

## 5.8 SPORTS GROUNDS AND FACILITIES POLICY

Date Adopted	Next Review	Officer Responsible
1 December 2012	1 November 2015	Manager, Sports Recreation & Environment

### Policy Purpose:

The overall aim of this policy is ensure a consistent approach is undertaken with regard to the management, development and maintenance of sportsgrounds and associated facilities.

### Scope of Policy:

The policy formulates concise guidelines to be applied to the management, development and maintenance of sports grounds within the district.

The International Stadium is considered to be outside of the scope of this policy as it is not a community orientated facility.

### Glossary:

**Administering body-** Rotorua District Council, appointed under the Reserves Act to control and manage a reserve.

**All Weather Playing Surface** - In the context of this policy this shall mean a playing surface that is capable of handling games played on it in all weather situations without undue negative impact on the quality of the playing surface.

**Authorised Officer** – Any person appointed or authorised in writing by the Chief Executive or by Council to act on its behalf and with its authority and includes a member of the police. Regional Council Lakes wardens have an educational /advisory/ and information distribution and monitoring responsibility and delegated Rotorua District Council officers and the NZ police have enforcement responsibilities.

**Artificial Surface** – These are all non grass based sporting surfaces and include artificial grass, hard and soft surfaces.

**Built Facility** – A building that is located on the reserve which maybe either privately owned or owned by the Council. These include amenities buildings, clubrooms, canteens, equipment / storage sheds, toilets and changing rooms.

**Casual Hire** – The nominated date or limited period of time for a specific event or recreational/sporting activity which is outside of the normal sports fields allocation process.

**Charge Field** – This is a sports field / area that can be fenced off and a charge levied against entry to view the activity that is occurring within the fenced area.

**Commercial activities versus non-commercial activities** – Commercial activities are distinguished from non-commercial activities by the RDC Parks and Recreation Manager after answers to the following questions are obtained:

- Do participants and or the public pay to attend the event?
- Is it a private event?
- Is the event limited to a select group?
- Does the event have a recreation focus?
- Does the event have a charity focus?
- Who would be benefitting from the proceeds of the event?
- Does the event benefit the local community?
- Has funding been provided to implement the event or programme?
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**Community Groups** – Not for profit community based organisations.

**Crime Prevention Through Environmental Design (CPTED)** – Minimisation of crime and fear of crime through effective planning and design.

**Level of Service Agreement** – This is an agreement made between Council and sports clubs / associations regarding what each party is required to provide in terms of responsibilities, costs and field requirements.

**Neighbouring property** – Refers to not only immediate neighbours to open space but also owners/tenants in an area that might be affected by developments on public open space.

**Open public place** – Any open space under the control of Council, set apart for public recreation purpose inclusive of recreation reserves, freehold land, drainage reserves, esplanade strips and reserves, court, alley, cycle track and road reserves used for public recreation, excluding exclusive leased land.

**Seasonal Allocation** – An allocation of booking for season. This is usually done at a club level for a period of time over the winter or summer.

**Sports Grounds** – An area of open space that is provided specifically for the purpose of conducting formal / organised sporting activities. This area may contain 1 or more sports fields.

**Toilet Facilities** – These facilities are provided for the disposal of human waste.

**Turf Wicket** – A grassed cricket pitch

**Usage Fee** – A fee applied for the use of a sports field, generally based on seasonal allocations.

## 5.8.1 Sports field Classification

### Policy Purpose:

The purpose for classifying grass based sports field is to set guidelines over the expected quality and components that will be available within each facility.

### Policy:

The following chart outlines the three classes that are to be used for classification purposes for each individual sports field within a sports ground.

Ancillary Facility*	Class A	Class B	Class C
Ability to host regional games as a minimum.	R		
Provision of a "Charge Field"	D		
Toilet Facilities	R	R	D
Changing Rooms	R	D	
Flood Lighting	D		
Litter Removal	R	R	R
All weather playing surface	R	D	
Large Carpark	R		
Medium Carpark		R	
Small Carpark			D

R = Required

D= Desired but not necessary

\* Not all of these facilities will be provided by Council.

