

ANU Sport Facility Booking Guidelines

1. INTRODUCTION

ANU Sport values the benefits of an active lifestyle and recognizes that sport and recreation is a way of connecting communities and driving social change. The sporting facilities available at ANU Sport provide a vehicle for achieving these health and well-being goals, delivering a diverse range of recreational opportunities to the ANU community and the ACT community beyond.

2. PRINCIPLES

ANU Sport manages the Australian National University's sporting facilities in accordance with these guiding principles:

- To provide a diverse range of opportunities for participation in sport, recreation and physical activity for the ANU community.
- To provide equitable and inclusive access, ensuring participation for a broad mix of user groups, including: women and girls; indigenous students; international students; students from a disadvantaged background; and people with disabilities.
- To provide access to ANU sporting facilities to support the university experience and foster a connected ANU community.
- To balance the necessity for revenue generation with cross subsidisation of student and sporting club activities.

3. SCOPE

The facilities that are covered within these guidelines include:

North Oval	Fellows Oval
South Oval	Willows Oval
Sports Hall 1	Sports Hall 2
Climbing Wall	Mezzanine
Blue Room	Dojo
Studio 1	Indoor Cycling Studio
North Oval Pavilion	South Oval Pavilion
Tennis Courts	Cricket Nets
Squash Courts	

When referring to grass ovals, this includes North Oval, South Oval and Fellows Oval.

4. GUIDELINES

- a) ANU sport relies on a variety of income streams including field, court and venue hire to support operations. Facilities are available for use by a range of ANU and ACT community stakeholders, which enables ANU Sport to deliver facilities at a reduced or heavily subsidised rate to ANU students and affiliated sports clubs.
- b) There is no exclusivity arrangement available to sporting clubs in the respect of facilities. All other hirers authorized by ANU sport (e.g., students, staff, alumni and community members) will also have

access to and use of facilities. All official access and facilities usage (including clubs) will be authorised by ANU Sport.

- c) Clubs may request additional facility allocations. However, from year-to-year, ANU Sport will not generally approve an individual club substantially increasing their allocation. The purpose of this condition is to help ensure diversity of sporting code and opportunity as well as manage revenue generation in accordance with the guiding principles.
- d) ANU Sport will provide feedback to hirers when a booking request is not granted and will endeavour to work with stakeholders to manage conflicting booking requests wherever possible.
- e) Any facility bookings no longer required by a hirer and not cancelled with a minimum of 72 hours' notice (except in the event of cancellation due to inclement weather) will be charged at 100% of the booking rate.
- f) Grass ovals, especially during the winter months, experience significant wear and tear for general usage throughout the season. The ovals are managed to maximise long term usage and minimize over use. ANU Landscape and Conservation's current recommended usage of a grass oval is 30-40 hours of activity per week, though this is highly dependent on weather, growing conditions and load.
- g) Grass ovals will be closed for 3-4 weeks each year (dependent on growing conditions) at the completion of summer and winter seasons, to prepare ovals for oncoming seasonal use. Best endeavours are made to schedule closures offset from ACT Government ground closures to provide continuity to affiliated clubs in securing training venues. Willows Oval is not impacted in this seasonal closure.
- h) ANU Sport at all times reserves the right to restrict access to sports facilities due to maintenance, upgrades, ground conditions and any other mitigating factors.
- i) ANU Sport is guided by ANU Landscape and Conservation and the Grounds Contractor regarding maximum oval usage and grounds closures. Whilst ANU Sport meets with these groups regularly and lobbies on behalf of the community, any decision made by ANU Landscape and Conservation is final.
- j) ANU Sport allocates a portion of budget to the maintenance of sporting facilities across campus annually. Hirers are to report any maintenance items to ANU Sport as soon as possible. ANU Sport is committed to working with ANU affiliated sporting clubs to make improvements to facilities that are fit for purpose and enhance the user experience.

5. ALLOCATION OF FACILITIES PROCESS

In managing the bookable facilities, ANU Sport uses the following guidelines.

- a) "Block out" times are set, ensuring adequate time is allocated to include, but not limited to:
 - i. ANU examination periods (sports halls 1 and 2);
 - ii. ongoing oval maintenance (in consultation with ANU Landscape and Conservation);
 - iii. frost during winter months (health and safety as well as pitch integrity);
 - iv. ANU core campus activities (i.e., O-Week and Bush Week);
 - v. facility opening hours and public holiday trading hours; and
 - vi. fitness centre commercial offerings.
- b) ANU student programs are provided with priority off-peak access including:
 - i. Interhall sport training and competition;
 - ii. Intersarsity sport training and competition; and
 - iii. student 'Free before 2pm' bookings*

* Includes access to activities covered on [ANU Sport website](#)

- c) In September of each year, ANU Sport will communicate with all ANU sporting clubs and high value, long term commercial bookers prioritising their preferred dates, times, and facilities for the following year. ANU Sport allocates facilities on an annual basis. When submitting preferences for the year, the requested dates and times are to stipulate all planned activities.
- d) A four-week administration period throughout September allows bookers to provide their 1st, 2nd & 3rd preference of schedules for the following year. When allocating facilities, ANU Sport is guided by the following principles:
- Facilities provided will be primary facilities required directly for participation in the specific sport or activity (i.e., an oval and nets for cricket, a basketball court for basketball etc.). In the case of instructional clubs, this will be available flat floor space.
 - Where only one applicant is requesting access to a facility, in general this will be made available to them.
 - ANU Sport accepts that hirers require reasonable assurance that they will continue to be allocated seasonal use of facilities for the viability of their club. Where a hirer continues to demonstrate consistent activity, ANU Sport will endeavour to provide an allocation consistent with previous seasons, in accordance with the guiding principles.
 - ANU Sport facilities can be hired for the purposes of agreed training and competition for fixtured community competitions for competitive sporting clubs. Facility bookings are not allocated until all eligible clubs have submitted their competition fixtures to ensure equitable allocation of facilities. Summer sports fixtures are due by September, Winter sport fixtures are due by February of each year.
 - Facility allocations for seasonal sports will be allocated in accordance with the following hierarchy:
 - i. Finals Matches
 - ii. Competition matches
 - iii. In season training
 - iv. Pre-season training
 - v. Pre-season matches
 - vi. Casual/out of season bookings
 - All hirers are required to notify ANU Sport as soon as practicable if ovals are not required for finals.
- e) In November, ANU Sport will confirm, in writing, final booking schedules for all training periods throughout the year as well as summer sport competitions. Winter sport competitions will be confirmed in March of the following year. Amendments can be requested at any time but are subject to availability.
- f) Following confirmation of all ANU sporting clubs and high value, long term commercial bookings, any remaining facilities will be made available to book by:
 - i. ANU student associations, colleges and schools;
 - ii. Mid-low value commercial bookings; and
 - iii. regular casual bookings.
- g) Where oval closures are mandated by ANU Landscape and Conservation and the Grounds Contractors, in consultation with ANU Sport, alternative facilities will be allocated to the extent possible as available and required.
- h) Where possible, ANU Sport will provide complimentary meeting spaces to affiliated ANU Sport Clubs.
- i) On campus storage may be provided for affiliated ANU Sport Clubs and hirers where practical and is subject to availability.
- j) ANU Sport reserves the right to cancel any facility booking and/or alter storage access arrangements and will endeavour to provide a minimum of two weeks' notice in such situations.