

## Hunter Sports Centre – Athletics Stadium Terms & Conditions of Usage

### Operational Hours

The Hunter Sports Centre Athletics Stadium operates during Casual Operating Hours only. Hours may vary during public holidays, major events, maintenance periods, or adverse weather at the discretion of Centre Management.

Please note:

The facility closes at the times listed, and the final 15 minutes of each session is reserved for equipment pack-down, venue reset, and maintenance.

### Standard Casual Operating Hours

| Day             | Hours                                  |
|-----------------|----------------------------------------|
| Monday – Friday | 8:30am – 11:30am & 3:30pm – 7:00pm     |
| Saturday        | 8:30am – 11:30am                       |
| Sunday          | 10:00am – 1:00pm (subject to bookings) |

Updates on events impacting casual training are available at:

 <https://hsc.org.au/calendar-sub-page-of-athletics/>

### Training Facilities Availability

All users must follow staff directions regarding equipment set-up, pack-down, lane allocations, and zone availability.

#### Centre Track & Field Availability

- Track and field event areas are generally open during casual hours.
- Running Lanes 3–10 are open unless otherwise advised.
- Field events are opened subject to safety, maintenance, and attendance levels.

### Warm-Up Area Access

To support safe and efficient operations:

- The warm-up field and warm-up lanes may be made available at the discretion of the Venue Attendant, particularly during:
  - Modified access requirements
  - Maintenance periods
  - High patron volumes or overcrowding
- Coaches and athletes may hire the warm-up area exclusively. Additional fees apply.

### Track Lane Usage Rules

The Hunter Sports Centre is a shared space. To ensure fairness, safety and efficient training:

#### Lane Allocations

This is a general guide to support usage, it may vary based on overcrowding or during times that there are changes in the user group demographic

- Lanes 1–2: Closed during casual sessions  
(*Exclusive use may be booked by coaches or hirers – fees apply*)
- Lanes 3–4: Distance running
- Lanes 5–8: Sprinters (front & back straight)
- Lanes 9–10: Hurdles

**HUNTER SPORTS CENTRE Kaiyu Nungkiliko**

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### **Movement & Safety Protocols**

- All runners must run anti-clockwise.
- Coaches must share lanes and coordinate run-through timing with other groups.
- All athletes and coaches must:
  - Look before stepping onto the track
  - Check lane clearance
  - Call “TRACK!” when crossing or merging
  - Clear the track immediately after completing a rep

### **Field Event Usage Rules**

Field access is determined by Venue Attendants to ensure safety, maintenance rotation, and surface longevity.

#### **Long Jump**

- Open areas are allocated at staff discretion and rotated to prevent wear.
- Users must:
  - Keep sand within pit boundaries
  - Clean up excessive sand on runways
  - Rake and tidy pits after use

#### **High Jump**

- Available by booking request only.
- Coaches are responsible for setting up and packing down.
- Use is restricted during wet weather, maintenance and events.

### **Throws Areas**

Throws are available only when opened by Venue Attendants. Areas are rotated for surface protection.

#### **Rules**

- Athletes may throw only when the area is clear and safe.
- Collection of implements is only allowed when no athletes are throwing.
- Do not stand near netting, cage entries, or within the throws sector.
- Cage ropes must not be touched; any adjustments are completed by HSC Staff only.
- After use, athletes are required to:
  - Repair divots using sand
  - Store implements properly

## **Entry Fees & Multi-Visit Passes**

Casual Entry Fees (Payable on Entry)

## **Multi-Visit Passes (20 Visits)**

Multi-visit passes allow athletes to access the facility during operating hours only.

## **Hunter Sports Centre – Conditions of Entry**

Entry to the Hunter Sports Centre (the Venue) is subject to the following conditions. By entering the Venue, all patrons agree to comply with these requirements.

### **1. Entry & Sign-In**

- Entry is via the Hunter Sports Centre Reception.
- All athletes, coaches and recreational users must sign in via the Centre's entry systems.
- Entry is for single-use only unless a multi-visit pass or relevant booking applies.
- All entrants must comply with entry guidelines and follow staff directions.
- Track access is via the corridor, with exit via the glass door near the First Aid room.
- No after-hours access unless formally approved *in writing* under facility supervision.

### **2. Athlete Access Rules**

Athletes may only be onsite under one of the following conditions:

- Under the direct guidance of an HSC-registered Athletics Coach or Sports Trainer, or
- Athletes aged 18+ under Venue Attendant supervision, or
- U18 casual recreational users (track only) following all U18 casual use conditions, accompanied by their parent.

### **3. Supervision Requirements**

- Children under 10 years must be supervised by an adult (18+ years).
- Parents accompanying U18 casual users must remain in spectator areas only.

### **4. Spectator Entry**

- Spectators are only permitted entry if accompanying an athlete.
- All spectators must sign in and register on both entry and exit.
- Spectators must remain within designated spectator areas and maintain safe distancing.
- Spectators are strictly prohibited from entering the Track and Field Area under all circumstances.

