

Facility Allocation Policy

Scope

The Students' Union supports the students' diverse range of sports and physical activity available to participate in and enjoy at a recreational or competitive level.

Due to the large and ever-changing demographic of students, fluid budgets and flexible range of activities, the Students' Union must have a policy in place to ensure support for facilities is given in a fair way to its members.

This policy's scope is to outline the way in which the Students' Union allocates facilities resources fairly; mainly ASV and campus sites.

Glossary

UoA – University of Aberdeen

ASV – Aberdeen Sport's Village and Aquatics Centre

SU – Students' Union

Student Activity – Sports Club, Society or Student Group

Grants – Money allocated to Student Activity for specific use.

Campus Sites – University of Aberdeen Campus sites as outlined in Appendix 1

Students' Union issued email – the @AUSA.org.uk email that is issued to each Student Activity.
More information on the SU website

Students' Union and Student Activity Memberships

To access any Student Activity allocated sessions, all members of the Student Activity (including committee members) will require to have purchased both the appropriate Student Activity memberships and a Students' Union membership (either Society Union or Sport's Union dependent on the type of Activity).

It is important to ensure that all Student Activity members purchase their memberships in a timely manner from the SU website to ensure that all activities are getting fair access to facilities. In line with the 'Grants Policy' we ask that all memberships for term one are purchased by 15th October. The membership numbers at the end May will be used to decide the allocations for the following year after the 24/25 academic year.

Booking Allocation periods

All activity bookings run annually, starting in September. There is a break for all training during the University Christmas Break. The academic year and BUCS season will vary annually, 20 weeks or more of block bookings will be allocated. Generally, term 1 and term 2 will be prioritised for funding, term 3 will be funded for those clubs where it is necessary and for others where funding allows.

BUCS and SSS

BUCS Appendix 2a outlines the dates and deadlines for their league and knockout programme which runs from approx. mid-September to end of November, taking a break for Christmas, and

then from mid-January until end of March. Appendix 2a is released annually in July, along with the league and knockout fixtures for the upcoming year.

Funded Activity Allocation at Aberdeen Sports Village

ASV is a facility that is a partnership between the University of Aberdeen and the Aberdeen City Council but runs as an independent charity. The Students' Union can make bookings on behalf of Student Activities within the structures of this agreement to share the facility with the general public.

The Students' Union will have an allocated budget each year that is dedicated to purchasing time and space at ASV. The funding will vary year on year depending on institutional funding. **To ensure that The Students' Union are dividing the funds as fairly as possible, the below guiding principles will be followed:**

- Student Activities that can only train in ASV will be given priority
- Bookings for BUCS fixtures that have been committed to for BUCS teams will be booked and will not have to be budgeted for by SU clubs [BUCS Sport Specific Regulations](#)
- The remaining budget will be distributed to each club for training
- Student Activities that are outdoor activities looking to have sessions at ASV will receive smaller percentage of the allocation of clubs those who train strictly at ASV that depend on specialist equipment or venues
- There will be every effort made to share out fairly timeslots where possible
- Student Activities that do not rely on changing spaces or specialist equipment or space from ASV will be last priority for budget allocation

Formulas for allocating funding

- Formula for allocation at ASV specific clubs training:
 - % allocation training fund = (previous years' membership numbers x additional 10% per BUCS team)/total number of members using facility
- Formula for allocation for outdoor clubs who require indoor space provision:
 - % allocation training fund = (membership numbers x additional 10% per BUCS team x 0.15)/total number of members using facility

Any session allocated to "fixtures" can be used for training purposes should there be no BUCS or SSS fixture allocated to this session.

Aberdeen Sports Village (ASV) is open to students, staff and the public with facilities for athletics, football, swimming, racquet sports, hockey, martial arts, weightlifting, boxing and fitness classes, as well as spaces for a variety of sports clubs such as trampolining and ultimate frisbee. Please see the [ASV Facility Guide](#) for further information.

To access ASV over and above the funded allocated sessions will require a [lifestyle pass](#) or an [ASV Membership](#). Clubs may also make additional bookings at their expense as outlined later in the policy.

While Student Activities are in the facility you must behave appropriately, respectfully and politely at all times. ASV can prevent you from entering the facility, or ask you to leave, if they

think your behaviour or conduct is not suitable. Serious misconduct or repeated breach of ASV's Terms of Use may result in a ban.

University of Aberdeen Campus Sports Facilities

The University of Aberdeen own Sports Facilities both on campus and off-campus. For a more detailed description, please see Appendix 1. Access to these facilities are coordinated by a partnership between UoA, Students' Union and Aberdeen Sports Village. The UoA holds funds that they use to provide staff to run the facilities as well as to maintain and invest in the facilities.

ASV are funded directly by UoA to operate these facilities during ASV operating hours. There will always be a member of ASV staff present at times that the Students' Union have made bookings unless under special circumstances. The Students' Union work closely with both partners to create and maintain an appropriate schedule to meet the needs of Student Activities.

