



TRAINING & FACILITIES



What's Covered

- Training Timetable
- Facility Booking Agreement
- No-shows & club conduct
- Bookings & Cancellations
- Club Risk Assessments
- Resources



Training Timetable

The Sports Union has a partnership with Strathclyde Sport to use University facilities such as Strathclyde Sports Centre and Stepps Playing Fields

- Strathclyde Sports Centre and Stepps Playing fields are both managed by Strathclyde Sport and have a dedicated member of staff who deals with bookings.
- The Sports Union Programme Coordination (Ann Taylor) works in partnership with these staff members to organise club training and fixtures.
- The club training timetable is carefully worked out to ensure that facility space and time is allocated evenly amongst our 50 sports clubs. This process takes time and feedback from clubs. Not all requests can be made possible however.
- The club training timetable begins the week after Freshers week in September and runs until the end of May. There is a separate summer timetable as not all clubs train over summer.
- Club committees are responsible for ensuring that the Sports Union is kept updated with any cancellations or non attendances.



Strathclyde Sport Centre

Access granted with SU membership card only
PAYG facility fee of £5.50 (SU member rate)

- **Entry only accepted with proof of SU membership (cost of PAYG = £5.50)**
- **It might work out cheaper to purchase a Strathclyde Sport Gym membership for the year (£229 for students)**
- **Strathclyde Sport have a two week 'grace' period from freshers week whereby they won't ask for an SU membership card but will allow entry for normal PAYG rate of £6.65**
- **After this time, entry is only accepted with an SU membership card or gym membership.**

Come and Try Sessions

Session organised during Freshers week on Thursday & Friday, there are no charges for anyone attending. Clubs are permitted to have one free come & try sessions, out with this participants must pay to enter the sports center.

SU Taster Passes

Sports Union will provide taster passes for students to attend sports union training session, this is limited to 3 per person and can be collected from the SU office. Clubs abusing this system will be fined.

Coach Access

Coaches must register as a University club coach on our website before collecting a coaching card from the SU office. Without this then coaches will not be allowed entry.

Stepps Playing Fields

- All club members must have a valid Sports Union membership
- There is no entry price at Stepps like there is for Strathclyde Sport Center however the SU will perform ongoing membership checks
- It's the responsibility of the club committee to check that all participants have a valid SU and club membership.

Transport

Since our outdoor playing fields are outside the city center, students will have to either take public transport or drive. To help, some options from the city center are:

Train - Glasgow Queen street to Robroyston (every 30 mins)

Bus - Number 19 from Renfield Street (every 20 minutes)



Facility Booking Agreement



The Agreement

This is an important document which outlines the process on how clubs can book and cancel training and matches. The agreement applies for both Strathclyde Sport Center and Stepps Playing Fields.

It counts as an agreement between the clubs, the SU and Strathclyde Sport to ensure facilities are used appropriately and for clubs know and agree to the consequences for misuse and no-shows.

This agreement is part of your club handover process. You can find a copy of the facilities booking agreement in the resources section of this course.

The agreement covers:

- Booking Club Training Sessions
- Booking additional fixtures
- How to cancel training and/or matches
- Consequences for no-shows
- Club conduct and compliance

No-Shows

Any cancellations of fixtures or training sessions by clubs, must be reported to the Sport Programme Coordinator and Strathclyde Sport department as soon as possible to enable us to keep the facility staff up-to-date.

If clubs do not inform us of a cancellation or if nobody turns up to a session without prior warning, then the following will be enforced:

BREACH	CONSEQUENCE
1ST	Discussion/meeting with club to discuss shortfalls and required standards
2ND	The club will lose 30 minutes of training time at the end of a session
3RD	The club's next training session will be cancelled
4TH	Club charged with the time of facility staff. Conduct reviewed by disciplinary panel

Club Conduct

Within the facilities agreement, club conduct compliance is also covered. All clubs are responsible for their own club activity and conduct. All members must ensure they are courteous and respectful to all facility staff.