### **5. Behaviour, Conduct & Personal Responsibility**

- Entrants must behave respectfully and professionally at all times.
- No harassment, abusive language or confrontational behaviour.
- Failure to follow staff directions may result in removal or suspension.
- Any confrontational or rule-dismissive conduct will be treated as misconduct.
- Participation involves inherent risks; entrants must be medically fit and act responsibly.
- Smoking and vaping are prohibited, including within all smoke-free zones.
- Entry under the influence of drugs or alcohol, or possession/use of illegal substances, is prohibited.

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## 6. Safety, Surveillance & Reporting

- The Venue operates under CCTV surveillance for safety and compliance.
- Patrons must follow all staff instructions during emergencies, severe weather or evacuations.
- All hazards, injuries and near misses must be reported immediately.
- All entrants must comply with Child Safety Policies.

## 7. Prohibited Items & Restrictions

- No glass objects or alcohol permitted.
- No commercial fast foods.
- Mobile phones and cameras are prohibited in change rooms.
- Drones and aerial photography are strictly prohibited.
- No stand-or-store behaviour on seats.
- No pets or animals, except accredited assistance animals.
- No pass-outs will be issued.

## 8. Personal Belongings

- The Venue accepts no liability for lost or stolen items.
- Patrons are encouraged not to bring phones, cameras or wallets.
- Unauthorised entry or attempt to enter without paying may result in prosecution.

## 9. Terms & Conditions of Casual Entry

- Entry is single-use only and limited to operational hours.
- Athletes must hold a multi-visit pass or pay the casual entry fee.
- All casual entrants must sign in using Hunter Sports Centre systems.
- Patrons must follow all staff directions at all times.
- Respectful behaviour is mandatory; misconduct may result in removal.
- Zero tolerance for confrontation or rule-dismissive conduct.
- Smoking, vaping, drugs and alcohol breaches will result in denied entry or removal.

## 10. Casual Use – U18 Recreational (Track Only)

- All U18 casual users must report to the Venue Attendant for lane allocation before entering.
- Fee: \$6 per athlete per session (EFTPOS or correct cash only).
- Must be accompanied and supervised by their parent for the full visit.
- Parents must remain in spectator areas and cannot enter trackside.
- Access is for track only:
  - No throwing events
  - No high jump
  - No equipment access
- No coaching or group coaching (formal or informal) is permitted under U18 casual entry.

## 12. Use of Athletics Centre Equipment

- Hirers are responsible for all Athletics Equipment checked out to them.
- Equipment must be used only for its intended purpose.
- All equipment must be returned in the same condition issued.
- Any damage must be reported immediately; repair or replacement costs are the Hirer's responsibility.

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## Athletics Coaches Permit – Information & Requirements

The Athletics Coaches Permit allows approved coaches to supervise and train athletes at the Hunter Sports Centre during operational hours. All coaches conducting training, supervising athletes, or accessing equipment must hold a valid Permit.

### 1. Permit Requirements & Eligibility

To obtain and maintain an Athletics Coaches Permit, applicants must:

- Complete the Coach Permit Application Form.
- Pay the applicable annual permit fee (fees & charges apply).
- Hold current registration as an accredited athletics coach (e.g., Athletics Australia, Little Athletics, AA Level 1+).
- Hold a valid Working With Children Check (WWCC).
- Agree to all Hunter Sports Centre Policies, Codes of Conduct and Safety Rules.
- Apply in advance to allow for processing and approval.

Once approved:

- Coaches receive a Coach Access Fob.
- Coaches must scan in on arrival and scan out on departure for every visit.
- Permit is valid only during Centre operating hours.

### 2. Responsibilities of Permit Coaches

Duty of Care

Permit Coaches must:

- Ensure the safety and supervision of all athletes in their care.
- Comply with supervision ratios and never leave athletes unattended.
- Ensure athletes remain in allocated zones and use only designated areas.
- Follow all instructions from Venue Attendants and Centre Staff.
- Check the track, infield and event areas are safe before commencing training.

Cooperation & Shared Use

- The facility is a shared environment—coaches must work cooperatively with other permit holders and hirers.
- Please be respectful and coordinate sessions, especially in technical areas (throws, jumps, hurdles, blocks).

### 3. Approved Equipment Use

Equipment Access

The following equipment is available to Permit Coaches only:

- 15 Senior Hurdles
- 20 Junior Hurdles
- 10 Starting Blocks
- High Jump equipment (available by booking Monday–Thursday and Saturday morning)
  - *Coaches are responsible for setup and pack-down.*
- Throwing equipment (access by booking with the Venue Attendant)

All equipment is located outside Shed 2 for collection and return.

Equipment Rules

- All equipment must be:
  - Treated with care
  - Returned promptly
  - Stored neatly in designated locations

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- Permit Coaches must liaise with one another to coordinate equipment sharing.
- Any damaged or unsafe equipment must be reported immediately.

