

# Student & Staff Subscriptions

Please complete in BLOCK CAPITALS



Title: Mr / Mrs / Miss / Ms

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Subscription	Annual Payment	By Direct Debit
<b>Bronze</b> (Gym Off Peak Mon-Fri before 2pm any campus)	£150 <input type="checkbox"/>	£12.99 <input type="checkbox"/>
<b>Silver</b> (any gym, inclusive fitness class, any campus)	£229 <input type="checkbox"/>	£19.99 <input type="checkbox"/>
<b>Gold</b> (Silver including free racket sports, climbing & swimming)	£299 <input type="checkbox"/>	£24.99 <input type="checkbox"/>
<b>Harcourt Hill Only</b> (Free gym, classes, swimming, racket sports)	£195 <input type="checkbox"/>	£15.99 <input type="checkbox"/>
<b>Climbing Only</b> (free access)	£229 <input type="checkbox"/>	£19.99 <input type="checkbox"/>
<b>Climbing</b> (free access for off Peak Mon-Fri before 2pm ) Only	£150 <input type="checkbox"/>	£12.99 <input type="checkbox"/>
<b>Semester</b> (silver package) (4 months)	£125 <input type="checkbox"/>	n/a
<i>All Direct Debits pay administration fee of:</i>		<b>£15</b>

All direct debits are subject to an upfront payment of up to 3 months plus a **£15** administration fee.

	Yes	No
I am competent in the use of Cardio Vascular Equipment		
I am competent in the use of Fixed Weight Equipment		
I am competent in the use of Free Weight Equipment		
I know I can ask for an induction or advice at reception		

- **Bring a towel with you to the gyms at all times.**
- **Bring your membership card with you at all times.**

I have read and agree to abide by the conditions of membership and understand that unless I produce my membership/library card the non-member fee must be paid

**Please complete the health questionnaire on the reverse of this form.**

If you are unsure about using the sports centre on medical grounds please consult your doctor before attending.

**Membership Cards are strictly Non-Transferable and Non-Refundable.**

We need the personal information you provide so that we can process and administer your membership at Oxford Brookes Universities Sport and Leisure facilities. We will not use this information for any other purpose and we will not pass the information onto any outside bodies unless required to do so by law or for preventing and detecting crime.

There is a **30 day notice** period required in writing to cancel a direct debit memberships.

You are responsible for keeping your personal details up to date.

Signature: .....

<b>OFFICE USE ONLY</b>	
<b>Payment</b>	Cash / Cheque / Credit Card
Signed:	_____
Date:	_____
<b>ID provided</b>	<input type="checkbox"/>



# PAR-Q & YOU

## (A Questionnaire for people aged 16 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 16 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check **YES** or **NO**.

	YES	NO
1. Has your Doctor ever said you have heart condition <b>and</b> you should only do physical activity recommended by a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you feel pains in you chest when you do physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you often feel faint or have spells of severe dizziness?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you lose your balance because of dizziness or do you ever lose consciousness	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have a bone or joint problem (e.g. back, knee or hip) that could be made worse by a change in your physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your doctor currently prescribing drugs for you blood pressure or for a heart condition?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there any other reason why you should not do physical activity?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you been diagnosed with epilepsy or have you suffered any seizure in the last three years?	<input type="checkbox"/>	<input type="checkbox"/>

### If you answered

#### **YES to one or more questions**

Talk with your doctor by phone or in person **BEFORE** you start becoming much more physically active or **BEFORE** you have a fitness appraisal. Tell you doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want – as long as your start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you.
- Find out if there are any local community programs which are safer or more helpful for you

#### **NO to all questions**

If you answered NO honestly to all PAR-Q questions, you can be reasonable sure that you can:

- Start becoming much more physically active – begin slowly and build up gradually. This is safer and easier.
- Find out if you can take part in a fitness appraisal. This is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively.
- Also it is highly recommended that you have your blood pressure checked regularly by your local GP's surgery or NHS trust.

#### **Delay becoming much more active**

- If you are not feeling well because of a temporary illness such as a cold or fever – wait until you feel better; or
- If you are or may be pregnant – talk to your doctor before becoming more active

**PLEASE NOTE** This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions. If your health changes during the course of your membership please consult a member of staff or consult your doctor for advise on changes to your exercise plan.

