



**UTAS SPORT
& UNIGYM
BOOKING
AGREEMENT**

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Introduction

The purpose of this document is to ensure consistency in the management of University of Tasmania (UTAS) facilities and provide clear guidelines for clubs, groups and individuals utilising UTAS Sports facilities and services.

UTAS Sport is responsible for managing and coordinating all club, group and individual bookings for all sport and recreational facilities within all Tasmanian campuses. University of Tasmania, UTAS Sport and Unigym ensures all its facilities comply with current Australian Safety Standards.

1.0 Key stakeholders

UTAS Sport liaises closely with the Infrastructure Services and Development (ISD) and the Tasmanian University Student Association (TUSA) to ensure it can offer the services and facilities that are required by user groups. UTAS Sport also relies on the efficient organisation of and communication with the clubs using its facilities, grounds, and services. Information about the responsibilities of each of the listed stakeholders is summarised below to ensure clarity of information for all parties.

1.1 UTAS Sport

UTAS Sport is responsible for managing and coordinating all club, group and individual bookings for all sport and recreational facilities on all Tasmanian campuses. See www.utas.edu.au/sport or <https://www.utas.edu.au/unigym> for further information.

UTAS Sport undertakes a wide range of operations; its roles and responsibilities can be summarised as follows:

- a) Liaising with ISD and other UTAS departments, TUSA, clients and external groups.
- b) Ensuring all facilities, equipment and grounds meet current Australian Safety Standards and are presented optimally.
- c) Managing all facilities and grounds, coordinating bookings, and managing any issues of concern/
- d) Works in conjunction with Unigym – Launceston and Hobart.

<p><u>Hobart Facilities Include:</u></p> <ul style="list-style-type: none">•Weights and Cardio room•High Performance centre•Group Fitness Studio•Specialised Spin studio•Multipurpose Sports hall•Two Squash courts•Dojo/Martial arts studio•Five Outdoor Tennis courts (three synthetic, two hard courts)•Cricket/Football oval•Rugby ground•Three Soccer grounds (Olinda Grove)•West End – Multi Use Sports Facility	<p><u>Launceston Facilities include:</u></p> <ul style="list-style-type: none">•Weights and Cardio room•Group Fitness Studio•Multipurpose Sports halls•Dojo/Martial arts studio•One Squash court•Dance studio•Three tennis courts•Cricket/Football oval•Rugby ground•Soccer ground•Pool Facility
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1.2 Infrastructure Services and Development

Infrastructure Services and Development (ISD) has numerous responsibilities on the campus including:

- a) In relation to UTAS Sport, (ISD) is responsible for maintaining UTAS Sports grounds and facilities. This is achieved through the management of contracts and contractors associated with cleaning, maintenance, ground preparation and upkeep.
- b) Hirers experiencing any concerns about any of the facilities or grounds must contact the Bookings Officer at their centre (preferably in writing) who will arrange with ISD to rectify the problem. All dealings with ISD should be directed through their Bookings Officers to ensure a clear line of communication and consistency, and to enable UTAS Sport to effectively manage and monitor resources.
- c) Hirers or club representatives are not to liaise directly with the ground's contractors or ISD staff and are requested not to do so. Please contact your Bookings Officer or UTAS Management if you have any concerns.

1.3 Club Management

- a) All clubs are responsible for maintaining their own financial, administrative, membership and management systems.
- b) All clubs are responsible for maintaining personal accident, public liability insurance and fire and theft insurance for items owned.
- c) UTAS and TUSA-affiliated clubs are encouraged to consider accessing federal and state government grant programs for infrastructure/funding support. It is recommended that applications be discussed with UTAS Sport where applicable.
- d) Clubrooms are the responsibility of UTAS Sport. Access to these venues is via UTAS Sports Management.
- e) Hirers must agree to comply with the Booking Agreement and comply with UTAS Sports Management requests and requirements.
- f) Hirers must understand that there will be occasions where UTAS Sports events or activities may result in a resource or facility being unavailable to a club or group. Clubs will be notified by the Bookings Officer with as much notice as possible should this occur.

1.4 Sporting Clubs and User Groups

Each club is critical to the successful management of the resources UTAS Sport offers. Furthermore, for club success, it is critical to be highly organised and nominate one key contact to communicate with UTAS Sport for booking requirements.

Hirers must adhere to this agreement governing use of UTAS Sport facilities and grounds, use the appropriate lines of communication as outlined on page 17. It is the club's responsibility to notify, UTAS Sport, of any changes to the nominated contact, as soon as reasonably practicable.

When making booking requests they are at the discretion of the Bookings Officer and UTAS Sport Management irrelevant of previous booking history.

Clubs have the following responsibilities:

- a) Work closely with UTAS Sport and adhere to this agreement governing use of UTAS Sports facilities.
- b) All booking requests are to be communicated via email to your Bookings Officer. Over the counter or phone request will not be accepted.
- c) Facilities (except the rock-climbing wall - Hobart Only) can be booked for casual, 'once off' or long-term bookings by UTAS, TUSA or external hirers providing the following have all been completed:
 - a. Initial booking enquiry
 - b. All appropriate paperwork completed, and a copy sent to Bookings Officer. Paperwork includes Public Liability Insurance certificate (minimum \$20 million), UTAS Sport Registration form, all COVID-19 related paperwork (when required) and any additional information requested by UTAS Sport.
 - c. You are required to inform all club members, officials, visitors and any spectators of the current University of Tasmania COVID Guidelines and how to stay safe on Campus:
<https://www.utas.edu.au/about/safety-security-and-wellbeing/coronavirus>
- d) Blanket bookings will not be accepted for high demand grounds or facilities. Such bookings must be discussed with the Bookings Officer to determine appropriate bookings and charges.
- e) Clubs must be flexible with their booking requirements to ensure all clubs have reasonable use of the grounds and facilities.
- f) If your booking is between a particular time this also includes set up and pack up time.
- g) Allow UTAS Sport two weeks' notice when booking facilities and clearly indicate your club's requirements (e.g., line marking for lacrosse, football goal posts removed, date, time, ground, etc.). All bookings are to be made through the bookings officer at least two weeks prior to a booking requirement and/or prior to the commencement of the sporting roster/season (for long-term bookings) by contacting your Bookings Officer through email. Please note: the earlier bookings are made, the greater the opportunity to meet the needs of all clubs.
- h) Short notice bookings may be accepted at the discretion of the Bookings Officer.
 - a. Weekend booking requests need to be submitted no later than 12:00pm on Friday.
 - b. A confirmation email will be sent if your booking request has been approved.
- i) There will be times throughout the year such as holiday periods where the Bookings Officer is on leave. When this occurs UTAS Sport will endeavour to inform the effected clubs to give them ample notice to make or adjust bookings.
- j) Raise any issues of concern with your relevant Bookings Officer as soon as they arise.
- k) If written confirmation is not received by the Bookings Officer, the booking will be forfeited, and all bookings will be cancelled.
- l) Users of the facilities must notify the Bookings Officer if a ground/facility was used longer (or less than) than the initial booking time within 24 hours of the booking to ensure the invoice reflects the appropriate usage time.
- m) Please ensure that all club participants are at the front door at the beginning or agreed time

so UTAS Security can let you into the centre. This is for bookings that occur during unstaffed hours or bookings away from Unigym.

