



CANONS SPORTS CENTRE RULES AND REGULATIONS

May 2023

Introduction:

- 1.1. We want each visit to Canons Sports Centre ("Canons") to be an enjoyable experience. These Rules and Regulations ("Rules") have been produced to protect Members, their Guests and other Users (all to be known as "Users") from the inherent risks associated with some Centre activities, but without unduly restricting those activities and the positive benefits that can be derived from them.
- 1.2. By following the Rules Users will help the Canons Management team create and maintain a safe environment in which all Users can take pleasure from undertaking a wide range of activities.

Canons Sports Centre Rules:

- 1.3. Canons' Rules are displayed prominently and in full in the Reception Area and a copy is supplied to all Members on joining. Further copies will be made available upon request.
- 1.4. All Users are to read and abide by the Rules as displayed on the Reception Notice Board before engaging in any activities. Extracts from the Rules will also be displayed around Canons as useful reminders.

General Use of Facilities:

- 1.5. Users are entitled to use Canons' facilities in accordance with the terms of their Membership and/or Clubs, Classes or Activities, provided always that Canons may at any time, without penalty, withdraw all or part of such facilities for any periods with or without notice in connection with any cleaning, repair, alteration, or maintenance work, or for any reason which the Management Team deems necessary.
- 1.6. Users may only access the Sports Centre facilities or, if waiting for family members, the paved/grassed area immediately outside the main Centre entrance. Users **may not** use the remainder of the School site for any other purpose, such as walking, running, ad hoc sports, picnics, etc.
- 1.7. With the exception of guide dogs, no pets are permitted on the NLCS site or in Canons facilities.

Junior Users (Children aged 0-15 years inclusive):

- 1.8. In some cases, certain activities or facilities are not suitable for Junior Users. For health and safety reasons, Canons reserves the right, entirely at its discretion, to determine whether specific facilities or activities are available to Junior Users and the conditions applying thereto. These conditions will be displayed on Centre notice boards and may relate to supervision, availability or activity-specific Rules.
- 1.9. Junior Users must be supervised by a parent or guardian at all times unless engaged in a Canons-organised supervised club, class or activity, in which case they must remain in the building in case of an emergency.
- 1.10. Canons takes no responsibility for the supervision of Junior Users during members' swimming sessions or other unstructured activities.

Other Activities:

- 1.11. Canons reserves the right at any time, with or without notice, to set aside facilities for tournaments, exhibitions, conferences, or other activities. In addition, Users should also be aware that North London Collegiate School (NLCS) requirements have precedence, and that Canons may, therefore, occasionally be unavailable at short notice.

Smoking/Substance Abuse:

- 1.12. The NLCS site and Canons facilities operate a no-smoking policy. This includes vaping.
- 1.13. In addition, Users may not bring alcoholic or intoxicating liquor, narcotics or other mood-altering substances to, or consume them on the NLCS site or within the Canons facilities.

Guests:

- 1.14. Guests must be accompanied by the Member introducing them. Both the Member and Guest must sign in at Reception and must pay a Guest fee.

- 1.15. Users must accept responsibility for their Guest's behaviour and ensure that their Guests abide by the Centre Rules.
- 1.16. Guests accept responsibility for notifying the Canons Management of any medical issues that might impact on their ability to safely take part in any activity. Canons reserves the right to deny access to Guests on medical grounds.
- 1.17. A maximum of 3 Guests per member are permitted at any one time. Social Guests may use only the reception/viewing facilities. Abuse of these Rules relating to Guests may result in the introducing Member's membership being cancelled.
- 1.18. No person whose Membership of Canons has been terminated, or whose application for Membership has at any time been refused, shall be admitted as a Guest.

Hire of Premises:

- 1.19. External organisations and individuals ("Hirers") who are not Users may under certain circumstances hire specific facilities within Canons e.g., the Sports Hall or Alexander Room, and, for the purposes of these Rules are deemed to be used solely for the duration of their hire period. As such, all Hirers, as Users, must abide by the Centre Rules. Misuse of Canons' facilities will result in termination of any agreement. Canons reserves the right to refuse admission to any non-member/organisation.

Dress:

- 1.20. Users and Guests are required to dress appropriately when using Canons facilities. Some activities will require specific dress codes, which are amplified in part below and will be posted on Canons notice boards. In particular, the correct footwear must be worn at all times.
- 1.21. Outdoor shoes are not permitted in the 'wet side' changing rooms or on poolside. Swimwear or soiled sports clothing may not be worn in the reception area.

