

UOW PULSE USERS' CODE OF CONDUCT – AQUATIC & RECREATION CENTRE



Date approved:	July 2017	Date Policy will take effect:	Immediately	Date of Next Review:	July 2019
Approved by:	Head of People and Culture				
Custodian title:	Head of People and Culture				
Responsible Unit:	Human Resources				
Supporting documents, procedures & forms of this policy:	Disability Policy Drug and Alcohol Policy EEO Anti-Discrimination Policy Code of Conduct Work Health Safety Policy				
Audience:	Public – UOW Pulse Users' of the Aquatic and Recreation Centre				
Expiry Date of Policy:	In place until reviewed				

UOW PULSE USERS' CODE OF CONDUCT – AQUATIC & RECREATION CENTRE



1 Preamble

- 1.1 The UOW Pulse Rules for Member Conduct and Discipline inform the Aquatic & Recreation Centre's Code of Conduct, its implementation and application.
- 1.2 The Aquatic & Recreation Centre Code of Conduct applies to the conduct required of users of the Aquatic & Recreation Centre facilities and services. Users are required to respect and comply with the conditions necessary to provide an appropriate environment for sport, recreation & leisure services.
- 1.3 Definitions
 - "Primary Investigation Officer" is the UOW Pulse Chief Executive Officer or their nominee
 - "environment" shall refer to the Aquatic & Recreation Centre's internal, external and virtual environments.
 - "users" shall mean any person using the services and facilities provided by the Aquatic & Recreation Centre.
 - "precincts" shall mean the physical (including attached car parks and tennis courts) and virtual Aquatic & Recreation Centre

2 Conditions of Entry

- 2.1 Any person within the Aquatic & Recreation Centre precincts from time to time will, for the purposes of these conditions, be deemed a user.
- 2.2 It is a condition of entry to Aquatic & Recreation Centre that users must:
 - a) only use the facilities if they are a member or a paying visitor;
 - b) obey all signs and/or directions of Aquatic & Recreation Centre staff; and
 - c) not behave in a disorderly or disruptive manner or in a way that adversely impacts on other patrons.
- 2.3 UOW Pulse or Aquatic & Recreation Centre staff reserves the right to refuse entry or remove from the premises any person not adhering to these conditions. Members behaving in breach of these conditions may have their membership suspended or revoked.
- 2.4 All users have a right to access the services and facilities of Aquatic & Recreation Centre without undue distraction or disturbance.
- 2.5 The use of inappropriate language and behaviour is not acceptable and may result in the refusal of service.
- 2.6 No user shall deface, mutilate or destroy Aquatic & Recreation Centre property: in addition to any penalty that may be imposed for such conduct, the person concerned shall be liable to pay for the full cost of repair or replacement of damaged property.

3 Dress Code

- 3.1 Users may not exercise with bare torsos inside the Aquatic & Recreation Centre building. The minimum dress requirements are a t-shirt/singlet and shorts at all times.
- 3.2 Fully covered non-marking sports shoes are required when using indoor court surfaces.
- 3.3 Fully covered sports shoes are required when using the gymnasium and attending fitness classes.

4 Smoking, Food & Drink and other substances

- 4.1 In accordance with UOW Pulse policy, smoking is not permitted at the Aquatic & Recreation Centre – inclusive of any area inside Building 13, Building 9 (Sports Hub), its car parks, the Aquatic Centre and tennis court areas.
- 4.2 Food and drink (water excepted) may not be consumed in the Sports Hall or Gymnasium.
- 4.3 Glass bottles are not permitted in the pool area or in any function room.
- 4.4 Alcohol is only permitted in the Sports Lounge and on the Sports Lounge balcony and can only be consumed by persons over the age of 18 years. Hirers are responsible for ensuring the Responsible Service of Alcohol (RSA) and accept all liabilities that may arise from alcohol related incidents.
- 4.5 Alcohol is not permitted to be sold without a licence, which must be obtained by the hirer.
- 4.6 Alcohol is not to be consumed on any other parts of the Aquatic & Recreation Centre including the University Ovals.
- 4.7 No substance which is liable to cause damage to the Aquatic & Recreation Centre property may be taken into Aquatic & Recreation Centre; this includes flammable items.

UOW PULSE USERS' CODE OF CONDUCT – AQUATIC & RECREATION CENTRE

5 Animals

- 5.1 Animals, with the exception of guide dogs for the visually and hearing impaired, are not permitted within the Aquatic & Recreation Centre Building 13, Building 9 (Sports Hub), its car parks, the Aquatic Centre and tennis court areas.
- 5.2 Animals are not permitted inside campus buildings unless authorised by the Vice-Principal (Administration);
- 5.3 Authorised persons may take action to remove unauthorised animals from the campus by whatever means are necessary. Dogs on the grounds of the campus must in accordance with the provisions of the NSW Dog Act, be on a leash and under effective control at all times by a competent person. An authorised person may request the owner of any dog to comply with this provision or may request the owner and the dog to leave the campus.

