

The King's School
Canterbury



Rules & Regulations

The King's School Recreation Centre

General Rules and Regulations applying to all members

1. Interpretation:

- a) “The Manager” means the Recreation Centre Manager or the appointed deputy.
- b) “The School” means the King’s School, Canterbury.
- c) “The Centre” means the main School Recreation Centre Building, the Netball and all-weather Hockey pitches and all surrounding grounds (including car parks) at Blore’s Piece, Canterbury.
- d) “Users” means any Member or other person using the Centre or any of its facilities whether or not any charge has been paid, and includes a spectator.

2. Membership/ Admission to the Centre

- a) Users are only admitted to the Centre on presentation of a valid membership card or on payment of the appropriate membership and usage fees and on condition that they observe these Rules and Regulations at all times.
- b) Applications for membership must be made on the official Application Form and must be accompanied by the appropriate fee. Refunds will only be considered in exceptional circumstances.
- c) Membership does not include admission to special events.
- d) All fees must be paid prior to commencing the use of any facility and membership cards must be retained and produced to any member of the Centre staff on demand.
- e) The manager reserves the right at all times to refuse or restrict entry of users to the Centre or any part of it. The right is also reserved to specify on what days and at what times entry to the Centre and the use of its facilities and equipment will be available, to declare facilities or equipment unfit for use and to decide opening and closing times for the Centre and each facility within it. The Manager further reserves the right to evict from the Centre any user refusing to comply with the Regulations or conducting him or herself in a way which in the Manager’s opinion is likely to cause danger or annoyance to other users and the Centre staff. In the event of such eviction the Manager is empowered to cancel the user’s membership without any entitlement to refund in respect of any unexpired period of membership.
- f) Member’s Duties – While on the Recreation Centre premises, Users must use the Centre’s property and equipment with reasonable care. Further, Users must behave and conduct themselves in a reasonable and proper manner to other users and the Centre’s staff.

3. Alteration of opening times and fees

The Manager is also empowered to alter opening times and membership fees, activity fees and hire charges upon placing a notice to that effect in the Reception area one month in advance of such alteration.

4. Bookings - (Including course bookings procedure)

- Bookings may only be made between 07.30 and 21.30.
- Platinum, Gold and Silver Member's bookings for Squash, Badminton, Tennis and Table Tennis may be made in person or by telephone up to seven days in advance.
- Platinum, Gold and Silver Member's bookings for Fitness Classes may be made in person or by telephone up to 21 days in advance. Full payment must be made at time of booking.
- No more than a one and a half hour session per day may be booked.
- When booking, the Member's name and membership number must be quoted.
- **At least 24 hours notice of cancellation must be given. Failure to do so or to show up will render the Member (whether Platinum, Gold or Silver) liable for the full Silver Membership activity fee for the activity booked. Failure to pay this fee will result in suspension of Membership privileges.**
- Members may transfer one class payment, providing that the correct amount of notification has been given prior to the start of the class. (more than 24 hours).
- If you turn up more than 15 minutes late for a booking, your booking may be offered to another Member and any fee paid forfeit.
- If you are taking part in a class for the first time, please ensure you arrive 10 minutes prior to the start of the class, therefore enabling the instructor to run through class structure and set up's with you.
- All other bookings should be made by arrangement with the Centre Manger.
- Hire of the Sports Hall or Restaurant/Bar may be made up to 12 months in advance, by arrangement with the Centre Manager.
- All Members will pay the court hire fee (if fee applicable) of the highest membership category on court.
- Any member bringing non-member/s to the Centre must report to reception and pay a daily membership fee for each non-member. (The cost of the daily membership fee maybe increased by the Centre after a one month notification period has been given). The daily membership fee may vary depending on what activity is being used.
- **Cancelling private coaching (including Personal Training) – To cancel a private coaching session, at least 24hrs notification must be provided. Failure to do so may result in you being invoiced for the cost of the session.**