Behaviour / Etiquette:

- 1.22. We want each visit to Canons to be an enjoyable experience and so it is important that all Users are courteous to each other and respect the facilities.
- 1.23. We also want to encourage Users to promote good sports etiquette: such as in the swimming pool, where Users must be alert to the other swimmers in their vicinity to avoid collisions, or in the fitness suite, where limiting time on a single equipment will allow others to exercise as well.
- 1.24. If any User shall cause nuisance or annoyance to other Users or Centre staff, or misuse Canons'

facilities, or breach any Rules on behaviour or etiquette, or generally behave inappropriately, Canons reserves the right to refuse admission and/or to ask the person to leave the premises.

- 1.25. Abusive or foul language, threatening or violent behaviour will not be tolerated, and you will be required to leave the Centre and site. Membership may also be terminated or suspended at the discretion of the Canons Management.

Safety and Hygiene:

- 1.26. Users may not bring food or drink (except for water or sports drinks) and consume them on Centre premises (exceptions for Party Hires). No glassware is allowed in the changing rooms, fitness suite, sports hall and swimming pool.
- 1.27. Entry to Canons is permitted only at Canons Reception entrance. All Users must sign in at Canons Reception. Fire exits, which are clearly marked, are provided for user safety, and must not be interfered with for any reason.
- 1.28. In the event of an emergency evacuation, Users must immediately proceed in an orderly fashion to the nearest available exit, leave Canons and make their way to the designated fire assembly area in the middle of the Loop Road. Users must follow all instructions given by Canons staff.

Mobile Phones & Photography:

- 1.29. Canons Management takes safeguarding very seriously. No photography (including the taking of images through use of mobile phones/camcorders or other electronic devices) is allowed in any area of Canons.
- 1.30. Anyone taking photographs or videos may be asked to leave Canons immediately and the incident may be reported to the police.
- 1.31. Mobile phones may be used only within the reception area, or as a music device within the Fitness Suite or to enable the use of fitness Apps.
- 1.32. Users wishing to make or receive telephone calls should leave the building to do so.

Booked Activities:

- 1.33. All classes and courses may be booked in person at Reception, by telephone or via email, quoting the Users name and Membership number (if applicable). The User who makes the booking is liable for all fees relating to any activities or facilities booked by them.
- 1.34. Members may book exercise classes up to 6 days in advance. Non-members may book up to 5 days in advance. A minimum of 4 hours' notice must be given for cancellation of any exercise class booking. Exercise class bookings that are

cancelled less than 4 hours in advance will be subject to a charge. Users, who fail to take up a booked activity, or fail to give the required notice, will be charged a 'No Show Charge' of £5. This fee may vary at the sole discretion of Canons Management.

- 1.35. Courses and holiday programme activities incur an additional fee and may be booked at any time once they have been advertised. Courses and holiday programme activities will be advertised on Centre notice boards and on Canons' website.
- 1.36. Users must wear suitable sports clothing and footwear for the classes or activity.
- 1.37. Users must check the level of the class or activity before attending. Users may do this by looking at the class description. Users may also ask for advice from Reception. Participation is at the discretion of the teacher/instructor. If, in the opinion of the teacher/instructor, it is considered unsafe for a particular User to participate, then the User will be refused entry to the class/activity.
- 1.38. Users who are more than 10 minutes late to a class will be denied entry as this is disruptive to other class participants.
- 1.39. The Alexander Room and Sports Hall may only be used by Users in structured classes/courses or events run by Canons, or with the approval of Canons Management. Users must abide by all Rules displayed on the Reception notice board.

Changing Rooms:

- 1.40. Users must use the changing room of their own genders. Children under the age of 8 may use the opposite gender changing room provided that they are supervised by the parent/guardian.
- 1.41. Juniors aged 8–15 years old who do not have a same gender parent/guardian and if absolutely necessary for reasons of wellbeing may use the Disabled toilet should they request to use it.
- 1.42. Users are asked to respect the Canons Rules and other Users in the changing rooms at all times.
- 1.43. Users are requested to remove litter on leaving the premises or to place it in the bins provided. NLCS and Canons is committed to ensuring a high standard of cleanliness and hygiene within Canons. Users can assist in this respect by reporting any problems with the changing rooms to Reception.
- 1.44. Users for the pool will use the wet side changing rooms only. All other Users will use the dry side changing rooms only.