6 Use of Mobile Phones & Cameras

- 6.1 Mobile phones and cameras are not permitted in the Aquatic & Recreation Centre change rooms.
- 6.2 Users may not photograph or film other patrons without being granted permission by the Aquatic & Recreation Centre Management and by the patrons involved.
- 6.3 Commercial photography and filming must be authorised by the Aquatic & Recreation Centre Management and can only be done by arrangement.
- 6.4 For the comfort and safety of all patrons, the Aquatic & Recreation Centre advises against the use of mobile phones whilst using the treadmills.

7 Personal Belongings and Hire Equipment

- 7.1 Articles left at the Aquatic & Recreation Centre at closing time will be recorded in a Lost Property Register and kept for a period of fourteen (14) days. Items not collected after fourteen (14) days will be donated to charity. The Aquatic & Recreation Centre accepts no responsibility for personal belongings left in the building.
- 7.2 The Aquatic & Recreation Centre provides temporary hire lockers for the safe storage of personal belongings. Aquatic & Recreation Centre staff will not take users' personal belongings into their possession for safe storage or in lieu of providing appropriate identification.
- 7.3 Users are responsible for all Aquatic & Recreation Centre equipment hired/exchanged in their name until such time as the items are returned to the Aquatic & Recreation Centre and deleted from the loans register. Hirers will be charged the cost of replacing any item which is not returned.
- 7.4 Fines will be imposed for overdue hire equipment (including gym access cards).

8 Minimum Age for Facility Use

- 8.1 The minimum age to use the Cardio machines and stretch areas in the Health Club is fourteen (14) years of age. A Pre-Exercise screen must be completed and signed by the parent/guardian before commencing any exercise in the Health Club and participate in a 20minute familiarisation appointment on their first visit. (*NSW Fitness Industry – 'Kids in Gyms Guidelines'*).
- 8.2 The minimum age to use the cardio, weights and circuit areas of the Health Club is sixteen (16) years of age and must complete a Pre-Exercise Screen and 20 minute gym familiarisation appointment on their first visit. An adult is not needed to supervise children aged 16 years and above. (*NSW Fitness Industry – 'Kids in Gyms Guidelines'*).
- 8.3 The minimum age to participate in Group Fitness Classes (except for Body PUMP and Cardio Box classes is fourteen (14) years of age
- 8.4 The minimum age to participate in BodyPump and CardioBox classes is 16yrs of age
- 8.5 The safety of children in the Aquatic Centre is a joint priority of parents, guardians and lifeguards. When visiting the Aquatic Centre children under 10 years are not allowed entry unless under active supervision of a person 16 years or older. Parents/guardians must remain:
 - a) In the water, within arms reach of children under five (5), and
 - b) within constant visual contact of a child aged 6-10,
 - c) For 11-14 year olds a parent must regularly check on their child by physically going to the point where they are in or around the water.

UOW PULSE USERS' CODE OF CONDUCT – AQUATIC & RECREATION CENTRE

- 8.6 Young people (13-18 years of age) may use the facilities at Aquatic & Recreation Centre without supervision, provided their conduct is appropriate. Children under 13 years should not be left at Aquatic & Recreation Centre unaccompanied.
- 8.7 Membership contracts entered into by a child under the age of 16 years must be signed by a parent or guardian.

9 Investigating Misconduct

- 9.1 Any staff member of the Aquatic & Recreation Centre has delegated authority to require users to abide by the conditions of the Code of Conduct.
- 9.2 Any Aquatic & Recreation Centre user, whether or not a member of the University, shall produce identification on request from a member of Aquatic & Recreation Centre staff. University identity number, barcode number, or email address may be requested for access to online resources and services.
- 9.3 Failure to respect the conditions of the Code of Conduct will be referred to the Chief Executive Officer and may lead to fines or immediate suspension of access to Aquatic & Recreation Centre and its services.
- 9.4 Serious infringement of the Code of Conduct, causing damage to property, disruption of Aquatic & Recreation Centre processes and interference with the rights of other users and staff, may be defined as an act of misconduct under UOW Pulse's Rules for Member Conduct and Discipline and Rules for Campus Access and Order. The Aquatic & Recreation Centre Chief Executive Officer (or nominee), as the Primary Investigating Officer, is authorised to take action and apply penalties, as specified in UOW Pulse's Rules for Member Conduct and Discipline.

10 Revision Of Conditions

- 10.1 The Chair of UOW Pulse Board, on the advice of the Chief Executive Officer, may revise and update the conditions for the use of the Aquatic & Recreation Centre Code of Conduct.

11 Publication Of Code And Rules

- 11.1 Copies of the Aquatic & Recreation Centre Code of Conduct and the relevant Rules for Member Conduct and Discipline and Rules for Campus Access and Order are available in the Aquatic & Recreation Centre foyer brochure stands.

12. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1		Executive Director URAC	
2	Jan 2017	UOW Pulse HR Manager	Minor editorial adjustments such as 'URAC' to 'UOW Pulse', 'Student' to 'Member' and 'Executive Director' to 'CEO' etc
3	Jul 2017	Head of People & Culture	Add new UOW Pulse Logo – no content changes