
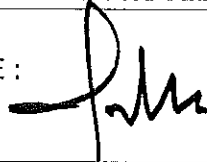

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM (HPG)	EFFECTIVE DATE : 15th May 2018
DOCUMENT NO. : IUM/SDC/02	PAGE : 1/7

USAGE OF HIGH PERFORMANCE GYMNASIUM

PREPARED BY :	APPROVED BY :
SIGNATURE : 	SIGNATURE : 
NAME : MOHD HAZEEZY HJ. HARITH	NAME : ASSOC. PROF. DR. NOOR AZLAN MOHD NOOR
POST : SENIOR SPORTS OFFICER	POST : DIRECTOR STADD
DATE : 15TH MAY 2018	DATE : 15TH MAY 2018
CONTROLLED COPY NO. :	

 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/02	PAGE : 2/7

1. OBJECTIVE

This document is prepared in order to have an effective and efficient usage system of High Performance Gymnasium by internal users.

2. SCOPE

The procedure is to be applied by the staff of the Mustangs Welfare Unit, Sports Development Centre upon receiving application for usage of High Performance Gymnasium from IIUM Mustangs Athletes and IIUM Staff Athletes.

There is one process in this document:


- i. Application for Usage of High Performance Gymnasium (HPG) – by Internal users

3. DEFINITION/ABBREVIATION

- 3.1 IIUM : International Islamic University Malaysia
- 3.2 SDC : Sports Development Centre
- 3.3 H : Head
- 3.4 SSO : Senior Sports Officer
- 3.5 SASO : Senior Assistant Sports Officer
- 3.6 HOU : Head of Unit
- 3.7 SA : Sports Assistant
- 3.8 IU : Internal User – IIUM Mustangs Athletes and IIUM Staff Athletes
- 3.9 MSC : Male Sports Complex
- 3.10 SFMU : Sports Facilities Management Unit
- 3.11 HPG : High Performance Gymnasium
- 3.12 MWU : Mustangs Welfare Unit


4. REFERENCES

- 4.1 HPG Monthly Booking Schedule
- 4.2 Guidelines
 - a. HPG Usage Terms and Conditions

 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/02	PAGE : 3/7


5. RESPONSIBILITY AND DETAILED PROCEDURE

Responsibility	Detailed Procedure
	5.1 <u>USAGE FROM INTERNAL USER</u>
SA	5.1.1 Receive completed application form from Internal User.
SA	5.1.2 Check the availability of the venue from the monthly booking schedule.
SA/ASO	5.1.3 If not available, notify the applicant.
	5.1.4 If available forward the application for HOU approval.
SA/ASO	5.1.5 If application approved, notify the applicant and issue reply slip
SA	5.1.6 Updates the monthly booking schedule accordingly.
SA	5.1.7 Record and file the documents accordingly.

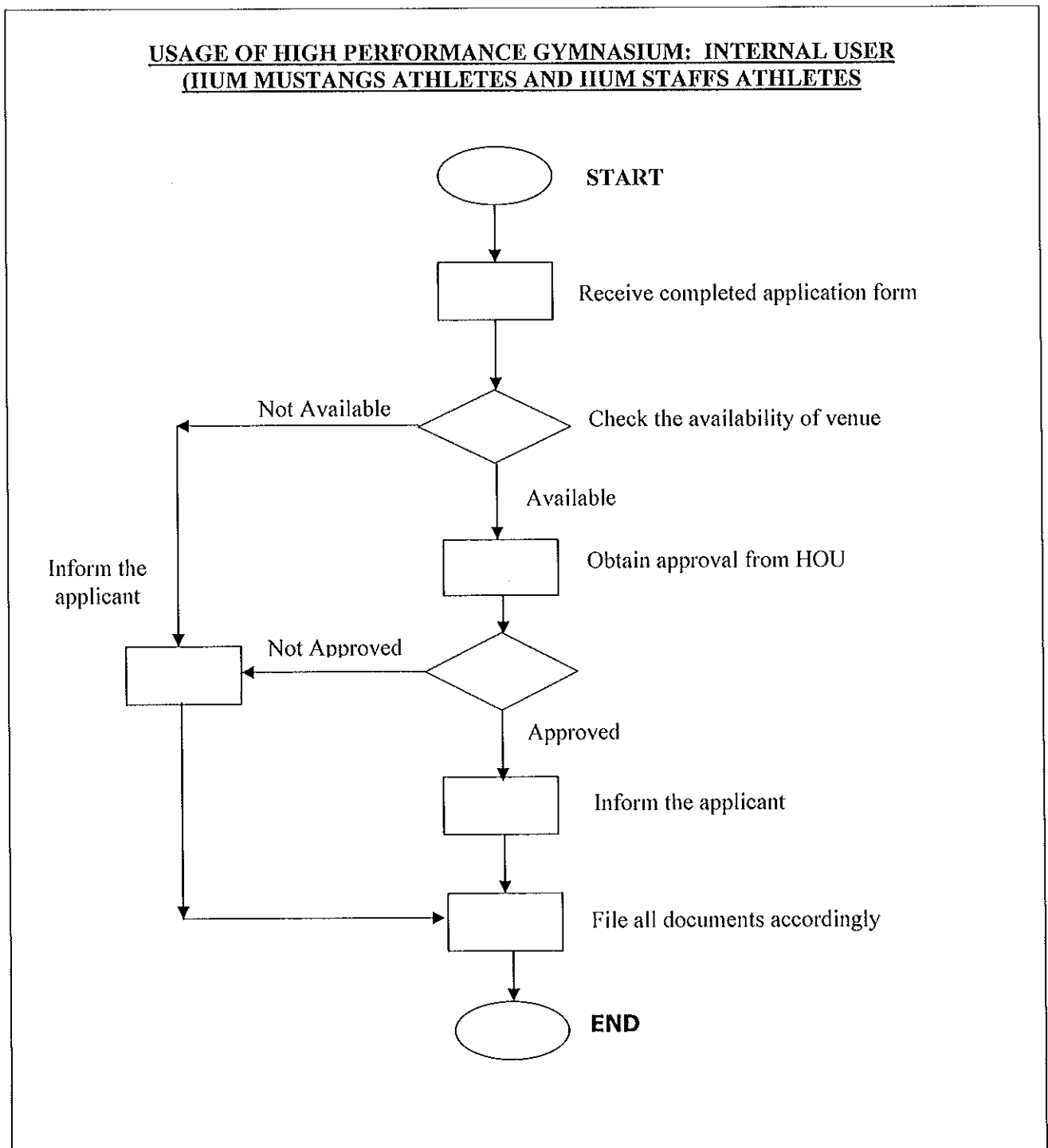
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/02	PAGE : 4/7

