



**ACT**  
Government

Transport Canberra  
and City Services

# ACT GOVERNMENT SPORTSGROUNDS SERVICE CHARTER



**Version Valid from 15 April 2024**

## 1. Principles

### Serving the community

In the provision and management of ACT Government sportsgrounds and associated facilities, Sport and Recreation Facilities, as a branch of the Transport Canberra and City Services (TCCS) Directorate, will:

- Endeavour to meet the sportsground needs of the various groups comprising the ACT sporting community;
- Ensure that sportsgrounds and related facilities are maintained in a safe and fit for purpose condition;
- Manage the usage of sportsgrounds and related facilities in a manner that is equitable to the various sporting groups within the community and at reasonable cost;
- Provide a responsive service to our community stakeholders;
- Be open and honest in providing information to our community stakeholders; and
- Seek to establish positive relationships built upon mutual understanding of each other's needs and constraints.

### Our service standards

You can expect a quick, courteous and effective response whenever you approach us.

We will:

- Respond to phone or email enquiries within **three** working days
- Endeavour to process booking requests within **seven** working days, noting peak bookings periods after the summer and winter allocations process this may not be possible.
- Have a 24 hour phone line (13 22 81) for reporting safety incidents or other emergency issues at sportsgrounds
- Rectify or mitigate reported safety hazards within three working days of the report
- Formally inspect (or have inspected on our behalf) every sportsground and related facility, for which we are responsible, every two months
- Endeavour to effect repairs to floodlights within two weeks of reported incident, where funding and weather allow
- Monitor the sportsgrounds office contact number 62075141 between 8am – 4pm.

## Help us to serve you better

You can assist us in serving you more effectively by:

- Ensuring sportsgrounds have been booked prior to use, including providing booking numbers to ACT Sport and Recreation staff if requested;
- Treating our staff with courtesy and respect;
- Providing two full working days notice (excluding the actual day required) when submitting a new booking, i.e. no later than midnight Wednesday for a Saturday booking;
- Providing four full working day's notice in the event of changed booking requirements (amendments and cancellations), with the exception of ground closures mandated by Sport and Recreation Facilities or where clubs have not used their booking due to weather, so long as Sport and Rec are advised within two days of the booking;
- ACT Sport and Recreation **may** seek a statutory declaration, if a hirer seeks to cancel bookings retrospectively after the previous months invoice has been issued
- Respecting the allocation and confirmation processes (detailed later in this document);
- Following the instructions for appropriate sportsground use (detailed later in this document);
- Contacting us if you notice damage or other issues at the sportsground that may constitute a hazard;
- Ensuring invoices are paid by the due date. Clubs and/or individual hirers who have outstanding debt >90days and not on a payment plan will automatically have their ability to make bookings suspended until a payment plan is put in place, or the debt paid in full.
- Peak Bodies are responsible for making all their competition bookings for both junior and senior competitions

## 2. Maintenance of sportsgrounds and related facilities

Sport and Recreation Facilities will, as far as resources and climatic conditions allow, maintain ACT Government sportsgrounds and related facilities in a condition that is safe for use and suitable for the designated activity. In general, this means a firm surface with an even coverage of grass and no significant hazards in the form of holes or irregularities in the playing surface. Usage of turf playing fields will inevitably lead to some wear and tear, particularly during the winter season where clubs train multiple times a week, and in the case of football (soccer) clubs continually wear out the goal mouths.

### 2.1 Range of maintenance standards

There will be a range of maintenance standards for varying levels of sport, types of sport and for different seasons of the year. The following table sets out the general details of mowing heights to be provided on sportsgrounds by Sport and Recreation Facilities field maintenance staff.

Every effort is made to ensure these levels are provided for competition use but on occasions, machinery breakdown, rain or other circumstances can affect mowing programs. The frequency of mowing required to achieve these levels will vary at different times of the year, requiring mowing up to three times per week.

Requests for special event mowing will be considered where practical and can be made in writing to the Sport and Recreation Facilities Sportsground Office [sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au) when making a formal booking for an event.

Where problems arise, users should contact the Sportsgrounds Office to alert Sport and Recreation Facilities to the problem and to discuss options for remedy.

### Summer sport

Sport	Senior – enclosed oval	Senior – unenclosed	Junior - unenclosed
Athletics	<b>25mm</b>	<b>25mm</b>	<b>25mm</b>
Baseball	<b>25mm</b>	<b>25mm</b>	<b>38mm</b>
Cricket	<b>All grade turf – 18mm</b>	<b>All grade turf – 18mm</b>	<b>All synthetic wickets –25mm</b> Concrete wickets – 38mm
Football (soccer)	<b>N/a</b>	<b>38mm</b>	<b>38mm</b>
Softball	<b>N/a</b>	<b>38 mm (25mm main diamonds)</b>	<b>38mm</b>
Touch	<b>N/a</b>	<b>25mm</b>	<b>25mm</b>

### Winter sport

Sport	Senior – enclosed oval	Senior – unenclosed	Junior – unenclosed
Australian Football (AFL)	<b>25mm</b>	<b>38mm</b>	<b>38mm</b>
Hockey	<b>N/a</b>	<b>n/a</b>	<b>25mm</b>
Football (soccer)	<b>25 mm</b>	<b>38mm</b>	<b>38mm</b>
Rugby League	<b>38mm</b>	<b>38mm</b>	<b>38mm</b>
Rugby Union	<b>38mm</b>	<b>38mm</b>	<b>38mm</b>
Touch/ Oztag/ Ultimate	<b>N/a</b>	<b>38mm</b>	<b>38mm</b>

## 2.2 Renovation of surfaces

Sporting use of sportsgrounds leads to wear and tear on turf surfaces. To provide sustainable surfaces it is necessary to carry out renovation programs, particularly at the end of the winter sports season.

Most of the district playing fields have soil bins in place to allow for game day/training identified hazards to be immediately addressed by clubs. Where the bins are not in place they will be provided upon request.

To carry out the programmed maintenance **all ACT Government natural turf sportsgrounds will be closed for the last 14 days of each season** (18-31 March and 17-30 September). These periods are fixed to the same 14 day period each year. To gain the maximum benefit from this program and to allow efficient allocation of resources, Sport and Recreation Facilities requires the cooperation of users by avoiding the programming of events during these fixed shutdown periods.

ACT Sport and Recreation acknowledges the impact of the shutdown on preseason training and where possible, will seek to program maintenance on at least 3 north side and 3 south side unenclosed grounds, at another time of the year so they can remain open during the shutdown.

Gungahlin, Greenway and Woden Park Enclosed Ovals will undergo maintenance outside of the March and September shut down periods to facilitate training and pre season matchplay.

