

4. **Bookings**

- a) During term time, bookings may only be made between 1800 and 2200 hrs (weekdays) and between 0900 and 2000 hrs (Weekends).
- b) During holiday time, bookings may be made between 0900 and 2200 hrs (weekdays) and between 0900 and 2000 hrs (Weekends).
- c) When booking, the member's name and membership number must be quoted.
- d) At least 48 hours notice of cancellation must be given. A cancellation charge may be payable.
- e) If a user turns up more than 15 minutes late for a booking, the booking may be offered to another user.
- f) All bookings must be made by arrangement with the Centre Receptionist, Duty Supervisor or Duty Manager.
- g) Hire of the facilities may be made up to 12 months in advance, by arrangement with the Duty Manager.

5. **Spectators**

All spectators must remain in the spectator areas provided.

6. **Disabled Persons**

For the safety of persons concerned it is a statutory requirement on entering the Centre that disabled persons inform the receptionist of their intention to use the facilities. Disabled persons in wheelchairs must always be accompanied by an able bodied adult when visiting the Centre or using any of the facilities.

7. **Noise**

The use of radios, music players and musical instruments is prohibited in the Centre, except with the use of earphones provided that their use does not cause annoyance to other members'.

8. **Disclaimer of responsibility for accident, loss or damage**

Users are admitted to the Centre entirely at their own risk. Accordingly the schools do not accept any responsibility for any loss of or damage to a user's property or for accident or injury to any user or person in the Centre.

9. **Equipment**

Only approved equipment may be used in the Centre and the Duty Supervisor reserves the right to prohibit the use of equipment deemed unsuitable.

10. **Dress/Equipment**

- a) Black soled shoes and/or outdoor shoes will not be allowed in play areas. Users should be appropriately and suitably dressed for the sport or activity in which they are engaged.
- b) No outdoor footwear is permitted on the poolside. (Overshoes are provided).
- c) Astroturf users should wear either normal trainers or Astroturf boots specially designed for this type of facility. These have a large number of dimples and should not be confused with moulded stud boots or cricket shoes.

11. **Children taking part in coached classes**

Parents are responsible for their children immediately before and after the lesson, and they should be collected promptly. Parents of children under 8 years of age are requested to remain in the Centre while the lesson is taking place.

12. **Pool**

- a) Safety – Sports Attendants on duty are responsible for the safety of bathers and their instructions must be followed at all times.
- b) Children under 8 years of age will not be admitted unless they are accompanied by a responsible adult who is over 16 and in the water.
- c) No equipment should be brought onto the pool area, only equipment from the store cupboard must be used.
- d) In the interests of hygiene, proper swimwear must be worn in the pool and the Pool Rules must be adhered to.

13. **Teaching for Reward**

No person shall teach for reward any form of activity to any person in the Centre except by express permission of the Duty Manager.

14. **Fitness Room**

- a) Any person using the Fitness Room shall first have undertaken an Induction Course.
- b) Persons using the Fitness Room must use the machines safely and correctly with due consideration for themselves and others.
- c) For safety reasons, all free weights must be dismantled and replaced in the correct stand after use.
- d) Children under the age of 16 may not enter the fitness room under any circumstance.

15. **Smoking**

Smoking is not permitted anywhere in the Centre or within any area of the schools' grounds.

16. **Restriction of Access**

Users are not allowed to enter the reception area, any office, the gameshall stores or swimming pool store, boiler/plantrooms, cleaning equipment cupboards or any restricted part of the building without permission of the Duty Supervisor.

17. **Fire Drill**

- a) The Duty Supervisor reserves the right to hold practice alarm drills from time to time in order to test the procedure for clearing the Centre in case of emergency.
- b) All emergency exits are alarmed and must not be used except in an emergency. Unauthorised use of fire doors, fire exits or fire fighting equipment may result in immediate expulsion from the Centre and renders the Member liable to cancellation of membership.

18. **Animals**

In the interest of safety and hygiene, dogs and other animals are not to be admitted to the Centre. The only exception to this is for Guide or Hearing Dogs.