It is Councils objective to identify a Class A field in the urban area for each sporting code. Current identified grounds within the District are:

- Rugby League - Puketawhero Park
- Rugby - Westbrook Reserve
- Soccer - Puarenga Park / Neil Hunt Park
- Athletics - International Stadium No.2 Field.
- Cricket - Smallbone Park
- Hockey - Smallbone Park

### Application of Sports Ground Classification

The following chart indicates the intended Class of all existing sports grounds and the individual fields within that sports ground for the District:

Reserve	Class A Fields	Class B Fields	Class C Fields
Arawa Park			6
Glenholme Reserve		1	
Jessie Martin Park		1	
Kaharoa Domain			1
Kuirau Park		1	3
Linton Park East Reserve		2	2

<b>Reserve</b>	<b>Class A Fields</b>	<b>Class B Fields</b>	<b>Class C Fields</b>
Mamaku Domain Reserve		1	
Marist St Michaels Reserve			1
Medical Officers Reserve		1	
Neil Hunt Park	1	2	2
Ngongotaha Domain Reserve		1	1
Park Road Reserve			1
Puarenga Park	1	6	
Puketawhero Park	1	5	
Ray Boord Park Reserve	1	3	
Rowi Street Reserve			1
Smallbone Park	1		
Tamarahi Reserve		1	
Turner Drive Reserve			1
Waikite Valley Domain Reserve			1
Warwick Drive Reserve			1
Werrina Crescent Reserve			1
Westbrook Reserve	2	2	
Whakarewarewa Reserve		1	
Wrigley Road Reserve			1
<b>Totals</b>	<b>7</b>	<b>28</b>	<b>23</b>

## 5.8.2 Sports Ground Allocation

### Policy Purpose:

The purpose of this policy is to provide some guidance over the process to be used in the allocation of sports fields.

### Policy:

Council retains the ultimate right to control which organised sporting or recreational activities take place on sports grounds.

### Seasonal Allocation

Seasonal sports ground allocations will be determined each year by Council. All seasonal allocations are made for both training and match play purposes. All dates for such activities must be provided to Council for approval and must be within the timeframes specified by the club within the "Level of Service Agreement" document between Council and the sporting code seeking allocation for that season.

All seasonal allocations will provide that club with exclusive use of those facilities with regard to use of the venue at the times as requested within the "Level of Service Agreement" except as stated within the Commercial Hire section of this policy.

In the case of seasonal allocations for use, acceptance will be based on the understanding that the charges as set by Council are irrespective of weather conditions and implementation of the sports field closure policy.

It may be required from time to time that fields will be taken out of service in order to allow Council to complete renovations to those fields. These will be identified at the time of negotiating the seasonal “Level of Service Agreement” for those clubs/associations affected.

#### **Casual User (Non Commercial Hireage)**

A Casual Hire Agreement is generally issued to allow for the use of sports fields or sports grounds outside of seasonal allocations. This agreement will entitle the Casual Hirer exclusive use of the venue for the period of the agreement.

All dates for such activities and the completed application form must be provided to Council for approval. Application for use does not indicate Councils acceptance of the booking. Terms and Condition are detailed within the Application Form.

### **5.8.3 Sports Ground Maintenance Standards**

#### **Policy Purpose:**

To provide guidelines for the appropriate standard of maintenance that will be applied to sport grounds to provide a playing surface that meets the expectations of the allocated users.

#### **Policy:**

All playing surfaces shall be maintained in a condition that will be suitable to meet the needs of the users and that compliments the Sports Ground Classification for that sports field.

- For all allocated sports fields the grass heights shall be maintained as per the Level of Service Agreements with the sports club / associations or users.
- All surrounds where identified shall be maintained at 20-75mm cutting height.
- That sports fields shall be marked and the markings shall be maintained by Council for the entire period of the seasonal allocation for that sports code.
- Council shall supply, install and maintain all goal posts for that sporting code for the entire seasonal allocation.
- That Council will continue to undertake control measures for identified plant and animal pests on sports grounds.
- All identified ‘Class A & B’ fields shall have an annual renovation programme developed to maintain the field in premium condition.

### **5.8.4 Sports Ground Fees and Charges - Non Commercial**

#### **Policy Purpose:**

To provide guidance on the setting of fees for seasonal allocation, casual and commercial use of sports fields within the district.

## **Policy:**

### **Sports Clubs and Associations**

The Council seeks recovery of some of the costs associated with the maintenance of sports grounds from those parties that use the grounds. This recovery shall be based solely on the cost of the provision of the "fields" themselves and shall not include auxiliary infrastructure e.g. toilets, carparks and drainage systems.

The recovery amount shall be set as a flat rate per sports field. For junior fields this shall be divided by the number of junior fields that can fit into a full size field.

These fees shall include field marking, supply and installation of goal posts and provision of the sports field.

### **Casual User Charges**

Charges for the use of sports fields or sports grounds for casual hire shall be at the rate specified within the Parks and Reserves Fees and Charges Policy and based on a per field rate. An average field size has been determined to be 0.8ha.

*(Please note that conditions and stipulations related to Sports Grounds Fees and Charges – Non Commercial are to be read in conjunction with the Parks and Reserves Fees and Charges Policy)*

## **5.8.5 Sports Ground Closure Policy**

### **Policy Purpose:**

To ensure that sports fields are closed or have their usage restricted if it is considered that allowing any activity on the sports field would lead to restricted use or closure of the sports field at a future time during the current season.