- **We hope you find the following information useful when considering your application to undertake a course at The King's School Recreation Centre.**
- Please telephone the Recreation Centre first to check there is a space available (01227 - 595602)
- All applications must be accompanied by payment, including the ASA assessment / registration fee where appropriate. Please make one cheque payable to The King's School Canterbury. We will notify candidates should there be any changes to the fees of 2009.
- All courses require 100% attendance in accordance with the published times.
- We will send you a receipt as confirmation that you have been accepted onto the course.
- Refunds will only be considered in exceptional circumstances, by applying in writing, to the Centre Manager. No refunds will be given within 21 days of the start of an educational course. It may be possible to transfer to a future course which will incur an administration fee of £25.00.
- Children's swimming lesson refunds will only be given in exceptional circumstances. All requests for a refund of course fees must be put in writing to the Centre Manager. If cancellation is due to illness then the letter must be accompanied by a doctor's note. If the Centre Manager agrees to a refund, the following policy will be implemented:

Notice given before the course start date	% of course fee refunded
More than 30 days	90%
From 29 - 20 days	70%
From 19 - 10 days	50%
From 9 - 1 days	30%

No refunds thereafter, except in the case of a doctor's note presented to the Centre Manager. **All refunds are at the managers discretion.**

- All bookings are accepted on the understanding that any regulations made by the tutor / Centre for the safety and convenience of those using the facility will be observed.
- The King's School reserves the right to cancel any course if numbers are insufficient, in which case a full refund will be made.
- Would all candidates please note that anyone with a learning or other disability must advise both ourselves and the ASA Educational Office, which should be in the form of a written statement from doctor/clinic etc. Extra time maybe allowed in the written tests at the discretion of the

ASA. Please let us know well in advance before the start of a course so that verified evidence can be forwarded to the ASA for approval.

5. **Disabled Persons**

For the safety of the persons concerned it is a statutory requirement on entering the Centre that disabled persons inform the Reception of their intention to use the facilities on the first floor.

Disabled persons in wheelchairs must always be accompanied by an able-bodied adult when visiting the Centre or using any of its facilities.

6. **Noise**

The making of unnecessary noise and use of radios, compact disc players, i Pods and musical instruments are prohibited in the Centre. The only exception to this rule is the use of personal cd, i Pod or MP3 players with earphones provided that their use does not cause annoyance to others.

7. **Disclaimer of responsibility for accident loss or damage**

Users are admitted to the centre entirely at their own risk. Accordingly, the School does not accept responsibility for any loss or damage to a user's property or for accident or injury (including death) to any user or other person in the Centre.

Any accident must be reported immediately to the Manager

8. **Liability for damage**

Users of the Centre shall not cause damage or misuse any Centre facility or equipment. Any user causing damage or loss will be required to pay for the full reinstatement or replacement of same.

9. **Dress/Equipment**

- a) Black soled shoes and/or outdoor shoes will not be allowed in play areas. Users should be appropriately and suitably dressed for the sport or activity in which they are engaged.
- b) Squash players must use non-marking balls only.
- c) Studded training shoes may not be worn in any part of the Centre, with the exception of the matted entrance area.
- d) In the interest of hygiene, proper swimwear must be worn in the pool. Cut off jeans and similar makeshift clothing are not permitted.
- e) People not wearing clean and suitable attire will not be permitted into the Restaurant and bar area.
- f) No outdoor footwear is permitted on poolside.
- g) Outdoor footwear must be wiped clean in the matted entrance area before entering the Centre.

- h) Girls and boys above seven years of age are not allowed to change in their opposite sex Changing rooms. Even if accompanied by a Guardian.

10. Users Under 16

Users under sixteen years of age (including Members) will not be admitted to the Centre after 7pm unless accompanied by a person over the age of eighteen years. Proof of age will be required and this regulation strictly enforced.

