

# Introduction

This document has been created by Strathclyde Sport and the Sports Union to outline the procedures and policies in place for club activity using University facilities: Stepps Playing Fields and Strathclyde Sport Centre. The following procedures have been formulated to promote and sustain a healthy and collaborative relationship between Strathclyde Sport and the University of Strathclyde Sports Union. A club signature is required at the end of the document as proof of acknowledgement and agreement of the terms and conditions of using and booking each facility. Club captains are responsible for ensuring that the Sports Union is kept updated with club committee members’ contact details, including mobile telephone, so that clubs and the relevant teams can be contacted if staff must cancel upcoming sessions/matches. All staff and facility contact details are at the end of this document.

# Training Sessions

In semester 2 (February), the Sports Union will ask clubs for feedback regarding allocated training times for the next academic year (September). Please include as much detail as possible in your feedback positive or negative and justification for any changes requested. Club training times will be confirmed during the summer period and the club’s training times will be updated on the [Sports](https://www.strathunion.com/sports-union/club-sport/timetable/) [Union Website](https://www.strathunion.com/sports-union/club-sport/timetable/) before the new academic year begins in September. Please do not try to change your training session times or book additional training sessions at Strathclyde Sport Reception or with Stepps Playing Fields staff as they do not have the authority or access to book or change sessions. Summer training will be confirmed with clubs at the end of semester 2. It’s important that clubs follow the booking protocols set out in this agreement so that we continue to maintain a good relationship with Strathclyde Sport who allow our clubs to use their facilities free of charge.

If a club wishes to book an additional session over and above their normal club training times, or wish to book a friendly match, then please contact the Sports Union’s Sport Programme Coordinator (SPC) ann.taylor@strath.ac.uk. Requests which are for the same week will not be accepted.

If bad weather is forecasted at Stepps Playing Fields on a weekend, then a club representative should contact the SPC and the Strathclyde Sport contact 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 the Pavilion on 0141 779 4341. Should there be no reply to this number then call Stepps office on 01417791886, failing this then please phone head grounds keeper (Jim) on 07815.759182. The ground staff have the final say on the playability of the pitches. This is the same protocol for any Sports Union club fixture at the weekend.

# Booking Fixtures

All BUCS & SSS fixtures held at Strathclyde Sport and Stepps Playing Fields are booked in by the Sports Union (SPC) between July-August. Venue details and timings are confirmed on BUCS Play before students begin back in September so please check your fixture dates early! Each week, fixture details and information will also be sent out to team captains and CSTW (secretaries, treasurers, and wellbeing officers) to ensure captains know fixture details. Captains are required to complete the [BUCS captains training course](https://universityofstrathclydesu.learnworlds.com/course/captains-training) which has more details on BUCS regulations and match protocols.

If a club or team wish to book additional friendly matches, then please email the Sports Union (SPC) at least two weeks in advance. For Stepps Playing Fields, this is key so that estates staff have time to prepare the pitch surfaces and to organise staffing. For any non BUCS/SSS fixture bookings at Stepps (e.g. football & hockey on Saturdays), please contact Strathclyde Sport Stepps Administrator directly as this does not relate to the Sports Union.

**Re-arranged fixtures:** if your BUCS/SSS fixture is cancelled for any reason, the Sports Union (SPC) will contact the team captain with potential dates the game can be re-arranged for. Please **do not try and rearrange a fixture yourself with the other team.** All re-arranged fixtures will be directed through the Sports Union.

# Cancellations

If a club needs to cancel a club training session, a club representative must inform the Sports Union as soon as possible with as much notice as possible. Should a club need to cancel a booking after 4:30pm on a weekday or anytime on a weekend, then a club representative must inform the facility directly and immediately. Extenuating circumstances can be considered, when appropriate.

Should the pitches at Stepps be unplayable, a decision will be taken by staff at the earliest opportunity to avoid unnecessary travel by students and teams and the Sports Union will be in contact to let the club know. The Sports Union office is closed at the weekend so if this happens at the weekend, then facility staff will be in touch with the club to inform them of the cancellation. If a club is looking for an early decision to prevent travel, this should be communicated with the Sports Union or directly with Stepps if it’s after 4:30pm or at the weekend.