Gungahlin Enclosed - 1 November – 28 February

Greenway Enclosed - 1 January – 17 March

Woden Park - 19 February – 15 March (2024 season)

**All enclosed ovals are now available for training.** However, any club (whether on payment plan or not) that has debt >90 days will automatically be excluded from accessing these restricted access facilities for training.

Synthetic grass sportsgrounds are not subject to the maintenance closure, as such Nicholls and Melrose synthetic grounds are also available for hire through shutdown (training and match play) subject to an EoI process.

As soon as possible after the conclusion of winter sport competitions, Sport and Recreation Facilities field staff and contractors, undertake a major renovation program on most sportsgrounds.

This involves the coordination of a range of tasks including:

- Removal/erection of goalposts;
- Aerating;
- Dethatching;
- Fertilising;
- Line marking;
- Top dressing; and
- Seeding and/or turfing.

Sportsgrounds which have been over sown will need to be irrigated until such time as the seed bed has germinated and established. This will often involve watering above and beyond what some sports would consider desirable in the short term but it is essential in achieving the desired restoration of the surface.

### 3. Management of Sportsgrounds and Related Facilities

#### 3.1 Days and Hours of Use

Sportsgrounds are generally available for use between **7.30am** and sunset. Usage is extended to **9.00pm** on sportsgrounds that have artificial lighting. Lights are controlled electronically and normally are turned off by **9.00pm** to minimise disturbance to surrounding residential areas. Sportsground hirers need to book and pay for the time that these facilities are being utilised. Lights are set to switch off ten minutes after the end of the booking to allow for safe packing up of equipment etc.

Priority of access to floodlit sportsgrounds is given to juniors (defined as players up to and including the age of 19) until 7.00pm, and to seniors between 7.00-9.00pm. If there are no junior bookings at a ground then seniors may be permitted to make a booking that starts earlier than 7.00pm.

Consideration can be given to some limited extension of time for the use of lights at Narrabundah Ballpark, Hawker Football / Hawker Softball centre and Greenway to **no later than 10.00pm**.

For other grounds with match play lighting, where elite competitions take place, consideration may be given to a lighting extension to **9.30pm** for competition matches or matches of significance (i.e Australia Cup) where a result must be reached on a knockout basis, any approval will be given on a case by case basis.

#### 3.2 School Use

All schools (both public and private) are permitted to use all ACT Government unenclosed sportsgrounds during school hours on each day of the school term without having to make a formal booking. This use is however subject to the following conditions:

- The school relocate activities to avoid disruption of maintenance activities such as mowing; If there is machinery on the oval, then the oval can not be used under any circumstances
- The school will abide by any notification from Sport and Recreation Facilities of closure or partial closure of a sportsground in the event of any maintenance issue that Sport and Recreation Facilities considers to be a safety concern; and
- The school is unable to use sportsgrounds during the March and September renovation periods;
- Formal bookings by other users will take priority;
- It is accepted and understood ACT Sport and Recreation may conduct irrigation events during the school day;
- Schools will rotate their use of the ovals around the entire surface to reduce over wear of areas;
- All rubbish to be removed from oval surfaces after use by students.

Interschool competitions, athletics carnivals and special events (fetes etc) require a formal booking to be submitted and the hire charge paid. School athletics carnivals are deemed to be **junior matchplay** and should be booked as such. Formal bookings provide schools with guaranteed and uninterrupted access. Enclosed ovals can only

be accessed when formally booked and hired. Woden Athletics track is subject to additional instructions contained in **Conditions of Hire – Woden Park**.

Schools are required to inspect the ground and facilities at the end of the hire period, ensure litter is removed from all surfaces (including the changerooms and canteen) and placed in bins provided. Fixed bins are serviced by contractors, however, free standing bins which are stored within the pavilion must be emptied into the on-site hopper and returned to storage.

Care is required when using PA systems at school events and carnivals to ensure noise is kept to an acceptable level to minimise impact on nearby residents. We suggest facing PA speakers away from residential areas, especially at the Woden Park athletics track.

A number of schools hold annual fetes and fairs. There are conditions of use applicable to these functions. An on-site inspection is required at least 7 working days prior to the booking. We will arrange an on-site inspection with the relevant grounds manager between 7:30am – 3pm Monday to Friday where approval can be given for the placement of marquees and shelters on sportsgrounds.

Amusement rides, and other heavy items, cannot be set up on the irrigated surfaces. Dry land surrounds may be used if there is sufficient space.

Vehicles can access the grounds only to drop off or/collect gear. Where possible, please stay off the irrigated surfaces and drive around the perimeter of the fields. Please include a note with your booking request if access is required through the ambulance (red) gates. We urge caution on frosty winter days.

### **3.3 Sporting Seasons**

ACT Sport and Recreation has adopted two sporting seasons. These are

- **Summer: 1 October to 17 March**
- **Winter: 1 April to 16 September**

Within their respective seasons, summer or winter sports receive priority for access to sportsgrounds. Sporting groups seeking sportsgrounds outside their main season (e.g. football codes in summer, cricket codes in winter) for training or competition will be accommodated where possible; however, the traditional seasonal sport will receive priority. Accommodating out of season activities, such as pre-season football training prior to 1st April, may not always be possible at the club's preferred ground.

ACT Sport and Recreation is aware that some sports are now played all year around, outside the traditional season and will work with all stakeholders to ensure, where possible access to grounds 'out of season'.

At the end of each season, and as teams are eliminated from the finals series and sportsground requirements change, hirers are asked to provide early advice to Sport and Recreation Facilities. This assists in the programming of essential maintenance work such as goalpost removal and erection, and turf restoration. These works include removal/erecting of goal posts, aerating, dethatching and fertilizing the playing surface. Top dressing where required and more seed if needed. These shut down periods play a vital and critical part in maintain sportsgrounds access and usage for 48 weeks of the year.

To assist in this programming, sporting organisations are to advise Sport and Recreation Facilities of any sportsgrounds not required for finals by **7th March** for the summer season and **6th September** for the winter season.

### **3.4 Allocation of Sportsgrounds**

The sportsground allocation process is a bi-annual meeting used to determine equitable access to unenclosed sportsgrounds and enclosed sportsgrounds to secure timeslots for ACT sporting associations and their member clubs during the relevant sporting seasons (Summer-1 October to 17 March and Winter-1 April to 16 September). All Associations are invited to bid on behalf of their clubs to ensure training and match play requirements are met.

The bids are compiled, and a spreadsheet produced showing allocations for all codes. Allocation outcomes are honoured, pending confirmed bookings being made by the end of the first month of the new sporting season. From 1 November or 1 May for winter bookings, unbooked grounds, unbooked days of the week and unbooked timeslots are available to all other interested parties. The loss of grounds and timeslots can have an effect on club planning, so it is vital that Associations, and their member clubs, are both aware of, and comply with, the appropriate deadlines in confirming allocation outcomes with formal bookings.