Financial Responsibilities

- a) Booking fees will apply to all clubs requesting use of the UTAS Sports facilities. When there are fee changes, UTAS Sport will provide you with approximately one month's prior notice of any impending increase. This will be communicated in writing to club delegates.
- b) Invoices will be provided monthly and can be paid by Direct Deposit or by EFTPOS at the relevant Unigym reception. Facility hire payments are required within 30 days.
- c) Overdue fees may apply, and future use of the facilities/grounds may be jeopardised if invoices are not paid on time.
- d) Please note that we no longer accept payment by cheque or cash. Please see page 18 for further information.
- e) Should there be delay in the payment of accounts, UTAS Sport has the right to request up-front payments and refuse future booking and refuse any requests until accounts are settled.
- f) Should a group/club not pay their account by the due date on more than one occasion.
 - a. They will be required to pay up front (or in advance) for all future bookings or future bookings may be declined.
- g) All sporting clubs/groups making ongoing bookings for use of UTAS Sports facilities/grounds will receive a booking confirmation or statement to confirm compliance with club/group needs following the receipt of a booking request.
- h) Frequent booking confirmation statements will be sent if regular changes are being made.
- i) At the discretion of UTAS Sport, and where total costs exceed \$1000.00 for a specific booking, the hirer may be required to pay a deposit of 10% of the total costs.
- j) A booking for which a deposit has been requested but not received may be cancelled by UTAS Sport at any time.
- k) Please ensure any cancellations to bookings made by any hirer are submitted via the booking email no less than 24 hours prior to your booking otherwise charges will apply, and payment is required.

2.0 Key responsibilities

UTAS Sport, TUSA, the TUSA Sports Council and all sports clubs have a shared interest in supporting the diversity of sporting activities at UTAS. All parties undertake to work together to provide this support but recognise that each has specific responsibilities.

2.1 Facility use

- a) UTAS Sport is the sole manager and operator of generally available sports facilities at UTAS. It has the responsibility to maintain these facilities in a condition fit for use by all customers.
- b) UTAS Sport and its staff will be the sole authority in determining whether any facility is in a condition that is fit to use. UTAS Sport may also consult with ISD regarding the safe use of grounds. Where possible, UTAS Sport will provide fair notice of the unavailability of specific facilities, in the first instance informing the club representative of the reasons for

unavailability.

- c) To enable UTAS Sport to do this, all UTAS clubs must ensure that all bookings for the following year are submitted in full by 1 September each year, or when requested by UTAS Sport. Failure to submit booking enquiries by this time will result in UTAS clubs not receiving booking priority. All TUSA and external clubs may submit their booking requests from November onwards or when requested by UTAS Sport.
- d) It should be noted that UTAS Sport also has an obligation to its other clients and customers, whether from UTAS, TUSA or the community.
- e) It should be emphasised that Unigym/UTAS Sports activities and UTAS Sports clubs will be given priority.
- f) The completion of a booking request does not guarantee use of a facility or the times requested. Bookings will be allocated at the discretion of the Bookings Officer and UTAS Sport Management. Facilities are not booked unless confirmation through email is received.
- g) UTAS Sport will make every effort to deal with the special requirements of individual sports clubs using its facilities, particularly as they relate to recognised competitive standards. However, UTAS Sport is not able to fund new facilities specifically for clubs.
- h) While UTAS Sport may consider requests for development of facilities or purchase of new facilities or equipment, the final decision on such initiative's rests solely with UTAS Sport Management. Clubs wishing to make modifications to UTAS facilities must submit in writing their intentions prior to the commencement of any works and be given written confirmation from UTAS Sport Management as to the outcome of their submission. If works is not approved and work has commenced the club will be held liable for the cost incurred to rectify damages.
- i) Sports clubs recognise that they are using shared facilities and when using UTAS Sport facilities will respect the rights of others to their use. Sports club members are not entitled to preferential access to facilities by right of their membership of a sports club.
- j) UTAS Sport provides a venue/ground/facility that any user group or club may book, based on availability. Sports clubs and their members must adhere to all conditions placed on the use of UTAS Sports facilities stated in this document this includes all external clubs, clubs with memorandum of understanding (MOU), UTAS Sport or TUSA clubs and any other agreements not stipulated throughout this document.
- k) Due to UTAS and council regulations bookings may be restricted, this can include but not limited to using the outdoor facility lights, PA systems and loud music. Special permission will need to be granted in writing from your Bookings Officer if a tent or portable toilet is required to be set up or bring a vehicle onto any of the grounds.

2.2 Ground Maintenance

- a) Infrastructure Services & Development (ISD) is responsible for ground maintenance and UTAS engages a contractor to maintain all UTAS grounds. Any issues relating to ground condition or maintenance should be presented to the Bookings Officer, who will act accordingly. Issues of concern should not be directed toward ground contractors and clubs should not carry out maintenance themselves.

- b) Access to cricket practice nets (Hobart Only) and any maintenance and safety issues relating to the nets are the responsibility of UTAS Sport. Should clubs identify any urgent issues/hazards, please alert the Bookings Officer as soon as possible.
- c) It should also be noted that additional line markings, mowing or ground set-ups (for example AFL posts installed or removed) will incur additional charges to UTAS Sport that they will pass on fees to the hirer. The hirer will be notified of additional charges before bookings are confirmed and line marking occurs.
- d) Where an oval is used for Cricket and AFL activities the following process for removing and installing AFL posts will apply (Hobart Only):
 - I. During AFL season, the AFL posts will remain in place until the AFL club has completed their finals. If the AFL club does not play in the finals or the finals are due to be played elsewhere, the bookings officer will contact the club to confirm that the ground is no longer used for this purpose and the posts removed in preparation for cricket season.
 - II. During Cricket season, the AFL posts are removed but will be re-installed on the ground following the cricket finals. Again, if the cricket club does not play in the finals or the games are played elsewhere, the bookings officer will contact the club to confirm that the ground is no longer used for this purpose and the posts will be re-installed in preparation for AFL season.
- e) Where a facility is not in use due to maintenance, the clubs impacted will be informed with as much notice as possible. The Bookings Officer will notify the club representative in this instance.
- f) All decisions relating to ground closures will be made by the UTAS grounds contractors and UTAS Sports management and this decision is final.
- g) Facilities that are closed may not be accessed by clubs, groups, or individuals under any circumstances.