Failure to notify the Sports Union and/or the appropriate facility can result in a loss of training time and the club being charged with staff costs as detailed below:

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| **No. of No show** | **Consequence for failing to notify the Sport Union and/or Facility** |
| 1 | Discussion/meeting with club to discuss shortfalls and required standards, warning issued. |
| 2 | The club will lose 30 minutes of training time at the end of their next training session. Follow up warning with the club committee. |
| 3 | The club’s next regular training session will be cancelled. Meeting with clubcommittee. |
| 4 | Recurring ‘no-show’ conduct – club charged the overtime costs of facility Staff.Potential disciplinary action from the Sports Union. |

# Activity Compliance (Behavior & Conduct)

All clubs are responsible for their own club activity and conduct. Please ensure that members are courteous and respectful to all facility staff. Failure to do so is a breach of the Sports Union [Code of](https://www.strathunion.com/pageassets/sports-union/essentials/policiesprocedures/USSU-Code-of-Conduct-Sep-18.pdf) [Conduct](https://www.strathunion.com/pageassets/sports-union/essentials/policiesprocedures/USSU-Code-of-Conduct-Sep-18.pdf) and may be grounds for disciplinary action. Note, these are different procedures to no shows. Below are two examples of common examples of poor club compliance:

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| **Disciplinary Stages** | **Example of Poor Club Management** | **Consequence** |
| **Example 1**: Misconduct or inappropriate behavior tofacility staff | **Example 2**: Late out of activity spaces /building/ Poor housekeepingof stores |
| 1 | Facility staff to speak to club about behavior, staff to log details of incident and to communicate this to the Sports Union asap. Sports Union President who will contact the Club. Club reminded about standards expected and future consequences and ask to speak to the individuals/persons involved.The Club is then to respond to the warning (verbally or written) to the Sports President. | Facility staff to speak to club about timekeeping. Facility staff to log details on document. Verbal or Written Warning to be communicated to the Sports Union President who will contact the Club. Club reminded about standards expected and future consequences.The Club is then to respond to the Warning (verbally or written) to the Sports President. | Warning to club/meeting with club committee. |
| 2 | Facility staff to speak to club at the time, details to be communicated to the Sports Union. Club to have meeting with Sports President and Duty Manager on expectations.Club reminded about standards expected and future consequences.Facility staff to log details on document. | Verbal or written warning to be communicated by facility staff to the Sports Union President. Club to have meeting with Sports President and Duty Manager on expectations.Club reminded about standards expected and future consequences.Facility staff to log details on document. | Cancellation of the next training session; or a fine equal to the cost of hiring the facility space for the duration of the session. |
| 3 | Club to have an immediate meeting with Sports President and Facility Manager on expectations and misconduct. To agree plan to ensure this does not occur again. Facility staff tolog details on document. | Club to have meeting with Sports President and Facilities Manager on expectations. To agree plan to ensure does not occur again. Facility staff to log details on document. | Cancellation of the following weeks training sessions; or, a fine equal to the cost of hiring the facility space for the duration of the sessions. |

# Staff & Facility Contact Details

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| **Sports Union** |  |
| Sport Programme Coordinator | Ann Taylor | 0141 567 5064 | Ann.taylor@strath.ac.uk |
| Sports President |  | 0141 567 5062 | strathunion.vpsport@strath.ac.uk |

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| **Strathclyde Sport Centre** |  |
| Strathclyde Sport Centre Bookings | Louise McColl | 0141 548 2783 | louise.mccoll@strath.ac.uk |
| Strathclyde Sport Reception |  | 0141 548 2446 |  |
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| **Stepps Playing Fields** |  |
| Stepps Bookings (non BUCS) | Morven Welsh | 0141 548 2446 | morven.welsh@strath.ac.uk |
| Stepps Pavilion (first) |  | 0141 779 4341 |  |
| Stepps Office (second) |  | 0141 779 1886 |
| Stepps Head Grounds Staff (third) | Jim Moffat | 07973273209 |

1. **Declaration**

The University of Strathclyde [INSERT CLUB] Club, hereby confirm that we have read and fully understood the above conditions of hire policy and agree to the Terms & Conditions detailed. Please update the handover checklist as declaration of the above.

[INSERT DATE]