# Arlington Recreation Reserve

# Operational Plan

### **Background**

Arlington Recreation Reserve sporting ground and grandstand was built in 1932 on a former brickworks site. In more recent times it has primarily been used for football (soccer). In 2014 it was upgraded by the former Marrickville Council with the installation of a synthetic pitch.

This Operational Management Plan has been designed to manage the use of Arlington Recreation Reserve for shared use between seasonal sporting hirers, schools, casual hirers and the community. Specific areas that hirers are responsible for include:

* complying with the hours of use
* having an identified Community Liaison Representative
* promoting compliance with traffic and 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**

A committee of management (Arlington Recreational Reserve Operation Committee) will be established 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 each year 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. With an option to convene meetings once per month if required to addressed unresolved issues impacting local residents. The impact of traffic and noise issues will be a standing item on the Committee agenda. The overarching goal of the committee is improving management of the park for the benefit of both park users and the adjacent community over time and 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. To ensure that a wide range of community views are maintained, membership will be limited to a two-year period only. Council’s Senior Manager - Sport and Recreation, will be responsible for selecting and appointing the three community representatives.

### **Selection Criteria Arlington Recreation Reserve Committee**

Residents wishing to nominate for inclusion on the Advisory Board must complete an application form (supplied by Council) and provide a current CV with a minimum of two references as part of the application process. In addition, the applicant:

* Must be a local resident or property owner.
* Have demonstrated prior experience in community, sports and/or not for profit organisations generally.
* Have demonstrated commitment to working with others without prejudice or favour and a dedication to working professionally with honesty, consistency, impartiality and integrity.
* Highlight the way they will respect different opinions and perspectives, and sort out disagreements through rational discussion, negotiation and open communication.

**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 booking.

Hirers must have a current Public Liability Insurance Policy for no less than $20 million. 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.

**Sport Clubs Hours of Use**  
As per the Council determination Arlington Recreation Reserve can be used for a maximum 41 hours per week (outside of school hours) for training and games in community-based club sport. All bookings must be approved by Council’s Parks Engagement Officer.

### **Weekday Use**

Schools are permitted to use the sporting ground Monday to Friday during school terms 9am – 3:30pm. Earlier access is not permitted due to residential amenity. Other sporting grounds are available for schools to use. All bookings must be approved by Council’s Parks Engagement Officer.

Sporting clubs are permitted to have one evening competition game per month (clubs must notify Council of the game in advance). All other weekday use is limited to training.

### **Weekend Use**

Sporting Clubs have games each weekend from 9am to set up the ground and games must conclude by 9pm. All bookings must be approved by Council’s Parks Engagement Officer.

### **Floodlights**

Whether training or games on weekends or weekdays, floodlights must be out by 9.20pm.

### **School holidays**

Hire during school holidays for clinics is limited to daylight hours.

### **Public Holiday Use**

For residential amenity, Arlington Recreation Reserve will not be booked by on these nine specified 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**

Each sporting club who has allocated seasonal use of the sporting ground must nominate a Community Liaison Representative.

This role is critical to the management of the facility and managing interactions between sporting groups and the community.

A Community Liaison Representative is required to be available and visible, in a fluorescent vest, when their club is using the ground for games. They are the designated contact between club and community during this period. Sporting Club members should be encouraged to report any issues they see to the Community Liaison Representative.

Specifically, the Community Liaison Representative must:

* have their name and contact number posted on the A frame noticeboard at the main Arlington Gates on game day so they are easily contactable
* regularly check surrounding streets to encourage compliance by visitors in regards parking restrictions
* make it clear that parking across driveways or double parking will not be tolerated
* identify illegally parked vehicles and to attempt to locate the driver (if associated with ground)
* report illegally parked vehicles to Council Rangers or the NSW Police
* communicate and attempt to resolve matters with local residents on an amicable basis.

Council Rangers are aware of all ground bookings. Any illegal parking or traffic issues should be immediately reported to Council’s after hour’s service on 9392 5000.

Issues arising between hirers and local residents during match play or training sessions need to be brought to the attention of Council’s Office of Sports Coordinator.

### **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 and promote to their members public transport or ride sharing transport options. Promotion includes regularly advertising to members, opposition teams and spectators via emails, social media and the club website.

Public transport options are**:**

**Bus** - bus routes 418,426,428 and 445 travel through Dulwich Hill

**Light Rail** – a stop is immediately adjacent to Arlington Reserve

**Train** - Dulwich Hill Railway Station connects with the Light Rail or alternatively is a 15-minute walk from the Reserve.

