

Tilsley Park Terms and Conditions

Abingdon School Enterprises Limited (trading as Abingdon Sport and Leisure "ASE")

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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, competition licence, 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.
- 5. For annual ongoing bookings (including block bookings), customers will be invoiced monthly from the first date of the booking. Failure to pay will result in the next month's booking being cancelled.
- 6. 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.
- 7. Any event booking that affects facility access will be listed on the Abingdon Sports and Leisure website.
- 8. A thirty-day cancellation notice is required for block bookings.
- 9. If a pay-as-you-go booking is cancelled less than 24 hours before it is due to start, a refund/credit note will not be issued.
- 10. All juniors under the age of 18 are not permitted to use the facilities unless under the supervision of an adult/coach (18 years or above).
- 11. All competitive matches/fixtures must provide a qualified First Aider.
- 12. Any injuries sustained or damage to equipment must be reported immediately to Tilsley Park staff.
- 13. 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 National Governing Body Risk Assessment for that sport.
- 14. Risk assessments and proof of insurance will be reviewed annually for clubs/organisations that are regular users of Tilsley Park.
- 15. Smoking, e-smoking and vaping are not permitted anywhere inside the Tilsley Park building or within the fenced compounds.
- 16. Chewing gum is not permitted anywhere at Tilsley Park.
- 17. No glass bottles.
- 18. No eating is permitted in any playing areas. Spectators may consume refreshments whilst viewing events within the stands and surrounding area.
- 19. Please take all litter home with you or place it in the bins provided.
- 20. No pets or animals are allowed within the fenced compounds (except registered assistance animals).
- 21. The facilities may be closed without prior notice should they become unsafe or unusable.

- 22. The Energy Lounge/bar area may only be used with the agreement of Tilsley Park staff.
- 23. The decision of Tilsley Park staff is final in any disputes.
- 24. Please see Abingdon Sports and Leisure website for a list of fees and opening hours.
- 25. The hirer must not sublet to another person or organisation without permission of ASE.
- 26. No lettings are permissible to persons under the age of 18.
- 27. No lettings are permissible to any organisation with an unlawful or extremist background.

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.
- 2. All membership fees are non-refundable unless an athlete has a medical certificate and at the Tilsley Park management's discretion.
- 3. In the event of pregnancy or injury memberships can be frozen. The length of the freeze is at the discretion of the Tilsley Park management.
- 4. Pay-as-you-go (single-use no) passes are also available to buy at the Tilsley Park reception.
- 5. All users must sign in at reception.
- 6. Track members must scan their membership card on arrival.
- 7. If a member has lost their card, a replacement can be purchased from reception.
- 8. 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.
- 9. Athletics memberships, including casual track passes, entitle you to use the athletics facilities during Tilsley Park public opening hours. Access to the track, beds 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 at all times

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 or 7-a-side football pitches.

This section covers the period when multiple clubs/bookings 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 football can take place on the infield 4G pitch. However, Rugby and American Football are permitted as long as no ball kicking occurs.
- 4. Failure to comply may result in a permanent ban and without refund.
- 5. The use of the long and triple jump pits is permitted.
- 6. 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.
- 7. All infield users must not enter the track area until 8pm.
- 8. 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.
- 9. Cooperation and common sense must prevail at all times.
- 10. Users of the facility must be considerate of other users at all times. The use of speakers is strictly prohibited during shared usage 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 adhere to the National Governing Body's risk assessment for all track and field events.
- 4. No training is to take place on the grandstand. This includes, but is not limited to; circuit training, doing drills up and down the stand steps and warming up or down including stretching. Tilsley Park staff have the final say as to what constitutes training.
- 5. 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 and under the supervision of an appropriately qualified coach.
- 6. Coaches should discuss before using the facility which areas of the track they aim to use.
- 7. 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.
- 8. Athletes should leave the track as soon as they have completed their run. No congregation should occur at the end of the home straight.
- 9. Athletes should ensure they do not change lanes without checking it is safe to do so.
- 10. 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.

- 11. 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.
- 12. Fitness training equipment such as medicine balls, skipping ropes etc. should be kept off the track at all times to protect other track users.
- 13. Hurdles should be removed from the track after use and placed against the fence.
- 14. Pole vault, throwing cage, long jump and high jump are to be set up by Tilsley Park staff only.
- 15. The following booking notice is required Pole Vault seven days. Cage, long jump and high jump 24 hours.
- 16. Due to high maintenance and/or replacement costs, regular booking of high jump and Pole Vault may incur a fee.
- 17. For Pole Vault, the home clubs are entitled to one free booking per month, during club hours, between and including the months of March and September. Any additional bookings (in club hours) will be subject to a charge of £15 per booking. Any additional bookings (outside of club hours and subject to availability) will be charged at £20 per booking.
- 18. For Pole Vault only training uprights are available outside of competitions.
- 19. For High Jump and Pole Vault, only a flexibar will be provided outside of competitions.
- 20. For horizontal jumps, only training boards or blanking inserts will be provided outside of competitions.
- 21. All equipment should be used for its intended purpose. Any repeated incorrect use may result in further action.
- 22. 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.
- 23. No spikes are allowed on the infield 4G pitch.
- 24. Only foam projectiles or similarly soft equipment are to be thrown on the infield 4G pitch.
- 25. Please be courteous to other users of the facilities and work together to ensure maximum use.
- 26. Please report any damage or spillages to Tilsley Park staff immediately.
- 27. Please remove all tape marks after use and do not use chalk to mark the track.
- 28. Spectators must stay in the grandstand or outside the fenced area at all times.
- 29. Bicycles and scooters are not permitted inside the fenced area and should be stored in the racks provided.
- 30. 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).
- 31. When crossing the track, please ensure you check both directions before crossing; athletes running on the track have priority.
- 32. 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.
- 33. All non-competition field and hurdle events (including steeplechase) have to be supervised by an appropriately qualified coach.
- 34. Floodlights will only be provided for club sessions or exclusive hire. Outside of this, a minimum number of **10** will need to attend or a surcharge may need to be paid in advance.

- 35. During club and/or shared usage hours the use of listening devices (including but not limited to earphones/headphones) is strictly prohibited.
- 36. Track closures are listed on the website and every attempt will be made to keep it as accurate as possible. However, we encourage all users to call the reception to confirm availability prior to attending.

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 no that the equipment being used is fit for purpose.
- 4. All users of the throws arena will abide by the National Governing Body's risk assessment.
- 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.
- 12. Floodlights will only be provided for club sessions or exclusive hire. Outside of this, a surcharge may need to be paid in advance depending on the number of users and length of the session.

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. 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, 5v5 and 7v7 Pitches: Usage Policy

In addition to the general Tilsley Park terms and conditions, the following principles relate to the Blue ATPs, 5v5 and 7v7 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 12 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 only.
- 3. No muddy footwear is 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. Football goals are not to be used for hockey.
- 8. Any damage should be reported to Tilsley Park staff immediately.
- 9. Only enter the field during your allocated time.

5v5 and 7v7 pitches

- 1. Please enter via the pitch access gate.
- 2. No trainers: only studded 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.

Last review: May 2024 Next review: May 2025

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