of the Hirer's requirements where it is prevented from doing so by events beyond its reasonable control and the University's liability to the Hirer is limited to refunding the amount which the Hirer has paid to the University for the Activity (or a fair proportion of that amount where the Activity is still capable of proceeding).
- 5.5 Any damage caused by the user or its group members to property or contents will be repaired/replaced where necessary by the University and the full cost of reimbursement will be required from the user on presentation of a detailed invoice from the University.
- 5.6 Members or visitors engaging in University activities or making use of its facilities are responsible for ensuring that he or she is properly equipped and that his or her state of health and physical condition are such as not to involve any risk to him or herself or any person making use of the facilities. It is hereby understood and agreed that the University accepts no responsibility, for accident, injury, illness or misadventure caused to or suffered by members or guests on the premises howsoever caused.
- 5.7 We accept no liability for damage or loss to Members' property.

#### **6 Membership Rules**

- 6.1 Memberships cards used shall remain the property of the University of Brighton and all members will be required to show these cards on every visit and may be asked to produce these at any point whilst using facilities, failure to do so will result in access being denied. Temporary cards can be issued on request but must be returned daily or a replacement card fee will be charged.
- 6.2 Members expelled will forfeit all privileges of membership.
- 6.3 The Duty Officer is empowered to temporarily suspend membership and report to the Sport Brighton management team. Fraudulent use of a membership card, facilitating unauthorised access or misuse of facilities will result in Duty staff retaining the members Uni-card pending a formal application by the member to Sport Brighton Operations Manager and subsequent investigation.
- 6.4 Direct Debit members can cancel memberships at any time. Refunds will not be issued for any accrued payments. Cancellation notice must be given to Sport Brighton via email by the 26<sup>th</sup> of month prior to next payment date. Members must also cancel the instruction with their own bank.
- 6.5 Annual memberships can be refunded on request to the pro-rata amount of the period left outstanding on membership/ Refunds of annual memberships will be subject to a 25% administration fee regardless of date purchased.
- 6.6 Annual and Direct Debit memberships can be frozen if a valid doctors certificate / notification of surgery is produced and the freeze is for a minimum of 4 weeks. Freezes will commence from the date notified and cannot be back dated. Student direct debit memberships can be frozen if the University has arranged a placement as part of your studies which is not in the local area and you have informed us in advance.
- 6.7 Any cancellation of direct debit instructions by the customer direct with their bank will be classed as a cancellation of membership and reactivation of membership will be subject to administration fees.
- 6.8 Absolute discretion is retained by Sport Brighton staff to reject any application/renewal of membership without ascribing reasons for doing so.
- 6.9 Personal details will not be given to any third party. Personal data will be used to inform you of any compromises to our operation i.e. unforeseen facility closure and to inform you when your renewal is due. We will also send you occasional details of our services and events, if you do not wish to receive these updates please inform centre staff.

## 7 Changing Facilities

7.1 The changing facilities at The University of Brighton consist of a separate male and female changing area equipped with showers.

7.2 Responsible persons accompanying children should be able to take under 8's (0-7yrs) into an 'opposite sex' changing room where there is no other responsible person to take the child into a 'same sex' changing room.

7.3 Changing facilities will close in accordance with Centre closing times; no provision is made for any user to use these facilities after such time.

## 8 Climbing Wall

8.1 Minimum 16yrs age, inducted & competent climbers, to use the wall unsupervised. Max capacity 12 person. Experienced climbers under the age of 16 years must be supervised and have parental written consent. Beginners (deemed not competent or under age of 16 years old) must be accompanied by experienced climber holding minimum of Single Pitch Supervisors Award for roped climb. A minimum of 1 non-climbing adult supervisor per 2 children, or 1 climbing adult supervisor per 1 child is required, with one-to-one supervision strongly recommended for under 9s for any bouldering activities. Groups of three or more supervised climbers of any age must only be supervised by an instructor holding the relevant qualification and insurance.