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

Sporting Clubs are responsible for the satisfactory conduct of all persons using the sporting ground and facilities during their allocated booking. This includes club members, visiting teams and spectators. The Code of Conduct also applies to player behaviour towards one another. When booking Arlington Recreational Reserve all seasonal hirers must submit Council their Code of Conduct, as well as their education and implementation of the Code, in setting a respectful club culture. Council requires that the following key attributes are contained within a Code of Conduct:

* a commitment to providing a safe environment for participation
* respect for all users of Arlington Recreational Reserve- players, officials, spectators, and residents
* refrain from using bad language, harassing, or ridiculing others or behaving in a threatening or violent manner
* a requirement to report any inappropriate behaviour to someone in a position of authority (i.e. Ground Manager, Community Liaison Representative) for follow up.

Council takes player and member conduct seriously and as such harsh penalties will be implied for breaches of the Code of Conduct. This can include the immediate cancellation of seasonal allocations for training and competition use where it is found that a sporting team or an individual club member has been involved in any of the following actions while on the sporting ground premises:

* vilification of any kind towards another person.
* violent or abusive behaviour towards another person
* discrimination against another person based on their age, gender, sexual orientation, race, culture, religion, or any other irrelevant personal characteristic.
* sexual harassment or intimidation of another person.
* victimisation of another person for exercising their rights through the code of conduct.
* failure to maintain a safe environment.

Council will be informed by Football NSW Tribunal Determinations, CDFSA Judiciary Appeals, NSW Police Reports and other publicly available information that relate to Code of Conduct breaches.

### **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 areas.
* 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.

**Diversity in Participation of Community Sporting Clubs**

Inner West Council is committed to supporting an active and healthier for all. Our policies encourage and prioritise the participation of underrepresented groups.

Sporting clubs that hire Arlington Recreation Reserve must have an established and documented pathway program for female participation. This should include scheduled events at Arlington, throughout the sporting season, specifically for girls and women.

The pathway program must be developed by all sporting users by September 2021. Assistance can be provided by Council’s Office of Sport Coordinator.

Clubs that have not developed a clear pathway program will not be granted access or sporting ground allocation rights to Arlington Reserve in 2022.

In addition, one weekend annually will be reserved for a female football carnival. Parks Engagement Officers will determine the weekend in consultation with the Office of Sports Coordinator.

Council’s Office of Sport will also work closely with local schools to encourage greater use for female students, and especially for all girls’ schools.

**Sporting Ground Cleanliness and Damage**

Clubs must ensure that during, and at the end of each hire period, the inside and outside perimeter of the ground is left clean of all litter. Spot checks of the site will be carried out by Council staff after hiring periods.

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. Reports should be lodged online here: <https://www.innerwest.nsw.gov.au/about/get-in-touch/report-an-issue-request-a-service> followed by an email to Council’s Parks Engagement Officer

Clubs that are found to have caused damage to a ground through 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 are 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 requires all clubs to have an alcohol policy and be a member of Good Sports.

There is no smoking at any time in Council Sporting Grounds as per Section 6A of the Smoke-free Environment Act.

### **Surrounding Parks and Access**

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

Arlington Reserve is a pedestrian link. Clubs will undertake to actively manage this during training days to ensure public access from Williams Parade through to Laxton Reserve is available. This includes access to the public toilets\*. Gates may be locked with Council permission on game days and public access restricted for ticketed events.

The community has access to the sporting ground surface when not in use for training, games or maintenance. Gates may be staffed for ticketing purposes. 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.

*\*Council notes that public toilets are also provided in Johnston Reserve.*

### **Review of this Plan**

The Arlington Recreation Reserve Committee at its annual meeting will consider 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 club’s adherence to the agreed upon terms and conditions for the booking and this operational plan. Where residential complaints are found to be justified clubs will be issued with the following penalties which will be applied to their seasonal allocation costs for that term:

* 1st offence – Written warning
* 2nd offence - $500 penalty
* 3rd offence – $1000 penalty
* 4th offence - cancellation of seasonal booking for training and games.

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.

**Escalation Point-Complaints to Council**

Complaints to Council will be answered within a timely manner and will be managed in line with Council’s adopted Complaints Handling policy. Complaints will be assessed to the extent that the activity being complained about does not adhere to the approved use of the park and its adopted Operational Plan *(for example breaches of operating hours and user conduct)*.

**Unacceptable Noise**

Approved use of the park in terms of team sport and general spectator support will not be deemed as unacceptable noise provided that such use is within the prescribed operational plan hours of use. The use of noise making devices, like horns and drums are not permitted. The use of a PA system is not permitted.

### **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_