Prior to the allocation meeting all attendees are advised of potential conflicts and proposed resolutions. Emphasis, when identifying resolutions, is placed on honouring historical use and taking into account usage from season to season. Generally speaking an established precedent of use is honoured if that use has been continuous. A group cannot be allocated grounds, and expect to maintain those allocations each season unless records show that the allocation has been fully utilised.

Associations are asked to attend a meeting, held at the invitation of Sport and Recreation Facilities during business hours, to discuss allocation outcomes and ratify resolution of conflicts. Association members are also given the opportunity at the conclusion of the meeting to raise issues and to discuss 'special events' among themselves, thereby negotiating opportunities for their sport with other groups. As an example, groups may choose to swap, or trade, a given date with another group to secure a sportsground for a specific event.

While it is not possible to always accommodate new members at their preferred grounds and days, every effort is made to provide comparable venues.

Priority of access to floodlit sportsgrounds is given to juniors (defined as players up to and including the age of 19) until 7.00pm, and to seniors between 7.00- 9.00pm. If there are no junior bookings at a ground then seniors may be permitted to make a booking that starts earlier than 7.00pm. On occasion, junior clubs may agree to finish training before the 7pm deadline and allow senior clubs earlier access. Written agreement needs to be provided to Sport and Recreation Facilities.

It is important that all Associations and clubs are aware that an allocation is not an actual ground booking but is considered to be a reservation. Hirers are required to submit an online booking form to secure their allocations within the first month of each season.



On an annual basis hirers will need to provide to Sport and Recreation Facilities a copy of a certificate of currency for their relevant public liability insurance policy to a minimum value of \$10 million.

ACT Sport and Recreation Facilities also undertakes a 'mini allocation' of the available sportsgrounds during the March and September shutdown period. This is conducted by an expression of interest process.

The available grounds are:

- Melrose Synthetic
- Nicholls Synthetic
- Gungahlin Enclosed
- Greenway Enclosed*
- Woden Athletics Park
- A minimum of 6 unenclosed turf sportsgrounds (3 Northside and 3 Southside)

### 3.5 Sportsground Booking Office

Booking requests can be made via:

**Website:** <https://actsportsgrounds.act.gov.au>

**Booking Enquiries:** [sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au) or 6207 5141

<b>Postal Address</b>	Sportsground Office PO Box 352 CIVIC SQUARE ACT 2608
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### 3.6 Ranger Services and Contact Information

Sport and Recreation Facilities Sportsground Rangers are on duty between 1.30 pm and 10.00 pm on weekdays and 6.30 am and 10.00 pm on weekends, patrolling and inspecting sportsgrounds and associated facilities.

Services provided by Sportsground Rangers include: compliance with booking requirements and regulations;

- Safety inspections of facilities;
- Opening/securing buildings, gates etc as required and assisting hirers where possible;
- Programming of floodlighting systems;
- Resolution of minor maintenance problems; and
- Referring issues of concern to management;
- Facilitating ground swaps due to unforeseen circumstances, but excludes accepting on the spot bookings;
- Please do not text this number:

## **After Hours Contact – 0409 791 523**

Please use this number for all enquiries/requests outside standard business hours. The afterhours phone is staffed Mon to Fri between 4.00pm-8.00am and 24 hours Sat and Sun and public holidays. If unanswered, please call Access Canberra on 13 22 81 and advise them that you have a sportsground related issue.

## **4. Infrastructure Maintenance and Management**

### **4.1 Sportsground Safety**

Sport and Recreation Facilities endeavours to maintain its sportsgrounds and associated facilities in a condition that is fit for purpose and safe for use. A number of regular inspection processes are conducted by sportsground rangers and field staff to identify any hazards that may arise and rectify them as soon as practicable.

City Services mowing operations staff, cleaning contractors and Sport and Recreation Facilities plumbers are regularly at the sportsgrounds and report any faults that are identified. A formal inspection of each sportsground is undertaken every two months.

If a hazard is identified every effort is made to rectify it as soon as possible. If this cannot be quickly achieved, the hazard will be fenced off, usually with high visibility webbing. The affected hirer will be advised of the subsequent unavailability and, where possible, an alternative venue will be provided.

In accordance with the conditions of hire for sportsgrounds ([Online https://actsportsgrounds.act.gov.au/information/conditions-of-hire](https://actsportsgrounds.act.gov.au/information/conditions-of-hire)), users are required to inspect sportsgrounds prior to use to ensure that they meet safety standards. If any hazards or safety concerns are identified they should be reported as soon as possible, either to the Sportsgrounds Office or if outside office hours, to the Sport and Recreation Facilities On-Call Officer (0409 791 523) or through Access Canberra (13 22 81). Inspection of the ground for divots, holes, damaged sprinklers or broken glass should be undertaken prior to use.

On occasion syringes can be found at sportsgrounds. Hirers should not pick up discarded syringes themselves. If a syringe is found it should be reported to Access Canberra on 13 22 81.

Other ongoing safety requirements include:

- the sale or consumption of beverages in glass bottles is not permitted at ACT Government sportsgrounds
- use of BBQs must have drip trays and fat splatter needs to be cleaned up
- LP Gas bottles may not be stored inside sportsground buildings.
- For major events, it is a requirement for event organisers to thoroughly inspect all venues the day before use to ensure all aspects are safe and suitable for use. Although some sportsgrounds have a first aid room, Sport and Recreation Facilities does not supply stretchers and if required this is a hirer responsibility.

Sport and Recreation Facilities does not supply goals post padding or protectors and provision of such is at the discretion of the hirer.

## **4.2 Amenities Cleaning**

Pavilions and toilet blocks at sportsgrounds are generally cleaned as a minimum once a week, depending on the level of use. Waste hoppers located at sportsgrounds are generally emptied weekly by contractors. Toilet paper is stocked to allow for a typical full day's activity and is restocked on a weekly basis.

For large multi-day events, hirers may need to provide additional toilet rolls and to clean the facility themselves on a daily basis.

Any concerns about the standard of cleaning should be passed on to the Sportsground Office ([sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au)).

Sportsground hirers are expected to leave change rooms, canteens and toilets, and the ovals surrounds, in a clean and tidy condition for use by other hirers. This includes sweeping them out, removing rubbish and cleaning down canteen surfaces after use. Failure to leave facilities in a clean and tidy condition may see a cleaning fee charged.

## **4.3 Litter and Rubbish**

All litter and rubbish is to be collected and placed in the on-site hoppers. There are blue rubbish bins provided that also need to be emptied. It is suggested that hirers empty bins when half full, rather than waiting until they are full, for ease of lifting. Litter can rot and become offensive if left in the bins, particularly so in the hotter months. Bins must be emptied at the conclusion of hire into the hopper provided, regardless of how much litter is in the bin. Hoppers are locked with a PEA 5.3 padlock, the same as that used for toilets.

