

ABINGDON

SPORTS &  
LEISURE



TILSLEY  
PARK

# Terms and Conditions

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Abingdon School Enterprises Limited  
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Registered Office: Abingdon School, Park Road, Abingdon, OX14 1DE

## General Booking Policy

The following booking principles are applicable to all facilities at Tilsley Park. More specific policies can be found for each facility throughout this document:

1. By making a booking you agree to abide by the Tilsley Park terms and conditions.
2. Bookings are subject to availability and a confirmed booking is required before using any facility.
3. All advance bookings will be required to fill out a booking form and, where relevant, provide risk assessment, proof of public liability insurance, safeguarding policy/statement and sign a booking contract. Failure to return these documents fully completed prior to the commencement of the booking may invalidate the booking.
4. For short term or one off bookings, payment must be received in full in advance of the booking. For annual ongoing bookings (including block bookings), customers will be invoiced monthly from the first date of the booking. Failure to pay will result on the next month's booking being cancelled.
5. Where a new customer is making an annual booking for the first time, payment in full for one month's sessions is required in advance of the start of the booking.
6. Any event booking that affects facility access will be listed on the Abingdon Sports and Leisure website and in the Tilsley Park reception.
7. Any bookings made on the day must be paid for before use. There is no guarantee facilities will be available unless booked in advance.
8. Thirty days cancellation notice is required for block or annual bookings. No refund is given for 'one off' casual bookings.
9. All juniors under the age of 16 are not permitted to use the facilities unless under the supervision of an adult/coach (18 years or above).
10. All match/competitive bookings must provide a qualified First Aider.
11. Any injuries or damage to equipment must be reported immediately to Tilsley Park staff.
12. If a booking is made by a club/organisation that is a non-regular user of Tilsley Park that client will adhere to the standard Risk Assessment available on the Abingdon Sports and Leisure website.
13. Risk assessments and proof of insurance will be reviewed annually for clubs/organisations that are regular users of Tilsley Park.
14. Smoking, including e-smoking, is not permitted anywhere inside the Tilsley Park building or on the playing areas.
15. Chewing gum is not permitted anywhere at Tilsley Park.
16. No glass bottles. Please keep all liquids in a plastic sports bottle.
17. No eating on any playing area. Spectators may consume refreshments whilst viewing events within the stand and surrounding area.
18. Please take all litter home with you or place in the bins provided.
19. No pets or animals are allowed in any facility area (except registered assistance animals).
20. The facilities may be closed without prior notice should they become unsafe or unusable.
21. The Social Room/bar area may only be used with the agreement of Tilsley Park staff.
22. The decision of Tilsley Park staff is final in any disputes.
23. Please see Abingdon Sports and Leisure website for a list of fees and opening hours.

## **Athletics Membership Policy**

1. Tilsley Park athletics memberships are available to purchase throughout the year. Memberships run for either 1, 6 or 12 months from the date of joining. All membership fees are non-refundable unless an athlete has a medical certificate and in any event at the Tilsley Park management's discretion.
2. Casual track passes are also available to buy at the Tilsley Park reception.
3. All users must sign in at reception. Casual track users must sign in on the clipboard and pay the fee. The user will be given a wristband to wear for the duration of their training session. Track members must scan their membership card on arrival.
4. If an annual member has lost their card, a replacement can be purchased from reception.
5. Access to the track will not be granted if your membership has expired. Access will only be granted if a casual fee has been paid, or the membership renewed.
6. Athletics memberships, including casual track passes, entitle you to use the athletics facilities during Tilsley Park public opening hours. Access to the track and pits will not be possible if the infield 4G pitch has been booked (unless shared usage time and policies apply) or the track and pits have been booked by an athletics club.

## Shared Usage Policy

*Applies Monday - Thursday 6-8pm.*

This section is only relevant for the Athletics track and pits and the infield 4G pitch. It is not relevant for the dedicated throws arena, Blue ATPs or 5-a-side football pitches.

This section covers the period from 6pm to 8pm Monday to Thursday when multiple clubs are likely to use adjoining, or the same, facilities at the same time. During these times the following 'shared usage' principles will apply:

1. Local athletics clubs have nominated access to the track, pits and throws arena Monday to Thursday between 6-8pm.
2. Other sporting clubs may book and train on the infield 4G pitch Monday to Thursday between 6-8pm, subject to the shared usage principles described in this section.
3. Strictly no ball kicking or football can take place on the infield 4G pitch. Rugby and American Football is permitted.
4. The use of pits, hurdles, high jump and pole vault are all permitted.
5. All track and pit users are to vacate the athletics track and pits by 8pm if there is an infield 4G pitch booking from 8pm.
6. Athletes must endeavour to keep interruptions on the pitch to a minimum, and pitch users must endeavour to keep interruptions on the track to a minimum.
7. Co-operation and common sense must prevail at all times.

## Athletics Track & Pits - Usage Policy

In addition to the general Tilsley Park terms and conditions, the following rules and etiquette guidelines also apply to all users who wish to use the Tilsley Park track and pits:

