

INVERELL & ASHFORD POOLS

**School Booking &
Pool Hire Requests**

“For School Use Only”

Acknowledgement of Country

Community Aquatics and our Employees wish to acknowledge the traditional custodians of the land on which we work.

We pay our respects to Aboriginal and Torres Strait Islander elders, both past and present, and celebrate their cultural contribution to society.



SPECIAL NOTES

What forms need to be returned?

For ease, the pages of this document that have been highlighted by the below symbol, must be returned to the Inverell Pool.

Return

Community Aquatics will only accept: complete applications - presented clearly and legibly. Schools are invited to supply additional information to clarify their requests.

When do the forms need to be returned & when will carnival dates be confirmed?

Via consultation with the Inverell Schools Group (Dec 2018), the below schedules for bookings were established.

Schools Carnivals

Period from commencement of Term 1 to Term 4-Week 1, in any Year

- ✓ Schools submit Carnival Booking Request to Inverell Pool via the below means:
 - *Email:* inverell@communityaquatics.com.au
 - *Post/ In-Person:* Inverell Swimming Pool, 69 Evans St, INVERELL
- ✓ Inverell Pool will acknowledge receipt of Carnival Booking Request within 14 business days of receiving the request. The initial receipt of application does not constitute confirmation of booking - *this is a courtesy acknowledgement regarding the receipt of paperwork.*

Period from Term 4-Week 1 to Week 4, in any Year

- ✓ Inverell Pool will **confirm** in writing a carnival date for the following year with each School.
- ✓ Should two or more schools request the same date (a clash), the respective School Principals will be informed and requested to discuss/ resolve. School will be provided with 2 weeks for this process.
- ✓ When Schools cannot negotiate a clash of dates, the Inverell Pool will make the final decision.

Schools Water Safety and Education Programs (*emphasis on Term 4*)

Term 1 in any Year

- ✓ To ensure schools receive the access they require, and school/ pool resources are utilized effectively, School Principals will discuss their school requirements with each other during scheduled Principals meetings
- ✓ The Inverell Pool Manager will attend the March or April Principals meetings to provide input/ guidance
- ✓ Towards the end of Term 1 and after Principal discussion, all Schools are required to submit School Water Education Request application via the below means:
 - *Email:* inverell@communityaquatics.com.au
 - *Post/ In-Person:* Inverell Swimming Pool 69 Evans St, INVERELL

Period from Term 2-Week 1 to Week 4, in any Year

- ✓ Inverell Pool will **confirm** in writing the Schools Water Education Program booking; including; pool space, times, approx. student numbers and approx. student swimming ability and any other requests.

What equipment is available for school use?

The facility has the following equipment freely available for school use:

- ✓ Lane ropes: please indicate your desired set-up when booking
- ✓ Lane dividers: go across lanes to define teaching areas
- ✓ Kickboards: up to 30
- ✓ Noodles: up to 20
- ✓ In-pool swim benches: up to 3 (between 40-55cm high) old's 4-6 infant children/ 4 primary children
- ✓ BBQ's, kitchen, fridges etc

The Inverell Swimming Club has the following equipment for hire:

- ✓ Timekeeping equipment: watches, seats etc
- ✓ PA & Club Room
- ✓ Lane Ropes

Schools are to liaise directly with Inverell Swimming Club at inverellswimmingclub@yahoo.com.au

The Inverell Pool is not responsible for Swimming Club equipment, its access/stow-away or use.

