



# **BOOKING GUIDELINES**

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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 on the Hobart, Launceston and Cradle Coast campuses of the University of Tasmania. UTAS Sport 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 Union (TUU) 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 the Hobart, Launceston and Cradle Coast campuses of UTAS see [www.utas.edu.au/sport](http://www.utas.edu.au/sport) for further information.

<b>Hobart Facilities Include:</b>	<b>Launceston Facilities include:</b>	<b>Burnie Facilities include:</b>
<ul style="list-style-type: none"> <li>•Weights and Cardio room</li> <li>•Fitness class room</li> <li>•Specialised Spin studio</li> <li>•Multipurpose Sports hall</li> <li>•Two Squash courts</li> <li>•Dojo/Martial arts studio</li> <li>•Five Outdoor Tennis courts (three synthetic, two hard courts)</li> <li>•Cricket/Football oval</li> <li>•Rugby ground</li> <li>•Three Soccer grounds</li> <li>•High performance centre</li> </ul>	<ul style="list-style-type: none"> <li>•Weights and Cardio room</li> <li>•Fitness class room</li> <li>•Two Multipurpose Sports halls</li> <li>•One Squash court</li> <li>•Dojo/Martial arts studio</li> <li>•Three tennis courts</li> <li>•Cricket/Football oval</li> <li>•Rugby ground</li> <li>•Soccer ground</li> <li>•Dance studio</li> <li>•Pool facility</li> </ul>	<ul style="list-style-type: none"> <li>•Weights and Cardio room</li> <li>•Fitness class room</li> </ul>

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

- a) Liaising with ISD, others within UTAS, TUU, clients and external groups
- b) Ensuring all facilities, equipment and grounds meet current Australian Safety Standards and are presented optimally, and
- c) Managing all facilities and grounds, coordinating bookings and managing any issues of concern

## 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 to a high standard. This is achieved through the management of contracts and contractors associated with cleaning, maintenance, ground preparation and upkeep.
- b) Clubs/groups 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 the Bookings Officers to ensure a clear line of communication and consistency, and to enable UTAS Sport to effectively manage and monitor resources.
- c) Clubs or club representatives are not to liaise directly with the grounds contractors and are requested not to do so.

## 1.3 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 (and inform UTAS Sport of this contact) to communicate with UTAS Sport for booking requirements.

Clubs must adhere to the guidelines governing use of UTAS Sport facilities and grounds, use the appropriate lines of communication as outlined on page 11. It is the club's responsibility to notify, UTAS Sport, of any changes to the nominated contact, as soon as reasonably practicable.

*Clubs have the following responsibilities:*

- a) Work closely with UTAS Sport and adhere to the guidelines governing use of UTAS Sports facilities.
- b) Complete all booking requirements using the UTAS Sport online registration form and booking enquiry.
- c) 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).
- d) Raise any issues of concern with Bookings Officer as soon as they arise.
- e) Pay invoices within 30 days by either Direct Deposit or by card at the relevant Unigym reception. Please note that Unigym no longer accepts payment by cheque

- f) 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.
- g) Payments can be made electronically or through Unigym reception by credit card or EFTPOS payment. Please see page 15 for further information.
- h) Submit any extra information request by UTAS Sport or the Bookings Officer

## 2.0 Key responsibilities

UTAS Sport, the TUU, the Sports Council and all sports clubs have a shared interest in supporting the diversity of sporting activities at the 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 TUU and external clubs may submit their booking requests from November onwards or when requested by UTAS Sport.
- d) The online booking request form is available on the Unigym website: <http://www.utas.edu.au/unigym>
- e) It should be noted that UTAS Sport also has an obligation to its other clients and customers, whether from UTAS, TUU or the external community. UTAS Sport will treat all its clients and customers equally and without bias.
- f) 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 in a position to fund new facilities specifically for clubs.
- g) While UTAS Sport may consider requests for development of facilities or purchase of new facilities or equipment, the final decision on such initiatives rests solely with UTAS Sport and its 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.
- h) 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.

