



Work Area:	Sport Development
Revision Number:	SPD-0058.A
Last Modified:	May 2016

Venue access is a privilege of being an affiliated Macquarie University Sport Club. Macquarie University Sport provides facilities to affiliated clubs for training and competition use.

## **1. Sport & Aquatic Centre and Sport Field Bookings**

Requests for permanent club bookings for training and competition are required in May for clubs participating in summer competitions and in November for clubs competing in winter competitions. Clubs that require practice space, whether at the Sport Fields or the Sport and Aquatic Centre, must submit a booking application form. Changes may be made throughout the year by submitting another booking application form. Bookings made are assigned to the Club only. The Club must not allow other groups to use their practice time or sub-let unless prior permission has been sought and granted from Macquarie University Sport.

Unfortunately Macquarie University Sport cannot guarantee a Club will receive the facility or time/date requested as all of Macquarie University Sport facilities are used by a range of Sport Clubs, internal and external programs. It is advised that all Clubs book as far ahead as possible to ensure that the days/times requested are available.

## **2. Alternative Training/Field Bookings**

Macquarie University Sport has a number of facilities available that may be advantageous for Sports Clubs to utilise, particularly in the case of wet weather. These facilities include: 25m pool, 50m pool, group fitness studios, cycle studio, lifestyle (yoga) studio, squash courts, Health Club (cardio and weights area), all-weather basketball courts, Sports Fields, Gymnastics Hall and two indoor sports halls.

Should a Sport Club wish to use a facility that they do not need for their sport, (as agreed with Macquarie University Sport) they will be subject to a venue hire fee. Due to the large number of Sport and Aquatic Centre Members utilising the facilities during peak hours (4pm-10pm), Sports Clubs may only utilise these facilities as a team/large group through prior arrangement with the Bookings Consultant.

## **3. Wet Weather Procedures**

In reference to wet weather procedures for the Sport Fields, hirers should note the following:

- Macquarie University Sport Fields provides an automated fields status information line – 02 9850 9488. The information line for the Sport Fields precinct is updated by 2:00pm daily.
- In the event that the fields are required to be closed due to wet weather, notification will be posted on the wet weather line. Additionally, the nominated club member will be contacted by Campus Life to notify them of the field status.
- When the field status is categorised as 'closed', no play is permitted on the nominated fields. If earlier notification of field closure is required, it must be expressed when confirming the booking requirements.

## **4. Sport & Aquatic Centre Usage**

Affiliated Clubs are expected to assist staff by ensuring that the facilities in the centre are properly cared for. Cooperation with the centre staff and in particular the Duty Manager is essential, so that facilities can be maintained at the best possible standard.

## **5. Sport Fields Usage**

Affiliated Clubs are expected to assist Campus Life by ensuring that the Sport Fields and associated facilities are properly cared for. Cooperation with the Sport Fields staff is essential, so that playing surfaces can be maintained at the best possible standard.



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The following guidelines are to be adhered to at all times:

- During training sessions and pre/post-match training, MQ Clubs are to minimise damage to the grounds by using common sense whilst completing drills. This can be achieved by not carrying out any drill where possible on marked fields of play, such as soccer, rugby and AFL fields, and moving the activity or drills regularly, particularly once damage to the turf has started to occur.
- Any roped off or 'no training' marked areas are there to protect the turf from additional damage and to allow regeneration to occur. Under no circumstances are ropes or markers to be moved without the permission of the Sport Fields Officer prior to use.
- Set up the fields for play to accepted standards e.g.: protective post pads, corner posts, nets.
- Clean up playing fields and surrounding areas of all litter, including tape, bottles, cans etc, after training and game days.
- Change rooms are to be left in a clean and tidy condition.
- Any damage incurred as a result of your event will be the responsibility of the Club. The booking area will be inspected at the conclusion of your event with a post-event report prepared if required. You are invited to participate in this inspection.

## **6. Canteen Usage**

Two canteen facilities are available to Clubs – the Pavilion Canteen, located on Level 1 of the Ron Reilly Pavilion; and the Gwilliam Canteen, located on the east side of the Gwilliam Field. Use of the canteen facilities must be requested during the initial booking stage to ensure all facilities are included in the BDR. SCEGGS Redlands also have contractual obligations which allow them priority use of the Gwilliam Canteen on any dates where they are holding school sport events.

Hirers and Clubs wishing to use the canteen facilities must provide copies of Safe Food Handling Course qualifications for all food handlers working in the canteen, prior to the event. It is the responsibility of the Hirer to ensure all food handlers have completed the relevant training courses and are practicing good food hygiene at all times.

