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1.0 Mission Statement

- Sports and Recreation aims to enrich the educational experience by providing opportunities for students and staff to develop leadership, social and personal skills.
- Sports and Recreation provides programs, services and facilities to students, staff and alumni of RMIT Vietnam, to engage in a variety of fun sport, recreation and leisure activities, in a safe and supportive environment.
- Sports and Recreation promotes social, mental and physical well-being and encourages a commitment to lifetime health and wellness.

2.0 General Information

RMIT Vietnam offers a variety of sport, recreation and wellness facilities for students, staff and RMIT alumni.

2.1 Facility Overview

Currently the facilities include:

Outdoor:
- 2 Sports fields with space and equipment to play a variety of outdoor sports (Football, Baseball, Ultimate Frisbee, American Football, Rugby, Australian Rules Football, Field Hockey and Cricket)
- A Grandstand overlooking the sports fields (Covered)
- 3 Tennis courts with lights
- 1 Basketball court with lights
- Recreational play area for badminton, basketball and football. (Pham Ngoc Thach campus)

Indoor:
- Recreation and Events Complex (REC) which includes:
  - Fitness centre (gym)
  - Large sports hall equipped to play a variety of sports (Basketball, Volleyball, Badminton, Futsal, Handball and Ping Pong)
  - 2 multipurpose rooms for a variety of instructional activities (Yoga, Dance, Aerobics, Martial arts etc)
  - 2 Student recreation rooms with foosball tables, ping-pong tables, computer and game consoles.
  - Changing rooms, with showers and day use lockers.
  - A restaurant and bar (Sorrento) overlooking the sports fields.
2.2 Operation Hours

The facilities are open:
- Monday - Saturday: 6:00am - 9:00pm
- Sundays: 9:00am - 6:00pm
- Public, University and Tet Holidays: Closed

Note: Sections of the facilities may be closed during examinations or for special events and functions. Advanced notification will be given for these closures.

2.3 Who Can Access the Facilities

The facilities are available for:

- RMIT Vietnam Students
- RMIT Vietnam Staff
- RMIT Vietnam Alumni
- Other Groups by special arrangements

2.4 Payments and Registration

Students
All current RMIT Vietnam students pay a University Facility Fee and therefore have full access to all sports and recreation facilities.

Note: This does not include fitness classes, tournaments and other activities where additional registration and payment is required.

RMIT Alumni
RMIT Vietnam alumni that wish to access the Sports and Recreation facilities need to register and pay for their use. The fee is 1,490,000VND each semester.

- All memberships will be based on a semester-by-semester basis using the current academic calendar.
- A semester will be from week 1 through week 17 (18 - semester 3).
- Memberships can be purchased for 1, 2 or 3 semesters of the current academic calendar.
- Memberships for the following year can only be purchased once the RMIT Vietnam Schedule of Fees and Charges is approved for that year.
- Memberships purchased from week 9 to 17 of a semester will be 745,000VND.

Note: As with students, this includes access to all Sports and Recreation facilities but excludes all activities where additional registration is required.
Note: Alumni do not need to purchase a REC membership to participate in various Sports and Recreation and or Student Club organised activities, events, and tournaments.

Alumni payments **must** be made at the cashier in Academic Building 1 during regular business hours (Mon - Fri: 9:00am - 5:00pm). Upon payment, a receipt will be issued. Receipts and ID cards must be presented to the Customer Service Staff at the REC along with payment receipt to have access to the facilities.

Note: There will be no refunds, temporary suspensions and or transfers of registrations.

**Visiting RMIT Students and Staff**
Students and Staff visiting from other RMIT campuses may purchase a day pass for use of the REC. The fee for a day pass is 100,000 VND and payable to the sports and recreation staff at the REC reception.

RMIT ID cards must be presented to the sports and recreation staff for the purchase of a REC day pass.

**Towel Service**
Towel service is provided to all RMIT students and staff and alumni. RMIT Alumni that wish to have access to towels but don’t have a REC membership may purchase Towel Service. The Towel Service fee for 2012 is 100,000VND per semester.