6. QUALITY RECORDS

NO.	RECORD	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Internal User records (IIUM/206/9/6/1/2)(HPG)	1 year	Filing Cabinet, MWU, MSC	SA

 <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IUM/SDC/02	PAGE : 5/7

7. FLOW CHART





INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 01

REVISION NO : 01

USAGE OF
HIGH PERFORMANCE GYMNASIUM

EFFECTIVE DATE : 15th May 2018

DOCUMENT NO. : IIUM/SDC/02

PAGE : 6/7

8. BOOKING FORM

REF. NO. : HPGYM2018 / ___ / ___

SPORTS DEVELOPMENT CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

APPLICATION TO UTILISE HIGH PERFORMANCE GYMNASIUM

I _____ Staff/Matric No. _____ from _____ hereby
would like to utilise Khalid Al Walid, High Performance Gymnasium as follow:

Facilities	No. of Athletes	Coach / Instructor	Program
Khalid Al Walid High Performance Gymnasium			

Date : _____

Day : _____

Contact No. : _____

The schedule of the training program is as follows (Please tick /):

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
08.00 to 10.00	10.00 to 12.00	12.00 to 14.00	15.00 to 17.00	17.00 to 19.00	20.00 to 22.00

Signature : _____

Designation : _____

Date : _____

*All application must be submitted by the Liaison Officer (LO) or Team Captain during office hour
9.00 am to 4.00 pm*

FOR APU USE

I have APPROVE / DISAPPROVED the facilities above.

Date : _____


Signature & Official Stamp : _____

REPLY SLIP

DATE : _____ DAY : _____ SESSION : _____

REFERENCE NO. : HPGYM2018 / ___ / ___

SDC CHOP

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO : 01
	REVISION NO : 01
USAGE OF HIGH PERFORMANCE GYMNASIUM	EFFECTIVE DATE : 15 th May 2018
DOCUMENT NO. : IIUM/SDC/02	PAGE : 7/7

9. BOOKING PROCEDURES

BOOKING PROCEDURES

- i. Booking & reservation can only be done during office hours (9.00am - 4.00pm). Any booking and reservation must be accordance to the operation hours as stipulated.
- ii. Users who want to use the High Performance Gymnasium must fill in the booking form (available at Male Sports Complex (MSC) and Female Sports Complex (FSC) and submit to Mustangs Welfare Unit (MWU). **BOOKING VIA TELEPHONE/SMS/WHATSAPP ARE NOT ACCEPTABLE.**
- ii. Booking of facilities for any kind of program should follow this :-
 - Personal Training/Rehabilitation - 14 working days before actual date;
(Staff & Students)
 - Varsity Team Training - 7 working days before actual date ;
 - Special Programme - 30 working days before the actual date;
- iii. Priority will be given to IIUM Mustangs Athletes Training Programme.
- iv. All training program/itineraries must be discussed with the MWU, SDC prior to the booking date.
- v. All bookings are not transferable from original user to another user.
- vi. Any cancellation or postponement of program should be acknowledged to the MWU, SDC four (4) days prior to the actual date.
- vii. Any damages or lost of equipment, facilities or properties will be borne by the users. Additional charges will be charge for damage or lost of gymnasium equipment, facilities or properties.
- viii. SDC reserves the right to alter or cancel advance booking or reservation without prior notice.
- ix. SDC will not be responsible for any injury/accident or lost of personal belongings before, during and after activities.
- x. All participants must follow the rules and regulation set by SDC, MWU, SDC Staff, Liaison Officer and Security Officer have the right to prohibit any user from using the facilities if participants are not observing the rules and regulation.
- xi. SDC has the right to change any subjects to the rules and regulation from time to time without prior notice.