# Arlington Recreation Reserve

# Operational Plan

### **Background**

This Operational Management Plan has been designed to manage the use of Arlington Recreation Reserve. It is specifically written to address use by seasonal hirers, schools and casual hirers. Specific areas addressed include:

* complying with the hours of use
* having an identified Community Liaison Representative
* promoting compliance with traffic and car parking restrictions
* promoting and encouraging carpooling and other forms of public transport
* managing noise levels
* ensuring the cleanliness of the Reserve

### **Arlington Recreation Reserve Committee**

Establishment of a committee of management (Arlington Reserve Operation Committee) with representatives from the sporting clubs and a maximum of three local residents. The committee is to meet formally at a location nominated by Council staff in February to discuss the forthcoming winter sporting season, identify potential issues and possible solutions to operational arrangements. Following the commencement of the winter sporting season the Committee will then formally meet at the sporting ground to review operational matters in both April and June. The overarching goal of the committee is to provide an ongoing forum to establish good communication, help manage and balance the needs of both the sporting clubs and the community. Council’s Office of Sport Coordinator will facilitate these meetings with assistance from the Parks Engagement officer.

Community representation and nominations associated with the committee of management will be advertised and made available by Council in November each year. Council’s Senior Manager Sport and Recreation will be responsible for selecting and appointing the appropriate community representation.

**Submissions for Hire and Public Liability**All submissions for bookings must be made in writing with the applicable forms and lodged with Council by the specified due date. Allocated bookings will then be as per the allocation agreement received from Council.

The Hirer agrees to pay the fees and charges for the use of the sporting ground in accordance with the Schedule of Council’s fees and Charges current at the time of the booking.

Hirers of Council Sporting Grounds must have a current Public Liability Insurance Policy. The cover shall be for no less than $20million.

The cover must be maintained throughout the period of hire. The hirer must produce evidence of cover for the period of hire at the time of the booking request.

**Hours of use**  
As per the Council determination Arlington Recreation Reserve can be used for a maximum 41 hours per week. All bookings must be approved by Council’s Parks Engagement Officer.

### **Weekday Use**

Schools are permitted to use the sporting ground during normal school hours (9am – 3:30pm) Earlier access is not permitted due to residential amenity and increased hours of use. Other sporting grounds are available for schools to use. Clubs are permitted to have one evening game per month (clubs must notify Council of the game) At other times usage will be for training. Whether training or games, floodlights must be out by 9.10pm. Hire during school holidays for clinics during daylight hours is permitted.

### **Weekend Use**

Sporting Clubs have games each weekend from 9am to set up the ground and games must conclude by 9pm with the lights to be turned off by 9.10pm.

### **Public Holiday Use**

For residential amenity, Arlington Recreation Reserve will not be booked by on the following public holidays:

New Year’s Day Australia Day Good Friday

Easter Sunday Easter Monday Anzac Day

Labour Day Christmas Day Boxing Day

### **Community Liaison Representative**

A Community Liaison Representative from each sporting club who has allocated use of the sporting ground is critical to the management of the facility. This person’s role is to manage interactions between sporting groups and the community.

The Community Liaison Representative is required to be available and visible in a fluorescent vest for the sporting groups and the community to contact. This person’s main role is to:

* To make regular visits to surrounding streets to check on and encourage compliance by visitors in regards to compliance of parking restrictions to identify illegally parked vehicles and to attempt to locate the driver (if associated with the use of the sporting ground) to advise Council’s rangers or the NSW Police in order to have the vehicle moved. It should be made clear to those accessing the ground that parking across driveways and double parking will not be tolerated. *(Council Rangers are aware of all bookings. If there are issues with illegal parking or traffic issues, in the first instance the Community Liaison Representative should immediately call Council’s after hour’s service on 9392 5000 to report the problems. Sporting Club members should be encouraged to report any issues they see to the Community Liaison Officer).*
* Communicate and attempt to resolve matters with local residents on an amicable basis *(this includes advising Council’s Office of Sports Coordinator with any issues which may arise during match play or training sessions)* provide a means to dispense information to visitors to the sporting ground.

To assist with communication, the local community and sporting users the Community Liaison Officer must have their name and contact number posted on the “A” frame notice board at the main Arlington Gates on game days so they are easily contactable.