- i) 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, whether these are set down in the Service Level Agreement (SLA), these Booking Guidelines or memoranda of understanding with sports clubs.

## 2.2 Equipment use and storage (all user groups)

- 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 the 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 1 September or when request for the following year. It is at the UTAS Sports discretion to priorities' allocation for storage space availability.
- 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 alteration's 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.

## 2.3 Additional requirements (all user groups)

- 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:
  - I. 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.
  - II. 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.
- III. You must use the facilities in a manner which poses no risk to others.
  - IV. You must wear appropriate clothing and footwear for the activities which you propose to engage in.
  - V. Car parking around the facilities are 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 and UTAS Sport is not in a position to waive any fines incurred.
  - VI. 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.
  - VII. 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.
- b) UTAS Sport may cancel your booking/s immediately without prior notice if your club or individual:
- I. Threaten, intimidate, harass, become a significant nuisance or act in an offensive manner to others;
  - II. Damage the facilities or steal any equipment;
  - III. Damage or steal the belongings of other users of the facilities; or
  - IV. Use or distribute illegal or performance enhancing drugs in or from the facilities.
- c) Booking fees will apply to all clubs requesting use of the UTAS Sports facilities.
- d) Prior to using facilities within Unigym centres, all clubs will be required to register their details via an online registration form available at <http://www.utas.edu.au/unigym>.
- e) 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.
- f) All clubs/groups wishing to book UTAS Sports facilities should contact the bookings officer (see page 14 for contact details).
- g) 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.
- h) Please note: club executives are not to take this request to the front desk/Unigym reception staff as staff are not in a position to act on any such request.

## 2.4 Club Rooms

- a) Contact your Bookings Officer for availability and rates.
- b) Minimum of 24 hours notice required
- c) If club rooms are left in an undesirable way further charges may apply

## 2.5 Resolution of any issues arising (external bookings only)

The booking officer for your centre should be contacted if any non-affiliated clubs, groups or individuals using UTAS Sport facilities or equipment require assistance with the following:

- Facility damage,
- Equipment breakages,
- Booking amendments
- Cancellations
- Payment issues and;
- Updates on ground closures.

See contact details on Appendix A (page 14)

## 3.0 Guidelines for clubs/groups/individuals considering use of UTAS Sports facilities – applicable to all models

The following guidelines must be adhered to by all clubs/groups/individuals wishing to use UTAS Sports grounds and facilities.

### 3.1 General information

- a) Clubs are not allowed 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, any future bookings that the club may request 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 (conditions apply) 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 by a club/group and an unauthorised group does not vacate the facility after being requested to do so, the bookings officer should be contacted to deal with the issue. Security may then be contacted if clubs or groups remain non-compliant. If an incident occurs outside the Unigym operating hours, contact University Security
  - **HOBART - 6226 7600**
  - **LAUNCESTON – 6324 3336**
- e) Failure to comply with UTAS Sport requests to vacate a facility or venue on time may result in future bookings being jeopardised, should the trend continue.
- f) Clear lines of communication (i.e. club contacts) should be provided to the bookings officer and the TUU (where applicable). If club contact details change please update your Bookings Officer.
- g) Invoices will be provided on a monthly basis. Facility hire payments are required within 30

- days. Should an account become overdue, an overdue fee will apply (calculated at 3% per week the account is overdue) and future use of the facilities/grounds may be jeopardised.
- h) 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.
    - b. UTAS Sport may request up-front payment from some non-affiliated clubs/users of the facilities.
    - c. 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 the online booking enquiry.
    - d. Frequent booking confirmation statements will be sent if regular changes are being made.
  - i) Please ensure any cancellations to bookings made by any user groups are submitted via an online cancellation form 24 hours prior to your booking otherwise the charges will apply, and payment is expected.