Pavilions (canteen and changerooms) need to be swept clean Sport and Recreation Facilities does not provide brooms. Sport and Recreation venues and facilities are multi-use venues and hirers are expected to comply with the conditions of hire to ensure subsequent hirers access clean and useable grounds. This is particularly pertinent for weekend users where many grounds are used on both Saturday and Sunday. Leaving the grounds or facilities in an unacceptable condition may lead to additional cleaning costs being passed on to the hirer and/or penalties applied if there are recurrences including the loss of the allocation to that ground.

Written authority is required before any user groups can leave or store furniture, sporting equipment etc in change rooms or other parts of pavilions as this can obstruct cleaning or create potential safety hazards. Only dedicated storerooms can be used for equipment storage. Beyond that clubs must utilise their own storage containers or store equipment off site.

## **4.4 Sportsground Infrastructure**

Essential sportsground infrastructure such as goalposts, cricket training nets, baseball/softball back nets and fences will be repaired as soon as possible if public safety is compromised. Sport and Recreation Facilities aim is to make safe any hazards as soon as practically possible. If a potential safety hazard is identified, it should be reported as soon as possible to the Sportsground Office, or if afterhours to the On-Call Officer (0409 791 523).

When cricket nets and softball/baseball back nets become unserviceable through wear and tear, Sport and Recreation Facilities will arrange for partial or complete replacement of the wire mesh. Sport and Recreation Facilities will not repair/replace

mesh curtains that divide cricket nets. Timing of work will depend on the scale of the necessary work and available repairs and maintenance funding. Smaller repairs will normally be carried out within two weeks. Major replacement work may have to be considered in the next financial year, subject to availability of funding.

Synthetic cricket wickets are replaced when the condition of the carpet is considered irreparable and unfit for play. Minor patching may occur throughout the life of the wicket to deal with vandalism, wear and tear and to extend the life of the wickets for as long as they can remain serviceable. Minor repairs are normally carried out within a week of being reported.

Sport and Recreation Facilities is not in a position to carry out repainting of goalposts after initial construction and installation; however, Sport and Recreation Facilities is supportive of any club or association who wishes to undertake this work. Funding for the required materials can also be considered.

#### **4.5 Security**

Pavilions and toilet blocks are valuable assets that can be subject to damage by vandals if unauthorised access is facilitated. Sport and Recreation Facilities has progressively added and changed features to make pavilions more secure. Newer pavilions have no glass panels and entry points are limited, and older pavilions are being modified to add these features where possible and as funding permits.

Sporting organisations entrusted with keys to access amenities have a responsibility to secure the buildings at the conclusion of bookings. All doors, roller shutters, gates etc should be locked at the conclusion of each booking. Fines may be applied if doors/locks are not secured.

Once facilities are opened hirers should not leave padlocks in the open position but should re-lock them onto the sliding bolt to prevent theft or interference. Hirers who are issued with a PEA 5.3 keys should be aware that as well as opening toilets the key will also open access gates and garbage hoppers. Hirers are liable for the cost of replacing locks lost or stolen during their period of hire as locks are deemed "any other territory property" as defined under clause 6 of the general conditions of hire.

#### **4.6 Test and Tag**

It is a requirement that all electrical equipment owned by clubs be tested and tagged in compliance with ***Tag and test electrical equipment to conform to Aus/NZL 3760-2010***. Items such as fridges, freezers, microwaves, heaters, electric heaters etc, need to be tested and tagged annually. ACT Sport and Rec facilities are responsible for the test and tag of electrical equipment every 6 months. Please note that all equipment must be tested and tagged before each new season commences.

Under the guidelines, authorised persons will begin inspecting all facilities and, any new club owned equipment without the appropriate, and dated, tag will be removed. New equipment will not be accepted at any venue without tagged proof that the test and tag guidelines have been adhered to.

#### **4.7 Floodlights**

ACT Sport and Recreation Facilities provide floodlights designed in compliance with the relevant sporting codes Australian Standard (AS2560) at many locations across the city to enable clubs to train their respective squads. Lighting to competition match

play- 100 lux standard is expensive and consequently only a few venues are lit to this standard. Sportsgrounds with match play standard floodlights are:

- Calwell 204;
- Greenway Enclosed Oval;
- Gungahlin Enclosed Oval;
- Kambah 201;
- Nicholls 1 Synthetic;
- Lyneham 2 (Southwell Park);
- Narrabundah Ballpark;
- Hawker Softball Centre;
- Pearce 2 (Melrose Synthetic);
- Phillip 3 (Woden Park)
- Watson
- Scullin
- Deakin 2 (Behind Mint)
- Gowrie
- Higgins

Venues used regularly for Touch Football, Ultimate Frisbee, Oztag, Tag Rugby and AFL 9's, that have floodlights at the training standard, are considered acceptable for competition use due to the non-contact nature of these sports.

Other training venues should not be used for any form of competition (even practice games) under lights as this could create liability issues in the event of injury.

Routine repairs to floodlights are carried out as soon as practicable, weather permitting. The timing will vary according to the number and frequency of faults identified, but generally, weather permitting.

For major events, or if the safety of players is potentially compromised, more urgent attention will generally be arranged.

#### **4.8 Equipment Storage**

At some pavilions, limited space may be seasonally allocated for equipment storage, particularly where special needs exist, such as Little Athletics centres or turf cricket wickets. Seasonal hirers will be required to move items out at the conclusion of the respective season. It is not always possible to provide enough storage to satisfy all user groups. The use of additional small storage buildings or shipping containers can be approved in some circumstances; however Sport and Recreation Facilities will not be responsible for private locks. Approval forms may be obtained by contacting the Sportsground Office on 6207 5141 or [sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au)

Additional buildings can be erected at the cost of the user group if they can be accommodated on the site without undue aesthetic impact or if they don't interfere with maintenance operations. These structures are subject to normal Design and Siting requirements of the Environment and Sustainable Development Directorate (ESDD) and would require a Development Application to be submitted via Sport and Recreation Facilities as the "owner" or custodian of the land.

The use of shipping containers may be approved, although they are seen as temporary structures. Their placement would be subject to them being able to be sited in a visually unobtrusive location (e.g. screened from residences), that they are painted deep green in colour, and that they do not interfere with operational activities. Ongoing removal or painting over of any graffiti is the responsibility of the respective club/organisation. Sport and Recreation Facilities may require at, any time, that the container be relocated or removed. An application form is available through the Sportsground Office and must be completed and approved prior to any container being placed at a sportsground. Requests for new shipping containers where a debt is owed to the territory will not be supported.

Sport and Recreation Facilities accepts no responsibility for the security of any materials stored within buildings or containers and accepts no liability if clubs have goods stolen or lost.

