

Instructions for Course Leaders

General

- At the start of the course, ensure that the main doors to the sports hall (upper floor, ground floor) are locked. Adhere to the hall regulations.
- Ensure compliance with the hall rules.
- Check that the sports equipment is in good working order.
- Keep the equipment room doors closed during the course.
- At the end of the course (last course), lock the equipment, turn off the lights, close the windows/doors (lock if necessary).

Clothing & Drinks

- Wear appropriate sports clothing and sports shoes (abrasion-resistant soles).
- Remove wristwatches (except fitness watches) and jewelry before exercising.
- Beverage bottles must be stored at the edge of the hall (no glass bottles) and must not be taken onto the playing field.
- Alcohol is prohibited in the sports hall before, during, and after the course!
- Smoking and handling open flames are prohibited (fire safety).

Accidents & Injuries

- In case of severe injuries, contact the emergency services (112) immediately.
 - ➔ Emergency numbers are posted in the sports hall.
 - ➔ Accident reports (doctor contact required) must always be submitted through the Central University Sports Facility (Central Event Hall).
 - ➔ Visit a D-Doctor if no emergency intervention is necessary (information is posted in the sports hall).
- Report minor accidents (no doctor contact required) to the Central University Sports Facility and have them documented by staff.

Attendance, Course payments

- Maintain an attendance list (date + participant signatures/initials).
 - ➔ Inform the supervisor about any available spots or participant cancellations.
- Regularly check the status of course payments.
 - ➔ Remind/demand payment from delinquent participants (in serious cases, contact the supervisor).

Payment Modalities for Course Leader Fees

- Sign course instructor contract no later than 4 weeks after course start
- Payment of course leader fees only upon return of the participant list (see above) to the supervising staff at the end of the semester.
- Team sports:
 - ➔ < 10 participants = % capacity utilization – deduction from the agreed fee.
 - ➔ Exception for new courses/offers in the first semester.
- Individual sports:
 - ➔ < 5 participants = underbooking – consult with the supervising staff about continuing the sports course.
 - ➔ If the course is conducted regularly and as agreed with underbooking, the full payment of the agreed course leader fee will be made.

acknowledged: _____
Date, signature, (name in print)