- Towel Service is based on a semester-by semester basis using the current academic calendar.
- Payments **must** be made at the cashier in Academic Building 1.
  RMIT Staff and Alumni ID cards must be presented to the Customer Service Staff to complete the registration process and have access to towels.

**2.5 Signing In**

Upon entering the REC all users need to sign in and leave their RMIT ID card with the sports and recreation staff at reception. Once signed in, all users will receive an identification wristband. All users are required to wear the wristband at all times while using the sports and recreation facilities. Sports and Recreation Staff will ask you to sign in at reception if you do not have a wristband.
2.6 Borrowing Equipment

Lockers, towels, sports equipment and a variety of other items can be borrowed from the sports and recreation staff. Please refer to the **Sports and Recreation Equipment Check-out Regulations** for the current list of items available and borrowing procedures.

2.7 General Facility Regulations

In order for users to have equal access to the facilities/equipment and have a pleasant and safe experience, all users are requested to adhere to the general Sports and Recreation regulations listed below. Failure to comply with these regulations may result in you being asked to leave the facility by the Sports and Recreation Staff or banned from future use by the Sports and Recreation Management.

- **Only non-marking sport shoes** are allowed on all playing surfaces, this includes participants and spectators.
- Proper sports attire must be worn in the fitness centre and sports hall at all times. No jeans, sandals etc.
- Food, drinks and chewing gum are not allowed in any of the facilities. Water is permitted.
- Smoking is not allowed in any of the Sports and Recreation facilities and spaces. (This includes all outdoor and indoor areas)
- All rubbish is to be disposed of in the bins provided.
- Please be respectful of other users at all times and maintain a high level of personal hygiene.
- Store all bags and extra clothing in the lockers provided in the change rooms.
- Use all facilities and equipment as instructed or as its intended use. If you are unsure of how to use something please ask a Sports and Recreation Staff member.
- All registered vehicles must be parked in the designated parking areas of the RMIT Vietnam campus.
- For any emergency situation contact Sports and Recreation and or SOS staff immediately.
- Report any damage or wrongful use of equipment to the Sports and Recreation staff immediately.
- RMIT Vietnam and Sports and Recreation do not take responsibility for the loss or damage of your personal belongings.

**For your own safety:**

- It is recommended that a light warm up and cool down is conducted before and after all exercise participation.
- It is recommended that all participants remove their jewellery when participating in sporting and recreational activities.
- When using outdoor facilities please be heat and sun smart. Hats and sunscreen should be worn and participants and spectators should drink plenty of water.
3.0 Facilities

3.1 Changing/Locker Rooms

Description:
Both male and female changing/locker rooms are located on the ground level of the REC. The main changing rooms are located on the west side (next to the sports field) and the smaller rooms are located on the north side (next to the tennis courts). The main changing rooms have 135 day use lockers and 12 showers while the small changing rooms have 24 day use lockers and 5 showers.

Use:
The changing rooms and lockers are available for all students, staff and alumni during regular operations of the facility. Locker keys and towels can be borrowed at REC Reception by all RMIT students, staff and alumni. Users may also bring their own padlocks for extra security.

Please refer to the Sports and Recreation Equipment Check-out Regulations for more details.

Regulations:

☐ Use of video, camera or recording devices (including cameras in mobile phones) is not allowed in the changing rooms at any time.

☐ RMIT Vietnam and Sports and Recreation do not take any responsibility for your valuables and personal belongings. Users store them at their own risk.

☐ Lockers are for day use only. Any padlocks left on lockers at the end of the day will be cut off by university security and sports and recreation staff. The contents of the locker will be removed and safely stored at the reception desk for 3 weeks before being disposed of. Notices will be sent to the user each week to inform/remind them about where their belongings are being kept.

3.2 Fitness Centre (Gym)

Description:
The Fitness Centre (Gym), located on the south side of the ground floor in the REC, is a bright and open 170-sqm space, equipped with state of the art fitness equipment.

The Centre has 13 cardiovascular machines (6 treadmills, 4 ellipticals and 3 bikes) all with built in entertainment consoles that allow users to watch TV, listen to music, or link IPods for entertainment options.