2.3 Equipment Use and Storage.

- a) UTAS Sport has a responsibility to all users that any equipment used within its facilities are safe (supervision will be provided by suitably qualified staff as required).
- b) Clubs should be aware that housing equipment within the UTAS Sports facilities will only be possible if adequate space is available for the equipment required to be stored. In addition, any clubs storing equipment within UTAS Sport facilities include but not limited to Unigym, will be required to pay a storage fee (which will be based on the size of the area being used). Please contact your Bookings Officer for rates.
- c) If clubs would like to store equipment within UTAS Sport facilities, a written request is to be submitted annually to the Bookings Officer and UTAS Sport management for review. Annual application for storage in the centre is to be received by the 1st September or when requested. It is at UTAS Sports discretion to prioritise allocation for storage space.
- d) Any clubs electing to store their equipment within UTAS Sports premises must be aware that they do so at their own risk and UTAS Sport does not take responsibility for any equipment loss or damage.

- e) Clubs wishing to store equipment with UTAS Sport are not permitted to make alterations or modification to storage spaces.
- f) Any damage caused to facilities and/or UTAS Sport equipment, caused by the misuse of the equipment, may result in UTAS sport seeking, full or partial payment for the repair and or replacement of the damaged equipment.
- g) You must inform your Bookings Officer in writing when making a booking request explaining what sport you intend to play, and the equipment intended to be used. Unigym or UTAS Sport staff have the right to refuse any types of activities and sporting equipment, that staff deem unsafe or could damage the facilities.
- h) If you request a half court booking the sport being played will need to be approved by your Bookings Officer as the safety of all users are paramount.

2.4 Car Parking

Car parking around the facilities is provided by University of Tasmania and you must comply with the signs in the car parking areas and purchase a parking voucher where required. Fines may apply if you fail to do so, UTAS Sport is not able to waive any fines incurred.

- a) Parking spaces at UTAS are marked by line or dot markings indicating whether a fee is applicable or not. These colours are:
 - I. Red = student permit parking only
 - II. Blue = voucher/pay parking
 - III. White= staff permit only
 - IV. Green = resident permit parking

Please see The University website <https://www.utas.edu.au/campus-services/parking> regarding all policies regarding: parking zones, campus parking maps, how to download the Easypark app. And parking infringements and any other parking related information.

2.5 Additional Requirements

- a) UTAS Sport has certain legal and other professional obligations that it must adhere to in running its operations. These require the mandated responsibility to collect specific information, including that of individual health, as required. UTAS Sport will inform all users of its facilities of these obligations. It is the responsibility of all users to comply with these requirements before being allowed access to UTAS Sport facilities. Users will not be allowed access to facilities if they do not comply with these requirements. Some of these requirements are the following but not limited to:
 - a. You are responsible for using the facilities in a proper manner, including in a manner which accords with your level of health and physical fitness and complying with any rules or directions given to you by Unigym or UTAS Sports staff. If you have any doubts or have questions as to how particular equipment should be operated, you must ask a staff member for information or assistance prior to you operating equipment.
 - b. You agree that each time you use the facilities, you will assess whether you are in a

physical condition which will allow you to participate in the activity in which you intend to be involved in on that visit. You agree to participate in the relevant activities only where you have reasonably formed the view that you are in a physical condition which will enable you too safely do so.

- c. You will operate and use facilities with a high standard of care, and you will be responsible for any damage you cause to the facilities through your wilful, negligent, or reckless act or omission.
 - d. You must use the facilities in a manner which poses no risk to others.
 - e. You will not move furniture around the Unigym foyer, set up games (play any sport) or form large groups in the Unigym foyer that block others from moving freely around the space, hinder exits and could cause damage.
 - f. Do not stick tape or anything else to the floor of the sports hall as this can cause damage to the court surface and can be hard to remove.
 - g. You must wear appropriate clothing (a top must be always worn) and footwear for the activities which you propose to engage in.
 - h. All hirers are responsible for ensuring any litter is disposed of appropriately and they are responsible for the clean-up. If UTAS Sport/Unigym staff are made aware that extra cleaning is required after your booking, cleaning fees will be passed onto the relevant club to be paid through their invoice.
 - i. The facilities will sometimes be filmed or photographed for security, promotional, and other business-related purposes and it is possible that you may appear in some of the footage or images captured if you are attending UTAS facilities on that occasion.
 - j. You agree not to film or photograph the facilities (including other users of the facilities) without the consent of the Bookings Officer or UTAS Sport Management and any person you wish to film or photograph.
 - k. Unigym Staff are being diligent in checking security footage to ensure Unigym members and Clubs are safe in our centre when staff are not on site. Please refrain from letting anyone else into the centre if they are not part of your club. If clubs are found to be letting in non-club members into the centre during un-staffed hours, future bookings may be jeopardised, and club and individual penalties will apply.
- b) UTAS Sport may cancel your booking/s immediately without prior notice if your club or individual:
- V. Threaten, intimidate, harass, become a significant nuisance, are intoxicated or act in an offensive manner to others.
 - VI. Damage the facilities or steal any equipment or belongs of other users.
 - VII. Go into or access Unigym staff only areas at any time before, during or after your booking occurs.
 - VIII. Use or distribute illegal or performance enhancing drugs in or from the facilities.
- c) UTAS Sport may withdraw the privilege of use of its facilities if sports club's or their members do not comply with the conditions of use. This includes complying with rules relating to a booking, the use of these facilities and payment of fees for their use and any staff direction.

- d) No users, neither individuals nor sports clubs, will be allowed access to UTAS Sports facilities unless they have met all financial obligations regarding payment of fees or charges for use.
- e) UTAS Sport has the right to refuse current or future bookings.

2.6 Resolution of any issues arising

The Booking Officer for your centre should be contacted if any clubs, groups, or individuals using UTAS Sport facilities or equipment require assistance with the following but not limited to:

- Facility damage
- Equipment breakages
- Booking amendments
- Cancellations
- Payment issues
- Updates on ground closures

Emergency Maintenance or urgent Workplace Health and Safety Issues (WHS)

- An emergency relates to anything that is going to cause immediate damage to property, assets or is a security or work health and safety risk. An example may be a burst water main or damage to the climbing wall which makes the facility no longer a safe working environment.
 - a) Immediately contact a staff member at Unigym reception and or UTAS security via phone
 - b) Also send an email to your Bookings Officer outlining the issue and location

Major works and Maintenance

- For significant maintenance or damage that does not require immediate attention:
 - Contact UTAS Sports management via email

UTAS Sports management, where applicable will then liaise regarding the maintenance or upgrade requests on behalf of the sporting club.