#### **4.9 Line marking**

Sport and Recreation Facilities mark the lines at the majority of ACT Government sportsgrounds using diesel marking. Diesel marking is the most cost effective and efficient method available. Although it is accepted that white paint markings offer a higher standard of marked line, it is expensive and time consuming. Facilities such as athletics centres require approximately 6 kilometres of marked lines and the lines do not last for more than a week during the peak growing season.

At some higher level facilities including enclosed ovals, Sport and Recreation Facilities surveys and marks the sportsgrounds for the first game of the season in white paint. Requests for initial line marking must be received 4 weeks in advance. Subsequent re-marking throughout the season is carried out by the club or association as required, ACT Sport and Recreation may be able to assist in times of need after the initial line mark subject to a full cost recovery fee. There is to be no additive added to water based line marking paint.

#### **4.10 Metal Tent Pegs**

All pegs, used to secure nets, and turf wicket covers, must be permanently attached to the nets or covers to ensure their complete removal from the ground. Metal pegs may damage irrigation or cause damage to mowing equipment which will result in all mowing operations ceasing until repairs can be completed which can affect a number of grounds/sports. Hirers who cause the damage will be required to pay for any repairs. Alternatively, plastic tent pegs can be used.

#### **4.11 Portable Grandstands**

Portable grandstands are stored at a number of ACT Government sportsgrounds and are available for the use of the hirer and spectators. However, the stands are also available for hire for other events across Canberra, and may be taken off site to satisfy external requirements. If a hirer determines that grandstand seating is required for a special event e.g. for finals or gala day, they are required to advise the Sportsground Office who will endeavour to avoid hiring them out at that time.

#### **4.12 Use of BBQ's**

An on-site BBQ is a valued source of revenue for many sporting groups, however, there are some conditions in place. BBQ's must have a fat tray in place at all times

and should not be used on the concrete aprons. Fat spills are a workplace & safety hazard, and require additional work to clean. Hirers are responsible for the additional costs incurred for cleaning. BBQ's cannot be stored within the canteen, change rooms or pavilions, they are to be stored in an designated BBQ storage area or an approved storage area by ACT Sport and Rec.

#### **4.13 Canteens**

It is recommended that organisations do not leave equipment in canteens. Large equipment such as a refrigerator, freezer, pie warmers or microwave may be left in place but hirers do so at their own risk. No stock is to be kept in canteens outside of hire periods. The intention is for hirers to have the maximum available free bench space available to prepare food. Any equipment or materials left in canteens must be kept in a clean, tidy and maintained condition. Food should not be left to defrost overnight on counters.

At the conclusion of the sporting season clubs are to remove food and clean out fridges, remove food and defrost freezers and turn off the power to all appliances. ACT Sport and Recreation will monitor to ensure compliance.

Although storage of barbeques in approved storage areas is permitted, for safety reasons and in line with advice from ACT Fire and Rescue, LP Gas bottles are not permitted to be stored inside sportsground buildings.

Sport and Recreation Facilities do not accept responsibility for any equipment removed from, or damaged within the sportsground pavilions.

#### **4.14 Use and storage of LPG Gas Bottles**

There have been a number of historical incidents where leaking gas cylinders have been found within ACT Government Facilities managed by Sport and Recreation Facilities. This is a situation which potentially places users, spectators, pedestrians, and Sport and Recreation Facilities staff in considerable danger. ACT Fire and Rescue recommends, in accordance with AS/NZS 1596:2008 clause 2.3 (a) that: ***'The use and storage of cylinders of LP Gas indoors, whether full or nominally empty, should be avoided wherever possible'***

Sport and Recreation Facilities remind all hirers that while the storage of onsite BBQ's will be supported where possible; ALL LPG bottles are to be removed offsite.

Sport and Recreation Facilities staff, sportsground rangers and field staff have been instructed to remove any, and all, gas bottles found on-site. Confiscated LPG bottles will be disposed of as Sport and Recreation Facilities do not have the required facilities at our depots to store them.

#### **4.15 Use of Deep fryers**

The use of deep fryers within canteens is prohibited. Spilt fat presents an occupational health & safety issue to hirers and maintenance staff.

#### **4.16 Sale of Alcohol**

Hirers wishing to sell alcohol at an enclosed ACT Government sportsground must apply to 'The Office of Regulatory Services, Justice and Community Services (JACS)'

for a licence. As part of that process Sport and Recreation Facilities will be asked to provide written approval. Approval will not be given for junior events.

Broken glass is a workplace, health & safety issue at sportsgrounds. Consequently, it should be noted that the sale and consumption of beverages in glass bottles at ACT Government Sportsgrounds is prohibited. In addition alcohol cannot be left in open view inside the canteen or any publicly accessed area of the pavilion outside the hours booked. Alcohol must not be left in pavilion fridges between hire periods.

ACT Sport and Recreation encourages hirers to engage with the Alcohol and Drug Foundation's Good Sports program to assist hirers with the responsible management of alcohol. For more information: [goodsports.com.au/this-is-good-sports](http://goodsports.com.au/this-is-good-sports)

**ACT Sport and Recreation Facilities strongly discourages the practice of bringing your own (byo) alcohol into any ACT Government sportsground.**

#### 4.17 Smoking

All ACT Government buildings are smoke free venues. Sport and Recreation facilities are committed to providing safe and healthy sporting environments for Canberrans. Hirers are encouraged to promote smoke free environments at ACT Government sportsgrounds to protect our community from the known and potential harms associated with smoking products, including tobacco and electronic cigarettes.

#### 4.18 Dogs

**Dogs** are **not permitted** at **any time** at Enclosed Ovals or synthetic grounds.

**Dogs** are **not permitted** at **any time** at unenclosed grounds when sport is being conducted under a formal booking this includes training and match play.

**Dogs** are only **permitted** on unenclosed ovals when the oval is not being used for organised sport.

If you experience any issues with dogs please contact Access Canberra on

**13 22 81** ask for Domestic Animal Services.

#### 4.19 Goalposts at Enclosed Ovals

Hirers are responsible for the erection, and dismantling, of goalposts for bookings at multi-use enclosed ovals e.g. Greenway 1, Gungahlin 1, and Macquarie 1. It is recommended, for individual safety, that four people are involved with the lifting, carrying and placement of goalposts.

Goalposts at Phillip 3 (Woden Park) are installed by Sport and Recreation Facilities at the start of each new season and generally remain in place. However, there are instances when the field will be required for an athletics meet which will be removed and replaced after the meet.



Regular users at the above grounds have been provided with induction so the correct procedures are followed. It is important for clubs to ensure new members are inducted as required. In addition, on occasion, peak bodies will assign games for 'non-regular' users (i.e. catch up games). Peak bodies need to ensure the 'non-regular' users are familiar with the required processes.