SCHOOL DETAILS

Name: _____ Principal: _____
Address: _____
Contact Person: _____ Phone Number: _____
Email Address: _____

FACILITY REQUIREMENTS & PARTICIPANT INFORMATION

Numbers: Participants _____ Number of Supervising Staff/ adults _____
Participant Ability (estimate): _____ % Non-Swimmers / _____ % Swimmers / _____ % Not Known
Participant Age Range (estimate): Youngest _____ Oldest _____
Payment Method: [] Invoice [] Pay upon Entry (Cash or Credit Card)
Requirements: Please tick the facility services/ assets you require (will vary between facilities)
[] 50m Pool [] 25m Pool (winter) [] Teaching Pool [] Toddler Pool [] Tables & Chairs [] Lane Ropes
[] Group Fitness Room [] Inflatable [] Race Starter [] Kickboards & Noodles
Kiosk / Other requirements
Will attendees be buying from the kiosk? [] NO [] YES, approx time: _____
Other requirements? Swim Teachers / Dedicated Life Guards/ Pool Layout (layout template attached)

ACTIVITY: DESCRIPTION, DATES & TIMES

Type of Activity
[] Swimming Carnival [] School Water Safety Program [] School Fitness / Sport Program
[] Pool / Lane Hire (Fun Day) [] Other: _____ (please specify)
Preferred Date: _____
Day: [] Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday
Times: Arrival _____ Departure _____
Alternative Date Preference(s): _____
Day: [] Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday

ESSENTIAL DOCUMENTS

I have received and reviewed the following Community Aquatics documents:
- Inverell Swimming Pool Conditions of Hire / Terms & Conditions - Customer Service Charter Policy
- Independent Professional Services Policy - Medical Conditions Information Policy
- Inverell Pool Layout & Design Request Template - Inverell Pool Risk Assessment

DECLARATION

I have received and understood the Facility Conditions of Hire - attached.
Prior to commencement of my booking I will supply the Inverell Pool with a completed Risk Management Assessment specific to my activity - template is available from facility web page.

Name: _____ Signature: _____ Date: _____

Return Form - Email: inverell@communityaquatics.com.au Post: Inverell Swimming Pool 69 Evans St INVERELL

Staff Use Only:

Booking Received: _____ Staff Name: _____ School Informed: _____
Booking Confirmed: _____ Staff Name: _____ School Informed: _____
Cost Summary: _____ Changes Required/ Comments: _____

CONDITIONS OF HIRE / TERMS & CONDITIONS

Definitions

'Facility' - refers to Inverell Swimming Pool

'Hirer' - refers to the School hiring the facility, as well as any other representatives' groups or persons (including P&C Committee's and other groups or individuals) seconded by the School to assist with the delivery of their services and programs at the Facility

'Facility Management' - refers to the Inverell Pool Facility Manager or other employees of Community Aquatics authorised to act on its behalf.

Bookings

1. Enquires are to be made in writing via email inverell@communityaquatics.com.au, post or in-person
2. The facility requires a minimum of 10 weeks' notice for all School bookings. Bookings can be made with less notice, but pool space allocations may not be available.
3. Timeframes and actions regarding School Carnivals and Water Education Programs will be dealt with as per the special notes outlined within the School Booking & Pool Hire Requests Form
4. Timeframes and actions regarding School Sports and One-Off events/ Activities will be confirmed by the Facility within 14 days of receipt.
5. Upon receiving a booking request, the Facility will review the details of the booking and check availability against existing bookings. If dates and times are available, the Facility will email the Hirer Confirmation of Booking - with costs. All Booking application must contain a Risk Assessment completed by the school about the activity.
6. If the Hirer wishes to alter an agreed booking, then a request must be made in writing.
7. If the details on the Confirmation are incorrect, or the Hirer wishes to change them, then alterations should be made in writing and returned for Facility consideration.
8. The booking will be considered confirmed; i) 14 days after the confirmation has been sent by the Facility to the Hirer, and / or, ii) upon receipt of a deposit should it be required.
9. All booking requests & confirmations must be made using the appropriate Facility Form; and submitted via email or in person.
10. Phone or Verbal requests will not be accepted.

