



# Binding information for services provided by the sports centres of the Federal Office of Sport FOSPO as part of the statutory mandate

## Contents

|            |   |          |
|------------|---|----------|
| <b>1</b>   | <b>Scope</b> .....                                      | <b>2</b> |
| <b>2</b>   | <b>Reservation</b> .....                                | <b>2</b> |
| <b>3</b>   | <b>Change to the scope of service</b> .....             | <b>2</b> |
| <b>3.1</b> | <b>Reduction in fees for reserved services</b> .....    | <b>2</b> |
| <b>3.2</b> | <b>Terms of cancellation for special services</b> ..... | <b>3</b> |
| 3.2.1      | Special catering/banqueting services .....              | 3        |
| 3.2.2      | Third-party services .....                              | 3        |
| <b>3.3</b> | <b>Additional on-site services</b> .....                | <b>3</b> |
| <b>4</b>   | <b>Invoicing</b> .....                                  | <b>3</b> |
| <b>5</b>   | <b>Rules and information</b> .....                      | <b>4</b> |
| 5.1        | National Sports Centre in Magglingen (NSM) .....        | 4        |
| 5.2        | National Youth Sports Centre Tenero (CST) .....         | 4        |
| <b>6</b>   | <b>Liability</b> .....                                  | <b>4</b> |

# 1 Scope

With the exception of section 3.2, the following applies to services provided by the Federal Office of Sport FOSPO as part of the statutory mandate.

It applies in particular to the use of:

- Seminar and conference rooms (incl. conference technology and banqueting facilities)
- Sports facilities
- Training infrastructure
- Accommodation
- Catering services
- Package offers (combination of the above-mentioned services)

as part of sports courses and camps, training camps and courses for sports coaches held:

- by organisers of the Youth+Sport (Y+S) programme of events;
- as part of Y+S management training and Adult Sport Switzerland (AS);
- by Swiss national sport associations;
- by Swiss schools;
- by Swiss colleges and universities.

Costs are charged on the basis of the Ordinance on the Fees Charged by the Federal Office of Sport (FeeO-FOSPO; SR 415.013).

## 2 Reservation

If services are required, they must be reserved in advance. A reservation is considered final and therefore binding if:

- a. the customer accepts a quote issued by FOSPO by the date specified in the quote, or
- b. the services are agreed in a separate contract.

The agreed fee will be payable from the date on which the reservation becomes final.

Allocation of accommodation is the responsibility of the sports centres themselves; allocation of specific accommodation cannot be guaranteed.

## 3 Change to the scope of service

Any changes to reserved services must be communicated to FOSPO in writing.

### 3.1 Reduction in fees for reserved services

Reserved services may be reduced or cancelled in full up to 181 days before arrival. A fee of CHF 100 will be payable in the event that services are cancelled.

If the customer cancels at a later date or if the reserved services are not used to the extent originally agreed – because fewer participants attend the course or camp, for example, or because the length of stay is reduced – the agreed fee will nevertheless be payable.

If there are justified reasons or if the customer provides early notice of the reduction or cancellation of reserved services, the fee may be reduced. The date on which FOSPO receives notice is the applicable

date in this regard. The reduction will be applied only to the fee agreed for the reduced services.

| <b>Cancellation notice provided:</b>   |                                      |
|--|--------------------------------------|
| Between 180 and 91 days before arrival | 10% of the reduced scope of service  |
| Between 90 and 61 days before arrival  | 25% of the reduced scope of service  |
| Between 60 and 11 days before arrival  | 50% of the reduced scope of service  |
| Between 10 and 5 days before arrival   | 75% of the reduced scope of service  |
| 4 or fewer days before arrival         | 100% of the reduced scope of service |

## 3.2 Terms of cancellation for special services

### 3.2.1 Special catering/banqueting services

If the agreed scope is cancelled or reduced up to 31 days before the event (provision of services), no costs will be incurred. If services are cancelled or reduced at a later date, the following terms of cancellation will apply. The date on which FOSPO receives notice is the applicable date in this regard.

| <b>Cancellation notice provided:</b>                          |                                      |
|---|--------------------------------------|
| Between 30 and 11 days before the provision of services       | 50% of the reduced scope of service  |
| Between 10 and 5 days before the provision of services        | 75% of the reduced scope of service  |
| Between 4 and 0 days before the provision of services/no-show | 100% of the reduced scope of service |

### 3.2.2 Third-party services

If the reservation includes third-party services, the third parties' terms of cancellation and reduction will apply.

## 3.3 Additional on-site services

If, by arrangement with FOSPO, the customer uses additional services that were not reserved in advance, the services actually used will be invoiced.

## 4 Invoicing

The customer is obliged to pay the invoice issued by FOSPO within 30 days of receipt. The customer is responsible for passing on the cost of reserved services to third parties (e.g. individual athletes, participants).

Child rates:

0 to 4 years old free of charge (in their parents' room, no requirement for own bed)

5 to 10 years old            50% discount for special catering/banqueting services

## 5 Rules and information

Customers are obliged to comply with the House Rules of the Federal Office of Sport:  
<https://www.baspo.admin.ch/de/sportzentren.html>

Customers are not permitted to perform commercial activities on FOSPO premises.

### 5.1 National Sports Centre in Magglingen (NSM)

<https://www.baspo.admin.ch/de/sportzentren/nationales-sportzentrum-magglingen.html>

### 5.2 National Youth Sports Centre Tenero (CST)

Guide for course leaders:

<https://www.cstenero.ch/wegleitung>

Sport and safety:

<https://www.cstenero.ch/safety>

Rules governing football at the CST:

<https://www.cstenero.ch/footballrules>

Rules for use of swimming pool:

<https://www.cstenero.ch/rulespools>

Rules for minibus hire:

<https://www.cstenero.ch/minibushire>

#### **Andermatt:**

<https://www.cstenero.ch/en/prenotazione/ander matt1.html>

## 6 Liability

The customer is liable to FOSPO for any damage or loss caused by the customer directly or by participants in events that the customer has organised. The customer and/or participants are responsible for obtaining any insurance.