## 3.2 Grounds Maintenance

- a) Infrastructure Services & Development 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 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 (AFL posts installed or removed) outside the 'regular' sporting season will incur additional charges to UTAS Sport that they will pass on to the club or group. This includes but not limited to extra line marking for Cricket, Football, Soccer and Gridiron. The club/group will be notified of additional charges before bookings are confirmed.
- 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 doesn't 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 doesn't 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. Clubs must inform the bookings officer if any urgent maintenance issues arise. Charges will not be incurred if the facility or ground cannot be used (providing UTAS Sport is informed within 24 hours of the relevant booking).
- 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.

### 3.3 Booking information

- a) All new clubs will be required to submit a club registration form, from which a client identification number will be provided. This identification number can then be used by the club to submit online booking enquiries and/or cancellation and booking amendments. To access the online booking portal, visit <http://www.utas.edu.au/unigym> and select 'Club Facility Booking'.
- b) 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) using the online booking enquiry. Please note: the earlier bookings are made, the greater the opportunity to meet the needs of all clubs.
- c) It should be emphasised that although UTAS Sports clubs will be given priority, the completion of an online booking enquiry 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 is received.
- d) To establish costs associated with the booking and to prepare the facility for the booking, UTAS Sport will require a detailed breakdown of requirements for the booking. For example, under 12 program – Monday and Wednesday night's 4–6pm. Line marking for football required; access to change rooms. Alcohol permits required. No training on public holidays.
- e) UTAS Sport is aware that not all bookings are known fully until the season proper. In this event, the booking will be entered tentatively and final confirmation of the booking time/date must be communicated to the bookings officer two weeks prior to the event.
- f) If written confirmation is not received by the bookings officer, the booking will be forfeited, and the booking will be cancelled.
- g) 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.
- h) See 3.1 (i), for details regarding cancellation
- i) Facilities (except the rock climbing wall - Hobart Only) can be booked for casual, 'once off' or longer-term bookings by UTAS, TUU or external bookings, providing a booking enquiry and public liability insurance form have been submitted to the bookings officer two weeks in advance of the booking requirement date and any further information requested by UTAS Sport.

- j) Blanket bookings will not be accepted for high demand grounds or facilities. Such bookings must be discussed with the bookings officer (see page 16 for contact details) to determine appropriate bookings and charges.
- k) Clubs must be flexible with their booking requirements to ensure all clubs have reasonable use of the grounds and facilities. Bookings are at the discretion of the Bookings Officer and UTAS Sport Management irrelevant of previous history.

### 3.3.1 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) 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.
- d) 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.
- e) Long term bookings are still required to pay a \$50.00 deposit for the keys/swipe card.

### 3.3.2 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.
- 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. They can also refuse a booking if it is felt this is unsafe or will not work in the pools environment.
- c) A risk assessment of all activities must be completed and well as a face to face induction of the centre. Unigym and the AMC can assist with the risk assessment templet and what is required.
- d) It is compulsory for Unigym to provide a lifeguard for all bookings. If more than one lifeguard is required, an additional cost will occur.
- e) Weekend pool bookings will also incur additional hire cost

## 3.4 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 TUU-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) Clubs must agree to comply with the Booking Guidelines and comply with UTAS Sports management requests and requirements.
- f) Clubs 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.

#### **4.0 Emergency maintenance or urgent WHS issues – any facility**

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 (see page 16 for contact details).
- b) Also send an email to the Sport and Recreation Team Leader and bookings officer outlining the issue and location (see page 14 for contact details).
- c) CC the TUU Sports Officer (see page 14 for contact details).

#### **4.1 Major works and maintenance for UTAS Sports facilities, clubrooms and grounds**

For significant maintenance or damage that doesn't require immediate attention:

- a) Contact UTAS Sports management via email (see page 16 for contact details).
- b) CC the TUU Sports Officer where applicable (see page 16 for contact details).