3.0 General Information

- a) Hirers are not permitted to sub-let or on-hire grounds and facilities they have hired from UTAS Sport. If clubs are found to have sub-let or on-hire any facilities, future bookings may be jeopardised. All club bookings must be submitted directly via the Bookings Officer, not via other avenues or other clubs.
- b) Bookings for groups under 14 years of age are required to book and pay as an external booking and not through reception as a Unigym Member/Casual booking.
- c) All parties have a responsibility to behave professionally throughout negotiations and discussions pertaining to facility bookings and fees. It should be remembered that facilities are in short supply and funding is scarce for all parties.
- d) If a facility has been booked and an unauthorised group does not vacate the facility after being requested to do so, the Bookings Officer should be contacted to correct the issue. Security may then be contacted if the unauthorised group remain non-compliant. If an

incident occurs outside the Unigym operating hours, contact University Security.

- **HOBART and LAUNCESTON - 6226 7600**

- e) Failure to comply with UTAS Sport or UTAS Security requests to vacate a facility or venue on time may result in future bookings being jeopardised.
- f) Clear lines of communication (i.e., club contacts) should be provided to the Bookings Officer and the TUSA (where applicable). If club, contact details change please update your Bookings Officer.
- g) Alcohol is not to be consumed, before and during any bookings on UTAS facilities
- h) Please refer to the Unigym Terms and Conditions and the West End Multiuse Sports Facility Booking Agreement for any other information related to using UTAS Sports Facilities

3.0.1 Olinda Grove (Hobart Only)

- a) Additional charges apply for the use of Olinda Grove clubroom facilities, please contact your Bookings Officer for current rates.
- b) Clubs/user groups intending to book the Olinda Grove grounds, please be aware that as this venue is 'off site', the Bookings Officer will require clubs to pay a \$50.00 deposit to use keys/swipe card that will be required to unlock the boom gate to access the ground (and parking) in addition to the change room facilities.
- c) All users other than UTAS Football (Soccer) Club will only have access to the referee change room, visitors change room, outside lights and boom gate (entry to car park)
- d) For all short-term or irregular bookings for the ground, the keys/swipe card will need to be collected and returned to Unigym within 24 hours of the booking.
- e) Clubs/groups holding long-term bookings for the Olinda Grove ground will be entitled to hold a set of keys/swipe card for the duration of the season and will be required to return it immediately following the final booking.
- f) Long term bookings are still required to pay a \$50.00 deposit for the keys.
- g) If clubrooms are being used for functions, hirers are responsible for ensuring any litter produced at their functions is disposed of appropriately and they are responsible for the clean-up. If additional cleaning or maintenance is required, it is the responsibility of the club to organise and pay. UTAS has cleaning contractors who can invoice clubs directly. If external clubs have used the club's rooms and extra cleaning is required, these fees will be passed onto the relevant club to be paid through their invoice.

3.0.2 West End Multisport Facility – (Hobart Only)

- a) The West End Multisport Facility is located at the old K&D site at 103 Melville Street, Hobart.
- b) The facility has a meeting room and an outdoor multi use sports facility.
- c) Please talk to your Bookings Officer for further information

3.0.3 Club Rooms (Hobart Only)

- d) While the clubrooms are, to some extent, under the care of the clubs, the club rooms are the responsibility of UTAS Sport and therefore a process of accountability is in place. Bookings for clubrooms are to be made through the relevant Bookings Officer.

- e) Contact your Bookings Officer for availability and rates.
- f) Minimum of 72 hours' notice required.
- g) Please keep in a clean and tidy manner and if club rooms are left in an undesirable way further charges may apply at the discretion of UTAS Sport and the Bookings Officer
- h) If clubrooms are being used for functions, hirers are responsible for ensuring any litter produced at their functions is disposed of appropriately and they are responsible for the clean-up. If additional cleaning or maintenance is required, it is the responsibility of the club to organise and pay. UTAS has cleaning contractors who can invoice clubs directly. If external clubs have used the club rooms and extra cleaning is required, these fees will be passed onto the relevant club to be paid through their invoice.

3.0.4 Swipe Cards (Hobart Only)

- a. Swipe Cards will be issued to Hirers of facilities at the discretion of the Bookings Officer and UTAS Sport Management.
- b. If Swipe cards are lost a nominated fee will be charged to the club
- c. Swipe cards will be required to be signed out by the club/individual.
- d. Swipe Cards are to be returned at the end of each season or when requested by your Bookings Officer or UTAS Sport Management

3.0.5 Australian Maritime College (AMC) Pool – Survival Centre (Launceston Only)

- a) After initial pool booking enquiry is made through the Unigym Bookings Officer, all bookings must be approved by AMC. Bookings may take up to seven days to be approved.
- b) AMC have the right to refuse booking requests. This can be due to timetable conflicts as all AMC trainings in the survival centre are priority. Request can also be refused if a booking is felt to be unsafe or will not work in the pool's environment.
- c) The pool may not always be available due to maintenance, facility shut down or circumstances out of our control.
- d) A risk assessment of all activities must be completed in addition to all required paperwork. Unigym and the AMC can assist with the risk assessment template and what is required.
- e) It is compulsory for Unigym to provide a lifeguard for all bookings. If more than one lifeguard is required, an additional cost will occur.
- f) Weekend bookings will incur an additional fee.

3.0.6 Human Movement Multipurpose Court (HM Court) and Dance Studio – (Launceston Only)

- a) All requests for these facilities must come through your Bookings Officer. These are University teaching spaces, academic scheduling and teaching timetables requests are given first access when it comes to book these venues.
- b) Bookings may take up to seven days to be approved and will only be approved one semester at a time.

- c) UTAS Sport can only request to book these venues from 6pm -10:00pm weeknights and from 7:00am – 10:00pm weekends.
- d) The Human Movement (HM) Court cannot be booked during university exam periods.
- e) Not all sports can be played in the HM court. You must let the booking officer know what sport you intend to play when making request for this space.
- f) The Dance studio may be booked during the university exam periods; however no loud music or noise must be made (UTAS exams can go up to 8pm at night and during the weekend) If bookings during this time obtain noise complaints, then bookings may be cancelled. Please check with Booking Officer when exam times are occurring to see if any alternative arrangements can be made if you feel you cannot comply with this.

3.0.7 AMC Rugby Ground – (Launceston Only)

- a) There are no toilet or change room facilities available when using the AMC rugby ground. Please talk to your Bookings Officer for more information.
- b) Lights – please beware that UTAS Security will be organised to turn on and off the lights.