At the conclusion of the event or booking period, the canteen must be left in a clean and tidy condition, with all remaining food waste disposed of correctly. Perishable stock must not be stored in the canteens without prior approval from Campus Life. Stock stored incorrectly may be disposed of by Campus Life to avoid contamination or to assist with pest control. Should the canteen or BBQ be left in an untidy state by the Club, Macquarie University Sport reserves the right to invoke a \$200 cleaning fee.

## **7. Storage Guidelines**

A limited number of Macquarie University Sporting Clubs are provided with storage facilities. It is the responsibility of the Club to maintain a safe, clean storage area and to ensure that access is made available to Campus Life for Workplace Health and Safety (WHS) inspections or pest inspections when requested.

Any club storage roller door should only be locked by MQ approved padlocks and keys. Any unauthorized padlock which restricts MQ Sport officials may be removed and replaced at the discretion of management.

## **8. Spectator Management**

The Sport Fields precinct does not include purpose built spectators seating infrastructure. All spectators seating is the grassed areas around the outside of each field. There are no covered seating areas at the Sport Fields.



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In the interest of maintaining our valuable relationships with our neighbours, all event spectators are required to sit on the east side, north or south ends of the Campbell, Gwilliam and Northern Ovals. Sufficient shade is available in these areas to accommodate substantial numbers of spectators.

Operating under the auspices of Macquarie University Sport, you are responsible for the behaviour of people attending and participating in your event. Should MQ Sport staff observe dangerous or irresponsible behaviour, offending people may be asked to take no further part in the event or may be requested to leave the precinct. Certain events may require the employment of security staff. This requirement will be determined prior to your event and will be on-costed to the Hirer.

### **9. Service of Alcohol**

The sale of alcohol products is only permitted in designated areas of the Macquarie University Sport Fields precinct if your club has applied for and received the appropriate liquor license with the Office of Liquor Gaming and Racing.

For information regarding the requirements of applying for a limited alcohol license with the OLGR please contact the Sport Clubs Coordinator.

The licensee and all club volunteers who serve liquor at the Sport Fields must have completed an approved responsible service of alcohol course and have their certificates readily available. Other requirements are that all alcohol is to be sold in cans or plastic cups, there are to be no drinks sold in glass bottles.

If a Hirer, Club or a member of that Club is sighted as acting inappropriately and not adhering to responsible service of alcohol policies, access to the fields for training or games will be revoked immediately pending investigation into the incident.

### **10. First Aid and Incident Reporting**

As the venue Hirer, it is your responsibility to provide qualified first aid personnel unless you wish to book a Macquarie University first aider for the duration of your event. If you are providing your own first aid officer, please ensure you have an appropriately stocked first aid kit in accordance with the requirements of the NSW Occupational Health & Safety Act (2000). Additionally, you may be asked to provide evidence of your first aid officers' qualification if requested.

All Hirers and user groups of the Macquarie University Sport and Aquatic Centre and Sport Fields are required to adhere to the following reporting procedure for any incidents that occur in the Sport Fields precinct. A 'reportable incident' includes:

- All accidents involving vehicles within the precinct;
- Any sporting injuries occurring during games, events, training and/or recreational activities;
- Any injuries sustained whilst on the precinct grounds in which investigation and remedial work may be considered and undertaken by Campus Life;
- Any sporting injuries or other recreational injuries sustained by staff or students whilst participating in University organized social activities;
- Any incident that requires the presence of emergency services, such as NSW Ambulance, Fire Brigade or Police, to attend the site;
- Any complaints regarding participant or spectator behavior, received by either another spectator or participant, or by the neighboring residents.

If a 'reportable incident' occurs during your event or booking secure the area where the incident has occurred by removing any immediate hazards and preventing traffic flow that may inhibit emergency access to or from the area.

Contact the Sport Fields Officer on 0405 849 535 for assistance with calling emergency services.



# SPORT CLUBS FACILITY USAGE & GUIDELINES

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If the Sport Fields Officer is not on site, contact emergency services directly. Then contact the Campus Life Duty Manager at the Sport & Aquatic Centre on (02) 9850 9400 for assistance.

### Complete an Incident/Injury Report as provided by Campus Life

Lodge the Incident/Injury Report with the Bookings Consultant within 48hrs of the incident occurring. In case of the need for an evacuation, the map below indicates the emergency egress pathways from the precinct.