8.2 Climbers must undergo safety brief and workshop and be deemed competent before using the climbing area. Safe practice criteria must be met before the wall is used independently. Additionally, any "instruction" being given by non-qualified persons (not holding proof of an SPSA qualification) will result in that person (and the person/s receiving the instruction) being requested to leave the facility.

8.3 The management cannot be responsible for an individual's own actions which result in them taking unnecessary risks beyond their capabilities.

8.4 Climbers use the wall at their own risk. Special note must be made of the fact that the handholds may, on occasion, be prone to slippage and rotation. Should this occur it is the climber's responsibility to inform a member of staff. Do not use anything other than designated hand/fooholds, i.e. window ledges, cage, sockets.

8.5 Climbers should be aware of other climbers and their actions, and take precautions to minimise risk to both parties. Traversing underneath other climbers is prohibited.

8.6 It is recommended that climbers use recognised climbing footwear and helmets.

8.7 The use of chalk is prohibited without written consent from Sport Brighton. The use of wire brushes or any alterations to the wall are strictly forbidden.

8.9 When leading, climbers should also be aware of other leaders fall potential and give way to other leaders in a higher position.

8.10 Climbers are responsible for ensuring their equipment is safe and will not present any actual or potential danger to themselves or other climbers

8.12 Leaders of groups and clubs must have the minimum of Single Pitch Supervisors Award (SPSA) qualification or have undertaken site specific training and assessment by appointed site climbing consultant.

## 9 Fitness Suites

9.1 All users must present a valid Sport Brighton membership card before entering the Fitness area.

9.2 All fees due must be paid prior to entry.

9.3 All users must have a towel on their person during use to wipe down seats, benches and handles of equipment used.

9.4 Members must complete an induction before use of the fitness gym is permitted.

9.5 Suitable sports clothing and footwear must be worn in the fitness suite, strictly no Jeans, open toes shoes/sandals.

9.6 Users must stow all weights and portable equipment in correct place after use. Non-adherence may result in membership termination without refund.

9.7 In the interest of safety, no person under the age of 16 years will be admitted to the Fitness rooms unless agreed in writing by senior management.

9.8 Users are not permitted to use any equipment they have not been authorised or inducted to use.

9.9 User capacity restrictions are in place on all Sport Brighton sites, during peak periods this may necessitate managed entry to facilities.

9.10 Group training must be pre-booked and approved by Sport Brighton Management.

9.11 Maximum users permitted Cockcroft 40, Falmer 80, Eastbourne FPH 80, Eastbourne Balcony 20, Varley 12.

## 10 Grass Pitches

10.1 Grass pitches are to be used only for sporting activities as marked.

10.2 Only pre-booked select bookings permitted on grass. No casual bookings.

10.3 Full pitch hire includes goals/posts/nets as appropriate but excludes corner flags.

10.4 Users should ensure that they have methods for emergency communication (mobile phone) if needed. The emergency services will ask for a post code when attending Falmer this is BN1 9PH. If emergency services are called to the Falmer site, contact the Reception Desk 01273 643547 who can then direct them to the incident

## 11 Gymnasiums (College gym, Gaudick gym and Cockcroft)

11.1 Use of wall bars and ropes is prohibited unless prior agreement has been made with, and confirmed in writing by Sport Brighton on submission of a full risk assessment.

11.2 Use of gymnastic equipment is not permitted unless prior agreement has been made and confirmed in writing by Sport Brighton on submission of a full risk assessment.

11.3 Non marking soled sports shoes are to be worn within gymnasia.

11.4 Maximum users permitted Closed Seating 50 Open seating 80 Sports Performance 40

## 12 Hard Court

12.1 No hard or studded shoes allowed on any area of the hard courts.

12.2 Only Tennis and Netball permitted on hard court areas unless otherwise agreed in writing by Sport Brighton management.