3.0.8 Unigym Sports Hall – (Launceston Only)

- a) When booking the Sports Hall, the Basketball Hoops maybe in a position that needs to be adjusted.
- b) To change the position please use the Basketball Hoop Control, follow signage within the sports hall for instructions on how to adjust.
- c) Ensure that you do not stop and start the controls.
- d) If any issues arise please speak to reception staff or if during unstaffed hours contact UTAS Security 6226 7600

3.0.9 Change Room access outside Unigym Staffed Hours

- a) If your booking is outside of Unigym Staffed hours and on facilities outside of Unigym please discuss possible access with your Bookings Officer.
- b) Access to change rooms to be negotiated.
- c) Access where possible
- d) Access may incur additional fees.

3.0.10 Group Fitness Studios/Dojo/Spin/High Performance Centre

- a) Unigym Members, Club participants or spectators are not permitted to use these spaces outside Group Fitness Classes or organised bookings.
- b) Group Fitness Classes are available to book and Unigym will provide an instructor.
- c) Clubs/Groups are not permitted to bring in their own Group Fitness Instructor or Strength and Conditioning Coach.
- d) Contact Bookings Officer for current prices.
- e) High Performance Centre (please note this is in Hobart only). Booking requests are to be

made at least 14 days prior to the requested booking date but does not guarantee confirmation of your booking request.

- f) Dojo – see Appendix L for the Dojo rules.

3.0.11 Personal Training (Hobart and Launceston)

Unigym offers Personal Training (PT) one on one and small group training to their members and clients. PT is only to be offered by Unigym Staff or an Independent Providers which has been approved and inducted by Unigym. Members or clubs are not permitted to bring in their own Personal Trainers. If clubs wish to run a small group training session contact your Bookings Officer to discuss.

Contact Details

UTAS Sports Management

- Director, Campus Living and Sport
- Don Knapp
- Email: don.knapp@utas.edu.au
- Ph: 0409 374 100

UTAS Sports Management

- Sport Operations Manager
- Anthony Jusup
- Email: anthony.jusup@utas.edu.au
- Ph: 0438 340 604

Unigym Bookings Officer – Hobart

- Kate Harland
- Email: UnigymHBT.bookings@utas.edu.au
- Phone: 6226 1762 or 6226 2084

Unigym Bookings Officer – Launceston

- Jennifer McGee
- Email: UnigymLTN.bookings@utas.edu.au
- Phone: 6324 3092

TUSA Sports Officer

- Ingrid Lagerewskij
- Email: Ingrid.Lagerewskij@utas.edu.au
- Ph. 6226 2854

University Security – Hobart and Launceston

- Ph: 6226 7600 (ask to be put through to relevant campus)

Appendix B

Unigym Operational Hours and Staffed Hours (can be changed with limited notice).

Hobart Operational Hours

Staffed Hours

Monday – Friday	10:30am	10:00pm
Saturday	7:45am	10:45am

Unstaffed Hours

Monday – Friday	5:30am	10:30am
Saturday	5:30am	7:45am
Saturday	10:45am	8:00pm
Sunday	5:30am	8:00pm

Launceston Operational Hours

Staffed Hours

Monday – Friday	9:00am	6:00pm
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Unstaffed Hours

Monday – Friday	5:30am	9:00am
Monday – Friday	6:00pm	10:00pm
Saturday – Sunday	5:30am	10:00pm

Invoices - Payment Options

Payment

Payment of invoices is strictly within 30 days. By either Direct deposit or at our centres by EFTPOS and credit card or through Direct Deposit. Please note that Unigym no longer accepts payment by cheque or cash

Direct Deposit:

Unigym account details are as follows:

BSB No: 067-102
Account No: 00050350
Account Name: UTAS No 1 Account
Ref: Invoice Number & Club

Important Note: Please include the invoice number and your club name in your payment reference. This will ensure correct allocation of the payment to Unigym and prevent significant delays.

Health & Safety Information - Hobart

How to Access medical services

First Aid

- a) All Unigym staff are trained to provide first aid if required. Should further medical attention be required, please notify your nearest Unigym staff member, or call security (**6226 7600 emergency**) and await further instruction.
- b) There is also a “case of emergency” button between the entry to the male and female change rooms and at the top of the stairs in the Weights and Cardio area that can be used to notify security in non-staffed hours. An emergency first aid kit is also available in the foyer that can be used if required.
- c) If emergency services are required during out of hours bookings, contact them first (**000**) and then call campus security on (**03**) **6226 7600** to notify them of your location and incident.
- d) For minor injuries not requiring emergency services, call campus security on (**03**) **6227 7600** for first aid.
- e) Please make sure all participants are aware of your own clubs / society procedure when it comes to injuries.

Defibrillator

The Defibrillator and First Aid Kit are located inside the Unigym foyer. Please notify your nearest Unigym staff member should this equipment be required. Please note that the casings to these systems are alarmed to alert security once opened. Should further medical attention be required, please notify your nearest Unigym staff member, or call security (**6226 7600 emergency**) and await further instruction or press the “in case of emergency button”.

Any bookings away from Unigym all clubs are required to bring their own first aid kit and be easily accessible for all participants when using the facilities.

Reception & Security (UTAS)

Please visit Unigym reception prior to your bookings so Unigym Staff are aware of the booking taking place.

If you have a booking outside of Unigym’s opening hours, security will be present to open the facility for you. If security has not unlocked the space for your use 10 minutes after the booking is to commence, please contact them. When leaving the centre out of hours, the door will be set to set to ‘lock’ so you may exit by pressing the green button next to the foyer entrance. Security will lock the centre once your booking is scheduled to the end.

UTAS security may be contacted by calling **6226 7600**. Security is to be contacted for all emergencies, including medical.

Injury notification process

Should any injury occur - minor or serious, please notify Unigym Staff so they are able to record the incident. If your booking is out of hours, call security on **(03) 6226 7600** and email details of the incident to your Bookings Officer (unigymhbt.bookings@utas.edu.au) within 24hours of the incident occurring.

Location of Fire Exits (within Unigym Hobart)

Fire exits are marked by green and white light signage. There are fire exits in every major area of Unigym, including Sports hall, Dojo, Gym, Foyer and near Squash court number 4.

Exit door/Emergency evacuation procedure

- a) If the fire alarms sound, please follow the instruction of Unigym Staff and exit the facility in a calm manner via your nearest emergency exit to meet at our evacuation point (the top oval in front of Unigym main entrance).
- b) If the fire alarms sound during Unigym unstaffed hours, exit the building safely and meet at the evacuation point (the top oval in front of Unigym main entrance).
- c) Wait there until UTAS security or emergency personal arrive and provide further instruction.