Please note the following:

- Goalposts are stored on-site in goal post racks;
- Only install goalposts as per the manufacturers recommended process;
- At the end of play, please return goalposts to goal post racks;
- Once posts have been removed, cover sleeves with soil or sleeve covers;
- If you are unable to remove the goalposts for any reason please contact the On-Call Officer on 0409 791 523;
- Fines may be incurred if goalposts are not removed and correctly stored.

#### **4.20 Portable Football (Soccer) goalposts**

Unsecured freestanding or portable football (soccer) posts have the capacity to cause injury if unsecured goal posts fall over. Portable goal posts must be chained together and secured after use. Repeated failure to comply may result in the removal of portable posts from the site.

#### **4.21 Match play under training lights**

Sport and Recreation Facilities provides floodlights designed at Australian Standard (AS2560) which are suitable for training only. Training lights average 50 Lux and are not considered safe for any form of competition for contact sport, noting Oztag, Ultimate Frisbee, Touch Football, Tag rugby and AFL 9's are considered as non-contact sports.

#### **4.22 Noise Levels**

Sport and recreational activities can generate levels of noise ranging from being a nuisance to actually damaging people's health. The Environment Protection Act 1997 (the Act) and the Environment Protection Regulation 2005, aim to protect people from undue noise whilst enabling them to carry out business and social activities.

A number of sporting groups use air horns to indicate the start and end of play. Following a number of noise complaints, the Environment Protection Authority (EPA) have undertaken testing at a number of venues and have advised that noise levels are exceeding the accepted 45 decibels. Consequently, air horns are prohibited from use at any ACT Government sportsgrounds managed by Sport and Recreation Facilities.

#### **4.23 Golf practice on Sportsgrounds**

Golf practice is permitted on all ACT unenclosed fields. However it is preferred to use the outside of the playing surface and divots are to be filled in with sand/soil

similar to golf course etiquette. The hitting of golf balls is prohibited if there are any persons on the oval or on the oval surrounds.

## **5. Ground Closures**

### **5.1 Wet weather**

Sport and Recreation Facilities manage its sportsgrounds to provide as far as possible a surface that is safe and fit for purpose for the particular sporting use. In the event of wet weather, Sport and Recreation Facilities may close sportsgrounds if they are considered unsafe for use, or to protect the surfaces from excessive damage. ACT Sport and Recreation has a wet weather policy which outlines the process to close sportsgrounds. It is available on the information page of our website [www.actsportsgrounds.act.gov.au](http://www.actsportsgrounds.act.gov.au).

Closure of sportsgrounds is much more likely for weekday training than for weekend competition use. Closure on training days helps to preserve surfaces for competition. Total closure of sportsgrounds for weekend competition is very rare and only applied in exceptional circumstances. Associations can assist in sustaining turf surfaces by postponing or relocating lower grades.

Ground closures are much more likely in the winter months when turf is generally dormant and more vulnerable to damage. In summer when turf is growing vigorously and not as prone to damage any decision to cancel usage will generally be left to the sporting organisation involved, based on an assessment of the safety of participants or the capacity for the activity to be carried out in the prevailing ground and weather conditions.

When a general ground closure is declared, Sport and Recreation Facilities staff will place a recorded message on the hotline (6207 5957) and will advise media outlets and other key contact points by email by 9.00am on the day. E-mail messages are also sent to all peak bodies, and Access Canberra (132281).

If sporting groups determine grounds are unusable due to wet conditions, they must advise Sport and Recreation Facilities in writing ([sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au)) as soon as possible and by no later than 4pm on the second subsequent working day.

When turf sportsgrounds are closed in the event of wet weather, the synthetic sportsgrounds at Melrose and Nicholls will be allocated by ACT Sport and Recreation staff on an equitable basis. This means we will cancel all training bookings on the Synthetics when grounds are closed and re-prioritise these venues for Match-Play or training on an equitable basis. Clubs and codes that have the synthetics allocated in the summer or winter allocations process need to acknowledge the allocation is not applicable in the event of a total wet weather closure.

### **5.2 Frost**

The use of ACT Government sportsgrounds between the months of June and August poses a risk to the condition of turf, in particular, during the early morning when activities such as boot camps take place. The early morning use of ACT Government sportsgrounds during these winter months will not be supported if the overnight temperature is minus 4 or greater. All winter users should rotate their use across the entire sportsground to limit the impact of such activity. Sport and Recreation

Facilities reserves the right to cancel use in the event of damage occurring. Using sportsgrounds when heavy frost is present can cause turf damage to grass, as plant cells are frozen and brittle and any activity, particularly if it is repetitive and in the same location, has the potential to damage and shatter the plant cells, particularly if the activity is repetitious and in the same location.

### **5.3 Use of grounds during Shut Down**

ACT Government irrigated sportsgrounds are closed between 18-31 March and 17-30 September each year to allow for major renovation programs (expanded details included in 2.2). Sporting groups are not permitted to make bookings during this period. Please be aware that goalposts will generally be removed by contractors during the September shutdown period and may not be available for use.

Clubs, or hirers, who are found to have used an ACT Government sportsground during the shutdown, without prior agreement, will be prohibited from hiring sportsgrounds for a period of 14 days, and peak body relevant to the sport notified. In addition, if maintenance programs are disrupted or abandoned as a result of the non-scheduled use, the users will be required to meet the cost of re-programming the maintenance.

## **6. Major Events**

When sporting organisations are planning major events on ACT Government sportsgrounds, such as national championships, tournaments etc, it is advisable to make Sport and Recreation Facilities aware of any proposal at the earliest opportunity.

A minimum of six month advance notice would be expected to enable adequate consideration of the event requirements. Events of this kind often require coordination with other users, special arrangements for goalposts, cleaning, mowing or irrigation that can require considerable forward planning to ensure optimum presentation of the facilities.

Sport and Recreation Facilities will work cooperatively with organisations to ensure these events are as successful as possible.

Maintenance operations during a multi-day event can present particular challenges. Organisers need to bear in mind that sportsgrounds are likely to need irrigation and/or mowing during an event, especially in summer, and appropriate scheduling of matches or sessions needs to be undertaken to allow maintenance activities to take place.

If adequate time is not made available for irrigation in hot conditions, serious damage to turf surfaces can result. Scheduling a rest day or an adequate break during the day is desirable and will assist Sport and Recreation Facilities in providing a quality surface. Event programs that recognise this requirement need to be agreed in advance between organisers and Sport and Recreation Facilities staff.

Toilet paper is stocked to allow for a typical full day's activity and is restocked on a weekly basis. Organisers of large multi-day events may need to provide additional toilet rolls and to clean the facility themselves on a daily basis.

For safety reasons the sale and consumption of beverages in glass bottles is not permitted at ACT Government sportsgrounds.