12.3 Floodlights (Falmer only) are included in hire fees, Floodlighting constitutes 'half-light' equivalent to 200 lux (Club competition standard). 'Full Lights' 400 Lux will only be used for National level tournaments.

12.4 During exceptionally warm weather the playing surface may become soft to 'thumb pressure', if this occurs all use must cease till the surface returns to normal rigidity.

## 13 Meeting Room

13.1 No sporting activity to take place in the meeting room.

13.2 Maximum users permitted Falmer/Eastbourne meeting room: Closed seating 40 Open seating 30 Sport Performance not permitted

Falmer Sports Pavilion 1/2/3/4 respectively (note 1&2 and 3&4 can combine) Closed seating 18/22/24/24 Open seating/Sport Performance 24/24/30/30

## 14 Sports Hall

14.1 Lighting within the sports halls for all sports and activities constitutes of 'half-light' equivalent to 200 lux (Club competition standard). 'Full Lights' 400 Lux will only be used for National level tournaments.

14.2 Non marking soled sports shoes are to be worn within the sports hall.

14.3 If booking 'Half' sports hall please be aware that other activities may be using the remaining half and as such there may be sound transference between the two areas.

14.4 Maximum users permitted Closed Seating 300 Open seating 400 Sports Performance 200

## 15 STP

15.1 Eastbourne STP is a training pitch only and does not have suitable run-off for match play as per FA recommendations.

15.2 Full contact Rugby is not allowed. Hockey only approved via consultation with management.

15.3 Floodlights are included in pitch hire at Falmer. Floodlight provision is unavailable at Eastbourne.

15.4 No practice or completing warm ups outside the pitch on any of the grass pitches, as it brings contamination onto the STP.

15.5 No metal studs or screw in studs will be worn by any of the users.

15.6 Advanced notice of 1 working day is needed if the Hirer requires corner flags

15.7 The Hirer is responsible for moving any goals or any equipment wanted for the session, the Hirer is also responsible for returning the borrowed equipment to the place where they obtained it from. Induction available on request.

15.8 If a ball travels across border to another pitch users of both pitches to cease play immediately. Play resumes when ball and players returned to correct playing area.

## 16 Studio

16.1 Use of sound systems, equipment or fixtures is prohibited unless prior agreement has been made with, and confirmed in writing by Sport Brighton on submission of a full risk assessment.

16.2 Non marking soled sports shoes are to be worn within Studios except on matted areas where shoes must be strictly removed.

16.3 Maximum users permitted: Eastbourne: Closed Seating 25 Open seating 30 Exercise class / dance performance / Martial arts (without equipment) 30

Falmer: Closed Seating 40 Open seating 50 Exercise class / dance performance / Martial arts (without equipment) 35

## 17 Swimming Pool

17.1 **Pool Rules** These rules are set for the safety of all users and must be abided to at all times by all users. Anyone deemed to be acting inappropriately will be asked to leave the premises without refund:

17.1.1 None of the following allowed in the pool, pool hall or changing rooms: ducking, running, somersaults, bombing, splashing, food, glass, crockery, use of music/headphones, use of mobile phones or video photography, snorkels, face masks or flippers (unless agreed by the on duty lifeguard).

17.1.2 Balls or play equipment are not permitted. Please speak to the on duty lifeguard for details. Misuse of any equipment will result in expulsion.

17.1.3 Swimmers must shower thoroughly before entering the pool.

17.1.4 Users with known contagious infections should not use the pool.

## 17.2 Pool ratios

17.2.1 The maximum bather limits: Open swim session 30 people. Contract hire group session 25 people but may be restricted further depending on activity.

17.2.2 If maximum bather limits are reached duty reception and lifeguard will co-ordinate admissions on a one in one out policy.

17.2.3 Should the pool become crowded a lane rope may be used for fast swimmers. Swimmers should swim clockwise.

17.2.4 Sport Brighton reserve right to change the limit if health & safety is believed to be compromised. Duty Officer's decision is final.