Building specific risk avoidance (stairs, exit doors etc)

Please do not obstruct fire doors with chairs, bins, nets or similar devices.

University is a smoke free campus

The University has transitioned to being a fully smoke-free university. Smoking and vaping will no longer be permitted on any of our campuses. This includes buildings, properties, grounds and vehicles. This applies to everyone on campus, including staff, students, visitors, and contractors. For more information see <https://www.utas.edu.au/safety-and-wellbeing/smoke-free>

Facilities

Change Rooms

Male and Female change rooms are located at opposing locations to the far right and left of the Unigym Foyer. They include hand basins, toilets and four showers. The gender-neutral change room and an accessible change room are both located at the entrance of the male change room.

Lockers - Fob/Wristband Locks

If you wish to store your personal belongings in a wristband/fob locker (eg. Bags) Unigym will provide you with a wristband/fob for a locker located in the change rooms or foyer during staffed hours. No fee will be required for a locker; however, reception staff will require some personal ID as reciprocity for the wristband/fob.

Sports Hall/ Squash Courts/Dojo

Keep emergency exit doors free of obstructions at all times.

No food or drink permitted in the courts or dojo.

Hire equipment

Equipment such as balls and racquets may be hired for an additional cost and available during staffed hours. Nets and hoops are provided at no additional cost.

Health & Safety Information – Launceston

How to Access medical services

First Aid

- a) All Unigym staff are trained to provide first aid if necessary. Should further medical attention be required, please notify your nearest Unigym staff member, or call security **6326 7600** and await further instruction.
- b) There is an in “case of emergency” button in the Unigym foyer that can be pushed to notify security in non-staffed hours booking times. An emergency first aid kit is also available near the emergency button that can be used if needed.
- c) If emergency services are required during out of hours bookings, contact them first (**000**) and then call campus security on **6226 7600** to notify them of your location and incident.
- d) For minor injuries not requiring emergency services, call campus security on **6226 7600** for first aid.
- e) Please make sure all participants are aware of your own clubs / society procedure when it comes to injuries.

Defibrillator

A Defibrillator unit is located inside the Unigym foyer. Please notify your nearest Unigym staff member should this equipment be required. Please note that the casings to these systems are alarmed to alert security once opened. Should further medical attention be required, please notify your nearest Unigym staff member, pick up the nearest wall phone to call security or press the in case of emergency button next to the defibrillator in the Unigym foyer and await further instruction.

Any bookings away from Unigym all clubs are required to bring their own first aid kit and be easily accessible for all participants when using the facilities.

Reception & Security (UTAS)

Please visit Unigym reception prior to your bookings so Unigym Staff are aware of the booking taking place.

If you have a booking outside of Unigym’s opening hours, security will be present to open the facility for you. If security has not unlocked the space for your use 10 minutes after the booking is to commence, please contact them. When leaving the centre out of hours, the door will be set to set to ‘lock’ so you may exit by pressing the green button next to the foyer entrance. Security will lock the centre once your booking is scheduled to the end.

UTAS security may be contacted by calling **6226 7600**. Security is to be contacted for all emergencies, including medical.

Injury notification process

Should any injury occur - minor or serious, please notify Unigym Staff so they are able to record the incident. If your booking is out of hours, call security on **(03) 6226 7600** and email details of the

incident to your Bookings Officer (unigymLTN.bookings@utas.edu.au) within 24hours of the incident occurring.

Location of Fire Exits

Fire exits are marked by green and white light signage. There are fire exits in every major area of Unigym, including Sports hall, Dojo, Gym, Foyer. They are also located in G block building (Human movement court, Dance studio and Squash court)

Exit door/Emergency Evacuation Procedure.

- a) If the fire alarms sound, please follow the instruction of Unigym Staff and exit the facility in a calm manner via your nearest emergency exit to meet at our evacuation point the grass area next to the Unigym carpark.
- b) For users in the Human movement court / dance studio and squash court (G Block) the evacuation point is on the grassed area between G Block and L Block.
- c) If the fire alarms sound during Unigym unstaffed times booking, exit the building safely and meet at the evacuation point which is the grass area next to the Unigym carpark. Wait there until campus security arrive and provide further instruction.
- d) If you are obstructed or find it unsafe to exit via the foyer, please use your closest emergency exit door.

Building Specific Risk Avoidance (stairs, exit doors etc)

Please do not obstruct fire doors with chairs, bins, nets, or similar devices.

University is a smoke free campus

The University has transitioned to being a fully smoke-free university. Smoking and vaping will no longer be permitted on any of our campuses. This includes buildings, properties, grounds, and vehicles. This applies to everyone on campus, including staff, students, visitors, and contractors. For more information see <https://www.utas.edu.au/safety-and-wellbeing/smoke-free>

Facilities

Changerooms

Male and Female changerrooms are available at opposing locations to the far right and left of the Unigym Foyer. They include hand basins, toilets and four showers. An accessible toilet is available approximately 5 metres up the hall from the female changerrooms. The gender neutral changerroom includes a toilet and hand basins approximately 5 metres up the hall from the male changerrooms.

Sports Hall

Always keep emergency exit doors free of obstructions
No food or drink is permitted in the courts.

Hire Equipment

Equipment such as balls and racquets may be hired for an additional cost and available during staffed hours. Nets and hoops are provided at no additional cost.

Unigym Member / Casual Booking Guidelines – Sports Hall

Member

- a. Current Unigym members can make bookings for exclusive use of the Unigym Sport Hall. Facility fees will apply and must be paid when the booking is made at the Unigym reception or over the phone.
- b. By requesting a booking, individuals will accept responsibility for payment and the enforcement of facility regulations.
- c. If you wish to book the sports hall during unstaffed hours all participants are required to be current Unigym members. Bookings are to be made and paid for during staffed hours. Failure to book and pay prior will result in your booking being cancelled.
- d. The act of bringing in a non-member into the centre during unstaffed hours will result in the member that has made the booking being charged a nominated fee per non-member. For a member who holds a direct debit membership, this amount will be deducted from their nominated account, and for a member on a fixed term membership this fee will automatically be applied to their membership and payment will be required at reception before entry. Un-staffed access will be disabled until all associated fees have been paid and for a stipulated timeframe.
- e. All members are required to undertake the sign in process this can include but not limited to: scanning fob on front door
- f. If members are booking and some of their participants are non-members/casuals these bookings are required to be within staffed hours only.
- g. Members can use the court when there are no bookings. During staff hours, members must report to reception first to sign in. During unstaffed hours members must look at the booking sheet on court door to know when the court will be free. Members using the court must vacate when paid booking attends. This is a shared space, a maximum of two sports to be played at one time (one at each end of the Sports Hall), no sport is to be played at full court.
- h. Please see page 27 for the exemption on the above rule
- i. During staffed hours, prior to the commencement of the booking, any participants who are Unigym members will be required to sign in at reception using their issued Unigym Fob/Band or manual sign in with Unigym staff, all others will be required to complete the Casual Visitor register and submit a Health Screen.
- j. Failure to abide by these conditions may result in members unable to request future bookings.
- k. Members must provide at least 24 hours' notice for bookings to be cancelled. Failure to do so may result in payment being required.
- l. Please refer to Appendix C and D for emergency procedures.

