



ARENA SWIMMING POOL
APPLICATION FOR HIRE OF FACILITIES
(Please read reverse before signing)

Telephone: 01243 870000
Fax: 01243 871001
e-mail: info@arenasportscentre.com
www.arenasportscentre.com

I, (Miss / Ms / Mr / Mrs / other)hereby make application on behalf

of

from (day & date)to (day & date)

Excluding (dates).....

froma.m./p.m. toa.m./p.m.

for the purpose of

No. of Arena lifeguards required..... Cost of lifeguards.....

Hire charge..... Any additional costs.....

Total agreed cost per session

Max no. attending function Guarantee or security bond

The exact facility required (i.e whole swimming pool, one lane, etc.):

.....

State the name and address of person accepting responsibility for function:

..... Tel:

The hirer must ensure that they or a nominated deputy is present during all contract hire periods. They must ensure that all members of their group follow the centre's health & safety rules, NOP or EAP procedures, and provide a point of contact for centre staff. Nominated person name & address:

..... Tel:.....

I undertake to accept the conditions governing the letting of the Arena Swimming Pool (terms & conditions over page) to pay the prescribed charges and to arrange for adequate supervision during the period of letting.

I further undertake to make good any loss of property or damage to premises or property and to indemnify the Arena, their officers and servants against all actions, expense claims, damages, penalties and demands arising out of or in any way connected with this hiring unless caused by the negligence of the Arena, its Servants or Agents.

The conditions for hire set out in the application to hire form & are contractually & legally binding

Date **Signature of applicant**

Address

Post code:..... E-mail: Tel:

For office use only

Date of application received Total amount due Lifeguards.....

Put in diary: Booked by: Put on screen by:

Booking Form Number: Invoice Number: Receipt No.:.....

Comments:

TERMS & CONDITIONS FOR USE OF THE SWIMMING POOL

SMOKING IS NOT ALLOWED ANYWHERE WITHIN THE ARENA. THE HIRER IS RESPONSIBLE FOR ENFORCING THIS RULE.

1. Bookings will be considered for dates up to 12 months in advance.
2. Payment for contract bookings must be made in full by the due date of the invoice. Hirers wishing to contract book must pay the appropriate club membership on a yearly basis.
3. Block bookings of the facilities which are let to schools, clubs, associations or organisations representing affiliated clubs or constituents association (such as a local league) are charged at the agreed hire exclusive of VAT.
4. Setting up equipment is part of the hire period, this will be kept to an absolute minimum.
5. The premises must be left in good order and vacated not later than the time booked. A charge will be levied for any time used over and above that booked. If the premises are not vacated for part of the following hour there will be charged for the full hour at double the agreed rate per hour. The hirer is responsible for ensuring that guests leave the premises, including the car park area, in a quiet and responsible manner having due regard for the local residents.
6. Vehicles are left in the Arena car park entirely at the owner's risk. In the interests of safety please drive slowly within the College's campus.
7. In the interests of safety, no glass, whether bottle, jar or drinking glass may be taken into the swimming pool area or changing room. Only sealable drinking vessels are allowed on pool side.
8. The hirer must not sublet to another party.
9. The Arena provides a full catering service and users are reminded that food & drink brought or prepared elsewhere may not be consumed within the Arena unless special arrangements have been made beforehand with the Centre Manager.
10. ***NO INTOXICATING DRINK MAY BE BROUGHT ON TO THE PREMISES WITHOUT PRIOR AGREEMENT WITH THE MANAGEMENT.***
11. The hirer is responsible for ensuring that the numbers attending the function do not exceed that quoted in the application.
12. All hirers are responsible for immediately alerting the centre staff to any unsafe conditions (including lighting, pool water quality, floor condition, etc.) & for preventing their group from using or continuing to use equipment or facilities while in an unsafe condition.
13. Any damage or deficiencies in equipment or facilities must be reported to centre staff before leaving the centre.
14. Any accidents or injuries occurring on the premises arising out of any perceived deficiencies in the condition of the equipment or facilities must be immediately reported to the centre staff.
15. The centre is not responsible for the way it's facilities or equipment is used by hirers, nor the quality of coaching or supervision of hire groups, unless coaching or supervision is a specifically stated inclusion to the contract.
16. No outdoor shoes should be worn on pool side.
17. In the event of the pool being deemed unsafe, by the Arena Sports Centre Management then no bookings can occur, no matter what the circumstance, until the pool is deemed safe. In the event of a booking being cancelled a full refund will be given.
18. The Arena reserves the right to cancel the letting if the premises are closed or required for official or electoral purposes. The Arena reserves the right to refuse, alter or cancel lettings at the manager's discretion.
19. The Centre's First Aid box can be found on poolside (at the shallow end). There are additional facilities in the First Aid Room located on the ground floor near Reception in the main Arena building.
20. In the event of a fire, please make sure your group leaves by the nearest fire exit pressing the emergency button on the wall. Fire assembly point is in the main car park at the front of the Arena Sports Centre.
21. The hirer is responsible for ensuring that their users are aware of the fire procedures including being aware of the fire exits, assembly points & user of fire equipment.
22. If any session within a block booking is cancelled (and the facility is not relet) the hirer is liable to pay in full. **All other bookings require notice (in writing) of at least eight days to avoid full payment.**
23. Bad language or inappropriate behaviour in the Arena or within the Bognor Regis Community College will not be accepted, this may lead to a cancellation of the booking. It is the responsibility of the hirers to ensure their members or guests abide by these rules.
24. Where lifeguards are not being supplied by the Arena Sports Centre, the hirer must demonstrate its ability to supervise the session safely as per the Normal Operating Procedure (NOP) & the Emergency Action Plan (EAP). It is expected that the conditions of hire for external organisations should meet at least the conditions that the internal groups use, i.e. supervision levels, training, bather loads, etc. External hirers must satisfy the Arena Sports Centre Management that:
 - ✓ Numbers participating & their swimming skills are appropriate
 - ✓ There is a nominated representative who will be in charge of the group
 - ✓ Numbers & skills/qualifications of lifeguards/pool rescuers/competent persons will be present during the session; & whether these will be provided by the hirer or by the pool operator
 - ✓ Hirer to have read & understood the NOP & EAP and to sign that they satisfied to abide by them (copies are available on request)
 - ✓ In the case of an emergency the hirer is aware of the procedures relating to their responsibilities (e.g. activities the group are participating in) & the Arena Sports Centre's responsibilities (e.g. structural, power failure, etc.)
 - ✓ Rules of behaviour that should be enforced during the session
 - ✓ Advice on safety to be given to participants before starting the activity, such as avoiding alcohol & food immediately before swimming
25. All persons in control of swimmers on poolside should have a full knowledge of the Arena Sports Centre Swimming Pool Normal Operating Procedures (NOP) & Emergency Action Plan (EAP)
26. Arena Sports Centre staff will regularly check external hirers to ensure compliance.
27. External hirers can contact the Arena Sports Centre Reception by telephoning 01243 870000 or if they have access to an internal telephone on 1000.

