



Key for Map

Please inform all participants, parents, home and away teams.

Blue Arrows – One-way traffic system

Red Arrow – Socially Distance Entrance to Sports Hall

Green Arrows – Entry to Grass Pitches & Cricket Nets

Car Parks A-F

Please use in priority order observing the one-way traffic system and road markings

Car Parks A & B can become particularly busy when there are several activities running, recommended overflow are the main school car parks C - Primary School & F - Front of Wey Valley Academy

Site Rules

The site is Non-Smoking and No Pets, (Dogs in particular) allowed on site as it is a school campus.

No Football Boots are to be worn inside the building

No Chewing Gum allowed

Control Measures in place for all Facility Hire Bookings

- External Hirers responsible for their organisation's members or customers. **Hirers to come to reception to sign in prior to booking and to gain access.**
- Risk Assessment to be carried out by hirer and discussed with 3d Club Manager **prior** to commencement of booking – **new hirers, please arrange a prior appointment or ample time to discuss with the club manager or deputy, before your 1st booking.**
- Hirers are to maintain a record of attendees and contact details for a minimum of 28 days for each session to assist with government track and trace scheme. **We will audit this from time to time and if you are contacted by the governments test & trace scheme or any member of your party has a positive Covid-19 test you must inform 3d leisure immediately.**
- Hirers to comply with all guidance issued by their sports or activities governing body. **We appreciate the guidance is changing constantly, please update your own control measures and risk assessment and discuss with the club manager or his deputy at the earliest opportunity.**
- Hirers and members to arrive and leave at start and finish times of bookings and advised not to congregate prior to booking. In practice participant arrive 5 mins after start of booking and leave 5 mins before booking ends to ensure 10-minute window between bookings to comply with current guidelines. **Whilst the guidance is in place, please ensure your participants are vacating the premises 5 minutes before the end of your session to allow for your own post equipment clean and 3d team touchpoint cleaning.**
- Hirers to provide their own equipment. **Unless there is an agreement in place to store equipment here. ALL Equipment used must be anti-bacterial cleaned before and after use.**

Control Measures in place for all Facility Hire Bookings

- One-way entry and exit point to internal sports hall with use of existing fire doors, rather than through reception to prevent bottle neck in reception area. **Please do not allow participants to congregate in our reception area, social distancing markings are in place up the path from the sports hall entrance.**
- External waiting areas to have social distancing markings – **Please observe, participants should not arrive in groups of more than 6 as per government guidance.**
- Spectator numbers to be kept to an absolute minimum but must comply with governing body and safeguarding regulations regards under 18s where applicable. **Sorry but parents need to drop-off to activity leaders and collect from the exit, they are welcome to remain in their cars, however the school have requested that you do not remain in the school grounds otherwise.**
- Hirers to provide hand sanitiser for their attendees and staff. Touch points within facilities e.g. benches to be cleaned by hirers, exit entry points to be cleaned prior and after booking **Please ensure this is carried out in the 5 minute windows prior to participants entering and after participants have left – see above**
- Change over times managed through one-way system, all participants from previous booking to have left before commencement of next booking. **The 3d team will try to manage this and advise when the next booking is welcome to enter.**
- Access for outdoor bookings to be managed by 3d Reception staff, both blue gates to sports pitches to be opened and pinned before bookings; closed and locked after bookings. **Home Team or Hirer to come to reception to sign in prior to booking and gain access, please collect corner flags from reception and clean before returning after your booking.**
- Participants encouraged to arrive and leave in training equipment due to reduction in changing facilities onsite - no onsite changing currently available for external bookings. **Changing Rooms & Showers are currently unavailable to hirers.**

Control Measures in place for all Facility Hire Bookings

- One-way and/or priority route to separate toilet facility for external bookings to keep gym users and external bookings separate.

THE TOILET FOR BOOKINGS IS THE DISABLED TOILET IN OUR RECEPTION FOYER ADJACENT TO VENDING MACHINE - DO NOT USE THE GYM CHANGING ROOM TOILETS

For Sport Hall users – use the priority system through the main sports hall doors

Outdoor Hirers – use 3d Main Reception entrance from Car Park A, exit is by following the internal one-way system.

Please ensure under 16's are accompanied by an adult to and from the toilet for safeguarding reasons.

No Football Boots are to be worn inside the building

PLEASE ENCOURAGE ALL VISITORS TO USE THE NHS COVID-19 and QR CODES IN ADDITION TO YOUR OWN TEST AND TRACE BOOKING SYSTEM