## Sports Centre Conditions of Use:

### **A. General Rules & Booking Process:**

1. The centre management kindly request that any comments, complaints or feedback be submitted to the Centre reception in writing. Each comment will receive our full care & attention. Where a response is required we aim to respond to you within five working days.
2. New Members & non-members must complete the appropriate form for using each area (e.g. PAR-Q gym form or registration form & Association of British Climbing walls documents & disclaimer) & any induction prescribed by the Sports Centre. These documents plus the Membership Form & Sports Centre Condition of Use form the entire agreement between you & the University.
3. No smoking is permitted in any area of the Sports Centre (whether inside or outside of the building).
4. Shirts or vests must be worn at all times whilst in the Sports Centre or using the facilities.
5. Children (Under 18's) must be accompanied at all times by a parent guardian who will be responsible for ensuring the safe conduct of such children.
6. Children (under 14) are not permitted in the bar area after 9 p.m.
7. All bookings over £10 in value must be fully paid in advance. No refund will be paid unless otherwise stated.
8. Members must produce their Membership card or other photographic ID on each visit, or where asked to do so by Sports Centre staff or University security staff & you must show your Membership card to book facilities (e.g. tennis or squash courts or football pitches). Where you cannot provide your Membership card you will be charged a non-Member rate & service may take longer.
9. 24 hours cancellation notice must be given to cancel any booking or the full amount will be owed. No booking will be permitted where you have an outstanding debt.
10. The University or its staff will not be legally responsible to you or your invitees for any possessions that you lose, are damaged or stolen unless we are proven to be negligent. With the exception of personal injury or death where the University is proven to be negligent for which we place no liability where you suffer any other form of loss or damage we will only pay you compensation of up to £200.
11. If you injure yourself or have an accident you must report it immediately to Sports Centre staff or if not possible as soon as practical thereafter.
12. These Sports Centre Conditions of Use may only be amended by the University at any time at our sole discretion. The most up to date version of these Sports Centre Conditions of Use can be found at <http://www.brookes.ac.uk/sport/>

### **B. Terms & Conditions of Membership:**

1. Your Membership will start on the start date set out on the attached Membership form but where you are paying by direct debit you are required to pay the advance monthly payments & administration charge indicated on the Membership form on date of joining. Direct debit payments will commence at the end of the calendar month up to which you have already made advance payment. Your Membership & direct debit payments will be subject to a 4 week cancellation notice period. After 1 year direct debit Membership payments will continue after the anniversary date of the start date of your Membership unless cancelled by you giving us 4 weeks prior notice. For the renewed period of Membership unless otherwise agreed you will be charged the current annual membership fee for your level of Membership as published by the Sports Centre.
2. Where you have paid your entire Membership fee in advance for annual Membership (as indicated on the attached Membership form) your membership will last 12 calendar months after the start date stated on the Membership form & will automatically terminate on the first anniversary unless you renew your annual Membership.
3. To renew your annual Membership you must tell us before the anniversary date that you wish to renew your Membership & pay us next years annual Membership fee in full. Where you wish to cancel you annual Membership during the current year you must give us 4 weeks prior notice & we will reimburse you the remainder of your annual membership fee based on the number of months remaining until the next annual renewal date calculated from the end of the month in which the date of cancellation falls.
4. We may immediately terminate your Membership where you have failed to make any payment (whether annual or monthly direct debit). In such circumstances your Membership card may be removed & your access to facilities may be refused.
5. You are responsible for ensuring that the Membership level you are signed up to is suitable for you & if your circumstances change you must inform the Sports Centre.
6. The Sports Centre currently offers three gym facilities, a climbing wall, sports halls, swimming pool, synthetic turf pitch, a bar, café, squash courts & range of classes & instruction, 5 a side pitches & tennis courts. The Sports Centre may close or withdraw these facilities where necessary without notice but will otherwise use reasonable efforts to advertise the dates & times of closures and withdrawals by giving reasonable notice to Members.
7. Where the Sports Centre is closed for an extended period due to essential maintenance or refurbishment Members will be entitled to a Membership extension covering the period of closure from the date of the members' written request.
8. Where the Sports Centre or any of its facilities (including the external pitches) are closed due to adverse weather conditions Members will be entitled to 1 week's worth of credit only & the Sports Centre will not be liable to repay any further fees paid in advance to secure booking.
9. Full refund on any annual Membership fee (monthly direct debit) will only be granted where cancellation is received within the first 14 days of the start date for such Membership. The administration fee is non-refundable.
10. Where you have a medical condition that prevents you from using the facilities at the Sports Centre you may suspend your current Membership by producing a valid medical certificate in which case your Membership will be suspended from the date of production of the certificate for the duration of your illness as set out in the certificate.
11. Staff & students of the University may be considered for a reasonable partial refund of their Membership fee where they are ill or are leaving the University upon receipt of written verification from their tutor or line manager.
12. Lost or stolen Membership cards will only be replaced upon payment of a £10 administration charge. The Student administration office or human resources will provide replacement University identity cards.
13. Membership of the sports centre is not transferable to other individuals. In particular any Member will have their Membership immediately terminated where:
  - a. they have allowed free access to the Sports Centre or other facilities by a non-member; or
  - b. they have loaned their Membership card to any other user; or

- c. where they pose or create a serious risk to the health, safety or wellbeing of staff, other Members or users or damages or threatens to damage University property; or
- d. where they have engaged in disruptive or violent behaviour.

