

	BOND UNIVERSITY HIGH PERFORMANCE TRAINING CENTRE UTILISATION POLICY
Contact Officer	Manager High Performance Training Centre
Date First Approved	24 April 2019
Approval Authority	Executive Dean, Faculty of Health Sciences & Medicine
Date of Next Review	14 February 2023

1. PURPOSE AND OBJECTIVES

The purpose of this Policy is to outline how the Bond University High Performance Training Centre and the associated sporting fields (the Centre) will be utilised.

Bond University is committed to the safety and wellbeing of all users. To ensure this, certain protocols, rules and regulations, and code of conduct must be followed. As such, this Policy and related procedures must be adhered to by any user of the Bond University High Performance Training Centre

2. AUDIENCE AND APPLICATION

All Bond University High Performance Training Centre users

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Manager High Performance Training Centre	Assess and prioritise use of the BU High Performance Training Centre Clause 4.1.4 Approval for use of HPTC by Bond Internal Tier 1 Sports Groups
HSM's Associate Dean (Research)	Clause 4.1.2 Assess and approve use of HPTC for research purposes.
Director of Sport	Clause 4.1.5 Assess and approve use of HPTC by Bond Student Sport Clubs.
Vice President, Future Students	Clause 4.1.6 Approval for use of HPTC for recruitment activities.

4. POLICY STATEMENT

Bond University will offer access to the following user groups if they meet the eligibility criteria for each group set out in this Policy. Priority will be determined by the Manager High Performance Training Centre and will give generally preference to activities relating to Bond's teaching programs and research activity conducted by Bond Staff. At times users may be requested to move or modify a booking to the Centre to support conflicting priorities that are in the interests of Bond University.

Equipment cannot be removed from the Centre without express permission from Manager High Performance Training Centre.

4.1. User Groups

4.1.1. Internal Teaching Programs

A teaching program subject coordinator may request a booking for teaching purposes. Before a request is submitted the justification to use the Centre must be assessed and approved by the relevant Head of Program. Approval will only be granted when the teaching is part of the program curriculum and when the benefits to the program of using the Centre have been demonstrated.

A subject coordinator may only book the Centre during timetabled teaching times for that subject.

If additional coaching or technical skills practice is required in preparation for major assessment, these may also be booked and supervised by the subject coordinator in accordance with this policy.

Students may access the centre as part of a structured program supported by Exercise and Sports Science Program academics and students. Proposals for student led clinics (which may be attended by any Bond student) must meet the requirements of exercise and sports science student placements and there will be student placement outcomes recorded from each clinic. These sessions must be approved in writing in advance by the Executive Dean of Health Sciences and Medicine and the Manager of the High-Performance Training Centre.

Requests for a booking must be received six (6) weeks prior to the date required. Centre bookings for teaching will be given priority and other bookings will only be accommodated if there is no disadvantage to the teaching program affected.

All student groups must be supervised at all times by the subject coordinator, practical demonstrator or tutor currently assigned to the subject concerned. The person supervising the group must meet the minimum qualifications required by the relevant accrediting body.

4.1.2. Research

An academic staff member may request a booking in the Centre for research or research training purposes. Before a request is submitted, a justification to use the Centre must first be assessed and approved by Faculty of Health Sciences & Medicine's Associate Dean (Research). Approval will be granted only when it has been demonstrated that the Centre facilities are necessary for the research project concerned.

Full ethics approval must be met for the project before a booking can be approved.

A minimum of four (4) weeks' notice must be given. Any existing commitments to teaching, research or partner or paying sporting organisations will be given consideration and approval will only be given when all users can be accommodated without disadvantage to any teaching program concerned.

4.1.3. External Sporting Organisations

Booking requests received from external organisations will be accepted on a contractual basis. All such arrangements must meet the conditions set out in the Terms of Commercial Use for Bond Sports Facilities (refer Schedule 1).

Approval will only be given when the request can be accommodated without significant disadvantage to teaching programs or research projects.

All organisation members must be supervised at all times by the nominated coaching staff. The person supervising the group must meet the minimum qualifications required by the relevant accrediting body.

External users will be requested to provide evidence of a current public liability certificate of at least \$10 million or \$5 million for Swim Squad Trainers, prior to any booking reservations being accepted.

Bond University shall charge a penalty fee if a user does not give seven (7) days' cancellation notice.

4.1.4. Bond Internal Tier 1 Sports Groups

Tier 1 Sports Groups are identified within Schedule 3.

A Bond Sports Director may request to book the Centre for club training. Each Club must nominate a single Club Liaison Officer, who will be the only person authorised to make bookings on behalf of their Club. Approval will only be given when the request can be accommodated without significant disadvantage to teaching programs or research projects.