17.3 **Pool safety policy** The following are based on National guidelines and publicised throughout the centre.

17.3.1 All lifeguards are fully qualified lifeguards and are there for your safety please listen to their advice.

17.3.2 The lifeguards have the responsibility for the safety of all swimmers. Instructors & carers/parents have an equal responsibility to those swimmers they are supervising.

17.3.3 Never swim under the influence of alcohol or immediately after a meal.

17.3.4 Swim within your own ability and take account of any illness or disability that may affect you. Please inform Staff of any specialist assistance you require, or any medical condition you have, before entering the pool.

17.3.5 All non-swimmer adults and children will be restricted to the designated safe areas of the pool. A non-swimmer or poor swimmer may be defined as someone who is not able to swim one length (25m) of the pool and tread water for 30 seconds to the satisfaction of the Duty Staff.

17.3.6 All non-swimmers and poor swimmers must not go out of their depth or past the designated 'incline start' point. With the exception of very young children supervised on a one to one basis or by virtue of their age and size, are out of their depth even in the shallowest areas of the pool. The wearing of approved swimming aids under supervision may be considered sensible.

17.3.7 Swimmers who rely on armbands must wear nationally approved armbands that carry a kite mark or BS EN number.

17.4 **Lifeguard signals** - whistle blasts: 1 short blast- calls for the attention of a pool user or users. 2 shorts blasts- calls for the attention of another lifeguard. 3 short blasts indicates that a lifeguard is taking emergency action. 1 long blast- calls the attention of all pool users and indicates that the pool may be cleared.

17.5 **Swimming pool child care policy – private booking** All children aged 0-15years of age must be accompanied by a responsible adult 16 years or over until responsibility is handed over to the responsible session leader in accordance with the private hirers child handover/collection policy. The responsible person must maintain contact with the child in their care at all times, including changing rooms until handover is complete and after collection has occurred.

### 17.5.1 Supervision of 0-7yr olds:

17.5.1.1 The responsible leader may supervise up to 5 children aged 0-7rs, as long as the children can swim (25m) and tread water for 30 seconds.

17.5.1.2 Non swimmers aged 0-7yrs should ideally be supervised on a 1:1 basis. The final decision rests with the parent or guardian whereby a letter of consent is required by the group leaders for their reference.

17.5.1.3 The responsible leader must maintain eye contact with child/children in their care at all times.

17.5.1.4 The responsible person must always accompany the under 8 in the water.

### 17.5.2 Supervision of over 8 years olds:

17.5.2.1 The responsible leader may supervise up to 15 children aged 8-16yrs

17.5.2.2 All non-swimmers must not however go beyond marked 'no non-swimmers beyond this point' or go out of their depth.

17.5.2.3 The responsible leader must maintain eye contact with the child/children in their care at all times, and in all areas of the building.

17.6 **Private Pool Hire Booking Policy** The following information must be provided by the hirer before confirmation can be finalised (additional to section 4.0):

17.6.1 Information on numbers participating and their swimming skills.

17.6.2 Number of Lifeguards to be present during the session and whether these will be provided by the Hirer or by the Pool Operator.

17.6.3 Lifeguards to be qualified to RLSS National Pool Lifeguard Qualification – copies of qualifications to be provided.

17.6.4 Specific agreement on the respective responsibilities of the Pool Operator and Hirer for action in any emergency.

17.6.5 A distinction needs to be drawn between: Emergencies arising from the activities of the group using the pool and other emergencies (structural or power failure etc.).

17.6.6 It is a requirement that group leaders have obtained consent from parents or guardians and that they have knowledge of each individuals swimming ability prior to taking part in the swimming activity.

