

**Sports Complex**

**Membership Scheme**

**Rules and Regulations**

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Hope Park Sports Main Reception – 0151 291 2911

Campus Services – 0151 291 3800

1. **What’s included?**

Members have access to the Fitness Suite and allows you to attend any ot the advertised programme of sports and exercise classes, hire of the Squash, Badminton and Basketball Courts, 3G and Astro pitches subject to booking and availability; equipment loans are free of charge, this does not include footballs or bibs. Members do not have independent access to the Strength and Conditioning Suite or the Exercise Studio.

1. **Membership Period**

The membership period begins from the date HPS activate your membership, details of activation can be found in the email notification you will receive when you purchase your membership, until the 31st August every year or the date that you leave the University.

1. **Membership LHU ID Card**

All University entrances have a swipe access control for the security and safety of all of our staff, student and visitors.

You must have your ID card with you on all visits to Hope Park Sports, your ID card will give you access through the front entrance and fitness suite doors at Hope Park Sports. If you do not bring your ID card with you, you will not be able to use the facilities.

1. **Opening & Closing Times**

The standard opening and closing times are as follows:

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| --- | --- | --- |
| **Day** | **Building Time** | **Fitness Suite Time** |
| Monday – Friday | 7.30am – 9pm | 7.30am – 8.30pm (last entry 8.00pm) |
| Saturday & Sunday | 10.00am – 4.00pm | 10.00am – 3.30pm (last entry 3.00pm) |

No access to any facilities including changing areas will be granted before or past the opening/closing times, please make sure that you vacate the facilities before the closing times.

Hope Park Sports will operate on reduced opening/closing times during University holiday periods and will have closures throughout the year, including Graduation, Bank holidays, Easter and Christmas. Customer notices will be posted around the centre with forewarning where possible, make yourself familiar with all customer notices.

1. **Changing Facilities, Toilets and Lockers**

There are a number of changing areas depending on what activity you are participating in, change facilities have showers, toilets and some have individual lockers available. Lockers take £1 coins or trolley tokens. No personal belongings will be permitted into the fitness suite or playing areas – any such items will be asked to be moved or in the event they are left unattended will be removed by staff and placed in lost property.

|  |  |  |
| --- | --- | --- |
| **Changing Room** | **Activity** | **Amenities Available** |
| Village Change | Fitness Suite and Fitness Class | Showers, changing cubicles, lockers |
| External Change Room | 3G and Astro Pitch Bookings | Showers, communal change area. (Changing room can be locked on request to staff, failure to request this will mean personal belongings are left at your own risk) |

1. **Attire/Footwear**

You must wear appropriate clothing and shoes when taking part in a sporting/fitness activity. No street/dress shoes, sandals or flip flops and no restrictive/heavy clothing, jeans or combat trousers are permitted. You must wear non-marking souled footwear in the squash courts.

The University reserves the right to stop the session and/or ask anyone to leave if these rules are not adhered to. Wearing inappropriate clothing/footwear can cause damage to gym equipment, surfaces and injury to the person.

|  |  |  |
| --- | --- | --- |
| **Playing Area** | **Acceptable Footwear** | **Not Acceptable Footwear\*** |
| Astro Pitch | Trainers, astro boots | Studded football boots |
| 3G Pitch | Studded football boots | Trainers/flat soled shoes |
| Squash Courts | Non-marking soled trainers | Marking soled trainers |
| Sports Hall | Trainers | Heels. Astro boots, marking soled shoes |
| Exercise Studio | Trainers | Heels, marking soled shoes |

\*Bare foot is not acceptable in any areas of the sports building – it is advisable to wear flip flops in the changing areas.

1. **Fitness Suite Access**

You will need to scan your ID card on the fitness suite attendance scanner, located on the reception desk, to record your attendance on each visit.

You must adhere to the basic gym etiquette;

* Wipe down equipment after use; multipurpose cleaning spray and cloths are left in the fitness suite for members to wipe down machines after use. If these are not available ask a member of staff
* Re-rack weights; all weights/loose equipment should be returned to their designated storage areas when finished with; do not leave weights on machines/floors where they can become an inconvenience for other users or a tripping hazard
* Limit rest time between sets; take breaks between sets but be mindful of how long you are resting especially with popular equipment. If you need to take longer rests consider working in with other members. Mobile phones should not be used to take calls in the fitness suite.
* Be mindful of your surroundings; pay attention to where you set up your workout routine – are you blocking access to equipment, doorways. Don’t drop weights or use equipment in a way that could be disruptive to those around you and on the floor beneath you.
* Time spent on cardio machines; avoid extended period of times especially during peak times and adjust settings when you finish.
* Maintain a respectful volume level, especially if working out in a group, this can be distracting for other users.
* Ask permission before taking equipment if someone else is already using it, politely ask if they have nearly finished or ask if you can share the equipment and also be respectful if someone asks these questions of you.
* Capturing images of other people is an invasion of privacy, the use of equipment taking videos/photos is strictly prohibited in all Hope Park Sports’ facilities.
* Be courteous and friendly to other gym users; a friendly smile and hello can go a long way.
1. **Bookings and Cancelations – Fitness Classes and Facility Hire**

Membership does not guarantee access to fitness classes or the hire of facilities. You must reserve a place on the classes or hiring of facilities by telephone or visiting the reception desk.