Bookings for regular, formal team training sessions must be made through the Manager High Performance Training Centre four (4) weeks in advance.

Bookings for activities other than formal team training must be negotiated on a case-by-case basis with the Manager High Performance Training Centre, and will incur a fee for the use of the facilities that is, at a minimum, enough to cover the additional costs borne by the HPTC.

The Faculty Manager must be informed when bookings are made for Sports Group activities where participants are charged a fee. Revenue sharing is expected in these circumstances.

All club members must be supervised at all times by the club's nominated coaching staff. The person supervising the group must meet the minimum qualifications required by the relevant accrediting body.

Permission to use the Centre will not be granted to any individual club member. Access will only be given to the club members as a group with access restricted to approved club booking times and requested areas.

4.1.5. Other Bond Student Sport Clubs

A president of a student sports club may request to book the Centre for training. Before a request is submitted the justification to use the Centre must first be assessed and approved by the Director of Sport or delegate. Approval will be granted only when the benefits to the club by using the Centre have been clearly demonstrated.

All club members must be supervised at all times by the club's nominated coaching staff. The person supervising the group must meet the minimum qualifications required by the relevant accrediting body.

A minimum of four (4) weeks' notice must be given. Approval will only be given when the request can be accommodated without significant disadvantage to teaching programs or research projects.

Permission to use the Centre will not be granted to any individual club member. Access will only be given to the club members as a group with access restricted to approved club booking times.

4.1.6. Bond University Recruitment Activities

Booking requests may be made for activities aimed at supporting Bond University's student recruitment efforts. All such bookings must be approved by the Vice President, Future Students or delegate, and booked through the Manager High Performance Training Centre.

A minimum of four (4) weeks' notice must be given. Approval will only be given when the request can be accommodated without significant disadvantage to teaching programs or research projects.

4.1.7. BIHS Commercial Partners

Booking requests received from Commercial Partners will be accepted on a contractual basis. All such arrangements must meet the conditions set out in Schedules 1 and 2).

Bookings by commercial partners will only be allowed where bookings are approved in advance and fees will be charged in accordance with Schedule 2 of this Policy.

Requests should include a statement of support available for the teaching and research priorities of the University, including Bond student placement opportunities. Student placement opportunities must comply with the relevant accreditation organisation, such as Exercise and Sports Science Australia (ESSA), Australian Physiotherapy Council and the Australian Strength & Conditioning Association.

No casual or individual bookings will be approved, and commercial partners accessing the HPTC to support Bond Sport athletes may only do so in compliance with the relevant section of this Policy – that is, by pre-approved booking of the area requested.

Any use of the Centre facilities outside of normal operating hours must be approved by the Manager High Performance Training Centre. Additional fees will apply.

All clients must be supervised at all times by the Commercial Partner staff. The person supervising the group must meet the minimum qualifications required by the relevant accrediting body.

Any existing commitments to teaching, research or partner sporting organisations will take priority. A Commercial Partner group session will not be granted access where the specific space requested is already booked for teaching, research, Tier 1 Sport or by a sporting organisation that has a formal partnership with Bond University.

4.1.8. Individual or Casual Users

The Centre does not allow entry for casual or individual use.

4.2. Booking System

The Centre cannot be accessed without an approved reservation. All booking requests must be directed to the Manager High Performance Training Centre at least four (4) weeks in advance, or as specified within this Policy.

All bookings must allow for set up time.

All bookings should specify the individual facility required, i.e., pool field, gym or a combination of facilities.

A booking will only be approved if the user meets all the eligibility criteria set out for the relevant user group.

All bookings must be received in accordance with the requirements set out for the relevant user group within this Policy.

4.3. Conditions of Entry

Access granted to any user group (commercial or otherwise) is restricted to that user group. For clarity, a user group cannot bring a visiting team or group into train without prior agreement.

All access to all facilities, at all times, will be at the discretion of the Manager High Performance Centre.

All users are required to sign in at Reception on entry. Users who fail to sign in may lose access permission.

Each user group must comply with the maximum number of individuals specified in their booking request or contract.

All users of the Centre must abide by the rules and regulations of Bond University.

Bond University reserves the right to refuse entry where a user fails to comply with the Centre regulations or engages in practices or behaviour deemed to be unsafe or inappropriate.

Staff and students who are not members of a group who have an approved booking are not to access the Centre when it is in use by external users without express permission from the supervising coach. Staff and students are not to engage with athletes in any way that disturbs their training. Any requests to observe external users in training must be directed to the Manager High Performance Training Centre. Athletes or coaches are not to be approached directly.