### **Getting to Arlington Recreation Reserve**

The streets around Arlington Reserve have limited parking opportunities, however it is well serviced by public transport facilities. Sporting Ground users are encouraged to use either public transport or carpool to travel to the ground. Sporting clubs must advertise this to their members, opposition teams and spectators via emails and is on the clubs’ website.

**Public transport options are:**

Bus - There are four bus routes travelling through Dulwich Hill the 418,426,428 and 445

Light Rail - The Light Rail stop is immediately adjacent to Arlington Reserve;

Rail - Dulwich Hill Railway Station connects with the Light Rail which is two stops from Arlington, or alternatively is a 15 minute walk from the Reserve.

### **Player and Spectator Code of Conduct**

Clubs are responsible for the satisfactory conduct of all persons using the ground and facilities during their allocated booking. This includes club members, visiting teams and spectators.

Clubs should refer to their specific Codes of Conduct in conjunction with this Operational Management Plan. Clubs should be committed to providing a safe environment for participation. What is expected from those at the ground is:

* to help create a positive atmosphere at Arlington by all users showing respect for players, officials, spectators and residents
* refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
* to report any inappropriate behaviour to someone in a position of authority (eg) ground manager for follow up

### **Noise**

* The club must ensure that the residents are not disturbed by excessive noise, offensive language, bad behaviour or any other activity likely to cause disturbance.
* Residents should expect to hear some noise when games and training are taking place. This includes whistles used by game officials, cheering and general spectator noise.
* Players are not permitted to kick balls into fences, substitute bench and/or seating area’s.
* Sporting clubs are reminded to instruct all players for the need to be considerate of neighbours especially when leaving the facility at night.
* Noise making devices, like horns and drums are not permitted. The use of a PA system is not permitted.

### **Floodlights**

Floodlights will soon be able to be controlled by the sporting clubs in terms of access to turn them on and off. Until the new floodlighting system is implemented, Clubs should immediately contact Council on 9392 500 if the lights are still on after 9:10pm so they can be turned off.

**Sporting Ground Cleanliness and Damage**

Clubs must ensure that during the hire period and at the completion of hire that the site (both inside and the perimeter outside the ground) is left clean of all litter after completion of their booking. Spot checks of the site will be carried out by Council staff after hiring periods.

The clubs must ensure that any damage to Council property, either deliberate or accidental, is reported to Council as soon as possible, outlining full details of the incident. Clubs that are found to have caused damage to a ground either through misuse or allowing misuse of the grounds or equipment will have a penalty imposed at the discretion of Council. The penalty may be monetary, loss of a bond or loss of ground allocations.

### **Alcohol and Smoking**

The consumption of large volumes of alcohol, such as kegs and cartons is not permitted at Council Sporting Grounds. At no time is alcohol permitted to be consumed by teams playing in an organised competition or if there are U18 games being played. Glass drinking containers are not permitted in any of Council open spaces.

Council encourages all clubs to have an alcohol policy and be a member of Good Sports to support and change the way alcohol is managed in all activities including at the ground and associated functions.   
  
Section 6A of the Smoke-free Environment Act 2000 makes a number of outdoor public places smoke-free, this includes sporting grounds. There is no smoking at any time in Council Sporting Grounds or Parks.

### **Surrounding Parks and Access**

The use of Johnson Park and Laxton Reserve are not permitted to be used by teams for warmups.

Arlington Reserve is a pedestrian link and sporting clubs will undertake to actively manage this during games and training to ensure through access from Williams Parade through to Laxton Reserve. This includes access to the public toilets.

The community has access to the sporting ground surface when not in use for training, games or maintenance. Gates may be manned for ticketing purposes and/or restricted access to the grounds is permitted when high level fixtures are scheduled for the sporting ground. Such events must be advertised one week prior to the allocation period.

### **Review of this Plan**

The Arlington Recreation Reserve Committee at its annual meeting will consider jointly the Operational Management Plan and make recommendations to Council on any changes. The Plan will continue to be reviewed on an annual basis.

### **Breach of the Operational Plan**

The continued allocation of a Council sporting ground is dependent on the clubs adherence to the agreed upon terms and conditions for the booking and this operational plan. The booking may be terminated at any time by Council without any liability being incurred by Council. Clubs will be charged for the full cost of the booking when a booking is cancelled due to a breach of the terms and conditions.

### **Declaration**

The signatures below confirm the agreement of the hirer to comply with the terms of this Operational Plan which has been agreed to in consultation with community representatives and Inner West Council.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_