## **6.1 Non-sporting hire (e.g. Fetes etc)**

Sportsgrounds can be hired, within reason, for non-sporting events. An on-site inspection is required at least 7 working days prior to the booking. You will need to contact our maintenance supervisors. On-site inspections can only take place between 7:30am – 3pm Monday to Friday. Amusement rides, and other heavy items, cannot be set up on the irrigated surfaces. Dry land surrounds may be used if there is sufficient space available.

Vehicles can access the grounds only to drop off or/collect gear. Where possible, please stay off the irrigated surfaces and drive around the perimeter of the fields. Please include a note with your booking request if access is required through the ambulance (red) gates.

## **7. Maintenance Support Provided by Clubs/Associations**

If clubs or associations wish to see some aspect of maintenance undertaken at a level beyond the capacity of Sport and Recreation Facilities to provide, they may consider carrying out additional work themselves, or provide funding for additional maintenance activities.

Sport and Recreation Facilities welcomes the opportunity to discuss such proposals that might include tasks such as line marking with paint, goalpost painting, additional attention to edging of base paths, or mowing.

Providing such work is undertaken in accordance with ACT Sport and Recreation SOPs (Safe Operating Procedures) it would generally be supported, where possible, after appropriate induction.

Where a club or association makes a substantial contribution to facility maintenance, some appropriate recognition by means of signage will be permitted.

## **8. Financial Management**

### **8.1 Fees and charges**

Fees and charges for sportsground usage are determined on an annual basis. The new fee schedule normally takes effect from 1 October each year, the official beginning of the summer season. Generally, the increase is linked to movements in the Wage Price Index, with some rounding. On occasions some adjustments may be necessary to address anomalies.

Bookings are charged at an hourly rate dependent upon the sport played; the age of the participants (junior or senior players); and whether the booking is for training or competition purposes.

A sundry rate is applied for fetes, fairs, gala days, club development days and for inter-club trials and gradings. These activities are not deemed to be team training activities.

Overall, fees and charges for sportsground usage recover approximately 15% of the total maintenance and management costs incurred by the ACT Government. This recovery rate is considered comparable to many other local government authorities around Australia.

## 8.2 Payments and accounts

Invoices are issued on the first day of the month, in arrears for the previous month for organisations. Invoices are subject to 30 day payment terms. It is expected the invoice will be paid in full during that 30 days.

In the event it isn't paid, after 45 days an **overdue invoice notice** will be sent with an additional 15 days allowable to pay the outstanding invoice.

In the event it isn't paid after 60 days a **Final overdue invoice notice** will be issued with an additional 7 days to pay.

If the **Final overdue invoice notice** is not paid, ACT Sport and Recreation will consider the debt unpaid and unless alternative arrangements have been entered into, the hirer will have all subsequent bookings cancelled for both training and match play, until the debt is paid.

Cancellations must be received in writing or e-mail at least four working days prior to the booking or payment may not be refunded or re-credited. In the event of wet weather or excessive heat preventing use, the Sportsground Office should be advised by e-mail by 4pm the second subsequent next working day. If reasonable notice is given, a credit will be applied to the relevant account.

If a general closure of sportsgrounds is declared by Sport and Recreation Facilities as a result of wet weather, accounts will be automatically credited for affected bookings. These credits will be indicated in the next monthly account issued

## 8.3 Fines (Fees and Charges)

ACT Sport and Recreation Facilities has the ability to issue fines for breaches of the terms and conditions of hire. These include leaving Facilities unlocked, leaving Facilities in an untidy condition, not emptying bins into the hopper, not removing goalposts off the field of play post hire or any other breach of hiring conditions. The fine mechanism is built into the fees and charges.

## 9. Capital Works – FIP

Each year the ACT Government develops a program of capital works that is announced as part of the Budget. For projects to be considered on a whole of government basis, preliminary bids are usually sought by Treasury about September each year. Projects that gain preliminary approval in that process require the development of supporting business cases by November/December for consideration by Treasury and the government as part of the Budget process.

For projects to be successful, a soundly argued business case with strong supporting evidence is required.

If sporting organisations identify a particular capital development need for their sport they should in the first instance make an approach to Sport and Recreation Facilities preferably in writing, setting out the perceived need. Sport and Recreation Facilities may subsequently meet with the organisation to discuss the proposal, gather information and determine whether it can be supported by the Transport Canberra and City Services Directorate. Depending on this analysis, further work may then be undertaken to develop the proposal for consideration by the Treasury Directorate.

Suggestions for minor capital improvements to existing Facilities may also be submitted to Sport and Recreation Facilities for possible inclusion in its facilities Improvement Program that has been conducted for about the last twenty years. Proposals could include extensions/refurbishments to change rooms, toilets, canteens, storage areas, installation or upgrade of floodlights, car parking or fencing. Sport and Recreation Facilities develops a program each year that prioritises the proposals within the available funding allocation.

Sport and Recreation Facilities encourage all sporting organisations to have a facility plan in place. It can assist both parties in understanding needs and priorities when considering capital upgrades and capital projects.

### **9.1 Female Friendly Facility Upgrades**

All facilities at ACT sportsgrounds will receive upgrades to ensure equitable access. Female Friendly provisions include the removal of urinals, the provision of bench space, additional shelving, mirrors and power points. All facilities in Canberra are on the schedule to receive these improvements.

## **10. Communication**

### **10.1 Requests for Information**

Any requests for information on issues relating to sportsground development, maintenance or management will be handled as soon as practicable by Sport and Recreation Facilities staff. Normally at least an initial response will be provided within three working days. Some issues will require additional research or advice and a more comprehensive response may require extra time.

Requests should be directed to:

Sportsgrounds Manager via [sportsgrounds@act.gov.au](mailto:sportsgrounds@act.gov.au)

### **10.2 Complaints**

Complaints received by Sport and Recreation Facilities will be investigated and a response will be provided at the earliest possible time. If there is a delay due to the need for further investigation every effort will be made to keep the complainant informed of progress.

## **11.**

### **11.1 General**

Sport and Recreation Facilities appreciate the numerous self-help activities that are carried out by sporting clubs and associations. Sports such as cricket, with turf wicket curation, and baseball/softball with diamond sand grooming could not survive without such efforts. Sport and Recreation Facilities will work cooperatively with groups to assist where possible, and within available resources, to support such activities.

Assistance with activities such as the provision of top soil to top dress the more worn sections of line markings can be arranged by contacting Sport and Recreation Facilities with reasonable notice.

Sport and Recreation Facilities expects that all volunteers and those in paid employment (such as cricket curators) follow all appropriate occupational health and safety requirements when doing such work. Appropriate personal protective equipment such as suitable footwear, ear muffs, etc should be used as required. Staff operating machinery should be suitably trained and inducted to use such equipment.

Under no circumstances should any chemical application be carried out other than by Sport and Recreation Facilities staff or its accredited contractors.