4.3.1. Clothing Requirements

Bond University has the right to refuse entry if users do not have the correct clothing. This entails:

- Completely closed in footwear for use of the gym area;
- A towel to ensure hygienic standards are upheld;
- Clothing on both upper and lower parts of the body for use of the gym area;
- Appropriate bathing costume that is suited for the purpose for use in the pool or sauna/steam rooms.

4.3.2. Code of Conduct

Swearing, abusive, loud and aggressive behaviour will not be tolerated in any area of the Centre. Bond University has the right to remove any user who engages in this behaviour.

Users are requested to be considerate of other building occupants, in particular users of the level one conference facilities. Users will be expected to manage noise levels when the conference facilities are in use.

Alcohol or food must not be consumed within the Centre.

All weights and equipment must be returned to their usual location prior to the users leaving the Centre. Users are required to wipe down the equipment with the cleaning materials supplied after each use.

Any non-compliance with any area of this Policy may result in cancellation of bookings and access.

4.3.3. Age Restrictions

Bond University has the right to refuse entry to any person under the age of 15 years of age to areas of the Centre such as the gym and pool (as per Industry Guidelines).

The Centre does not provide a childcare facility, and as such shall not allow users under the age of 15 years to be left unattended within any area of the Centre (as per Industry Guidelines).

Bond University has the right to refuse entry to users under the age of 13 years who do not have parental or coaching supervision, whilst attending the Centre swimming pool facilities (as per Industry Guidelines).

Bond University has the right to request that children under the age of 13 years are accompanied by an adult in change rooms at all times and to refuse entry to users over the age of 6 years, from entering the opposite gender change rooms.

4.3.4. Other Restrictions

Swimming Pool, Recovery Pools, Steam Room and Sauna:

- The pools are maintained at temperatures suitable for high performance and athletics use.
- Users must be able to safely enter, use and circulate the spaces without physical support.

Altitude Chamber:

- The Altitude Chamber is fitted with high performance training bikes with racing seats.
- There is limited circulation space in the room.

These facilities are suitable for athletic training or research purposes.

Gymnasium:

- Equipment is generally suitable for high performance or athletic use.
- Temperatures in the gymnasium are maintained at 20-20.5 degrees for athletic training.
- Floor space may be used for other purposes; however, any requests will be prioritised according to suitability to the area generally, and opportunities for student placements as per section 2.1.

4.4. Safety and Security

4.4.1. Security

Bond University has a 24-hour Campus Security company, which provides on-site surveillance and public safety. The Centre adheres to their policies.

All reasonable steps should be taken by the Centre users to safeguard personal belongings and valuables. Centre users use the Centre at their own risk.

Bond University shall not be liable in any way for any loss, theft or damage to personal belongings or property of the Centre users sustained whilst at Centre (including adjoining car parks) no matter how the situation arises.

Bond University shall not be liable in any way for any personal injury or death suffered or incurred by the Centre users, due to use or presence at the Centre (including adjoining car parks), including due to the negligence of the Centre.

4.4.2. Emergency Evacuation

Bond University undertakes at regular intervals throughout each calendar year, an emergency evacuation simulation. The purpose is to establish protocols for all Bond University staff, students and visitors to follow in the event of an emergency evacuation. All emergency evacuations are to be treated as real events and as such all protocols must be followed.

5. DEFINITIONS, TERMS, ACRONYMS

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6. RELATED DOCUMENTS

[Emergency Evacuation Assembly Points](#)

[Fair Trading \(Code of Practice – Fitness Industry\) Regulation 2003](#)

[Fitness Australia Policies and Guidelines](#)

[Student Code of Conduct Policy](#)

Schedule 1: Terms of Commercial Use of Bond Sports Facilities

Schedule 2: BIHS & High Performance Training Centre Pricing Schedule

Schedule 3: BIHS & High Performance Training Centre Approved Tier 1 Sports

[Complaints/Feedback Form](#)

[Bond University Sports Centre Policy](#)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
14 February 2020			