### **Policy:**

Sports fields will be considered for closing or having their use restricted if use of the sports field would produce damage to the sports field that would render the field unusable for future games.

When the above occurs the Manager Parks and Recreation or delegate or in some instances the club / association will determine that the sports fields will be closed or restricted in their usage.

Once a sports field is deemed to have been closed or its use restricted, this shall apply to all groups undertaking organised, social or informal recreational activities on that sports field until such a time as the restriction and or closure is lifted by Council.

In all cases the decision of the Parks Manager or delegate shall be final. The Parks Manager or delegate can authorise the transfer of games to another field in-order to allow play to continue.

The closure procedure which is detailed in the Level of Service Agreements with sports clubs / associations shall be followed.

## 5.8.6 Commercial Use of Sports Grounds

### Policy Purpose:

To provide guidance around the use of sports grounds for commercial events to ensure that disruption to regular sports field users is minimal.

### Policy:

The Council recognises that there may be a need for sports grounds to be used for activities that have a commercial or profit expectation from time to time.

- Where the events are known prior to the signing of the “Levels of Service Agreements” these dates shall be detailed within the relevant agreements.
- That where a major sporting, recreation or community event is planned they may take precedence over the regular sporting activities provided 3 months’ notice is given to those regular users.
- A Commercial Hire Agreement form must be completed. All terms and conditions are detailed within the agreement.
- No more than 26 days in any one calendar year per sports ground to be used for commercial events.
- No more than 6 consecutive days in any one month shall be allowed to be used to stage a commercial event. These times include set up and take down periods.
- That the asset manager shall consider the adverse effects that the event may have on the sports ground surface and the amenity values of the area before granting approval.
- That the organisers of the event shall be charged a refundable bond sufficient to cover the repairs to the sports ground of any potential damage.

*(Please note that conditions and stipulations related to the Commercial Use of Sports Grounds are to be read in conjunction with the Rotorua District Council’s Leases, Concessions, Licences and Reserve Hire Policy and the Activities on Open Public Places Policy and the Reserves Fees and Charges Policy)*

## 5.8.7 Sports Ground Lighting Policy

### Policy Purpose:

To provide clear guidelines and structure around the provision of flood lighting for sports fields.

### Policy:

Council policy is not to supply and maintain sports field lighting except where provided as part of a major development upon that sports ground.

If clubs wish to install and maintain their own lighting then the following needs to apply:

- Permission must be granted by the Parks and Recreation Manager or delegate.
- Activities shall be managed so that direct or indirect illumination measures not more than 10 lux on any residential boundary.
- All luminance levels shall be measured vertically and horizontally in accordance with professional illumination engineering practice.
- Lighting shall be aimed no higher than 30° below the horizontal and shall be aimed, hooded or screened to minimise glare.

- All lighting levels shall be maintained for training purposes only
- That the location of floodlighting shall not interfere with the multiple use nature of sports grounds
- Flood lighting development whether by a club / association or Council shall be available for hireage by other users of that sports ground.
- That where lights are installed by a club / association then it is that clubs / associations responsibility for the full installation, running and maintenance costs associated with the lighting.

The following table details the maximum lux level that shall be applied to meet the requirements of the field and use for which the lights are to be installed for:

	<b>Ball, Physical Training</b>	<b>Social games, Club match competition</b>	<b>Competition</b>
<b>Class B, C and training fields</b>	50 lux	100 lux	
<b>Class A fields</b>	100 lux	200 lux	500 lux

This section needs to be read in conjunction with the stipulations within the operative Rotorua District Plan and the proposed Rotorua District Plan 2012.

## **5.8.8 Artificial Surfaces**

### **Policy Purpose:**

To provide for the maintenance, installation and renewal of artificial surfaces that are owned and/or managed by the Council.

### **Policy:**

Council shall be responsible for the following aspects of maintaining artificial sports surfaces that the Council either installed or has since agreed to take responsibility for:

- All artificial surfaces shall be sited so they do not compromise the use of the sports grounds by other users.
- Where artificial surfaces cannot be sited so that they do not compromise the use of the sports ground for other users, the artificial surface may still be allowed if the other users can be satisfactorily accommodated elsewhere.
- Council shall plan for / fund there replacement
- Council shall maintain the surfaces in a safe and useable condition for the purposes that they are intended for
- Council shall be responsible for the maintenance of all ancillary equipment owned by the Council e.g. basket ball hoops, netball hoops.

## **5.8.9 Design, Frequency and Location of Buildings on Sports Grounds**

### **Policy Purpose:**

The purpose of this policy is to provide guidelines around the development and location of buildings on sportsground to encourage the most efficient use of the land.