Lockers:

- 1.45. Users are advised to leave all valuables at home. Where this is not possible, Users are asked to store personal belongings in the lockers provided (£1 coin returnable). All usage of lockers is governed by the Membership terms and conditions. Lockers are provided on a daily basis and items left overnight will be removed on the following day and treated as lost property.

Fitness Facilities:

- 1.46. No Juniors (Children under the age of 16) are allowed in the Fitness Suite.
- 1.47. Users must wear suitable clothing and footwear. All clothing must be appropriate for exercise.
- 1.48. Users must have undergone an induction process for the Fitness Suite before they are allowed use of the facility.
- 1.49. Users are particularly advised not to undertake strenuous physical activities for which they might not be medically fit and must agree to seek medical advice if their current status changes. Users who have any reservation as to their physical condition are advised to have a medical check-up before embarking on any exercise. Users with long-standing medical conditions that may impact on their ability to undertake exercise safely must notify Canons Reception to ensure that it is safe for them to do so.
- 1.50. Access to the Fitness Suite will change based on school term/holidays. Opening hours will be displayed on the Reception Notice Board and Canons website.
- 1.51. All coaching and personal training is managed by Canons. No private coaching or personal training is permitted without prior written consent from the Management Team.
- 1.52. Users must be alert to others waiting to use the same equipment and should modify their exercise routine to enable everyone to get benefit from the fitness equipment.
- 1.53. Users are advised to use disinfectant surface wipes located in the Fitness Suite to wipe down the machines before and after use.
- 1.54. Weights are to be returned to racks and mats and other equipment stored appropriately after use.

Swimming Facilities:

- 1.55. The pool is supervised by a Canons lifeguard whose role is to ensure the safety of its Users. Users must abide by all Rules and instructions given by the staff.

- 1.56. Lone swimming is prohibited at all times; a lifeguard must always be present.
- 1.57. For hygiene reasons, all users of the wet side changing areas will remove outdoor shoes. Flip flops/sliders are allowed provided they are changed into at Reception not outside the building. All Users are required to shower before entering the pool. Showers for this purpose are provided in the changing areas. Users are asked to wear clean and appropriate swim wear. Children who wear nappies must wear Aqua Nappies.
- 1.58. Limited numbers are allowed in the pool at any one time. Once maximum ratios are reached, a 'one in, one out' system will be implemented. Barrier ropes with a 'pool closed' sign are fitted to the entrance of the swimming pool changing rooms. When in the 'closed' position, no swimmers can enter the pool hall.
- 1.59. No food is allowed on poolside, but Users may take a plastic or metal bottle of water (no glass is permitted).
- 1.60. All Juniors must be supervised at all times by an adult on poolside or in the water in accordance with the provisions below:
- One adult who **must be in the water** may supervise:
 - no more than one child aged 0-4 years.
 - no more than two children aged 5-8 years old.
 - Provided that the Juniors are competent swimmers, an adult **may** supervise:
 - a maximum of three juniors (aged 15 or under) by being on the poolside or in the water.
 - Accompanying adults **MUST NOT** leave children under 16 unattended in the Centre.
- Note:** A member of Canons Staff may require the Junior to undergo a short assessment to demonstrate their competence before the parent may supervise from outside the water or before they may swim in the deep end of the pool.
- 1.61. Under 16-year-olds who are weak or non-swimmers must have adult supervision on a **two-to-one** basis in the water.
- 1.62. All less confident/non-swimmers are encouraged to wear armbands or flotation jackets and to use the floats, disks and noodles available. Swimmers using flotation aids must remain in the recreational swimming area and may not pass the halfway mark in the pool - see pool signage.
- 1.63. Short fins and hand paddles are permitted in the fast lane only at the discretion of the lifeguard and based on lane capacity.
- 1.64. Lilos, flippers and snorkels may **not** be used at all in the pool. Any other equipment which Canons in its absolute discretion considers to be a hazard may not be used in the pool area.
- 1.65. During Members' swimming the pool is generally divided into two areas: one for unstructured, "recreational" swimming and the other with marked lanes for more structured or "lap" swimming.
- 1.66. Please swim in an area suitable to your ability. The 'fast' and 'slow' lanes are only for competent swimmers who are continuously swimming. Minimum lap times displayed are to guide swimmers as to which lane to use.
- 1.67. Lane swimmers must follow the direction signs, only pass where it is safe to do so, maintain a speed consistent with others using the lane – if you rest at the side of the lane or swim too slowly you may be asked to switch to the slower lane by a member of staff.
- 1.68. Please avoid holding your breath under water for long periods of time. Diving is permitted only at the deep end of the pool and is at the discretion of the duty lifeguard. No diving into water of less than 1.5m in depth is permitted.
- 1.69. At all times Users must be alert to the other swimmers in their vicinity to avoid collisions and to the potential for flotation aids or short fins to cause injury to others.
- 1.70. Any behaviour that is considered boisterous or unsafe by staff, is not welcome.
- 1.71. No filming, photography or use of mobile phones is permitted on poolside.
- Sports Hall Facilities - Badminton Courts:**
- 1.72. Badminton courts are provided for Users' use and can only be booked by a fully paid-up member of Canons. Users should accompany their guest to reception and pay the appropriate guest fee or produce a guest pass.
- 1.73. Members may book a court up to 6 days in advance. A minimum of 24 hours' notice must be given for cancellation of any court booking. Court bookings that are cancelled less than 24 hours in advance will be subject to a charge. Members who fail to take up a booked court, or fail to give the required notice, will be charged a 'No Show Charge' of £5. This fee may vary at the sole discretion of Canons Management.