* 1. **Fitness Classes – Bookings**
* Bookings can be made up to 7 days in advance including on the day, bookings will stop being taken 3 hours before the class start time.
* On arrival you must record your attendance by signing in at the reception desk – the fitness suite attendance scanner does not record fitness class attendance.
* No access is permitted in the Exercise Studio/Strength and Conditioning Suite before the instructor arrives.
	1. **Fitness Class - Cancellations**
* A 3 hours’ notice cancellation period is required for any booked classes made by you.
	+ You will be charged £3.
	+ Your membership will be suspended until the fine is paid.
	+ You can cancel a booking by calling 0151 291 2911
1. **Facility Hire – Bookings**

Membership does not guarantee access to fitness classes or the hire of facilities. You must reserve your place on classes or hiring of the squash, badminton, basketball or football pitches by booking via the telephone or by visiting the reception desk.

* Bookings can be made up to 7 days in advance; on the day bookings are not permitted.
* Sessions run from on top of the hour and last for a duration of 55 minutes:
* Equipment can be loaned from reception desk;
	+ Not including outdoor footballs or bibs;
	+ items not returned or returned damaged as a result of negligence will be charged for as set out on the T&Cs
* Playing areas have minimum and maximum numbers of players that must be adhered to which ensure the safety of all players and maximise the use of facilities.
* Correct footwear must be worn which is appropriate for the booked playing area
* On arrival all players must report attendance to the reception desk
* Access to the facility area you have booked will be granted at the agreed start time of your booking.
* You must ensure the booking does not over-run your allocated times:
* Playing areas and changing facilities are left tidy and rubbish free.

For team bookings one person will take the lead of making and managing the booking, that person must ensure all players are following the associated rules and regulations before and during the booking. If any issues occur the booking will be stopped immediately and your membership will be suspended/terminated in line with the T&Cs.

1. **Facility Hire – Cancelations**
* A 24 hours’ notice cancellation period is required for any booked facility hire made by you.
* You will be charged £5 for not giving at least 24 hours’ notice of cancellation
	+ Your membership will be suspended until the fine is paid.
	+ You can cancel a booking by calling 0151 291 2911.
1. **Electrical Items**

Electrical items such as mobile phones/iPads/laptops/music speakers are not to be charged at Hope Park Sports unless the appropriate PAT checks have been carried out and approval has been sought from Hope Park Sports’ staff.

1. **Fire Safety**

Please be aware that our fire alarm system is checked on a regular basis; therefore, please ensure that all participants are made aware of the following test: **Thursdays 7.30am – 10.30am**

During the test the alarm will sound briefly (no more than 10 seconds). If the alarm continues to sound then it must be considered a fire situation and the building must be evacuated.

1. **Emergency Evacuation Plans**

Where possible, you should inform the manager or staff on duty if you have difficulty in evacuating an area in the event of a fire alarm activation. This information will be given to Campus Services in the case of an emergency.

1. **Fire Evacuation Procedures**

If you discover a fire, raise the alarm by using the nearest fire alarm call point. In the event of a fire alarm activation (continuous sounding alarm), you MUST evacuate by the nearest safe fire exit and go to the nearest fire assembly point. Do not stop to collect your personal belongings. The assembly point is displayed on 'Fire Action' notices in prominent areas. Lifts are NOT to be used as a means of escape.

Persons with disabilities who may need assistance in evacuating from the premises are requested to contact the Estates Team, or event organiser for GEEP information.

1. **Medical Emergencies**

Hope Park Sports have members of staff that are first aid qualified, there will be at least one qualified first aider on duty during opening hours with the Campus Services’ team offering additional qualified first aiders.

If you need first aid notify a member of the Hope Park Sports staff, in the rare event they are not available please get in touch with Campus Operatives, using the telephone number in the Key Contacts section.

Hope Park Sports staff and/or Campus Services will attend and arrange for the necessary procedures to be followed including arranging for an ambulance to be called and to complete a University Accident Report Form.

1. **Food and Drink**

There is Starbucks café situated on the first floor of Hope Park Sports, which is open between 8.30am – 3.00pm Monday – Friday during term time. Other than this area no food should be consumed in any other areas of the sports facilities, fitness suite or playing areas.

Drinks providing, they are in a suitable sports drink container, may be taken into playing areas. Hot drinks and protein shakes should not be taken in to the Fitness Suite as spillages can cause stains on the carpeted floor.

Alcoholic drinks are not permitted in any area at any time in the sports facilities, if alcohol is found it will be confiscated and the person(s) asked to leave the premises.

1. **Housekeeping**

All rubbish must be put into the rubbish bins provided – please make sure that water bottles are emptied of liquid before putting in the bins. Any spillages should be reported to Hope Park Sports staff immediately.

1. **Behaviour**

Hope Park Sports respects the rights of its customers and staff and will not tolerate:

* the use of inappropriate language
* violent, abusive or intimidating behaviour
* discrimination against anyone because age, gender, disability, culture, racial origin or religious belief.
* Smoking or vaping unless in the designated smoking/vaping areas
* Consumption of alcohol or drugs on the premises
* The misuse of equipment

Persons exhibiting unacceptable behaviour will be asked to leave the premises and may be prosecuted. CCTV cameras are in operation in the facility to monitor safety and security.

1. **Disciplinary Procedures**

Hope Park Sports does not tolerate disrespectful or bad behaviour, if participants who use Hope Park Sports are not adhering to any of the rules and regulations, health and safety procedures or codes of conducts that Hope Park Sports has in place appropriate disciplinary action will be taken which may result in temporary and where necessary permanent suspensions.