SCHEDULE 1

Terms of Commercial Use of Bond Sports Facilities

1. Access to Bond Sport Facilities by a Third Party must be governed by a written agreement (Agreement) that:
 - a. specifies the conditions of use including, but not limited to, the facilities that will be accessed, the volume of access, the times of use, and responsibilities for securing, storing and cleaning facilities and equipment, and the fees payable;
 - b. identifies the primary contact/s from the external party that will be present during, and responsible for, the use of the facilities; and
 - c. confirms the Third Party's responsibility for obtaining, maintaining and for paying all required insurances, including public liability, professional indemnity and workers compensation; and for complying with Bond University Emergency and WHS Policy.
2. Fees for use of Bond Sporting Facilities must be costed at commercial rates (see Schedule 2).
3. A Third Party must not allow additional parties that have not been identified in the Agreement to access Bond Facilities.
4. A Third Party may not collect fees from any other party for accessing Bond Facilities unless those arrangements have been agreed to and documented within the Agreement.
5. All Third Parties using Bond Sports Facilities must be aware of and comply with the University's WHS policy and Emergency procedures.
6. All practitioners/supervisors/coaches are accountable for ensuring clients are medically fit for the planned activity.
7. All practitioners/supervisors/coaches will participate in formal induction prior to providing services and provide the necessary support, supervision and feedback to students and academics during their sessions.
8. Copy of practitioner qualifications and insurance will be made available to the Manager HPTC before the booking is made.
9. Staff and/or student focused clinics will not to be established at the HPTC without written approval from the HSM Executive Dean.
10. Time limitations (weekday and weekend)
 - o Weekdays 8:00am-4:00pm for groups

Allowed vs excluded activities

- o No strength and conditioning sessions other than those offered by HPTC staff – e.g., training of teams or athletes for S&C purposes that are not rehabilitation, return to sport or community sessions.
- o No team testing at HPTC other than those offered by HPTC staff.
- Sports field use at BIHS:
 - o Bookings will be capped at 2 sessions week, restricted to non-playing surface.
 - o Bookings times MUST be adhered to.
- Activity caps / triggers for review:
 - o General population groups are restricted to a maximum of 8 participants unless otherwise approved by the Manager HPTC.
- Exclusions of equipment and/or areas:
 - o Equipment is not to be removed from the HPTC.
 - o Field only to be used at booked times – 2 max. per week.
 - o Altitude area must be separately booked for groups.
 - o **NO electronic/ swipe access will be granted to external users.**

SCHEDULE 2

BIHS & High-Performance Training Centre Pricing Schedule 2020

FACILITIES	DETAILS	COSTS
POOL:	Lane Hire Full Pool Hire	\$40/Hr per lane \$135/per hour \$550/day (max 6 hrs)
GYM FACILITIES (Based on Group >25)	Full Day exclusive: <ul style="list-style-type: none"> • Gym/pool/sauna/steam Half Day exclusive <ul style="list-style-type: none"> • Gym/pool/sauna/steam Gym only: <ul style="list-style-type: none"> • Full day • Half Day • Hourly • Hourly (non-exclusive) 	\$1500/day \$850/half day \$1050/day \$650/day \$300/per hour \$120
ALTITUDE ROOM	Shared use of Altitude Chamber <ul style="list-style-type: none"> • Pre-set Altitude • Pre-paid sessions (6 pack) • 1-hour sessions 	\$150 – 6 session pack
HPTC FIELD	Ball work, conditioning drills Any repetition, lineouts, scrums, sleds prowlers off the main surface	\$80/hr \$180/half day (4hrs) \$300/day (6hrs)
RECOVERY AREA	25m Pool + recovery pools	\$135/hr
SCHOOL GROUP	Gym & Pool	\$300/hr

SCHEDULE 3

BIHS & High-Performance Training Centre 2020

Bond approved Tier 1 Sports

TEAM	GRADES
Bond AFL	Premier Division: <ul style="list-style-type: none">• Men• Women
Bond Elite Sport Program (BESP)	Tier 1 athletes only
Bond Netball – Bull Sharks	Sapphire Series: <ul style="list-style-type: none">• Sapphire Squad• Ruby Squad
Bond Rugby	Premier Rugby: <ul style="list-style-type: none">• Grade• Colts• Aon 7s woman's
Bond Swimming	Senior Squad & Elite squad members
Bond Triathlon	Bond Triathlon Squad

Weekend bookings:

At the discretion of Manager High Performance Training Centre:

- \$100 fee may be charged to have staff open & close the facility on weekend
- Commercial Fee may be charged to clean the facility after weekend use

COMPLAINTS/FEEDBACK FORM

Email: [Manager High Performance Training Centre](#)

Name:	
Address:	
Email:	
Phone Number:	
User Group:	Staff Member <input type="checkbox"/> Student <input type="checkbox"/> External Sporting Organisation <input type="checkbox"/> Bond Student Club <input type="checkbox"/>
Area of Feedback/Complaint:	
Feedback/Complaint:	

OFFICE USE

Solution/s:	
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Action Taken	Date of Action	By Whom	Completion Date

Client Correspondence:

DATE	DESCRIPTION