Note: The Facility reserves the right to decline or cancel a booking, if;

- it impinges on existing facility programs
 - it is inappropriate for a community family-orientated environment
 - it significantly or adversely impacts on public access to the facility
 - it is deemed unsuitable for the activity or event, and/or
 - the Risk Assessment protocols are not arranged and/or not followed by the Hirer.
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Cancellation

1. Cancellations must be provided via email inverell@communityaquatics.com.au
 2. A 30% cancellation fee will be charged if less than 7 days' written notice is provided prior to cancellation (*email is preferred*). A full refund will be provided to all booking where cancellation has been requested with more than 7 days' notice before the event.
 3. Cancellation charges do not apply for activities cancelled due to weather or facility break-down.
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Damage/ Cleanliness of the Centre

1. The Hirer agrees to leave the Facility in the same condition that it was found
 2. The Hirer is responsible for any damage to the facility by, or any person belonging to the Hirer Group
 3. If at any time the Facility is left in a damaged condition; the Hirer will be responsible for the payment of the repairs charge. This fee is payable within 7 working days from issue of invoice
 4. Sticky tape, rope, string or any other type of fixing/ adhesive is not be used on painted surfaces
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Management/ Staff Instructions and Pool Rules

Facility Conditions of Entry and staff instructions must be adhered to in a respectful manner. Failure to comply with this clause may result in the offender being removed from the facility and ineligibility for subsequent hire.

Pool & Lane Allowance

The Hirer will have exclusive use of pool space that is confirmed as part of their booking

First Aid

1. In addition to Facility Staff, the Hirer may be requested to have one First Aid qualified person per 100 guests (including; swimmers, officials and spectators) present during the time of the booking.
2. Qualifications may be requested
3. The Facility has an equipped first aid room and will grant access the Hirers' First Aid officer(s)

Cleaning Charge

1. The Facility understands that small amounts of cleaning will be required following a booking, therefore the Facility accepts the following;
 - a. Rubbish bins will be provided, and they will be emptied by the Facility as required
 - b. Plastic bags will be provided to the User Group upon request
 - c. General cleaning of grandstand, change rooms and concourse (max 90minutes)
2. The Hirer agrees to remove any rubbish that is caused by them to a reasonable state
3. If the Facility is left in an unsatisfactory state and additional cleaning fee will be charged
 - a. Cleaning will be charged to the Hirer at \$45 per hour, minimum of 2 hours
 - b. The fee will be forwarded to the Hirer and is net 14 days

Catering

Sale, or the organised supply of own food and drinks during an event or activity within the Facility is prohibited, without prior permission from Facility Management.

Fees & Charges - Pools

School Events / Department of Education

1. Admission definitions are as follows;
 - a. Swimmer/ Competitor / Participant; is any person attending the activity that will be entering the water at any time
 - b. Spectator/ Parent; is any person attending the activity that will not be entering the water at any time
 - c. Teacher/ Official/ Parent Helper; is any person attending the activity for the purpose of assisting the operations of the day. This may include; time keepers, recorders, starters and other volunteers that form part of the activity coordination and structure. This does not include a swimmer/ spectator that provides assistance randomly or without an on-going responsibility throughout the activity. The names of Teachers / Officials/ Parent Helpers must be provided to the Facility prior to the activity.
2. Admission fees must be paid upon entry unless the Hirer has requested an invoice.
3. A minimum charge of 60% of the total students indicated on the booking form will be charged if the actual number of children attending is less than this amount. E.G. a Hirer books for 200 students, although only 90 actually attend, the cost of the program will be calculated using 120 students (60%)
4. Schools must provide Participants numbers on a daily basis – before the activities commence.

Swimming Carnivals and Large Events

1. Where the Facility does not receive admission fees, the pool hire fee is \$800 for half a day (4hrs) and \$150 per additional hour afterwards. This fee includes the provision of 2 Life Guards. Additional Life Guards maybe be required at some events; at a cost of \$66per hour (minimum 3hrs).
2. Where participants are charged full entry fees, lane hire or facility hire will be discounted, or not charged.

Lane Hire for Structured Activities and/or Events (excluding Participant Entries)

\$33per hour / per lane (no half-hour hire)

Note: Typical activities that might fall under this category are time-trial events and/or teacher training. Lane hire is reserved for ah-hoc and/ or irregular activities.