## **Policy:**

The following will be taken into consideration when determining the suitability and location of any new building, redevelopment / extension to existing buildings:

- That the development of a multi-use and multi-purpose facility shall be encouraged rather than allowing more single use facilities
- That any new facilities shall be sited in locations that have the least impact on the functioning of the sports ground and the areas flexibility.
- When additional buildings are proposed for a sports ground that the preferred location will be in the vicinity of existing buildings.
- Council will give preference to the redevelopment / alteration to existing buildings over a proposal to construct new buildings.
- Council will not provide changing rooms.
- All new building / renovations will need to comply with the Operative Rotorua District Plan and the Proposed District Plan 2012.

***(Please note that conditions and stipulations related to the Design, Frequency and Location of Buildings on Sports Grounds are to be read in conjunction with the Rotorua District Council's Public Toilet Policy)***

### **5.8.10 Lease Areas**

#### **Policy Purpose:**

To provide guidance on the leasing of parts of sports grounds to individual clubs and organisations.

#### **Policy:**

Leases shall be permitted on sports grounds where the lease can be shown to facilitate and have a recreational focus.

- Consideration will only be given to requests for the provision of clubrooms on Council reserves from the governing body of the particular codes and not for individual clubs.
- All such facilities shall need to demonstrate that it is primarily for sporting or recreational activities.
- That all lease agreements, including renewals shall be negotiated in accordance with the Reserves Act 1977.
- A lease area of sufficient size will be permitted on appropriate reserves to enable codes to erect clubrooms, toilets and changing rooms. Rental will be set as per the Parks and Recreation Fees and Charges Policy.
- All lease holders shall pay all rates and charges as levied by the Local and Regional Councils.
- All lease holders shall be responsible for all charges and fees associated with the development and review of the lease.

***(Please note that conditions and stipulations related to the Lease Areas are to be read in conjunction with the Rotorua District Council's Leases, Concessions, Licences and Reserve Hire Policy)***

## **RELEVANT/RELATED LEGISLATION/ BYLAWS AND POLICIES**

Legislation/bylaws and policies relevant to public open space design listed in alphabetical order:

### **Affiliate Te Arawa Iwi and Hapu Settlement Act 2008**

The act addresses historical grievances and makes available recompense for such. In terms of this policy the only part of the act that applies is the section on the 'Specially Classified Reserves)

### **Building Act 2004**

The Act is aimed at providing guidelines for safe establishment of structures by setting performance standards.

### **Conservation Act 1987**

Part IIIB of the Conservation Act applies to reserve land that is still owned by the Crown. This applies to reserves where Council has been appointed to control and manage the reserve and the reserve has not been vested in Council. A number of reserves are affected in this way, including Kuirau Park, Pukeroa Reserve (corner of Ranolf and Arawa Streets), and parts of the Lakefront Reserve (Village Green), Town Belt Reserve (Pererika Street and Sheaf Park), Lytton Street Reserve and part of Centennial Park.

### **District Plan**

Council's District Plan is the key method of implementation of the Resource Management Act. The District Plan concentrates on the effects of development, and the avoidance, remedying and mitigation of those effects. The potential effects of the design of reserves with respect to the requirement for resource consents and compatibility with other activities on the land is to be considered.

### **Long Term Plan**

The purpose of the Long Term Plan is to provide a 10 year framework for all of Councils activities and operations.

### **Reserves Management Plans**

Rotorua District Council has operative reserve management plans (prepared under S41 Reserves Act) for most of its recreation reserves in the urban and rural areas. These management plans are under constant review to ensure that information and policies are kept current.

The main significance of management plans with respect to the design of reserves is that Council only has the authority to utilise reserve land as provided for in an operative management plan. This is because management plans are deemed to be the main method of consultation with the public with respect to the use and development of reserves. If there is no management plan, or the proposed use /design does not conform to the operative plan, then Council has to consult with affected parties in terms of consultation requirements as set out in Clause 82 of the Local Government Act 2002.

### **Resource Management Act**

Under this act are also requirements to promote environmental benefits. Part 2 – Purpose and Principle and Part 3-Duties and Restrictions are the two areas that promote the ecological, functional and aesthetic opportunities that developments will generate.

### **Open Space Strategy**

Council has produced an open space strategy for the district to guide future decision-making on matters such as reserve acquisition and disposal, and the values, purposes and compatible use of open space.

### **Reserves Act 1977**

The Reserves Act classifies and specifies the purpose of a reserve. The design of a reserve is to be in line with the classification. Public rights to accessibility to reserves is stipulated under Clause 17(2)(a).

### **Rotorua District Council General Bylaw 2011**

The purpose of the Bylaw is to make provisions which are of a general specified nature and common to, and form part of, all other Bylaws which are either in force in the Rotorua District as at the commencement date of this Bylaw or come into force after that date.