



## ST STITHIANS COLLEGE USE OF THE AQUATICS CENTRE

### Rules for the use of the Centre

1. The Centre may only be used for training purposes. Residents and employees of the College may use it for limited recreational purposes.
2. Rowdy, boisterous, or otherwise, dangerous behaviour will not be tolerated under any circumstances.
3. The paddling pool may only be used for toddlers under six years of age or beginners learning to swim, when necessary.
4. The diving boards, trampoline and dryboard facilities may only be used by authorised athletes with a coach present.
5. Users may only use the Centre according to the published times.
6. The First Aid room is to be used for First Aid purposes only. Only staff members and coaches will be allowed access.
7. Special events (these include the Rugby and Spring Festivals, and any special aquatic events):
  - 7.1. Those organising such events will ensure a life guard is present for any period of time that the Centre is open.
  - 7.2. If any other gates other than the designated gate are required to be open for any event, a written request in this regard, must be submitted to the Director of Operations at least one week before the event. Arrangements will then be made for the relevant gates to be opened, monitored / guarded while open, and locked after the event. If there are any costs associated with such request (for example, extra guards), these will be for the account of those organizing the event.
8. Any losses or damages incurred will be for the account of the user.
9. No-one may tamper with any equipment installed to control or monitor access to the Centre.
10. If found to be in breach of the rules:
  - 10.1. Learners of the College will be dealt with in terms of the applicable school rules.
  - 10.2. Employees may face disciplinary action in accordance with the Contract of Employment.
  - 10.3. Outside users may have their access to the Centre revoked for any period of time, including permanently.
  - 10.4. If appropriate, criminal charges will be pressed.

## **Access to the Centre**

11. No-one under the age of 18 (and anyone over the age of 18 who is still registered as a learner at St Stithians College) may enter the Aquatics Centre unless accompanied by an authorised user as defined in this policy.
12. Teachers and coaches have to be physically present within the perimeter of the Centre with any College learners or any users under the age of 18 (including their own children).
13. The Centre is not a public facility and is therefore not available for use by members of the public.
14. All authorised users (requiring the use of the Centre for regular use) will be issued with an Access Card. The Card is to be available for inspection by any school official on request.
15. Applying for an Access Card:
  - 15.1. Cards are issued by the Operations Department.
  - 15.2. Application must be made on the prescribed booking form obtainable from the Operations Department and lodged with the Operations Department at least one week prior to access being required.
  - 15.3. The application form will constitute a contract between the user and the College.
  - 15.4. All requests shall be reviewed and approved by the Operations Director (in consultation with the Rector and coordinator of the Centre if necessary).
  - 15.5. Cards will be valid for one calendar year.
16. Procedure for applying to use the Centre for a single event:
  - 16.1. Application must be made on the prescribed booking form obtainable from the Operations Department and lodged with the Operations Department at least one week prior to access being required.
  - 16.2. The application form will constitute a contract between the user and the College.
  - 16.3. All requests shall be reviewed and approved by the Operations Director (in consultation with the Rector and coordinator of the Centre if necessary).
17. Price and costs:
  - 17.1. Will be determined by the prescribed tariff list approved by the College Executive.
  - 17.2. Payment shall be made on application.
  - 17.3. Lost cards will be replaced at a fee to be determined annually by the Director of Operations.

## **Authorised Users**

18. The following may apply for an Access Card:
  - 18.1. Immediate family members of registered St Stithians College Learners. In addition to the procedures above, the application must be approved by the relevant school Sports Director.
  - 18.2. St Stithians College Alumni. In addition to the procedures above, the alumnus:
    - 18.2.1. Must be a paid up member of the Old Stithian Association.
    - 18.2.2. Must have their application approved by the Secretary of the Old Stithian Association.
  - 18.3. Employees of St Stithians College.

19. External Club / Agency: Such club / agency may apply to use the Centre either regularly or for a single event. In addition to any conditions stipulated above:
  - 19.1. The application form will be signed by a duly authorised official of the Club / Agency.
  - 19.2. The authorised official will be responsible for the use of the facilities and will ensure that all members of the Club / Agency will use the facilities according to this Policy.

**Disclaimer**

20. Any injury incurred, loss of property, damage to property or death will not be the responsibility of St Stithians College or any of its employees.

**APPROVED BY EXCO: 22 September 2008**