11. Pool

- a) **Safety** – All attendants on duty in the pool are responsible for the safety of bathers and their instructions must be followed at all times.
- b) **3 CHILDREN AGED BETWEEN 4-7YRS MUST BE ACCOMPANIED BY A RESPONSIBLE PERSON ON A 3 TO 1 RATIO. 2 CHILDREN UNDER 8YRS, WHERE ONE OR BOTH MAY BE UNDER 4YRS MUST BE ACCOMPANIED BY A RESPONSIBLE PERSON ON A 2 TO 1 RATIO. A RESPONSIBLE PERSON MUST BE AT LEAST 16 YEARS OLD AND MUST GO INTO THE POOL WITH THE CHILDREN. WHILST IN THE POOL THEY MUST MAINTAIN A CONSTANT WATCH OF THE CHILDREN THEY ARE ACCOMPANYING AND IN CLOSE CONTACT WITH THOSE THAT ARE WEAK OR NON-SWIMMERS.**
- c) **HORSEPLAY IS FORBIDDEN.**
- d) **Diving** is NOT allowed, unless it is during a swimming lesson or gala.
- e) **No ball games or large recreational floats will be allowed in the pool after 6pm.**
- f) **Introduction of Session System.** For safety reasons it may from time to time be necessary to introduce a session system in the pool. The minimum time in the water will, however, be one hour.

12. Equipment

Only approved equipment may be used in the Centre and the Manager reserves the right to prohibit the use of equipment considered unsuitable.

13. Teaching for reward

No person shall teach for reward any form of activity to any person in the Centre except by express permission of the Manager.

14. Fitness Suite

- a) Any person using the Fitness Suite shall first have passed an assessment or induction course
- b) Persons using the Fitness Suite must use the machines safely and correctly with due consideration for themselves and others.

- c) For safety reasons, all persons using free weights should replace them in the correct stand and not leave them around the floor.
- d) Foot wear **MUST** be worn at all times.

15. Spectators

All spectators must remain on the balconies or spectator areas provided.

16. SMOKING IS NOT PERMITTED ANYWHERE IN THE CENTRE

17. Restriction of access

Users are not allowed to enter the receptionist desk, any office, the sports hall or the swimming pool stores, boiler room or any part of the Centre not open to the public, without permission of the Manager

18. Fire Drill

The Manager reserves the right to hold practice fire drills from time to time in order to test the procedure for clearing the Centre in case of emergency. Unauthorised use of the fire doors, fire exits or fire hoses will result in immediate expulsion from the Centre and renders the Member liable for cancellation of membership.

19. Animals

In interest of safety and hygiene, dogs and other animals are not to be admitted to the Centre. The only exception is Guide Dogs for the blind.

20. Refreshments

- a) No refreshments of any kind may be brought into the Centre. Catering facilities and vending machines are available within the Centre.
- b) No refreshments are to be taken into any play area, the Fitness Suite or anywhere on the ground floor of the main Recreation Centre building.

21. Use of Cameras and Video recorders

- No cameras or video recording equipment may be brought into the Centre without the Mangers permission. Anyone taking photographs/recording's in and around the Centre must sign the disclaimer book held behind reception.
- Mobile phones are also prohibited from the swimming pool area and all changing rooms.

22. P A System

It is regretted that the public address system cannot be used for any personal calls.

23. Parking

Parking at the Recreation Centre is restricted to users actually using the Centre and only while they are doing so. All vehicles must be registered at reception when entering the Centre. Under no circumstances shall the Car Park be used as a General Car Park area. Any member or other person ignoring this rule is liable to have his/her vehicle clamped for which a release fee of £40 will be payable.

Cars are parked entirely at their owners' risk.

(If the Centre car park is full and you are instructed to park elsewhere, the Centre will refund the cost of this parking up to a maximum of £2.00. A refund can only be given once proof of purchase is shown to a Centre/Duty Manager).

24. Bicycles

Bicycles must be parked in the racks provided. It is strongly recommended that bicycles are securely locked preferably with a "D" type lock. The School cannot accept any responsibility for any damage or theft.

25. Lost Property

The Manager reserves the right to dispose of any valuable item of lost property not claimed after 6 months and to dispose of other unclaimed items after four weeks.

26. Locker Keys

A coin-operated system is provided in the changing rooms. A £1 coin refundable deposit is required to operate the lockers. A replacement fee of £5 will be charged for lost keys.

27. Lotteries and the like

No sweepstake, raffle or other form of lottery shall be promoted, conducted or held at the Centre without the prior written consent of the Manager.

THE KING'S SCHOOL RECREATION CENTRE
1, St STEPHEN'S ROAD, CANTERBURY, KENT, CT2 7HU
TEL: 01227 - 595602/595618
Website: www.kingsrecreation.co.uk
Email: info@kingsrecreation.co.uk