- 1.74. Before proceeding to the courts, each member should register at reception, at which point the court will be allocated.
- 1.75. The courts can only be booked on the hour and for a maximum of one hour per membership per day. At the end of the hour slot, Users should vacate the court regardless of the score.
- 1.76. All Users and guests should play in suitable clothing and wear appropriate flat soled footwear that will not damage the playing surface.

Lost Property:

- 1.77. All lost property found in Canons will be stored for up to 3 weeks. This will not include any underwear due to hygienic reasons. If no Users will claim their lost item by the end of the third week, we will dispose of them. Valuable items, including car/house keys, wallets, credit/debit cards, phones, earphones, headphones, or any electrical device will be kept in our safe for up to three months and then disposed if no member or guest will claim for them.

Buggies and outdoor shoes:

- 1.78. Buggies are strictly not allowed into any changing rooms within Canons due to hygienic and health/safety reasons. This includes the use of the staff and the disabled changing rooms. Users are asked to park their buggies at Reception or in Canons office provided that there is available space.
- 1.79. The use of outdoor shoes is not permitted in the wet side changing rooms and pool side for hygienic and health and safety reasons. Overshoes must be worn which can be purchased from Reception for £1. Users are encouraged to bring in a pair of flip flops or sliders to change in to instead as this is more environmentally friendly.

Car Parking:

- 1.80. Subject to other events taking place on the school site up to about 40 car parking spaces are available on an opportunity basis on the Loop Road or in the North car park adjacent to Canons.
- 1.81. Drivers using the parking areas must park in marked spaces only and **must not** block service areas, roads, emergency exits or park on double-yellow lines or pedestrian crossing points.
- 1.82. Drivers are not allowed to leave vehicles overnight or when they are absent from the Canons premises.
- 1.83. Only vehicles bearing a recognised disabled sticker may use designated disabled parking spaces.
- 1.84. Registrations of incorrectly parked vehicles may be recorded and notices displayed reminding drivers of these Rules. Repeated failures of these Rules, or to park insensitively, may lead to the withdrawal of permission to enter the site and/or membership.
- 1.85. Car and their contents are parked entirely at the owner's risk and responsibility. Neither Canons or NLCS will accept any liability whatsoever for loss or damage to cars or their contents howsoever caused within the confines of NLCS.

Comments and Complaints:

- 1.86. If you have any comments or complaints, you may write to or email koleary@nlcs.org.uk the Canons Sports Centre Manager. If you require written response, a phone call or a meeting to discuss the comment or problem, you must identify the type of response required.
- 1.87. Any User of the Centre who is dissatisfied with a decision of the Canons Management may contact the NLCS's Estates Director/ Director of Canons Sports Centre via email to estates@nlcs.org.uk, setting out the reasons why they are dissatisfied.