19. **Refreshments**

- a) No refreshments of any kind may be brought into the Centre. Catering facilities are available within the Centre on term time Saturday mornings.
- b) Organised Birthday Parties may bring in Refreshments in accordance with the 'Birthday Party Terms and Conditions'.
- c) Only non-fizzy drinks may be taken into sports areas. These drinks should also be in water tight bottles.

# **Ravelston Sports Club**

## **General Rules and Regulations applying to all Sports club users**

### **20. Use of Cameras and Video Recorders**

- a) Members and guests are reminded that no photography or filming in the Sports Centre or Swimming Pool is permitted without obtaining prior permission from the Duty Supervisor.
- b) Permission will only be given under the following circumstances and provided the guidelines are adhered to:
  - (i) The photograph/film is of a specific person e.g. a parent taking a picture of their child/ren participating in a sporting activity and the photographer places the subject in such a way that no-one else is in the shot without their permission.
  - (ii) A group/team shot where all parents have given permission.
  - (iii) A photograph or film taken by a coach for legitimate teaching purposes. Permission from the subject/parents must have been previously granted. All such videos and images will not be kept for longer than necessary having regard to the purpose for which they are taken and in line with the data protection act and guidelines.
- c) Anyone granted permission to take a photograph according to the rules above must be briefed by the Duty Supervisor. Further permission will be required for subsequent photographic sessions.
- d) RSC Marketing photos will be taken at special publicised times. Permission will be sought from individual members before any photographs are taken.
- e) The Duty Supervisor reserves the right to refuse any request at any time.

### **21. Lost Property**

The Duty Supervisor reserves the right to dispose of any valuable items of lost property not claimed after six months and to dispose of other unclaimed items after four weeks.

### **22. Lockers**

The Management of Ravelston Sports Club accepts no responsibility for belongings left in lockers or changing areas during use of the Centre.

**SMC Sports Centre**  
Queensferry Road, Edinburgh. EH4 3EZ.  
Tel: 0131 311 1020

**MES Sports Centre**  
Craigleith Rise, Edinburgh. EH4 3NT.  
Tel: 0131 347 5800

### **1. Interpretation**

- a) "Management" means the member's of the Schools' staff appointed by the Erskine Stewart's Melville Governing Council.
- b) "The Duty Supervisor" means the Duty Supervisor on site at any particular time.
- c) "The School(s)" means The Mary Erskine School, Stewart's Melville College and the Mary Erskine and Stewart's Melville Junior School.
- d) "The Club" means the Ravelston Sports Club as distinct from individual clubs e.g. Badminton Club.
- e) "User" means any member or other person using the Centre or any of its facilities whether or not a charge has been made, and includes spectators.

### **2. Membership/Admission to Centre**

- RSC Membership is restricted to ESM pupils, parents, former pupils, staff, members of the Merchant Company with the exception of Community Membership which is at the discretion of the management.
- a) Users are only admitted to the Centre on presentation of a valid membership card or on payment of the appropriate usage fees, and on condition that they observe these Rules and Regulations at all times.
  - b) Applications for Membership must be made on the official Application Form and must be accompanied by the appropriate fee. Refunds will only be considered in exceptional circumstances.
  - c) Membership does not include admission to Special Events.
  - d) All fees must be paid prior to commencing the use of any facility and membership cards must be retained and produced to any member of the Centre staff on demand.
  - e) The Duty Supervisor reserves the right at all times to refuse or restrict entry of users to the Centre or any part of it. The right is also reserved to specify on what days and at what times entry to the Centre and the use of its facilities and equipment will be available, to declare facilities or equipment unfit for use and to decide opening or closing times for the Centre and each facility within it. The Duty Supervisor further reserves the right to exclude from the Centre any user refusing to comply with the regulations or conducting themselves in a way which, in the Duty Supervisors opinion, is likely to cause danger or annoyance to other users or Centre staff. In the event of such eviction, the Management reserves the right to cancel the user's Membership without any entitlement to a refund of any unexpired period of Membership.

### **3. Alteration of Opening Times and Membership Fees**

- a) The Management is empowered to alter opening times, membership fees, activity fees and hire charges upon giving reasonable notice in advance of such alteration
- b) The Management reserves the right to hold a certain number of school functions throughout the year in the Sixth Form Centre, when it will therefore not be available to members. Reasonable notice (usually one week) will be given on the Centre notice board in advance of the relevant dates.