The Centre also contains a variety of strength and conditioning equipment with a mix of circuit machines and free weights. Adjacent is a stretching, warm-up and cool down area.
Use:
Users of the Fitness Centre (gym) will need to obtain a wristband from the Customer Service Staff at reception. Users that don’t have a wristband will be refused entry until a wristband is presented.

Regulations:
- Return all equipment and weights back to their stored area after use.
- During peak periods, users are asked to limit their time on cardiovascular machines to 20min. Strength and conditioning machines should be shared.
- Clean all exercise machines and mats once finished using them with the towels and antibacterial spray provided.

3.3 Multipurpose Rooms (Flemington)

Description:
2 multipurpose rooms 80sqm and 124sqm (Room number 10.2.10 and named Flemington) are located on the north side of the second floor of the REC. These rooms are separated by a moveable partition enabling a combined space of 204sqm. The space is well lit with windows overlooking the tennis courts. Both rooms have hardwood floors (Bamboo) and are equipped with a permanent sound system. The sound systems can be linked when both rooms are used simultaneously. Sports and Recreation and Student Clubs host a variety of fitness, wellness and instructional classes here.

Note: Please see the current Sports and Recreation Facility and Activity Schedule for classes’ available, times and costs.

Use:
Users of the multipurpose rooms will need to obtain a wristband from the Customer Service Staff at reception. Users that don’t have a wristband will be refused entry until a wristband is presented.

The Multipurpose rooms are a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to sgs.rec.bookings@rmit.edu.vn and propertyservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

Note: Only Sports and Recreation and Property Service staff are able to move the partition and set up use of the sound system. If you want access to these facilities/equipment they must be included in your request.

Regulations:
- Bookings must be made for the use of Flemington. (Except when scheduled for Casual Use times).
Note: Regular bookings will be considered on a case by case basis. This is to ensure equal and fair access to the facilities by all students, staff and alumni.

- Please keep the area clean and tidy. All rubbish should be disposed of in the bins provided and all equipment should be returned to their original location.
- Please adhere to your booked times and vacate the space for the following users.
- Please clean all equipment and mats once finished using them with the towels and antibacterial spray provided.

3.4 Outdoor Basketball Court

Description:
The outdoor basketball court is located between Academic Building One and the Student Residential Centre. The hard-court is marked with 2008 FIBA regulation lines. Permanent bench seating with a capacity of 180 people is located east and west of the court and lights enable play at night. Sports and Recreation Equipment can be borrowed from the REC Reception with valid Student/Staff/Alumni ID cards. Please refer to the Sports and Recreation Equipment Check-out Regulations for more details.

Use:
The Outdoor Basketball court is a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to sgs.rec.bookings@rmit.edu.vn and propertieservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

Regulations:
- Bookings must be made for the use of Outdoor Basketball Court. (Except when scheduled for Casual Use times).
  Note: Regular bookings will be considered on a case by case basis. This is to ensure equal and fair access to the facilities by all students, staff and alumni.
- Only non-marking sport shoes are allowed on the playing surface, this includes participants and spectators.
- Please adhere to your booked times and vacate the space for the following users.

3.5 Recreation Room and Game Room

Description:
The Recreation Room (Room 10.2.09) located on the east side of the second floor in the REC, includes two foosball tables, two ping pong tables and is a place for students and staff to relax before and after class.
The Game Room, (room 10.2.08) located next to the Recreation Room, consists of computers and game consoles with large screen LCD’s for students and staff to play various computer games.

**Use:**
The Recreation Room is open to all RMIT Vietnam students, staff and alumni for use whenever it’s available. Sports and Recreation Equipment can be borrowed from the REC Reception with valid Student/Staff/Alumni ID cards. Please refer to the **Sports and Recreation Equipment Check-out Regulations** for more details.

The Game Room is operated by the RMIT Vietnam Student Game Club. Memberships must be purchased to use their facilities and equipment. Further information about the fees, games available and operation times can be found by visiting the game room.

