



GYM AND CHANGING FACILITIES SHARING POLICY

Adopted: 27 January 2026
Last Reviewed: 06 May 2026
Next Review Due: 06 May 2027

1. PURPOSE

This policy sets out the arrangements for the shared use of the gym, training spaces, changing rooms, showers, and toilets by junior and senior members of Peterborough City Rowing Club. Its purpose is to:

- Safeguard junior members
- Provide clarity on access, priority, and exclusivity
- Ensure facilities are used safely, respectfully, and proportionately
- Align club practice with safeguarding best practice

This policy should be read alongside the Club Safeguarding Policy and Codes of Conduct.

2. SCOPE

This policy applies to:

- All club members
- Coaches and volunteers
- Parents and guardians while on club premises

It covers:

- Gym
- Changing rooms and showers
- Toilets
- Access routes to the above facilities

3. DEFINITIONS

- **Junior:** Any member under the age of 18.
- **Senior:** Any member aged 18 or over.
- **Junior Session:** A designated training session for juniors. Junior sessions may operate with different facility arrangements depending on the day and time, as set out in this policy.
- **Senior Session:** Any training session designated for senior members.
- **Exclusive Use:** Use of a facility by one group only.
- **Priority Use:** The right of one group to take precedence over others if required.

For safeguarding purposes and the purposes of this document:

- 18-year-olds rowing within junior squads are treated as juniors during junior sessions.
- Members aged 18 or over attending senior sessions are treated as senior members for the purposes of this policy, regardless of whether they also train as part of a junior squad.

4. SUPERVISION OF JUNIORS

- Juniors may only train during designated junior sessions and may not train independently.
- The Club Safeguarding Policy sets out the minimum levels of supervision and safeguarding arrangements required for junior activity and applies at all times in conjunction with this policy.
- Juniors who attend senior sessions do so by arrangement via their coach and are subject to specific changing-facility restrictions set out below. The Club Safeguarding Policy, including minimum levels of supervision, still applies where juniors are training with senior members.

5. GYM

5.1 Junior Exclusive and Priority Use

- On weekdays between 16:00 and 18:00, juniors have:
 - **Exclusive use** of defined areas and equipment within the gym, as set out in the booking system.
 - **Priority use** of the remainder of the gym if required for their training (for example; mats for group stretching at the end of the session).
- These arrangements are managed via the booking system by club administration. Equipment or areas required by juniors will be made unavailable for senior booking.

5.2 Senior Use During Weekday Junior Sessions

Senior members may use the gym between 16:00 and 18:00 on weekdays. Senior members wishing to use the gym during these times must make a booking via the club booking system. Unbooked use of the gym during these times is not permitted.

During junior sessions, senior members must not encroach on junior training (for example: using squat racks or adjacent floor space while juniors are undertaking free-weight or circuit-based training).

Junior coaches retain discretion to determine what space or equipment is required for the safe and effective delivery of junior training, and senior members must comply with any reasonable request to vacate equipment or space.

5.3 Stretching and Cool-Down During Junior Sessions in the Gym

Senior members may undertake stretching or cool-down activity on the mats during designated junior sessions.

Stretching activity must not:

- Encroach upon junior sessions
- Occupy space that may reasonably be required by juniors

5.4 Access Routes

During weekday junior sessions, senior members must not pass through changing rooms designated for junior use in order to access the gym. Likewise, senior members must not pass through the changing rooms to access the toilets from the gym.

Senior access to/from the gym during weekday junior sessions will be via the coded entrance from the corridor. Please exercise caution when opening the coded door so as to not cause injury to anyone whilst opening.

The access code will be displayed on the temporary signage outlined in Section 14. The access code should only be used by members and must not be shared.

The coded access door to the gym is provided solely for the purpose of accessing the gym for training during weekday junior sessions. It must not be used:

- As a general through-route to the changing rooms or other club facilities, or
- As a means of bypassing the restrictions on changing room access set out in this policy.

Members accessing the gym via the coded door are expected to enter and exit the gym directly and must not pass through changing rooms during periods when those changing rooms are designated for junior-exclusive use (see Section 6).

Temporary signage will be used to indicate when changing rooms are designated for junior-exclusive use, in accordance with Section 14 of this policy.

5.5 Conduct, Behaviour and Dress During Junior Sessions

During junior sessions, senior members using the gym are expected to maintain appropriate standards of conduct, behaviour and dress in the presence of junior members.

Senior members should be mindful that juniors are present and must ensure that their language and behaviour are appropriate for a mixed-age environment.

Senior members must be fully dressed at all times while using the gym during junior session hours. This includes:

- A top covering the torso (for example, a t-shirt, pulled-up all-in-one, etc), and
- Appropriate training attire consistent with a mixed-age training environment.

6. CHANGING ROOMS AND SHOWERS

6.1 General Principles

- The club has two open-plan, gender-specific changing rooms with communal showers.
- These spaces present heightened safeguarding considerations and are therefore subject to stricter controls.

6.2 Junior Weekday Sessions - Exclusive Use

- During weekday junior sessions (16:00 to 18:00):
 - Changing rooms are for **junior use only**.
 - Seniors must not enter or use the changing rooms or showers during these times.

- Juniors may change unsupervised when exclusive use applies.
- Temporary signage will be used to indicate when changing rooms are designated for junior-exclusive use, in accordance with Section 14 of this policy.
- Coaches do not routinely enter changing rooms. Any entry must be limited to the checks conducted in accordance with Section 14 of this policy or justified by a safeguarding or welfare concern.

6.3 Junior Saturday Sessions – Mixed Use

Junior Saturday sessions begin at 12:30.

From 12:20 onwards, juniors may access the changing rooms under the supervision of two appropriate adults (at least one being a coach with an active DBS check) for the purposes of dropping off their bags.