Inflatable Hire

1. Legislation requires a minimum of supervisory 2 Life Guards at all times
2. Minimum hire period- 2hrs (e.g. 50mins activity+20mins rest+50mins activity)
3. \$250 first 2 hours and \$100 per subsequent hour (costs include set-up and pack-away)

General Costing

1. Due to the diverse range of possible activities; event costings will be provided once all aspects of the intended hire usage and participant numbers are confirmed. Final costs will take into account facility staff requirements, size & duration of the event, day of event and services required.
2. School Swimming Education Programs and Carnivals entry fees are set at \$3.40per student/ participants: between 1/1/19 - 31/12/20 (essentially 2019 and 2020). Special education students for the same period are \$2.20.

Glass & Glass Containers

Because of the danger of broken glass, bottles and breakable glass containers are not permitted inside the Facility.

Parking

Vehicles are not permitted to park in areas other than designated parking areas.

Swimming Attire

1. All swimmers must wear approved swimming attire;
 - a. This includes nylon and lycra materials
 - b. This excludes cotton, denim and polyester
2. A swimmer found not to be wearing approved swim wear may be asked to exit the water.

Noise Control

1. The Noise Pollution Act regulates activities at the Facility, under this Act anyone not abiding by it may be removed from the Facility.
2. Failure to comply with these conditions may result in the exclusion of that Hirer from future bookings

Alcohol

1. No alcohol is to be brought into the facility at any time. Management reserves the right to remove or refuse entry to any person with alcohol, is intoxicated, perceived to be intoxicated or behaving in an intoxicated manner.
2. Breach of this clause may result in ineligibility for subsequent hire.

Theft

The Facility nor its employees shall be liable for any loss or damage sustained by the Hirer or activity participants, by reason of things being lost, damaged, or stolen.

Smoking

1. Facilities are non-smoking environments. The Hirer is responsible for ensuring that all persons associated to their event are informed about this policy and enforce a non-smoking environment.
2. Persons wishing to smoke may do so outside the facility and will be permitted free entry upon returning into the facility.

Public Liability

1. The Hirer shall have professional indemnity/ public liability insurance to a minimum value of \$10,000,000.
2. The Hirer shall indemnify the Facility against all actions, suits, claims and demands that may result from the Hirer's direction of activities at the facility. In particular, the Facility is indemnified from all actions, suits, claims and demands that may result from activities related to diving at the facility under the direct instruction/ supervision of the Hirer.
3. The Hirer shall provide the facility with a copy of their insurance certificate of currency prior to the event being undertaken. If proof of insurances not be supplied, management reserves the right to refuse hire
4. Where the Hirer is an educational or governmental organisation and has public indemnity or liability cover; all actions, suits or claims that occur during the booking will be made against that organisations indemnity or cover.
5. The Hirer is responsible for ensuring all Staff and other performing direction and/or governance over the Hirer participants have the qualifications, skills and competencies for that task.

Persons/ Participants with Medical Conditions

1. The Hirer will be provided with a copy of the Community Aquatics Medical Conditions Information Policy.
2. With consideration towards Australian Privacy legislation, Community Aquatics does not require the Hirer to supply private details regarding students, staff or volunteers they engage to assist with program delivery at Inverell Pool.
3. To support persons with Medical Conditions, the Hirer will either adopt and assume Community Aquatics responsibilities as identified within the Community Aquatics Medical Conditions Information Policy as the minimum standard of care for the persons they engage under their control, and/ or apply their own policy.
4. With consideration towards Australian Privacy legislation, the Hirer may liaise with and seek additional support and/ or define customised procedures with the Facility Manager to enable the Hirer and Facility Staff to best respond to any potential or actual emergency. Additional procedures must be mutually agreed upon and in writing.

