

Centre Rules

As one of our booking conditions, party leaders agree to maintain the discipline and supervision of their party. The following points further amplify our requirements and we would be grateful if you could ensure that your party members comply.

- We ask party members to show consideration for the other parties they meet, as well as Ultimate Activity Company staff, coach drivers and neighbouring local residents.
- It is also important that they show respect for property – coaches, centre fabric and equipment, and all other property. Costs for intentional damage will normally be passed on to the party responsible.
- Party members should be aware of the curfew on centre and restrict noise to a minimum during curfew hours.
- No smoking is permitted in the public areas of Ultimate Activity Company centres or on Ultimate Activity Company coaches. It is strictly prohibited in all accommodation units, especially in tents. Smoking is only allowed in designated areas.
- Party leaders should not allow any under-age possession or consumption of alcohol at Ultimate Activity Company centres.
- Party members must not behave in an anti-social fashion, e.g. use offensive or insulting language, threatening behaviour or bullying.
- Theft and other illegal activities will be reported to the police.
- Young people must not leave the centre unless accompanied by a supervising adult.
- Party members must follow the country code.
- Ultimate Activity Company reserves the right to send any party member(s) home for illegal activities, or consistent or gross misconduct. In such cases the cost will be totally borne by the individual or party.
- Party Leaders must not allow children to access Ultimate Activity Company Activities or other 'out of bounds' areas on centre unless specifically invited by a member of Ultimate Activity Company staff.

The Party Leader

The party leader is in loco parents at all times and has ultimate sanction to withdraw children at any time from any programme. There should always be at least one adult from the visiting party available on centre outside sessions when young people are in residence, who is contactable at all times. Party leaders are responsible for deciding educational objectives. Ultimate Activity Company will advise how it can help to meet these. Party leaders are responsible for the ongoing monitoring of guests' progress against these objectives. The party leader's authority is delegated to Ultimate Activity Company instructors during activity sessions. The Ultimate Activity Company instructors have the right to withdraw an activity for safety or operational reasons.

On-Site Activities - We recommend that a supervising adult is present with each group during activities. Some Local Authorities/Associations insist on this, so please check with your relevant stakeholders.

Off-Site Activities - There must be at least one supervising adult from your school/group present for all off-site activities, excursions and fieldwork.

Evening Activity/Entertainment - To avoid any confusion, we seek to ensure a clear handover of responsibility for party members from party leader to our staff and vice versa at appropriate points of the day.

The party leader must make themselves aware of the centre fire procedure and relevant assembly points, emergency exit routes from accommodation and fire action notices. During the site tour we will expect the accompanying adults to walk the group to their designated meeting point. Ultimate Activity Company staff may not be present when the fire alarm goes off and the group needs to understand the procedure to be followed. Ultimate Activity Company covers first aid on all centres; any other medications required must be supplied and administered by the Party Leader. The party leader is responsible for deciding whether a party member should be referred to a doctor or hospital, with the assistance of our first-aid qualified staff.

In some cases, we may be able to assist with transport arrangements; if not, we will arrange for a taxi. Payment for taxis is the responsibility of the party leader. The party leader is responsible for notifying parents of any visit to a doctor, dentist, hospital visit, or other incident affecting a member of their group, if appropriate. He/she must therefore hold a list of contact numbers of next of kin or have 24-hour access to this information.

Ultimate Activity Company group leaders provide support to the party leader outside of session times, subject to Working Time Regulations. The party leaders escorting the group retain responsibility for their group's welfare and supervision. The party leader should inform us of any housekeeping and maintenance issues within the accommodation.