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

## Contact Details

### UTAS Sports Management

- Sport and Recreation Team Leader
- Jarrod Stephens
- Email: [jarrod.stephens@utas.edu.au](mailto:jarrod.stephens@utas.edu.au)
- Ph: 6226 2084
- Mob: 0439 616 892

### Unigym Bookings Officer – Hobart

- Kate Harland
- Email: [UnigymHBT.bookings@utas.edu.au](mailto:UnigymHBT.bookings@utas.edu.au)
- Phone: 6226 1762 or 6226 2084

### Unigym Bookings Officer – Launceston

- Jen McGee
- Email: [UnigymLTN.bookings@utas.edu.au](mailto:UnigymLTN.bookings@utas.edu.au)
- Phone: 6324 3092

### TUU Sports Officer

- Ingrid Lagerewskij
- Email: [Ingrid.Lagerewskij@utas.edu.au](mailto:Ingrid.Lagerewskij@utas.edu.au)
- Ph. 6226 2854

### University Security – Hobart

- Ph: 6226 7600

### University Security – Launceston

- Ph: 6226 7600

## Invoices - Payment Options

### Payment

Payment of invoices is strictly within 30 days, by either Direct Deposit or by card at the relevant Unigym reception. Please note that Unigym no longer accepts payment by cheque

### 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.*

### Unigym Centres

We accept payment of your invoice at our centres by EFTPOS and credit card.

## 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) If emergency services are required during out of hours bookings, contact them first and then call campus security on **(03) 6226 7600** to notify them of your location.
- c) For minor injuries not requiring emergency services, call campus security on **(03) 6227 7600** for first aid.

#### Defibrillator

The Defibrillator 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 or call security (**6226 7600 emergency**) and await further instruction

#### Reception & Security(UTAS)

Please visit Unigym reception prior to your bookings so Unigym Staff are aware of the booking taking place. 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, please email details of the incident to Unigym ([unigymhbt.bookings@utas.edu.au](mailto:unigymhbt.bookings@utas.edu.au)) and call security on **(03) 6226 7600**

#### Notification of maintenance issues

If you discover a maintenance issue, please notify Unigym Staff so we are able to rectify the issue as soon as possible.

#### 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 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 an out of hours booking, exit the building safely and meet at the evacuation point. Wait there until UTAS security 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.

## Facilities

### Reception

#### Parking on Campus

- a) Parking spaces at UTAS are marked by line or dot markings indicating whether a fee is applicable or not. These colours are:
  - a. Red = Student parking
  - b. Blue = voucher/pay parking
  - c. White= staff permit only

#### Change Rooms

Male and Female change rooms are available at Unigym and located at opposing locations to the far right and left of the Unigym Foyer. Change rooms include hand basins and four showers each. A disabled toilet is located at the entrance of the male change room.

#### Lockers

##### *Electronic*

Small electronic lockers are available free of charge in the Unigym Foyer area. If you require assistance with these lockers, please do not hesitate to ask Unigym Staff for assistance.

##### *Key Lock*

If you wish to store your personal belongings in a wristband/fob locker (e.g. bags) Unigym will provide you with a wristband/fob for a Locker located in the change rooms or foyer. No fee is 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

#### Storage places for equipment

Equipment may be stored by Unigym for an additional fee. Please refer to Booking Guidelines for more details.

#### No food or drink permitted on courts or Dojo

#### Hire equipment

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

#### Out of hours bookings

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 on (03) 6226 7600. 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.

#### **Exit door/Emergency evacuation procedure**

In the event of an emergency, please follow the instruction of Unigym Staff and exit the facility in a calm manner via the closest emergency exit and meet at the evacuation point.

## Health & Safety Information – Launceston

### 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 (**6324 3336**) and await further instruction
- b) If emergency services are required during out of hours bookings, contact them first and then call campus security on **(03) 6324 3336** to notify them of your location.
- c) For minor injuries not requiring emergency services, call campus security on **(03) 6324 3336** for first aid

#### 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 or pick up the nearest wall phone to call security (dial **3336**) and await further instruction

#### Reception & Security (UTAS)

Please visit Unigym reception prior to your bookings so Unigym Staff are aware of the booking taking place. If it is an out of hours booking, there is no need. UTAS security may be contacted by calling **6324 3336**. Security may be contacted for all emergencies, including medical.

