

## ESSENTIAL COURSE INFORMATION

### Administration Team

Administration and Education Officer	Adrienne Stockdale	0113 812 3160
CCE Administrator	Eileen Coyne	0113 812 3160

### Carnegie Sport Centre

Carnegie Sports Centre Reception (CSCR)	Postcode - LS6 3QQ	0113 812 3160
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### Venue information

#### Directions

- **Carnegie Sports Centre, Headingley Campus, Leeds, LS6 3QQ**  
<https://www.leedsbeckett.ac.uk/sport> - [Directions](#)
- Travel by Car – If you plan to travel by car, car parking is free on site. Please access the Campus via Church Wood Avenue and **report to the Security booth where you will be directed to the car park.**  
**Please do not park in the Pay & Display car park or you will be charged.**
- Travel by Bus – Headingley Campus is well serviced by First buses along Otley Road, Headingley. The Carnegie Sports Centre Reception is 10 minutes' walk from the bottom of St Chad's Drive and 5 minutes' walk along Church Wood Avenue.
- Travel by Train – Headingley Railway Station is 20/25 minutes' walk from the Campus.

#### Changing and showering

- Changing and shower facilities are available
- We recommend that you bring a change of clothing and a pair of non-marking indoor shoes

#### Food & Drink

- Refreshments are not provided on the course please bring packed lunches and drinks daily. However our small "Energy Bar" based in the Carnegie Sports Centre Reception stocks a selection of snacks and hot and cold drinks. **Please note the Leeds Beckett University operates a cashless system, payment by card only.**

### General Course Information

#### Fire

- Fire evacuation procedures will be outlined by the course tutor at the course induction. If you discover a fire you should activate the nearest fire alarm and then follow the evacuation procedures outlined below:
- On hearing the fire alarm, you should make your way to the nearest fire exit.
- Make your way to the designated Fire Assembly Point. (as informed on induction)
- Do not run.
- Do not return for valuables
- You should remain at the Assembly Point unless told otherwise by the course tutor.
- The tutor will conduct a role call
- Do not go back into the building unless told it is safe to do so.

## **Smoking**

- A **NO** smoking policy will apply throughout the course except at authorised break times
- Smoking is not permitted in any University building.

## **Behaviour**

- You should always act in a safe and responsible manner
- You should take responsibility for your own and others personal safety
- Be honest & respect other views
- Help each other
- **Be a role model**

## **Practical sessions**

- If your course requires you to take part in practical sessions, the course detail and confirmation letter will advise you. Please prepare physically prior to attending the practical elements of your chosen course.
- Ensure you have suitable clothing for hot/cold/wet/dry weather.
- Sun protection is strongly advised.
- Safe footwear for the playing surface indicated on your course programme is mandatory.
- Moulded studs are not permitted on the STP's (synthetic turf pitches)
- It is essential that you bring a refillable non-glass drinks container

## **Theory**

- Informal classroom based. Interactive class and small group work
- Pen and note pad will be required.

## **Medication & Illness**

- It is imperative that you make the Tutor aware of any personal medical conditions or disabilities.
- You should inform the tutor if you need to take any medication during the course.
- You must inform the Tutor if you feel unwell or have incurred an injury during the course.

## **Equal Opportunities Policy**

1.1 Leeds Beckett University aims to foster an environment where individuals and groups treat one another with dignity and respect.

1.2 The University recognises the centrality of equal opportunity to organisational effectiveness and is committed to promoting diversity and equality of opportunity. This commitment is affirmed in the University's mission:

“To engage in teaching and research of high quality and of value to society, which will enable the greatest number and widest variety of people to develop the capability to shape their future and to contribute to the development of their organisations and communities.”

1.3 The University is committed to eliminating both direct and indirect discrimination, so that no one is disadvantaged either through individual action or through University policies or procedures on the basis of race, gender, sexual orientation, ethnic or national origin, colour, age, marital status, disability, social class, political or religious belief and activities, unless those activities are contrary to the policies of the University. In respect of race, there is a Race Equality Policy, which sets out the University's position in response to the Race Relations (Amendment) Act 2000.

1.4 The University will develop and endeavour to maintain structures, practices and procedures that have the effect of treating people based on their ability and potential in an environment free from prejudice.

1.5 The University is committed to promoting a healthy working and studying environment to enable staff and students to utilise their talents and realise their potential.

## Health & Safety

You have been made aware of general housekeeping rules, evacuation procedures, appropriate clothing and footwear etc relating to the area and activities to be carried out whilst on the course. If however you wish to download or read a full copy of University Health & Safety Policies they can be obtained online at: [Leeds Beckett University Health & Safety Policies](#)

## Complaints Procedure

Carnegie Coach Education endeavours to provide all learners with a high quality of teaching and course delivery in a safe and comfortable environment. We constantly evaluate all aspects of our operation and are always looking to improve the services we provide. We actively seek and encourage feedback both verbally and written.

In the event that a learner is unhappy with any aspect of our service then the process to raise issues is outlined below:

<b>Step 1</b>	Speak to the Course Tutor	Explain your concerns and try to resolve the issue
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**If your issue concerns the course Tutor or if the outcome from Step 1 is unacceptable you can move to Step 2**

<b>Step 2</b>	Contact the Coach Education Officer: Adrienne Stockdale 0113 812 1797	Independent of actual course delivery the Carnegie Coach Education Officer will try to resolve the issue and reach an agreeable outcome
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### Available on request:

- Safeguarding Policy
- [Privacy Notice](#)
- [Health and Safety Policy](#)
- [CDC \(Tennis\) Learner Complaints Procedure](#)
- [CDC \(Tennis\) Learner Appeals Procedure](#)
- [CDC \(Tennis\) Reasonable Adjustment/Special Consideration Procedure](#)