

Sportsground – Guidance for Use

During term time, 0th Week – 9th Week inclusive, the sportsgrounds are available for current students of Wadham, Somerville and Reuben College to book using the booking system portal:

<https://sports-ground.wadham.ox.ac.uk/>

Outside of term time, students may request to use the sportsground by contacting the Wadham College Events team: events@wadham.ox.ac.uk.

In consideration for other users, please ensure you allow plenty of time for your booking, including arrival and departure time, and cancel any bookings you make that are no longer needed.

The student that books the activity on the portal is considered to be the organiser.

The organiser is the only person that will be issued a fob to the grounds and is responsible for all elements of the activity, including locking up at the end of the activity and returning the fob afterwards.

The organiser should collect and return the fob from their college's Lodge.

Each college's Lodge is responsible for issuing fobs to their own students and to their own students only. Each college's Lodge should only issue fobs to the organiser of the activity and for activities that are booked into the booking system portal.

Any lost or missing fobs should be reported without delay to the relevant college's Lodge, who should in turn report the missing fob to merifield.manager@wadham.ox.ac.uk so that access permissions on the missing fob can be removed. A fee to replace the fob will be issued by Wadham to the relevant college.

The organiser must be present for the entire duration of the activity and is responsible for overseeing locking up at the end of the activity.

Access is given to the two ground floor changing rooms in the pavilion, accessed through the pitch-facing entrance to the pavilion.

For use of the top floor of the pavilion please contact merifield.manager@wadham.ox.ac.uk and events@wadham.ox.ac.uk.

Parking is not available for users.

The facilities normally on offer are:

- Football pitch (available every term)
- Second Football pitch (available in Michaelmas and Hilary terms)
- Rugby (during Michaelmas, available on request. Please give 72 hours' notice)
- Cricket Pitch (Trinity term only)
- Tennis courts x3
- Cricket nets x2
- Netball (available instead of one tennis court)

Due to safety concerns, no other activities can take place when the cricket pitch is in use.

The sportsground can be booked online for the use of the above activities only.

If you wish to carry out any other activities at the sportsground, please send a request to events@wadham.ox.ac.uk and Merifield.manager@wadham.ox.ac.uk; a separate risk assessment and supervision may be required. Please give at least 7 days' notice.

The sportsgrounds can be booked by current students of Wadham, Somerville and Reuben for their own private use or for use by Wadham, Somerville and Reuben sports teams only.

A student cannot book on behalf of a student from another college.

A student cannot book the sportsgrounds for commercial purposes or public events and cannot book on behalf of Oxford University sports teams, or other clubs, societies or teams.

For any bookings for commercial use, public events, or University clubs or societies, please contact events@wadham.ox.ac.uk.

Smoking is not permitted anywhere on the grounds.

Security – the grounds are not a fully secure area and may be in use by more than one group at the same time. So:

- Items left unattended are left at the owner's own risk.
- The organiser is responsible for opening the grounds and locking up the pavilion and grounds at the end of the activity.
- The front gate to the grounds should be shut and locked during the activity to deter intruders, opened only when entering and exiting the grounds, and shut and locked after leaving.

Fire Evacuation – The organiser is responsible for making all users aware of the fire exits from the pavilion and the fire assembly points at the grounds.

Safety:

- Please report any accidents immediately to your College's Lodge.
- The organiser is responsible for ensuring they have the means to phone for help in case of accident or incident.
- For emergencies, we recommend keeping at least one phone with you during your activity, not in the pavilion, in case of theft / lockout / fire in the pavilion itself.

Please show respect for other users and our staff by leaving the pavilion and grounds in the state you found them.

Please report any faults, damage or defects to merifield.manager@wadham.ox.ac.uk