#### Injury notification process

Should any injury occur - minor or serious, please notify Unigym Staff so we are able to record the incident.

#### Notification of maintenance issues

If you discover a maintenance issue, please notify Unigym Staff so we are able to rectify the issue as soon as possible.

#### 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 and near Squash courts.

#### *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) If the fire alarms sound during an out of hours 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.

- c) 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.

## Facilities

### Reception

#### How parking works

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

### Change Rooms

Male and Female change rooms are available at Unigym and located at opposing locations to the far right and left of the Unigym Foyer. Change rooms include hand basins and four showers each. A disabled toilet is available approximately 5 metres up the hall from the female change rooms.

### Lockers

#### *Key Lock*

If you wish to store your personal belongings in a key locker (e.g. bags) Unigym will provide you with a key for a Key Lock located in the change rooms. No fee is required for a Key Lock; however, we will require some personal ID as reciprocity for the key. This is only in staffed hours.

### Sports Hall

Always keep emergency exit doors free of obstructions

No food or drink is permitted in the courts

#### *Storage places for equipment*

Equipment may be stored by Unigym for an additional fee. Please refer to Booking Guidelines for more details.

#### *Hire equipment*

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

### Out of hours bookings

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 on (03) 6226 3336. When leaving the centre out of hours, 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.

## Unigym Member / Casual Booking Guidelines

### Member

- a. Current Unigym members can make bookings for exclusive use of the Unigym Sport Hall and tennis courts only. Facility fees will apply and must be paid prior to the commencement of the booking.
- b. By requesting a booking, individuals will accept responsibility for payment and the enforcement of facility regulations. Including the member will be present for the whole booking.
- c. Unigym members can only request bookings during Unigym operating hours. There will be no afterhours bookings.
- d. Prior to the commencement of the booking, any participants who are Unigym members will be required to sign in at reception, all others will be required to complete the Casual Visitor register.
- e. Failure to abide by these conditions may result in member unable to request future bookings.
- f. Members must provide at least 24 hours notice for bookings to be cancelled. Failure to do so may result in payment being required.

### Member Launceston Squash Court

- a. Members and casual usage of the court is permitted
- b. As the squash court is located in G block of the university, Unigym members and casual users must sign in at Unigym reception before using the facility
- c. Only available during Unigym staffed hours
- d. Lights must be used while using the squash court - \$1.00 coins only are to be used for the

### Casual Court Usage

- a. Unigym members and casual users can use the Unigym Sports hall and Tennis courts when there are no bookings.
- b. To be able to access the court members need to show their cards or wrist bands 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-member 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 reception for details
- h. A maximum of two sports to be played at one time (one at each end of the court)
- i. Casual court usage can only occur in Unigym open hours – no out of hours usage for casual participants.

### Other Information

- a. Ball and racquet hire are available for both Unigym members and casual users.
- 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.

## UTAS Sports Clubs

### Club Rooms

- a) Manage clubroom facilities (TUU-affiliated sports clubs). 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.
- b) If clubrooms are being used for functions, clubs 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.

### Facility Bookings

UTAS Sport will continue to provide all UTAS sports clubs and their members with a high level of support and priority access to facilities where possible.

### Resolution of any issues arising

- a) The booking officer for your centre should be contacted if you require assistance with the following:
  - Facility damage,
  - Equipment breakages,
  - Booking amendments
  - Cancellations
  - Payment issues and;
  - Updates on ground closures.

### Building maintenance communications procedure

- a) Minor maintenance for UTAS Sports facilities and grounds - For issues that can be resolved quickly, such as replacing a light globe or correcting a leaking tap:
- b) Only the allocated club representative is permitted to contact the bookings officer via email outlining the specific issue and location. (see page 15 for contact details).
- c) Please note: club executives are not to take this request to reception at Unigym as reception staff are not in a position to act on any such request.