**Regulations:**
- Please keep the noise to a minimum.
- Please do not sit or lean on the foosball and ping pong tables.

### 3.6 Sports Fields

**Description:**
The Sports fields, located west of the REC, are a combined area of 12,000sqm. This space enables 2 International standard Football matches to be played at the same time. Other field sports include: Ultimate Frisbee, Baseball/Softball, Rugby, North American Football, Field Hockey, Australian Rules Football and Cricket. Seating of up to 750 spectators is available at the grandstand (covered) on the East side of the fields and numerous tents, tables and benches are located around the field for participant and spectator use. Sports and Recreation Equipment can be borrowed from the REC Reception. Please refer to the **Sports and Recreation Equipment Check-out Regulations** for more details.

**Use:**
The Sports Fields are a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to sgs.rec.bookings@rmit.edu.vn and propertieservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

**Regulations:**
- Bookings must be made for use of the Sports fields. (Except when scheduled for Casual Use times).

Note: Regular bookings will be considered on a case by case basis. This is to ensure equal and fair access to the facilities by all students, staff and alumni.
Please keep the area clean and tidy. All rubbish should be disposed of in the bins provided, all equipment should be returned and tables and chairs used should be cleaned and returned to their original location.

Please adhere to your booked times and vacate the space for the following users.

3.7 Sports Hall

Description:
The sports hall, located in the centre of the REC, is a combined area of 1250sqm. The hall has a Decoflex universal indoor sports floor (rubber) and the space caters to a variety of sports including:

- Basketball - Two side courts (Black Lines) or one show court (White Lines) as FIBA 2010 regulations.
- Badminton - Six courts (Yellow Lines) as BWF regulations.
- Futsal - One court (Red Lines) as FIFA regulations.
- Volleyball - Two side courts (Green Lines) or one show court (Green Lines) as FIVB regulations.

The hall has pull-out bleachers on either side of the playing surface with a seating capacity of 850 and permanent seating on the west side of the second level with a seating capacity of 230. Six fixed basketball nets are installed and can be put into use when needed and a dividing curtain is located in the middle of the hall. The hall is lit so play at night is supported. Sports and Recreation Equipment can be borrowed from the REC Reception.

Please refer to the Sports and Recreation Equipment Check-out Regulations for more details.

Use:
Users of the Sports Hall will need to obtain a wristband from the Customer Service Staff at reception. Users that don’t have a wristband will be refused entry until a wristband is presented.

The Sports Hall is a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to sgs.rec.bookings@rmit.edu.vn and propertieservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

Note: Only Sports and Recreation and Property Service staff are able to move the curtain, basketball nets, bleachers and set up use of the sound system. If you want access to these facilities/equipment they must be included in your request.

Regulations:
- Only non-marking sport shoes are allowed on the playing surface, this includes participants and spectators.
Bookings must be made for use of the sports hall. (Except when scheduled for Casual Use times).

Please keep the area clean and tidy. All rubbish should be disposed of in the bins provided and all equipment should be returned to their original location.

Please adhere to your booked times and vacate the space for the following users.

Absolutely no hanging on basketball or other nets is allowed.

3.8 Tennis Courts

Description:
3 Outdoor tennis courts (hard courts) are located north of the REC. All courts are marked with international standard lines and lit so they can be used at night. All courts have umpire chairs, benches and squeegees for drying the courts after rain. The area also has permanent bench seating for up to 100 people on the east side of the courts for spectators.

Use:
The Tennis courts must be booked for use and can be done in the following ways.
1. An email can be sent to sgs.rec.bookings@rmit.edu.vn requesting the date and time desired.
2. You can call the sports and recreation staff at extension #1383 to request the desired date and time.
3. You can speak to the sports and recreation staff in person to request the date and times desired.

For all bookings the sports and recreation staff will request your name, email, phone number and names of all other users. Once your booking is confirmed, an email will be sent to you to confirm your booking and inform you of the court you are playing on.

To access the tennis courts all users must sign in at REC reception to pick up their identification wristband and booking receipt. The wristband and booking receipt must be presented to security to access the courts. Only users with wristbands and names on the booking receipt will be allowed to use the tennis courts.