Please see attached the Arena Sports Centre's recognised qualifications for lifeguards & supervision competencies

What qualifications do we recognize for lifeguards & supervision competencies?

The 'Health & Safety at Work Act' requires those responsible for swimming pool operation to ensure, as far as is reasonably practical, the safety of those people using the pool. This involves ensuring that there is adequate cover when people are using the pool.

The Arena Sports Centre recognizes the following qualifications:

- ✓ National Pool Lifeguard qualification (or equivalent). ***This person is defined in this document as a 'Lifeguard'.***
- ✓ RLSS/ASA Rescue Test for teachers – a 12 hour training course which includes theory & practical work & covers the competencies & skills that enable teachers/supervisors to deal with an emergency in a pool. A section of the course is devoted to First Aid and the qualification has to be renewed every two years. ***This test does not qualify the person as a lifeguard, however can be counted as a 'pool rescuer'.***
- ✓ 'In-house' Supervisors Competency test – this is for teachers/supervisors who are on poolside, and not Rescue Test or Life-guard qualified, this is a written certificate which shows the person to be able to demonstrate the following:
 - Thorough knowledge of the pool's routines, normal & emergency operating procedures i.e. location of telephones, emergency equipment, first aid kit, etc. & be aware of potential risk factors.
 - Able to administer expired air resuscitation (EAR)
 - Able to administer cardio-pulmonary resuscitation (CPR)
 - Initiate emergency procedures
 - Able to recognize bathers in potential difficulties
 - Able & willing to effect a rescue using throwing & reaching methods using the equipment on poolside, i.e. pole, buoyancy aids, etc. or, if necessary & appropriate, able & prepared to enter the water to rescue & land a casualty.***This test does not qualify the person as a lifeguard or pool rescuer, however can be counted as a 'competent person'.***

Table of examples

The table below gives a guide of the **minimum levels** of supervision required for external hirers for structured swimming sessions (i.e. Clubs), swimming lessons & unprogrammed recreational activities:

Age & Activity	Number of children	Total no. of adults	Lifeguard	Pool Rescuer	Competent person
Primary lesson	1-12	2	0	1	1
Primary lesson	13-24	2	0	1	1
Primary lesson	25-36	3	0	2	1
<i>Primary lesson*</i>	<i>1-12</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Primary lesson*</i>	<i>13-24</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Primary lesson*</i>	<i>25-36</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>2</i>
Secondary lesson	1-20	2	0	1	1
Secondary lesson	21-40	2	0	1	1
Secondary lesson	41-60	3	0	2	1
<i>Secondary lesson*</i>	<i>1-20</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Secondary lesson*</i>	<i>21-40</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Secondary lesson*</i>	<i>41-60</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>2</i>
Swimming lessons	1-12	2	0	1	1
Swimming lessons	13-24	2	0	1	1
Swimming lessons	25-36	3	0	2	1
<i>Swimming lessons*</i>	<i>1-12</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Swimming lessons*</i>	<i>13-24</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Swimming lessons*</i>	<i>25-36</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>2</i>
Club swimmers	1-12	2	0	1	1
Club swimmers	13-24	2	0	1	1
Club swimmers	25-36	3	0	2	1
<i>Club swimmers*</i>	<i>1-12</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Club swimmers*</i>	<i>13-24</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Club swimmers*</i>	<i>25-36</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>2</i>
<i>Secondary unprogrammed*</i>	<i>1-20</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>1</i>
<i>Secondary unprogrammed*</i>	<i>21-40</i>	<i>2</i>	<i>2</i>	<i>0</i>	<i>0</i>
<i>Secondary unprogrammed*</i>	<i>41-60</i>	<i>3</i>	<i>2</i>	<i>0</i>	<i>1</i>
<i>Swimmers with special needs</i>	<i>Depending on risk, this must be agreed with Arena Sports Centre Management</i>				
<i>Pool activities e.g. Kayaking</i>	<i>Depending on risk, this must be agreed with Arena Sports Centre Management</i>				

* with lifeguard

It is assumed that children of secondary age are competent swimmers (as per the definition in the NOP)