Any significant issues or damage requiring repairs to club rooms facilities or UTAS Sport assets are to be directed via email to the UTAS Sport Management

## Tasmanian University Union (TUU) / Sports Council

- a) TUU Sporting clubs are responsible for adhering to the sports council guidelines as part of being a TUU-affiliated club (for more information visit the website: <https://tuu.com.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 a 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.
- c) Clubs are required to supply the bookings officer and UTAS Sports management a membership list with the breakdown of UTAS Domestic and International students, staff post graduates and community members when asked.
- d) UTAS Sport will continue to provide all TUU Sporting clubs and their members with a high level of support and priority access to facilities where possible.

### Resolution of any issues arising

- a) TUU Sports Council meetings are the appropriate forum for discussing issues relating to sports club concerns. Sports Council is also the appropriate forum for the discussion and resolution of any issues arising between sports clubs and the use of UTAS Sport facilities. If clubs have specific issues regarding UTAS Sport, these issues are to be forwarded to the TUU Sports Officer in writing (see page 16 for contact name).
- b) It is not necessary for UTAS Sports staff to attend meetings of Sports Council. UTAS Sport in cooperation with appropriate representatives of Sports Council and the TUU Sports Officer will arrange regular meetings (as required) to discuss and resolve any contentious issues regarding the use of UTAS Sport facilities. Any actions arising from such meetings will be noted in meeting minutes and forwarded to UTAS Management and/or the bookings officer via a Sports Council representative.
- c) Sports clubs may raise specific issues for discussion at these meetings but are expected to inform the TUU Sports Officer in writing of the specific issue. The Sports Officer will then inform UTAS Sport management and arrange a meeting to resolve any outstanding issues.
- d) For any faults with facilities please report to the bookings officer. Please refer also to the 'Communications procedure between TUU clubs, Sports Council and UTAS Sport (page 14).

## Building maintenance communications procedure between TUU clubs, Sports Council and UTAS Sport

- a) Minor maintenance for UTAS Sports facilities and grounds - For issues that can be resolved quickly, such as replacing a light globe or correcting a leaking tap:
- b) Only the allocated club representative is permitted to contact the bookings officer via email outlining the specific issue and location.
- c) CC in the TUU Sports Officer (see page 15 for contact details).
- d) Please note: club executives are not to take this request to reception at Unigym as reception staff are not in a position to act on any such request.
- e) Any significant issues or damage require repairs to TUU sports council assets are to be directed via email to UTAS Sports Management, TUU Sports Officer and TUU Sports Council President

## Out of Hours – Hobart and Launceston

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 on (03) 6226 7600. 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

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](http://www.safezoneapp.com)

**f** safezoneapp

## 2021 Organisation/Club Registration Form

Organisation / Club Name:			
Club Email address:			
Are you a:	UTAS Club	TUU Club	External Club
ABN number:			
External Clubs Only: Name of Public Liability Insurer:			
External Clubs Only - Copy of Public Liability Insurance attached: <small>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</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

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

<b>Finance Officer/Treasurer:</b> <small>(Invoices)</small>	
Contact Name:	
Contact Number:	
Email Address:	
Postal Address:	

<p><i>Unigym Hobart</i>                  Email Address: <a href="mailto:unigymhbt.bookings@utas.edu.au">unigymhbt.bookings@utas.edu.au</a>                  Contact Number: 6226 1923</p>
<p><i>Unigym Launceston</i>                  Email Address: <a href="mailto:unigymltn.bookings@utas.edu.au">unigymltn.bookings@utas.edu.au</a>                  Contact Number: 6324 3092</p>

OFFICE USE ONLY  
 DATE RECEIVED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 CLIENT PROFILE ENTERED / UPDATED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 EXTERNAL CLUBS ONLY - INSURANCE DETAILS RECEIVED: \_\_\_\_  
 CLIENT ID NUMBER: \_\_\_\_\_





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***Sport***