Casual Usage – During Staffed Hours Only

- a. Unigym members and casual users can use the Unigym Sports hall when there are no bookings.
- b. To be able to access the court members need to show their cards or wrist band/fob at reception prior to entering the facilities.
- c. Non-members must sign in the casual visitor log and the pay entry fee prior to entering the facilities.
- d. Non-members must fill out a casual visit form every 12 months.
- e. Unigym staff will be expected to inform members when bookings have been made and casual usage participants are expected to cease in a timely manner.
- f. Unauthorised access will result in patron removal.
- g. Court capacity numbers apply – refer to your Bookings Officer for details
- h. A maximum of two sports to be played at one time (one at each end of the Sports Hall), no sport is to be played at full court.
- i. please see page 27 for the exemption on the above rule.

Launceston Squash Court (during Staffed and fobbed hours)

- a. Members and casual usage of the Squash court is permitted.
- b. Cannot use the facility unless a booking has been made with Unigym.
- c. As the squash court is in G block of the University, Unigym members and casual users will be let in by UTAS security, they will provide a sign in sheet for all participants to sign and turn on the lights in the court. Lights must always be used while using the squash court.
- d. The court is not available when the University exam periods are occurring.
- e. There is a cost to hire the court (Unigym members and causal users), please see Unigym staff for booking fees. Fees must be paid when booking is made at reception during staffed hours.
- f. If a booking is made and payment has not occurred, the booking will be cancelled and UTAS security will not be arranged to open the facility.
- g. All participants will be required to complete a Health Screen at Unigym reception prior to your booking confirmation.

Launceston Tennis Court

- a. Member access during staffed hours only.
- b. Casual usage of the courts is permitted with a nominated fee during staffed hours only.

- c. Bookings are to be made through Unigym Reception.
- d. All casual participants will be required to complete a Health Screen at Unigym reception prior to your booking confirmation.

Hobart Squash Court

- a) Member bookings can be made through reception or through the members online portal. If a booking is made and you wish to cancel your booking, please cancel through the online portal or contact Unigym reception otherwise a nominated fee will apply.
- b) Casual bookings to be made through reception and are only available during staffed hours.

Hobart Tennis Court

- a. All bookings to be made through reception.
- b. Casual (non-member) bookings are only available during staffed hours.
- c. Current Unigym members can make bookings for exclusive use of a tennis courts. Booking fees will apply and must be paid when the booking is made at the Unigym reception or over the phone and prior to the start of the booking.
- d. By requesting a booking, individuals will accept responsibility for payment and the enforcement of facility regulations.
- e. If members are booking and some of their participants are non-members/casuals these bookings are required to be within staffed hours only.
- f. Prior to the commencement of the booking, any participants who are Unigym members will be required to sign in at reception using their issued Unigym Fob/Band or manual sign in with Unigym staff, all others will be required to complete the Casual Visitor register and submit a Health Screen.
- g. Failure to abide by these conditions may result in members unable to request future bookings.
- h. Members must provide at least 24 hours' notice for bookings to be cancelled. Failure to do so may result in payment being required.
- i. Weekend bookings for members will need to be confirmed and payment received by Friday 12pm midday.
- j. Members will receive a code and confirmation of Tennis Court number (By email) to access the Key Lockbox located outside the front door of Unigym Hobart. Members will only collect the court key associated with their booking and are required to place the key back in the lock box after their booking. Failure to return key will incur a replacement fee.

Other Information

- a. Ball and racquet hire are available for both Unigym members and casual users during staffed hours only.
- b. Any activity that may be considered dangerous or intimidating to others or damaging to the facilities may be stopped at any time at Unigym's discretion.
- c. Sports Hall – Volleyball (Launceston)
 - a. The Volleyball Net is stored outside of the sports hall, please see Unigym or UTAS Sports staff to gain access to net.
 - b. When net is set up this is considered full court and requires a full court booking. Fees apply.
 - c. Volleyball practice can be undertaken through a half court with no net as casual usage.
- d. Sports Hall – Volleyball (Hobart)
 - a. Volleyball can be undertaken through casual usage with half court only.
 - b. When net is set up this is considered full court and requires a full court booking. Fees apply.

Tasmanian University Student Association (TUSA) / Sports Council

- a) TUSA Sporting clubs are responsible for adhering to TUSA guidelines as part of being a TUSA-affiliated club (for more information visit the website: <https://tusa.org.au/>)
- b) Clubs are to submit a detailed membership list including members names, student ID numbers, whether they are currently enrolled UTAS Students, juniors or associate members. To be eligible for a discount on booking fees this list is to be submitted by 31 March of each year and updated on request from either UTAS Sports Management or your Unigym Bookings Officer. Each club must be able to show that 51% or more of the club's membership is made up of currently enrolled UTAS students to be eligible for a discount. If a club is not able to supply a list and show that 51% or more of the club are enrolled UTAS students, the club in question will be required to pay full fees each month until the list is submitted and reviewed. If approved fees will be updated from the following month.

Out of Hours – Hobart and Launceston

If you have a booking outside of Unigym’s Staffed Hours, security will be present to open the facility for you. If security has not unlocked the space for your use 10 minutes after the booking is to commence, please contact them on (03) 6226 7600. When leaving the centre, the door will be set to ‘lock’ so you may exit by pressing the green button next to the foyer entrance. Security will lock the centre once your booking is scheduled to the end.

We highly recommended that all UTAS Students and Staff download the University of Tasmania Safe Zone app. This allows you to request assistance and contact campus Security quickly and easily <https://www.utas.edu.au/campus-services/security/safe-zone>

Stay Safe at

UNIVERSITY of TASMANIA

FREE APP
for all students & staff

Campus Services Help Desk
For general non-emergency enquiries or support.

Campus Notifications
If there is an incident on Campus that requires you to take action.

First Aid Call
For when you need medical assistance.

Check-in
For out of hours working, share your position with Security Services for your personal safety.

Emergency
If you feel threatened or need urgent assistance.

Privacy!
You are never tracked until you send an Alert or Check-In.