Note: The booking receipt will only be issued to the person that made the booking request.
Note: Only RMIT students, staff and registered alumni are allowed to use the facility.
Note: Lights will only be turned on for the courts in use.
Note: Private coaching is not allowed unless approved by the Sports and Recreation Manager

Bookings Regulations:
In order for equal and fair access to the tennis courts all users are:

- Able to book the tennis courts for a maximum of 4 hours per week
- Only allowed to book the courts 1 week in advance (No permanent bookings)
Requested to book the courts on the half or full hour (Example: 1:30pm - 2:30pm or 1:00pm - 2:00pm etc).

 Must be one of the participants for the booking.

 Must cancel all bookings with as much advanced notice so the courts can be freed up for other users.

Note: All bookings are based on first come first serve.
Note: Failure to cancel bookings may result in refusal of future booking requests.

Tennis Court Rules

- **Only non-marking sport shoes** are allowed on the courts at all times, this includes participants and spectators.
- Please adhere to your booked times and vacate the space for the following users.
- Please do not sit or lean on the nets.
- For your own safety, play should be stopped if raining.

3.9 Meeting Room (Fraser)

**Description:**
One 30 sqm meeting room (Room number 10.2.07 and named Fraser) is located on the east side of the second floor in the REC. The room is equipped with a meeting table, 10 chairs and a whiteboard. This room is available for all students and staff to use.

**Use:**
The Meeting Room is a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to propertyservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

3.10 REC Foyer

**Description:**
The REC foyer is a bright and open 650sqm space and designed to cater to various university events and functions.

**Use:**
The Foyer is a bookable space. Please fill out an Event Notification Form (ENF) for all booking requests and email it to sgs.rec.bookings@rmit.edu.vn and propertyservices@rmit.edu.vn. Please provide the intended purpose of use, date and time, names of all users, phone numbers, requested equipment (Sound System, which room etc) in your requests. A meeting may be requested to seek further
information or clarify your requests. Once your booking is confirmed an email will be sent out to confirm your booking.

Regulations:
- Bookings must be made for use of REC Foyer.

3.11 Safe Boxes

Description:
77 small (Suitable for wallets/phones) and 12 large (Suitable for laptops) safe boxes are available at the reception area of the REC. The purpose of these safe boxes is to provide students, staff and alumni a safe place to keep their valuables while using the facilities.

Use:
The safe boxes are operated by the RMIT Vietnam security provider, Long Hai, and all RMIT students, staff and alumni are able to use them. All safe box users must sign in and show their RMIT ID card to the security staff at the reception desk. The security staff will ensure the valuables are locked away and users will receive a key tag for their safe box. When users want to receive their items back they will need to sign out, provide their key tag and show their RMIT ID card to the security staff at the reception desk.

Regulations:
- Availability of the safe boxes is based on a first come first serve basis.
- All safe boxes may be used daily and returned before close the same day.
- Under no circumstances are Sports and Recreation staff, or any other person, allowed to open the safe boxes for users. (Only security are allowed to access them).
- Should the key tags become damaged or lost users will have to pay a penalty fee as outlined in the Sports and Recreation Equipment Check-out Regulations.
- RMIT Vietnam and Sports and Recreation do not take any responsibility for your valuables and personal belongings. Users store them at their own risk.

4.0 Contact Us

Sports and Recreation Manager: Extension # 1462
REC Operations Manager: Extension # 1461
Student Activities Manager: Extension # 2074
Student Clubs Support Officer: Extension # 1310
Customer Service/REC Reception: Extension # 1383
Fitness Centre: (Gym) Extension # 2070

For all enquiries you can email us at sgs.sports.recreation@rmit.edu.vn
For all bookings you can email us at sgs.rec.bookings@rmit.edu.vn
5.0 Feedback

If you’re happy or unhappy with our services and facilities, we’d like to hear from you. Please send all complaints, suggestions and praises to: sgs.sports.recreation@rmit.edu.vn

6.0 Related Documents

6.1 RMIT Vietnam Schedule of Fees and Charges
6.2 Sports and Recreation Equipment Check-out Regulations
6.3 Sports and Recreation Semester Facility and Activity Schedule
6.4 Event Notification Form (ENF)

7.0 Facility Layout