### **C. Remedial Action**

Any breach of these Sports Centre Conditions (or any other rules displayed at the Sports Centre) may result either in the immediate termination of Membership or termination of a non-members right to use the facilities or will result in a temporary ban of 1 to 4 weeks use of the Sports Centre (to be determined solely by Sports Centre staff). Any repeat offence will in all circumstances result in Membership termination. If we terminate your Membership or right to use the Sports Centre you will not be entitled to any refund of Membership fees and you will receive no recompense.

### **D. Data Protection & Security**

1. The University is registered under the Data Protection Act 1998 & abides by all responsibilities under the Act including with respect to handling & processing of any personal information that you provide to us. Our University privacy policy is located at <http://www.brookes.ac.uk/about/structure/policies/privacy>. You can request to see the personal information that we hold about you or ask to change this personal information in accordance with our privacy policy. You are responsible for telling us about any changes to your personal information.
2. To validate your identity & protect all users you agree to allow us to take a digital photograph of you as part of your Membership application.

### **E. Gym Rules & Etiquette:**

To use the Gym you will need to complete the Membership forms including the PAR-Q (Full Terms) Form & undertake a Gym Induction (if required by Sports Centre staff) before use. In particular:

1. You must carry a towel at all times. Please sit or lie on your towel, use it to wipe down equipment & benches after each use; &
2. You must wear training shoes at all times whilst using the Gym for your own safety. Open footwear (e.g. flip-flops or sandals) is not permitted; &
3. All Gym equipment (e.g. free weights, Swiss balls, kettle bells etc) must be put back in their correct place after every use; otherwise they may pose a hazard or inconvenience to other users; &
4. During busy Gym periods please do not 'hog' any equipment for longer than 20mins. This means allowing other Members to work on the equipment between your sets; &
5. You must obey all written instructions posted in the Gym & the directions of Gym staff including listening & responding to staff. You must respond to all health & safety rules & directions given; &
6. When you are in the sauna & steam room please wear non-slip footwear for hygiene & safety reasons & use a towel. You are required to wear a swimming costume or trunks at all times as these are mixed sex facilities; &
7. No spectators are allowed in the Gym, sauna or steam room. If you require a spotter please seek assistance of a member of staff or another user.
8. The age limits for Gym use are as follows:
  - a. Health Suite min. age 16 under 18's permitted only if supervised by an adult.
  - b. Free Weights strictly no under 18's are permitted.

### **F. Climbing Wall Rules & Etiquette:**

You must complete the Registration Forms (including the Association of British Climbing Walls ("ABC") documentation-Full Terms) & sign & accept the British Mountaineering Council Disclaimer & complete any required induction before use. In particular:

1. No loose chalk is permitted on the climbing wall; &
2. The minimum age of any climber is 5 years old. All under 18's must be accompanied & supervised by a responsible adult; &
3. ABC registered users may bring two guests or two juniors; &
4. When using the bouldering wall do not jump down from any height onto the mat; &
5. When using the climbing tower please ensure both climber & belayer have the correct safety equipment & knowledge of how to use them safely; &
6. Spectators must remain on the viewing gallery at all times to avoid injury; &
7. You may not take food or drink on to any of the climbing walls or equipment.

### **G. Squash & Badminton Court Etiquette:**

- You must abide by the following when using the squash or badminton courts:
1. No dark soled footwear is to be worn in the squash courts. White soled shoes that do not mark the floor are available to hire from reception; &
  2. Please do take open drinks containers into the courts; &
  3. Members must produce their Membership or identity card when booking & before use. All bookings must be paid for before use, not after; &
  4. Booking a court is permitted up to 7 days before the date of play. However this 7 day limit will be waived if users book 10 consecutive equivalent slots. Payment in full in advance will be due & no refund will be permitted; &
  5. All bookings are subject to a 24 hour cancellation period or the full court fee must be paid; &
  6. Platinum Members will be charged if they fail to attend a booked court.

### **H. Sports Hall Etiquette:**

1. No glass or open containers of drinks should be taken or used in the Sports Hall; &
2. Members must produce their Membership card to book facilities & present it before use. Non-members will be asked to produce or collect their receipt; &
3. Cricket: Cricket nets must be used at all times when playing to protect spectators & windows. Nets should be booked at the time of booking. Users may only use indoor cricket balls. England & Wales Cricket Board advice on protective equipment must be adhered to by all users.
4. Football: Only indoor footballs may be used. Non-marking footwear should be worn at all times.
5. Some football equipment is available for loan or hire in exchange for the correct fee & deposit.

### **I. Rules for Use of Synthetic Turf Pitch (STP):**

1. No glass or other breakable objects should be taken onto the STP; plastic containers are available from the bar; &
2. No studded, moulded, metal or bladed training shoes are allowed on the STP. Astro boots or standard training shoes must be worn to prevent pitch damage; &
3. No smoking is allowed on or around the STP due to the potential damage that could be caused from melts or burns to the pitch; &
4. Balls may be available to borrow from reception a £10 deposit is required & will be returned for the safe return of the ball; &
5. Bibs are not available for loan or hire outdoors.

**I agree to these Sports Centre Conditions of Use!**