From 13:00 onwards, the changing rooms become designated for junior-exclusive use in accordance with section 6.2 of this policy.

6.4 Junior Sunday Sessions – Non-Exclusive Use

Juniors do not have exclusive use of the changing rooms during junior sessions on Sundays. Juniors attending these sessions should not use the communal changing rooms or showers except for Emergency Access (see Section 11).

They must:

- Arrive already changed for training, and
- Leave the club without using the changing facilities.

6.5 Senior Changing and Showering During Junior-Exclusive Sessions

- Senior members are not permitted to shower or change in the communal changing rooms during junior sessions except if necessary; see Section 11 on Emergency Access.
- During periods of junior-exclusive use of changing rooms, senior members will not be able to access personal belongings stored in the changing rooms.
- Senior members are responsible for planning accordingly, including arranging alternative storage or arriving ready to train where appropriate.

6.6 Juniors Attending Senior Sessions

- Members under 18 who attend senior sessions **must not use the communal changing rooms or showers** during senior times except in an Emergency (see Section 11).
- These members must:
 - Arrive already changed for training, and
 - Leave the club without using the changing facilities.
- This applies regardless of squad, performance level, or experience.

7. TOILETS

- Toilets are separate from changing rooms and are multi-cubicle, gender-specific facilities.
- Toilets may be used by juniors and seniors at all times.

8. PARENTS AND SPECTATORS

- Parents and guardians may be present on site during junior sessions.

- Parents must not enter changing rooms except in exceptional circumstances and only with the agreement of a coach or the Welfare Officer.
- Parents remain responsible for their children outside supervised club activities, in line with the club's safeguarding policy.

9. VISITING CLUBS AND EXTERNAL GROUPS

When visiting clubs, squads, or external groups use the Club's facilities, responsibility for the supervision and safeguarding of their athletes and participants remains with the visiting organisation at all times.

Visiting clubs and groups must ensure that:

- Appropriate supervision arrangements are in place in line with their own safeguarding policies.
- Their athletes and participants comply with this policy and all facility-specific rules while on Club premises.

Visiting senior athletes, coaches, and other adult participants are subject to the same access restrictions and conduct requirements as senior members of the club. In particular, visiting adults must not access or use changing rooms or showers during periods of junior-exclusive use.

10. EVENT AND REGATTA DAYS

On regatta and head race days or during events hosted by the Club, the facilities operate in a different context to normal club training sessions.

During such events:

- Facilities operate as shared spaces with a high volume and turnover of users
- A range of users may access facilities, including visiting clubs, umpires, volunteers, club members, and members of the public
- Junior-exclusive use of changing rooms does not apply
- Continuous supervision of changing facilities is not provided by the Club.

Responsibility for the supervision and safeguarding of juniors attending events remains with:

- Parents or guardians, and/or
- The visiting club or organisation, as applicable.

The Club will take reasonable steps to support a safe environment during Club organised events, including:

- Making safeguarding and welfare reporting routes visible during the event
- Identifying a dedicated Event Welfare Officer for all regatta and head race days

Where possible, juniors are encouraged to arrive already changed and to minimise time spent in changing facilities during event and regatta/head race days.

11. EMERGENCY ACCESS

Notwithstanding the restrictions set out in this policy, normal arrangements for the use of changing facilities may be temporarily suspended in the event of a genuine

emergency where there is an immediate risk to the health, safety, or welfare of any individual.

Examples include, but are not limited to:

- A medical emergency requiring privacy, warmth, or first aid
- An individual requiring urgent access to showers following cold-water immersion or capsizing
- Any situation where delaying access would present a safeguarding or safety risk

In such circumstances:

- Access to the facilities may be temporarily permitted where necessary to manage the emergency
- In the case of a junior needing emergency access during non-exclusive times or an adult needing emergency access during junior exclusive times; safeguarding considerations should be respected as far as reasonably practicable in the circumstances. This will ideally mean at least two appropriate adults (at least one being a coach with an active DBS check) supervising the situation.
- Normal access restrictions must be reinstated as soon as practicable
- Any measures taken must be proportionate to the situation and be limited to the period necessary to manage the emergency.
- The incident must be reported to the Welfare Officer as soon as possible

12. INDIVIDUAL NEEDS

Any individual needs relating to the use of gym or changing facilities, including those arising in relation to transgender or non-binary athletes, will be managed on a case-by-case basis by the Club Welfare Officer in consultation with the individual concerned and other relevant parties as appropriate.

13. RESPONSIBILITIES AND ENFORCEMENT

- **Day-to-day management:** Junior coaches, under the Junior Coordinator and overseen by the Chair of the Rowing Committee
- **Safeguarding concerns:** Club Welfare Officer
- **Governance:** Executive Committee

Failure to comply with this policy may result in disciplinary action in line with club procedures.

14. SIGNAGE AND BOOKING CONTROLS

14.1 Temporary Signage

- Temporary signage will be displayed on changing room access doors during weekday junior sessions to indicate exclusive use. "Changing room access doors" includes both the doors from the toilets and from the gym.
- Junior coaches will put out the temporary signage at the start of the period of exclusive use. Junior coaches will ensure that the changing rooms and showers are clear of senior members before allowing juniors access to the changing rooms.

- Junior coaches will conduct a sweep of the changing rooms and showers to ensure all juniors have left the area before removing the temporary signage from doors.
- These checks are intended solely to confirm that junior use of the changing rooms has concluded and does not require supervision of juniors while changing.

14.2 Booking Controls

The booking system will clearly state time-based restrictions and show equipment or areas unavailable due to junior use.

Members are expected to familiarise themselves with this information before attending the club.

15. REVIEW

This policy will be reviewed annually and updated as required to reflect changes in safeguarding guidance, facility use, or club operations.