Video and Photography

1. As a rule, photography and video is not permitted inside the Inverell Pool. However, the Hirer is permitted to record video and /or create photos within the facility where only the Hirers participants are captured.
2. No video or pictures of Staff or Public are permitted.
3. The Hirer must always have a copy of their own Video and/ or Photography Policy (or similar) available for Facility Staff to sight. No Policy - No Pictures/Video.
4. The Facility may refuse permission to use Video or Cameras whilst in the Facility.
5. Only persons authorized by the Hirer may use video or camera equipment whilst inside the Facility.
6. The Hirer has final decision regarding any pictures or video taken of their participants.

Electrical Storms

1. All pools are closed during electrical storms (ie. lightning) - Swimming is not permitted.
2. Attempts will be made to accommodate all swimmers and spectators indoors.
3. All pools will remain closed when the time between Lightning to Thunder is 30 seconds or less.
4. Pools will re-open no less than 30minutes after the last calculated Lightning and Thunder

Emergency Procedures & Evacuation Points

1. It is the responsibility of the Hirer to make users aware of evacuation assembly points in the event of an emergency & that all patrons are to proceed to the designated assembly point and conduct a roll call to determine that all persons are accounted for.
2. A Lifeguard will be available always to assist with and guide emergency procedures.
3. Facility Staff will provide the Hirer about emergency procedures and exit point details.
4. The Hirer must ensure that they assist Facility Staff with appropriate communication to all persons participating within their event. Facility PA, Loud Speakers and/or documents will be made available for use.
5. A copy of the Facility Emergency Evacuation Procedure is available at the facility front counter.
6. In a major emergency, the Facility Staff will direct all actions and the Hirer will assist with gathering and accounting for their own participants, and to follow staff directions.

Emergency Action Procedures

This is a brief overview of the Inverell Swimming Pool Emergency Action Plan. A complete copy can be obtained by contacting the Centre Manager

Minor Incidents

- Any minor incident, such as general first aid shall be attended to by the lifeguard whilst 'on deck'.
- Incidents where the lifeguard is not able to supervise the pool while attending to first aid or report writing may require another staff member to supervise the pool.
- School staff/group leaders may be required to assist with supervision of the patient so the lifeguard can return to normal duties.

Major Incidents

- Incidents considered as life threatening for any and all individuals including: suspected drowning, suspected spinal injury, cardiac incident or similar may require the immediate cessation of the event and for all persons to leave the water while the lifeguards attend to the incident.
- School staff may be required to assist as deemed necessary by the lifeguards and/or duty manager.

Staff Response (eg. Supervisor or Lifeguard)

- Minor incident - when not attended to by school staff should be directed to the lifeguards
- Major incident - any major incident will take precedent over other activities and as such the carnival or event may need to be suspended while staff are attending to the emergency. A general description of staff duties during a major emergency is:
 - Lifeguard 1 is to attend to the patient
 - Lifeguard 2 is to alert Reception by whatever means appropriate
 - Reception (Lifeguard 3) to contact the emergency services (000) and inform Lifeguard 2
 - Lifeguard 2 is to clear the pools before assisting Lifeguard 1
 - All other leisure centre staff and school staff are required to assist as necessary

Rescue and First Aid Equipment

- The first aid room is located inside the entry area adjacent to the kiosk serving counter.
- A first aid station is located at Reception and the facility Office.
- Each area is identified by the appropriate signage and is shown on the centre plan.

Emergency Services

- In the event of a major emergency - Phone 000
- For minor emergencies, centre staff will consult with the school staff to ascertain the most appropriate course of action. The centre staff may however contact emergency services without consulting school staff if deem appropriate.

Evacuation

- In the event of an incident requiring evacuation of the centre (such as fire, chemical spill or leak, bomb threat, power failure, structural failure etc), school staff are to follow the directions of the Facility staff and assist in evacuating the students.

INVERELL POOL LAYOUT AND DESIGN REQUEST

- Please indicate your pool requirements: E.G pool lane rope and teaching platform locations.
- General pool guides are provided to assist with your considerations only
- School Representatives are advised to visit the Facility to ensure depths correspond accurately with Risk Assessment and structure of services