Failure to do so could breach the University of Strathclyde Sports Union Code of Conduct and be grounds for disciplinary action. Below are two examples of common poor club compliance:

EXAMPLE	CONSEQUENCE
POOR HOUSEKEEPING IN STORES AND ACTIVITY SPACES	1st breach = written warning/discussion with club 2nd breach = training time cancelled, review of conduct 3rd breach = further training cancelled and fine for club 4th breach = review of club conduct, disciplinary action
LATE OUT OF ACTIVITY SPACES / BUILDING	



BOOKINGS & CANCELLATIONS

Bookings

Club training sessions are allocated by the Sports Union before the new academic year begins in September

All BUCS/SSS fixtures and club training sessions are booked in by the Sports Union ahead of the new semester beginning in September.

If clubs wish to book additional training sessions or friendly fixtures at Strathclyde Sports Centre or Stepps playing playing fields, email ann.taylor@strath.ac.uk with the following information:

- Club/team
- Opponents
- Date, time and area needed

DO NOT do the following:

- Try and book direct at the Sports Centre reception or with Stepps estates staff, these staff are not able to make bookings.
- Book less than 1 week in advance, these requests will not be accepted.



Cancellations

Strathclyde Sports Centre - 0141 548 2446
Stepps Pavilion - 0141 779 4341
Stepps Head Grounds Staff - 07973273209

If a club needs to cancel a booking, please email ann.taylor@strath.ac.uk asap or drop into the Sports Union office and speak to a member of staff.

If a club needs to cancel after 4:30pm, please phone the facility directly. Phone numbers are in the top right corner.

Bad Weather (Stepps Playing Fields) - should bad weather be forecast for the weekend period, the club should contact Ann on Friday afternoon to check that the pitches are playable.

If further confirmation is required on the Saturday/Sunday morning this can be obtained by calling Stepps Pavilion on 0141 779 4341. Should there be no reply to this number the club should call the heads ground staff (07815.759182). The grounds staff have the final say on the playability of the pitches. Failure to follow this process may result in the club losing training time.



RISK ASSESSMENTS

Risk Assessments

Before any activity can take place, the club need to conduct a risk assessment (RA) to be approved by the SU

A risk assessment is a document which identifies hazards and risk factors that have the potential to cause harm and to analyse and evaluate the risk associated with the hazard. There is a risk template available on the [committee training hub](#).

A club needs to review and update their RA each year, this is done as part of the committee handover and club affiliation process. Important things to include are:

- Numbers – what is your max participation numbers? How will club manage sessions where numbers are high?
- Hazards – what hazards are there is the activity space? This can be physical hazards e.g wires or activity hazards e.g risk of sprains.
- Activities – what activities happen during a session? How will the club ensure activities are safe for their members? What are the hazards associates with these activities?
- Equipment - what equipment does the club use? Who takes out/puts away equipment and how is this done safety?
- Coaching - does the the club have a suitably qualified coach/volunteer?
- Cleaning – does equipment/flooring needs to be cleaned? Frequency of cleaning? Who will do the cleaning?

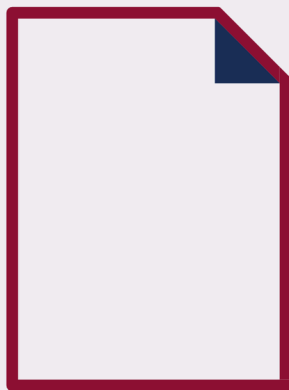
Expectations

We understand that committee members and coaches/volunteers change every year and levels of experience can vary from person to person.

The Sports Union is here to help you deliver a great student experience for your members, but to achieve success, it's important that you and fellow committee members proactively engage with the Sports Union office and the training and education provided.

Resources

This module covers a lot of areas to consider when dealing with facilities, however we have developed several resources to help you get started from feedback given to us by students:



Facility Booking
Agreement



Coach's Pack



ClubSport
Handbook

Contacts

If you have any questions regarding booking training/matches or anything to do with University facilities, please do not hesitate to contact a member of staff or the Sports Executive:

Sports Union

 Ann Taylor
Sports Programme Coordinator
ann.taylor@strath.ac.uk
0141 574 5404

Strathclyde Sport

 Louise McColl
louise.mccoll@strath.ac.uk
0141 548 2783

 Strathclyde Sport Centre
Reception
0141 548 2446

Stepps Playing Fields

 Stepps Pavilion
0141 779 4341

 Jim Moffat
Head of Grounds
07815759182