1. Individuals may only use the track if they have paid the appropriate fees. Any user, who has been found to enter the track without paying, will be asked to leave the track immediately.
2. All coaches should provide proof of current qualification to Tilsley Park prior to using the track.
3. Coaches must provide a satisfactory risk assessment for all field events - Long/triple jump, pole vault, high jump and all throwing events.
4. Users should run in an anti-clockwise direction routinely. Where it allows, running can take place in both directions after an 'on the spot' risk assessment has taken place.
5. Coaches should discuss prior to using the facility which areas of the track they aim to use.
6. All warm ups should take place in the outside lanes. No warm ups are to take place in lanes 1 and 2 in order to preserve the lanes.
7. Athletes should leave the track as soon as they have completed their runs. No congregation should occur at the end of the home straight.
8. Athletes should ensure they do not change lanes without checking it is safe to do so.
9. If athletes are in the way, a call of 'track' should be used to alert them and ensure they either move out of the way – if safe to do so – or to stand still to allow the runners to pass safely.
10. Where possible, bags and clothing should be kept in lockers or in the grandstand. Essential equipment/clothing should be out of the way of other users.
11. Medicine balls, skipping ropes and similar should be kept off the track at all times in order to protect other track users.
12. Hurdles should be removed from the track after use and placed against the fence.
13. Pole vault, throwing cage, long jump and high jump are to be set up by Tilsley Park staff only. The following notice is required – Pole Vault seven days. Cages, long jump and high jump 24 hours. Only training poles are available outside of competitions.
14. Suitable spikes are permitted on the athletics facilities but with a maximum of 6mm long spikes for track and 12mm for javelin and high jump. No spikes on the infield 4G pitch.
15. No projectiles (including foam or other practice projectiles) to be thrown on the infield 4G pitch.
16. Please be courteous to other users of the facilities and work together to ensure maximum use.
17. Please report any damage or spillages to Tilsley Park staff immediately.
18. Please remove all tape marks after use and do not use chalk to mark the track.
19. Spectators must stay in the grandstand or outside the fenced area at all times.
20. Bicycles are not permitted inside the fenced area and should be stored in the racks provided.
21. Tilsley Park reserves the right to cancel any membership without refund if members are in breach of the terms and conditions (available on the Tilsley Park website).
22. When crossing the track, please ensure you check both directions before crossing; athletes running on the track have priority.
23. The athletics track and pits may be used at any time during public opening hours provided that the infield 4G pitch has not been booked (unless shared usage time and policies apply) or the track and pits have not been booked by an athletics club. Long jump and high jump has to be supervised by a qualified coach.

## **Dedicated Throws Arena - Usage Policy**

In addition to the general Tilsley Park terms and conditions, the following principles relate to the dedicated throws arena.

1. Strictly no person may use the throws arena unless supervised by an appropriately qualified coach.
2. Coaches must provide proof of a valid coaching licence before being allowed to coach athletes.
3. It is the coach and athlete's joint responsibility to ensure that the equipment being used is fit for purpose.
4. Access to the throws arena will only be granted once a satisfactory risk assessment has been completed and approved.
5. The use of both cages is permitted at the same time.
6. No person should enter the field until it is safe to do so.
7. All coaches and athletes need to ensure all throws have finished before entering the field.
8. No spinning or practice with equipment should take place outside the cages/javelin runways.
9. Repair all divots made by any projectile to the best of your ability and report any damage to any grounds, fencing or throw cage to the Tilsley Park management.
10. Booking of the arena is required as it will remain locked and unlit unless Tilsley Park staff are advised of its use.
11. Payment is required by non members at the time of booking.

## **Infield 4G Pitch - Usage Policy**

In addition to the Tilsley Park's general terms and conditions, the following policies also relate to the infield 4G pitch:

1. Players must wear appropriate rugby and football boots only. No metal blades or spikes are allowed. Please ensure all footwear is clean before using the pitch.
2. Athletes can walk across the 4G pitch (when it is not in use by others) with training shoes and use the 5m safety run-off zone around the pitch when wearing training shoes (no spikes).
3. All infield 4G bookings must take into consideration track users for all risk assessments.
4. The pitch will be marked for competitive matches; there is no guarantee that the pitch will be marked for the appropriate sport for training purposes.
5. Users must keep track disturbance to a minimum.
6. There will be no ball kicking or football played on the Infield 4G between the hours of 6-8pm Monday to Thursday. Rugby and American Football are permitted as long as they do not kick.
7. No projectiles to be thrown on the infield 4G pitch, or Vortex or similar non-pointed foam projectiles.
8. Between 6-8pm Monday to Thursday specific 'shared' usage policies apply. At all other times infield 4G pitch bookings will have sole access to the athletics track, pit and infield 4G pitch.

## **Blue ATPs and 5-a-side Pitches: Usage Policy**

In addition to the general Tilsley Park terms and conditions, the following principles relate to the Blue ATPs and 5-a-side pitches:

1. All non members must pay at the time of booking.
2. All users agree to abide by the rules of the pitches stated pitch side. Any user who does not abide by these rules will be removed.
3. Bookings are for a minimum of one hour.
4. Unless paid for at the time of booking, no bookings can be made more than seven days in advance.
5. Block bookers may block book a period of 10 sessions or more.
6. All block bookings will be required to fill out a booking form, risk assessment, provide proof of public liability insurance and sign a booking contract. Failure to return these documents fully completed within seven days may invalidate the booking. If you are cancelling a block booking session, please refer to your contract for information on costs and penalties.
7. All users agree to abide by the following terms of use:

### ***Blue ATPs***

1. Access to the pitches is via the gates on the halfway line.
2. No studded boots: trainers or moulded boots only.
3. No muddy footwear permitted.
4. No climbing or jumping over fences.
5. Goals are to be moved by Tilsley Park staff only.
6. Hockey goals are not to be used for football.
7. Any damage should be reported to Tilsley Park staff immediately.
8. Only enter the field during your allocated time.

### ***5-a-side pitches***

1. Please enter via the pitch access gate.
2. No studded boots: trainers or moulded boots only.
3. No climbing on the fences.
4. No climbing between the netting between pitches.
5. If your ball becomes stuck please speak to a member of staff who will retrieve it.
6. Any damage should be reported to Tilsley Park staff immediately.
7. Only enter the field during your allocated time.

**Tilsley Park is managed by Abingdon School Enterprises (ASE) on behalf of the Vale of White Horse District Council.**