



Club Facility Guidance for Members

Version 1



Guidelines

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1 Introduction

This document provides guidance to members on how Club Facilities and indoor spaces should be used when attending Formby Village Sports Club (FVSC).

2 Facility Guidelines

This section describes the guidelines for members relating to the following Club Facilities: Beauford Hall, Bowling Pavillion, The Clubhouse and outdoor grounds (including: bowling green, tennis & padel courts, and their associated outdoor areas).

- Beauford Hall** – table tennis and snooker facility. Small kitchen area available towards the bowling green.
- Bowls Pavilion** – bowls pavilion. Small kitchen area available to the rear for bowls members.
- The Clubhouse** – main social hub for all members including the bar; larger kitchen facilities for members' use.
- Club Grounds** – comprise the bowling green, padel & tennis courts and their associated areas (patios and paved areas).

2.1 General Use

- All buildings are for members, their guests, and club activities.
- Please treat furniture, equipment, and facilities with care.
- Members should follow the rules and guidelines of their sporting section on rules of play including guest access and sporting play guidelines (e.g. social play, etc.).
- Invited visitors/guests are welcome to attend club facilities in the presence of an associated FVSC member in accordance with the rules set out by the section they are attending & that the appropriate guest fee has been paid.

2.2 Club Access and Opening Times

- Formby Village Sports Club facilities are open from 8 am to 11pm, although some Sports Sections may have additional restrictions where play is restricted:

Bowls: 8 am to 11pm
Padel: 8am to 10pm
Snooker: 8am to 11pm
Table Tennis: 8am to 11pm
Tennis: 8am to 11pm

Please be aware that play is not permitted on either Good Friday or Christmas Day at Formby Village Sports Club.

- Members should enter using the appropriate entrance for their Sport. If using the main gate, then ensure that the gate has secured behind you to prevent tailgating.
- The main gate should not be 'propped open' unattended. Visiting teams should either be greeted by a representative of the relevant FVSC home team.



- You should never issue your gate access code to another member or non-member.
- Members should not take the Clubhouse keys onto playing areas. Please leave them in the keybox.
- All buildings and club facilities must be vacated and locked by **11pm**.

2.3 Kitchen & Facilities

- Kitchens (where available) may be used for making drinks and light refreshments. Within The Clubhouse, there is a filter water tap to fill up bottles, an oven, microwave, dishwasher, kettle and a brand-new coffee machine to purchase hot drinks from.
- The coffee and vending machines are **cashless**.
- Please wash up, wipe down surfaces, and leave areas tidy.
- Ensure any tables or chairs are returned to their original position both within Club Facilities and on Club Grounds. **Do not move heavy furniture.**
- Where recycling and general waste bins are available – please use them correctly.
- The bar facilities within the Clubhouse will only be operated by approved keyholders and follow the guidance issued by the Sports Club Board in accordance with “FVSC Bar Policies & Guide”. During events kitchen facilities may be unavailable within the Clubhouse due to bar activities.

2.4 Behaviour Guidelines

- Respect fellow members, visitors, and volunteers when using facilities.
- No swearing, aggressive, or inappropriate behaviour (including “horseplay” or inappropriate use of Club Facilities).
- Keep noise to a reasonable level, especially in the evenings and when leaving the Club.
- Well-behaved dogs are welcome in **all club facilities and on club grounds**.
- Dogs must be kept on **short leads** at all times.
- Owners are fully responsible for their dog’s behaviour and any damage caused.
- Children must be supervised at all times by a responsible adult when using/visiting indoor Club Facilities.
- Gambling is strictly prohibited onsite.
- Members are personally responsible for any damage they do to the Club's properties and/or effects. They may become liable to compensate the Sports Club in respect of such damage depending on the circumstances.
- Members should be respectful to Club Volunteers at all time. Poor behaviour towards volunteers will not be tolerated.



2.5 Safety & Security

- No smoking, vaping, or naked flames inside any building or on courts/within playing areas.
- Alcohol and glass must not be taken onto courts or within playing areas. **Alcohol is prohibited on the padel field.**
- Fire exits must be kept clear at all times.
- Fire extinguishing equipment and defibrillators must be kept clear at all times.
- **If you are the last to leave any building, you are responsible for:**
 - Switching off all lights and appliances
 - Closing windows and shutters
 - Locking doors securely (key box provided where applicable)
 - Please ensure the key box is locked and the numbers are scrambled before leaving.
 - Ensure any fire escapes are securely closed.

2.6 Lost Property

- The Club will attempt to ensure that lost property is stored for a minimum of four weeks and returned to their owner. Please be aware that lost property held for longer than four weeks may be donated/disposed of.

2.7 Safeguarding and Privacy

- Members should be aware of Formby Village Sports Club's Privacy and Safeguarding policies and procedures.

2.8 Car Parking & Bike Facilities

Formby Village Sports Club has the permitted use of the Holy Trinity Church Car Park.

- Members must not park in the Holy Trinity Church Car Park prior to 12pm on Sunday mornings, or beyond the yellow barrier prior to 12pm on Wednesday mornings.
- Members must only park in marked car parking spaces and be respectful of all users of the Church Car Park.
- Members must ensure that their vehicle is correctly entered into a ParkingEye Terminal, there are three onsite within: Bowls Pavilion (right corner), Beauford Hall (snooker hall) and the Clubhouse (left corner).
- Bike storage facilities are available on the padel court field and towards the rear of the Clubhouse.
- Cyclists should be mindful of other members and avoid riding within club premises for the safety of users of the facilities.



3 Complaints & Breaches of Guidelines

3.1 Complaints

- If a member wishes to make a complaint against another member or visitor, they should report the complaint in writing to the appropriate Section Captain or Team Lead.
- If a member wishes to make a complaint regarding any club facility, they should first report it to the appropriate section/team.
- The section/team will then report the complaint to the FVSC Board to be dealt with

3.2 Disciplinary Procedure

Any member whose conduct is considered to be contrary to the best interest and welfare of the Sports Club may be requested to attend before the Board to give an explanation of such conduct.

If a member fails to attend or if such an explanation in the opinion of the Board be unsatisfactory, the Board shall consider suspension of that member or terminate membership.

The notice of suspension or termination shall be given in writing.





REVISION HISTORY

Version	Date	Details of changes	Reason for changes
1.0	August 2025	FVSC Club guidance created.	N/A

