

Warwick District Council

STAFF USE OF SPORTS FACILITIES AND THE ROYAL SPA CENTRE

1. Introduction & Scope

- 1.1 The aim of this policy is to ensure that the use of WDC sports facilities and the Royal Spa Centre by the groups of staff identified below is managed and monitored in an effective, consistent and transparent manner.
- 1.2 Members of staff employed at the venues are encouraged to use the facilities but not to the detriment of paying customers/members. This policy aims to cover all sports facilities and the Royal Spa Centre and should be consistently applied to all groups listed in the policy.

2. Policy

- 2.1 Staff whose designated place of work is Abbey Fields Swimming Pool, Castle Farm Recreation Centre, St Nicholas Park Leisure Centre, Newbold Comyn Leisure Centre, Meadows Community Sports Centre, John Atkinson Sports Centre, or Sydenham Sports Centre are entitled to free use of the following facilities at any of the Councils facilities:
- Swimming pools during casual public and staff training sessions
 - Gyms – providing they are not preventing a member of the public using the gym at that time
 - Fitness classes - providing they are not preventing a member of the public attending the class at that time
 - Saunas - providing they are not preventing a member of the public using the sauna at that time
- 2.2 Staff whose designated place of work is the Royal Spa Centre are entitled to:
- Tickets for shows at the Royal Spa Centre, by agreement with the General Manager, or Deputy Manager and providing that the show is not a sell out.
- 2.3 Staff attending staff training will be entitled to use facilities as required by the training and no fee will be charged.
- 2.4 For the avoidance of doubt this Policy includes casual workers provided that they have carried out work at the designated venue in the last 4 weeks.

3. Exemptions to the Policy

3.1 The following facilities are exempt from this policy and standards fees apply at all times:

- Childrens Party bookings
- Swimming Lessons. holiday activities, other booked courses
- Edmondscote track hire/use
- Sports pitch and sports hall hire

4. Conditions of use

4.1 Staff cannot pre-book facilities or sessions in advance unless they are going to pay full-price. They can however turn up and use un-booked available activities by chance on the day of the activity. Activities are subject to normal programming and /or availability

4.2 Staff using a facility which is booked by space (e.g. football, badminton) with a member of the public/ non WDC sports facilities employee must pay the appropriate standard fee (see exemptions above)

4.3 Bookable courses or hirings i.e. swimming lessons, childrens parties etc must be paid for in advance at the appropriate standard fee (see exemptions above)

4.4 This scheme is for employees only and does not apply to any family members or siblings.

4.5 Benefits of this scheme will end automatically when employment with Warwick District Council Cultural Services at the designated sites ends.

4.6 Staff must have their Get Active card with them at all times to provide proof of status. Staff may be asked to produce this at any time whilst using facilities. All staff must present their Get Active card at Reception before using facilities. Usage will be recorded on the Flex system.

4.7 Staff abusing this scheme would be subject to appropriate disciplinary action and may be subject to withdrawal of any of the benefits contained within this policy

4.8 In the event of any dispute arising with regards to the use of facilities by employees, the decision of the on-site Duty Manager/Supervisor with regards to attendance on that day will be final. Where an employee considers that such a decision was not appropriate in the circumstances can raise the matter with the Sports, Parks and Leisure Manager or General Manager at the Royal Spa Centre.

- 4.9 All hire equipment and re-saleable items must be paid for at the appropriate standard fee
- 4.10 Use of facilities by employees will be undertaken in individuals' own time.

5. Management of the Policy

- 5.1 This policy will be owned by the Head of Cultural Services and reviewed every 2 years or sooner if required. The Head of Cultural Services will be responsible for ensuring that this policy is managed in a consistent and accurate manner at all the relevant sites.
- 5.2 Leisure Centre Managers and the General Manager at the Royal Spa Centre/Deputy Manager Royal Spa Centre will be responsible for the day to day monitoring the scheme and ensuring that it is being implemented in line with the conditions of use and that it is not extended beyond the activities listed in 2.1 and 2.2 above. Should they be aware of any abuse of the Policy they will report it immediately to their line manager who will make the Head of Cultural Services aware.
- 5.3 Leisure Centre Managers and the General Manager will ensure that the relevant records are maintained to demonstrate that there was no loss of income resulting from staff use and that no additional costs have been incurred. This will take the form of accurate booking records for the activities listed in Section 2 of this policy. These records may be required by Payments to demonstrate to HMRC that the Policy reflects HMRC guidelines on staff concessionary use of facilities.
- 5.4 Any appeals against a decision made on site regarding the implementation of the Policy should raise the matter with the Sports, Parks and Leisure Manager or General Manager at the Royal Spa Centre in the first instance.
- 5.5 All eligible staff can apply for a Get Active card to demonstrate that they are entitled to use the facilities outlined in the Policy. Applications must be made the Business Support Manager who will administer the card scheme.
- 5.6 Any requests for activities to be added to this Policy must be submitted to the Head of Cultural Services who will consider the request in consultation with the Deputy Chief Executive and Portfolio Holder.