SafeZone

Download now from www.safezoneapp.com

f safezoneapp

Emergency Procedures

THE BASICS



CODE YELLOW – Internal Emergency

Upon noticing a dangerous situation, raise the appropriate alarm by:

<p>MANUAL CALL POINT</p> <p>FIRE</p> <p>This will activate Safety and Security. Tas Fire Service will be notified.</p>	<p>CALLING</p> <p>Safety and Security on (03) 6226 7600 or Emergency Services on 000</p>
<p>CAMPUS HELP POINTS</p> <p>Located around campus, use to notify Safety and Security</p>	<p>SAFEZONE APP</p> <p>Automatically calls Safety and Security if activated in a University Zone</p>

OR

CODE BROWN – External Emergency

- Natural disasters, including flooding, earthquakes and other hazardous weather events

Raising the alarm for external emergencies:

- Stay calm and call 000. When your call is answered you will be asked if you need Police, Fire or Ambulance.
- When connected to the emergency service, stay on the line, speak clearly and answer the questions.
- Once the alarm has been raised, prepare to evacuate if directed and advise others in the area of what has occurred. Consider self-evacuation only if your personal safety is at risk.

More Information www.triplezero.gov.au

CODE ORANGE – Evacuation

When to Evacuate:

- If there is an internal threat to safety or life
- If you hear a fire alarm
- If told to evacuate by a member of the Emergency Response Team, Emergency Services or a warden

How to Evacuate:

- Remain calm, Do not use the lift
- Direct staff, students and visitors to the nearest safe exit
- Make a final check of the room and shut the door
- Lead students and visitors to the nearest safe assembly area
- Remain at the Evacuation Assembly Area until instructed by the Emergency Response Team, Safety and Security or Emergency Services

CODE BLACK – Personal Threat/Life-threatening Events

ESCAPE.

Move quickly and quietly away from danger.

HIDE.

Stay out of sight and silence your phone.

TELL.

Call the police by dialling 000 when it is safe.

CODE BLUE – Medical Emergency

Raising the alarm for medical emergencies:

- Stay calm and call 000

Tell the operator:

- the medical problem – describe the complaint (breathing issues, sweating, pain location/type)
- the age of the person (approximate if unsure)
- whether the person is conscious or not
- whether the person breathing or not

Save a life with a defibrillator:

You cannot do any harm to a person by applying an AED. You just have to turn it on and the machine will talk you through everything you need to do.

CODE PURPLE – Bomb Threat

- Chemical, biological or radiological threat or suspicious package/s

If you observe a package or substance threat within a building:

- Don't touch and Don't open: Isolate the area; prevent others from approaching
- Raise the alarm: Notify Safety and Security
- Await directions: Follow instructions from Safety and Security or Emergency Services. Do not evacuate unless directed by police

If you receive a phone threat:

- Remain calm, seek support (have a co-worker notify Safety and Security), be attentive and don't hang up.

CODE RED – Fire and/or Smoke

There are 4 basic steps when using a fire extinguisher:

R Remove yourself and others from immediate danger

A Alert others by activating the fire alarm. Contact and alert 000 and Safety and Security (03) 6226 7600

C Confine the emergency by closing the doors and windows, do not lock them

E Evacuate immediately to the designated assembly point. Do not return until authorised to do so

or **E** Extinguish only if the fire is small enough, you have proper equipment and training and it is safe to do so

1 PULL THE PIN

2 AIM AT THE BASE OF THE FIRE

3 PUSH

4 SWEEP SIDE TO SIDE

EMERGENCY
000

UNIVERSITY SAFETY AND SECURITY
(03) 6226 7600

UNIVERSITY of
TASMANIA

2022 Organisation/Club Registration Form

Organisation / Club / Society/ Entity Name:			
Club Email address:			
Club Facebook Page			
Website Address			
Other Social Media account/s			
Postal Address:			
Billing Address:			
UTAS Club	<input type="checkbox"/>	TUSA Club	<input type="checkbox"/>
External Club	<input type="checkbox"/>	TUSA Society	<input type="checkbox"/>
ABN number:			
Name of Public Liability Insurer: (excluding UTAS and TUSA Clubs)			
External Clubs Only - Copy of Public Liability Insurance attached:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why has it not been provided:
<i>A copy of your current public liability insurance must be provided, please refer to Terms and Conditions of Hire 5a and 5b for further details</i>			

Facility Hire Agreement	
I have read and agree to comply with and be bound by the Booking Agreement and any UTAS Staff, UTAS Sports Staff, Unigym staff or UTAS Ground Staff direction in accordance with this contract. The hirer agrees to pay all applicable fees and charges.	
Name of Hirer	
Phone Number	
Email Address	
User Signature:	Date:

Booking Contact Officer: <i>(Responsible officer: refer to Terms and Conditions for description for duties and obligations)</i>	
Contact Name:	
Position within entity	
Contact Number:	
Email Address:	
Postal Address:	

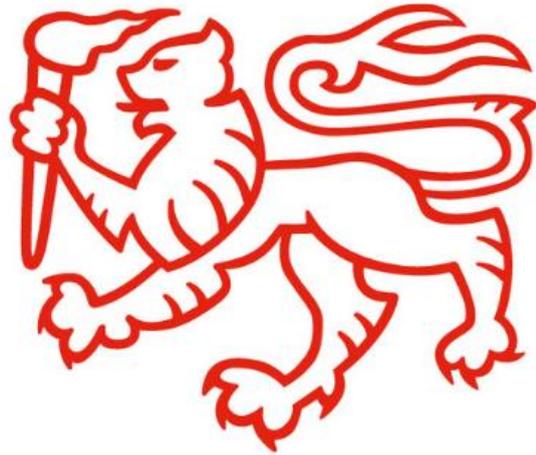
Finance Officer/Treasurer: <i>(invoices)</i>	
Contact Name:	
Contact Number:	
Email Address:	
Postal Address:	

Unigym Bookings Officer Contact Details	
<i>Unigym Hobart</i> Email Address: unigymhbt.bookings@utas.edu.au Contact Number: 6226 1923	<i>Unigym Launceston</i> Email Address: unigymmltn.bookings@utas.edu.au Contact Number: 6324 3092

DOJO RULES

- NO shoes on the mats
- Training attire must be worn
- Finger and toe nails must be maintained short
- Disinfect both hands and feet before going on the mats
- DO NOT walk from the change rooms to the dojo in bare feet
- NO jewellery or watches etc. to be worn on the mat
- NO sharp objects on the mat
- **Wipe down BLOOD and sweat after EVERY use**
- **Sweep mat after every use**
- Close ALL windows after use
- Turn OFF heaters after every use
- NO access outside of Group Fitness classes or bookings





UNIVERSITY *of*
TASMANIA

Sport