

Missing sessions / arriving late for bookings policy

Introduction We are exceptionally grateful of our partnership with Sport and Exercise, and it is important to manage the relationship to its greatest potential. Missing or arriving late for a training session is not acceptable, as the space could easily have been used by other clubs, or commercial lets.

Procedure Clubs must let the Sports Union know at least 2 full working days prior to their session if they are not going to use it. If clubs miss a session or do not inform the SU in time then the following action will be taken:

Costs Missing any session booked in with Sport and Exercise:

1 session missed: Club will be invoiced at reduced rate cost

2 sessions missed: Club will be invoiced at full commercial rate

3 sessions missed: Session removed from club for rest of the academic year

Process & Lateness Should a club wish to cancel a session, this must be done in writing to ollie.cruickshank@ed.ac.uk and ross.simpson@ed.ac.uk at least two full working days prior to the session.

Clubs who arrive later than 10 minutes for a training session will also fall under the ***above sanctions*** – please be prompt and utilise the space given to the max.

Club numbers Club numbers will also be monitored to make sure that clubs are utilising the space given to them to its full potential. Should numbers be low, then the SU will look into whether or not your club needs that space.

Contact If you have any doubt about your training session, then please contact ollie.cruickshank@ed.ac.uk