The Students' Union will use the below guiding principles while creating the schedule for the Campus Sporting Facilities:

- Bookings for BUCS fixtures that have been committed to for BUCS teams will be booked and will not have to be budgeted for by SU clubs [BUCS Sport Specific Regulations](#)
- As these facilities are charged for by the hour for multiple sporting pitches/halls/spaces, every effort will be taken by the Students' Union to maximise the amount of activity that can take place while the venue is open.
- We will try to ensure those using these venues have a fair distribution of training taking their membership into account to be consistent with the ASV section of this policy but also ensuring maximum value of the budget is reached

Cancellations

Cancellations by Students' Union

On occasion, towards the end of the season, allocated training sessions may be amended or cancelled to accommodate other club BUCS or SSS cup, league or knockout fixtures prior to deadlines as specified in BUCS Appendix 2a. Should the SU require to amend/cancel an allocated session to accommodate, it shall endeavor to provide as much notice as possible, and if able, the SU shall try and provide alternative times. This may not be an option in every instance, especially towards the end of the BUCS year.

Cancellations by University or ASV

While we always try to avoid it, regular block bookings may need to be canceled for large events or essential maintenance. When this happens, every effort will be made to offer a suitable alternative. Notifications will be made to Student Activities via their Students' Union email.

Cancellations by clubs

Should a Student Activity require to cancel a session at any of the facilities mentioned above, they must provide a minimum of 48 hours' notice to Students Union Sports Office on fixtures@abdn.ac.uk. Should the Sports Union Sports Office be closed, please refer to "Out of Hours" procedure which will be provided to Student Activities and is available on the [SU website](#).

Club Financed Allocation

Any session for events, local league, sporting friendlies or other purposes required over and above the funded allocated sessions do not fall under the remit of the Students' Union funded sessions and will be at the cost of the Student Activity.

The Students' Union can assist with booking these on your behalf, and you should contact the Students' Union Sports office by email on fixtures@abdn.ac.uk

External Facilities

Sessions at all other premises other than those at ASV or Campus Sites do not fall under the remit of the Students' Union funded sessions and will be payable by the Student Activity. Grants are available to assist with these venues and can be found on the Students' Union [website](#).

The Students' Union can assist with booking these on your behalf, and you should contact the Students Union Sports office on fixtures@abdn.ac.uk.

Failure to attend allocated sessions

In the unlikely event that a Student Activity does not turn up for its allocated session for a facility, this will be classed as a "no show". As facility time and availability are valuable, we would like to work with Student Activities to ensure that all locations are used efficiently, and budget is not wasted.

Please see below for consequences which can be imposed by the Students' Union for persistent no-shows.

- a) 1st occasion: The Student Activity will receive a warning email and a response is required explain the reason for the no-show.
- b) 2nd occasion: The Student Activity will need to pay an additional £20 fine for the no show.
- c) 3rd occasion: Fine as (b) above will be imposed, as well as the Student Activity will lose their specific training session slot for 1 week.
- d) 4th occasion: fines as (b) above will be imposed as well as all activity sessions cancelled for one week.

Equipment used at sessions

It is the Student Activities responsibility for setting up/taking down any equipment required during any funded or non-funded session as long as it is safe to do so. If you feel it is unsafe or your Student Activity requires training to set up and take down equipment safely, please notify fixtures@abdn.ac.uk.

Set up and take down of any equipment should be carried out in the first and last 10 minutes of any session. ASV operatives are there to assist, but it is not their sole responsibility. Please see [ASV and SU Activity - equipment set up and take down](#) for more information.



If you are the last session of the evening, please ensure that your equipment is stored away, and you are changed and ready to exit any ASV or Campus Site prior to the facility closing.

For any fixture, we would ask you to encourage all participants (including the opposition) to be considerate of booking times by not arriving too early or waiting around after. Please ensure that the fixture is finished, and all participants are changed and ready to exit any ASV or Campus Site prior to the facility closing time.

A session with ASV as to how to use their premises and correctly setup / take down any equipment, will be provided in September.

Portable Floodlights

The Students' Union keeps a stock of portable floodlights and accessories that are often required by many Student Activities to illuminate outdoor spaces during their training and/or fixtures. These items, as below, can be borrowed by affiliated Student Activities free of charge.

We would refer you to the Students Union Procedure for Portable Floodlight Usage and Storage along with instructional videos here [Portable Floodlights Procedures](#)

Review and Amendments

This policy will be reviewed annually.

Appendix A – List of Campus Sites

- **Butchart**
 - Large Sport's Hall
 - Small Combat Studio (MMA area)
 - Performance Gym (Weightlifting Studio)
 - Dance Studio
 - Erg room (dedicated to performance rowing programme)
- **Kings Pavilion**
 - Grass Pitches (2 x Rugby and 1 x Lacrosse)
 - Artificial Cricket Wicket
 - Tennis courts (sand dressed)
- **Hillhead Pavilion**
 - Football pitch (grass)
 - Hockey pitch (synthetic)
- **Balgownie Pavilion**
 - American Football pitch
 - Shinty pitch
 - Rugby pitches (x2)
 - Football pitches (x4)
 - Baseball Diamond
- **Boat House**