## **11.2 Cricket-Grade**

- All maintenance issues in relation to turf wickets should be directed to either the South Side or North Side Sport and Recreation Facilities supervisor in the first instance.
- It is essential that the turf wicket curator form a close working relationship with the relevant supervisors. They are responsible for activities such as the activation of green time to the wicket irrigation controller that will provide the curator with water as required.
- Any irrigation fault should be reported to the supervisor, or if after hours the Sport and Recreation Facilities on-call officer through Access Canberra on 13 22 81.
- Each turf wicket that is maintained by Sport and Recreation Facilities is provided with an annual allocation of 1 cubic metre of wicket soil at the start of each season. The supervisors will ensure this material is delivered to Cricket ACT in mid September, who will in turn distribute it to clubs.
- Curators are responsible for all aspects of wicket maintenance. If there is pest, disease or weed issue with the wicket, the Sport and Recreation Facilities supervisor should be contacted for advice to suitably treat. Chemical records should also be kept in terms of application and storage by curators.
- All curating equipment, including mowers and rollers, is the property of the individual clubs. Replacement responsibility rests with the club.
- Couch outfields will be treated for weed infestation in late September each year and a pre emergent application will take place in late spring to discourage further weed infestation.
- Couch surfaces will be scarified and dethatched on a as needs basis.
- Mowing operations aim to provide a quality and fit for purpose outfield but wet weather, mechanical break down and staffing issues sometimes prevent this. When behind on the mowing program Sport and Recreation Facilities will prioritise the highest grade sportsgrounds first and will endeavour to keep the association informed of the status prior to the weekend.
- All sportsgrounds are treated for scarab infestation with Acelepryn each year and this also provides a preventative cover for three months.
- If a club considers that the wicket is in need of a major upgrade, Cricket ACT should be informed and Sport and Recreation Facilities will consider including

such upgrades as part of the Facilities Improvement Program subject to funding being made available.

- The majority of ACT Government sportsgrounds are line marked with diesel. This is the only cost effective method available to Sport and Recreation Facilities. If associated rutting is considered severe Sport and Recreation Facilities will consider topdressing the affected areas. Sport and Recreation Facilities will not top dress out all lines, as this would necessitate costly re-survey and marking. Many senior football venues are marked in white paint by the clubs so there is no issue with rutting at those sportsgrounds.
- The chain mesh frame of the senior locked cricket practice nets are maintained by Sport and Recreation Facilities. Sport and Recreation Facilities will provide the initial internal drop netting and synthetic cover at construction stage but clubs are responsible for the ongoing maintenance of synthetic carpet replacement and drop netting replacement after handover of the facility to the club. Dollar for dollar grant funding may be available to assist.
- Curators are not to empty wicket clippings onto the ground unless they are evenly and thinly spread in dry land grass areas only. Tipping them in one pile results in the death of the grass below and the dumped clippings can become stagnant and smell.
- Curators are not to place wicket covers on any grass areas when removed from the wicket as this causes sweating and can burn the grass.
- Turf wickets may be hired by social user groups provided that all participants wear spiked cricket footwear ( no rubber soled shoes) and they have been granted permission by the respective curator or grade cricket club

### **11.3 Senior Baseball**

- Suburban baseball diamonds are provided with an annual allocation of 3 cubic metres of diamond sand.
- Maintenance of diamond sand areas at suburban diamonds is the responsibility of the baseball club as is the provision of bases, batting plate and infield line marking.
- The Narrabundah Ballpark is allocated 10 cubic metres of diamond sand per season in recognition of it being an ABL facility. Any additional amount is to be purchased by the Cavalry/Baseball Canberra.
- Sport and Recreation Facilities mow the main suburban diamonds at 25mm, twice weekly, during the season.
- Sport and Recreation Facilities will maintain the back nets and batting cage netting and structure. Any internal netting is the responsibility of the club.

### **11.4 Softball**

- Suburban softball diamonds are provided with an annual allocation of 3 cubic metres of diamond sand.
- The Hawker Softball Centre is allocated 10 cubic metres per season with any additional amount to be purchased by Softball Canberra.



- Maintenance of diamond sand areas at suburban diamonds is the responsibility of the softball club as is provision of bases, batting plate and infield line marking.
- Sport and Recreation Facilities mow the main suburban diamonds at 25mm, twice weekly, during the season.
- Sport and Recreation Facilities will maintain the back nets and batting cage netting and structure. Any internal netting is the responsibility of the club.

### **11.5 Athletics**

- Sport and Recreation Facilities maintain all line marking at athletic facilities.
- Sport and Recreation Facilities will provide long jump pit sand on an as required basis.
- Clubs are responsible for checking the pit prior to each use to ensure the pit is safe to use.
- Clubs should rake out the pit at the conclusion of each hiring period.
- Sport and Recreation Facilities will maintain the throwing cages where provided.
- Clubs are responsible for synthetic long jump pit run ups and their maintenance (including mowing and edging).

### **11.6 Football**

- Clubs must not use steel pegs to secure goal nets unless the pegs are permanently attached to the netting. It is recommended that steel pegs are spray painted either fluorescent yellow or pink for ease of identification.
- Electrical tape is not to be used to attach netting to the goal post as it is difficult to remove and strips the paint.
- The provision of corner posts is a club responsibility.

### **11.7 Bootcamps**

Because boot camps frequently use early am timeslots, Sport and Recreation Facilities cannot guarantee that the sessions will not be impacted by the use of sportsground irrigation systems particularly during the summer months.

Every ground is serviced by a number of irrigation stations which operate separately, and each station runs for between 15 and 20 minutes. Stations operate sequentially and cycle through up to three repeats of the sequence.

Boot camps also operate during the winter months when frost is present and repeated activity on frost covered turf will result in damage. Boot camp operators will not be permitted to utilize early morning bookings where the overnight temperature is minus 4 or greater. At all other times hirers are asked to rotate their activity from session to session, and to move around the ground during the session. Rotating use over the entire field surface will greatly minimise the impact of using frost covered grounds.

Operators of boot camps should be aware that when grounds are closed in the event of wet weather, the period of closure extends from 9am on the day of closure to 9am the following day (24 hours). Operators and participants should be aware that grounds should not be accessed during this period to minimise turf damage.

## **12. Conclusion**

This document aims to set out a clear statement of what Sport and Recreation Facilities does, and does not provide, for users of public sportsgrounds and related facilities. This document will necessarily change from time to time as demands and budgets vary and as such, will be subject to annual review. Sport and Recreation Facilities will continue to liaise with the sporting associations and clubs regarding major changes.

Feedback from user organisations is welcomed to ensure that the information provided remains as accurate and as helpful as possible.

ACT Sport and Recreation Facilities  
Transport Canberra and City Services Directorate  
12<sup>th</sup> April 2024