



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

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# 1 Scope

The following information applies to the reservation and payment of services provided by FOSPO within the framework of the statutory mandate.

They apply 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)

within the framework of sports courses and camps, training camps and courses for sports coaches held:

- by organisers of the Youth+Sport (Y+S) programme of events;
- within the framework of Youth+Sport (Y+S) management training and Adult Sport Switzerland (esa);
- 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 (SR 415.013).

## 2 Reservation

If services are required, these must be reserved in advance. A reservation is considered 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 fee for services is due from such time as the reservation is definitive, even if the services are subsequently not used or are not used in full.

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

### 3.1 General

Changes to reserved services are only binding upon written agreement.

### 3.2 Non-use of services

If reserved services are not used in full due to the cancellation of a course or camp, for example, FOSPO may reduce the fee payable if a justified request is submitted. A request for such a reduction must be made **immediately** in writing once the relevant reasons become known. If notification is delayed, the right to evaluation of the request is waived.

### 3.3 Reduced use of services

If reserved services are not used to the extent originally agreed specifically because fewer than 90% of the registered participants are present at the course or camp<sup>1</sup>, the fee for absent participants is determined as follows if no justification for their absence is forthcoming:

Point at which absence of participants is reported	Share of costs
Between 365 and 181 days before arrival	10% of the full cost
Between 180 and 61 days before arrival	25% of the full cost
Between 60 and 11 days before arrival	50% of the full cost
Between 10 and 5 days before arrival	75% of the full cost
4 or fewer days before arrival	100% of the full cost

The reduction excludes the cost of services that are provided in full even in the event of reduced participation, such as the cost of the use of a sports hall or for arranging a speaker.

### 3.4 Cancellation costs for special services

#### 3.4.1 Special catering/banqueting services

If special catering/banqueting services are reserved, the following cancellation fees will apply for these services:

Between 30 and 11 days before the provision of services	50% of agreed charge
Between 10 and 5 days before the provision of services	75% of agreed charge
Between 4 and 0 days before the provision of services	100% of agreed charge

#### 3.4.2 Bookings through third parties

If the reservation includes bookings through third parties, their respective terms of cancellation and reduction will apply.

### 3.5 Additional services

If, following consultation with FOSPO, more services are used than were reserved, the actual cost of services performed will be invoiced.

## 4 Invoice

Following the provision of services, FOSPO shall provide an invoice to the customer. The customer is obliged to pay this invoice within 30 days of receipt. The customer is responsible for passing on the cost of reserved services to individuals (e.g. individual athletes). FOSPO itself does not issue individual invoices.

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<sup>1</sup> Last-minute cancellations worth up to 10% are tolerated with no financial consequences for the course or camp organiser. If the non-participation rate is greater, the share of fees for all individuals not present will be charged (no general exemption limit).

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 catering/banqueting services

## 5 FOSPO House Rules

The Federal Office of Sport FOSPO has enacted the following [House Rules](https://www.baspo.admin.ch/de/sportzentren.html) with the aim of ensuring that events run smoothly and that the sporting values of respect, consideration, fairness and personal responsibility are maintained: <https://www.baspo.admin.ch/de/sportzentren.html>.

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

## 6 Liability

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

## 7 National Youth Sports Centre Tenero (CST)

### Other rules and information

Guide for course leaders:

<https://www.cstenero.ch/en/home.html>

Sport and safety:

<https://www.cstenero.ch/en/il-cst/informazioni/sport-in-sicurezza.html>

Rules governing football at the CST:

<https://www.cstenero.ch/en/attivita-sportive/calcio/regolamento-gioco-calcio-al-cst.html>

Rules for use of swimming pool:

<https://www.cstenero.ch/en/attivita-sportive/nuoto/regolamento-per-lutilizzo-delle-piscine-nel-periodo-invernale.html>

Rules for minibus hire:

<https://www.cstenero.ch/en/prenotazione/informazioni-e-servizi/bus-a-noleggjo.html>

## 8 National Sports Centre in Magglingen (NSM)

### Other rules and information

National Sports Centre in Magglingen (NSM)

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

## 9 Sports base in the Urseren

### Other rules and information

Sports Base Urseren

<https://www.cstenero.ch/en/prenotazione/anderlatt1.html>