## 17.7 Diving Policy

17.7.1 In accordance with national guidelines it is the policy of the Sport Brighton Service that no diving takes place in water where depth is less than 1.5m

17.7.2 Diving blocks are only to be used at the deep end of the pool only by those persons skilled in the performing of flat racing type dives. If there is any doubt, then the responsible person must confirm the competence level by requiring a flat racing dive to be performed in water with a minimum depth of 1.5 m.

## 18 Catering Facilities

18.1 Hire of the Facility does not include any catering or bar facilities (unless otherwise stated in confirmation letter).

18.2 Vending Machines on University of Brighton sites are controlled by University of Brighton Catering department. All queries should be forwarded accordingly.

## 19 Posters/advertising

19.1 No advertising without prior written agreement from Sport Brighton management. Advertising of activities and services held at Sport Brighton facilities or arranged by Sport Brighton will be advertised.

19.2 Contract hirers will be permitted 1xA4 space on a designated notice board to advertise only activities undertaken in Sport Brighton facilities.

## 20 Childcare policy

### 20.1 Child Supervision:

20.1.1 Children under age of 6 years old undertaking supervised activities within Sport Brighton facilities must be accompanied on-site at all times by their parent/guardian.

20.1.2 It is recommended that Parents/Guardians of Children over the age of 6 years old undertaking supervised activities within Sport Brighton facilities stay on-site at all times. If Parents/Guardian chose to leave site during the supervised activity must leave full emergency contact details with reception.

20.1.3 Children under the age of 14 whilst not undertaking a supervised activity must be supervised by a parent/guardian at all times.

### 20.2 Clubs Hiring Sport Brighton Facilities:

20.2.1 Upon request to hire or use a facility, all club or group bookings which involve children will be issued with a copy of the Child Protection Adherence Form. This form must be completed in conjunction with the normal facility booking form and to a satisfactory level before any booking is confirmed. Failure to do this will result in the booking being denied or cancelled.

20.2.2 All Clubs who regularly hire Sport Brighton facilities, whose sessions involve working with children should have, or be working towards, implementing a Club Child Protection Policy. (Example's and assistance can be found at [www.sussexsport.org](http://www.sussexsport.org)). It is expected that all Clubs should have attained this status within **3 months** of commencing the booking. Noncompliance beyond this period may result in the booking or future bookings being terminated.

20.2.3 Copies of any coaches coaching qualifications must be received prior to any booking commencing.

20.2.4 Clubs will be responsible for ensuring that all volunteers complete a self-declaration form and/or that a CRB check has been carried out.

20.2.5 All Clubs should ensure that the coaching requirements and responsibilities of their coaches / volunteers are clarified.

20.2.6 Club child protection procedures should be explained to all coaches and volunteers and training needs identified and a record kept of this.

20.2.7 Sport Brighton recommends that all coaching staff / volunteers attend a recognised Good Practice and Child Protection Workshop.

## 21 Sport Brighton

21.1 Sport Brighton has a nominated Child Protection Officer, the Head of Sport, whose key responsibility will be to encourage and to promote good practice throughout all the Clubs and/or groups using or hiring our facilities by ensuring everyone is aware of their responsibilities. Sport Brighton will ensure that policies and procedures for recruiting staff and volunteers to their own programmes are adhered to.

21.2 Sport Brighton staff employed to work directly with children will be DBS checked.

21.3 Sport Brighton will only use your contact details to approach you regarding business critical information such as renewals, changes to direct debits, cancellation of services etc. We will not share your information with third parties nor will we contact you regarding our own promotions unless you have opted into those mailing options post 1/5/18. Full Privacy statement available via [www.sport.brighton.ac.uk/privacy-notice](http://www.sport.brighton.ac.uk/privacy-notice).

## 22 Complaints

22.1 Customer comment cards are available at all Sport Brighton receptions or via online comments and suggestions forms on website. These are treated in strictest confidence.

22.2 Written complaints can be sent direct to the Head of Sport, Falmer Sports centre. University of Brighton. Village way. Falmer. Brighton. BN1 9PH