#### Bringing Your Own Equipment

- Coaches may bring their own equipment with prior approval from the Venue Attendant.
- Starting blocks may NOT be brought onsite under any circumstances.

#### 4. Zone Allocations & Training Areas

- Permit Coaches must follow all zone allocations determined by Centre staff.
- Training may be restricted during events, school bookings, maintenance or poor weather.
- Coaches must ensure athletes train in safe, designated areas only, including:
  - Throws zones
  - High jump area (booked only)
  - Back straight for squad sprint training
  - Approved track lanes

#### 5. Compliance Requirements

Coaches must follow all Centre policies, including:

- Track Rules & Facility Usage Rules
- Code of Conduct
- Child Safety Policy
- Supervision Guidelines
- Spikes & Footwear Rules
- Casual Entry Conditions (if applicable)

Breaches may result in:

- Verbal or written warnings
- Suspension of permit
- Cancellation of coaching access
- Removal from the facility

Serious or repeated breaches may result in long-term exclusion.

#### 6. Renewal & Ongoing Requirements

Permit Coaches must:

- Renew their permit annually.
- Ensure all accreditation and WWCC details remain current.
- Update contact details and coaching information when requested.
- Continue to comply with all Centre rules and directions.

## Hunter Sports Centre – Track Rules & Athletics Facility Usage Guide

These rules apply to all athletes, coaches, hirers and spectators using the Hunter Sports Centre Athletics Facility. Compliance with these rules ensures safety, surface protection and fair access for all users.

### 1. General Track Rules

- Always respect the facility and other users.
- Keep the track and spectator areas clean at all times.
- For training purposes, Lanes 1 and 2 must not be used by hirers.
- Coaches must hold a current HSC Coaching Permit.
- Squad sprint training must be conducted on the back straight.
- No alcohol permitted.
- The Venue is non-smoking and vape-free, including e-cigarettes.
- No chewing gum within the facility.
- The following items are not permitted:
  - dogs (except service dogs)
  - bikes
  - skateboards
  - roller skates
  - golf equipment
- Service dogs are permitted with appropriate identification.

### 2. Footwear Rules

#### Footwear Requirements

- Appropriate footwear must be worn at all times on the track.
- Rubber-soled running shoes are acceptable.
- Sharp spikes (needle/pin style) are strictly prohibited.

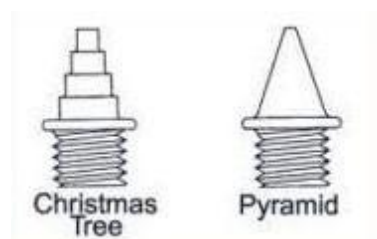
#### Permitted Spikes

To protect the track surface and ensure athlete safety, only the following spike types are permitted:

- Christmas Tree (compression) spikes
- Pyramid spikes

#### Spike Length Requirements

- Track events: Spikes must not exceed 7mm.
- Field events: Spikes must not exceed 9mm
- Hirers and coaching staff must appoint an official to check spike type and length before use.



### 3. Athletics Facility Usage Rules

#### General Rule

- Promptly report any damage, hazards or dangerous situations to management immediately.

#### A. Long Jump / Horizontal Jumps Area

- Use equipment and covers with care.
- Keep excess sand off the track at all times.
- Stack equipment neatly after use.
- Rake and level the sand before replacing pit covers.

#### B. High Jump Area

*(Under supervision of an HSC Permit Coach only)*

- Handle all equipment carefully and return it neatly after use.
- Remove all run-up markers from the track after the session.
- No athlete or official is permitted to sit on the landing mats.
- Report any damage or hazards immediately.
- 9mm spikes or smaller may be used in the High Jump area.

#### C. Throws Areas

*(Under supervision of an HSC Permit Coach only)*

- Athletes may throw equipment only in designated throwing zones, and only when it is clear and safe.
- Use and store throwing implements with care; report damage immediately.
- Prevent excessive shot put throwing, as it can damage the field.
- Follow Venue Attendant direction about throws availability and allocated areas.
- Only one athlete at a time may participate in throwing or jumping within any given area.
- Athletes may only collect implements when the area is declared safe.
- 9mm spikes or smaller permitted in the Javelin area only.

#### D. Starting Blocks

*(Under supervision of an HSC Permit Coach only)*

- Return blocks promptly after use and ensure they are stored correctly.
- Report any damage so that a full and safe range of blocks remains available.

### 4. Athletics Facility – 20 Visit Pass Terms & Conditions

#### Pass Validity

- Valid for 12 months from date of purchase.

#### Pass Types

- Adult or Student options—ensure you select the correct pass type.

#### Usage Conditions

- The pass includes 20 single-use visits.
- This is a single-user non-transferable pass.
- Access is permitted only during operational hours.

#### Operational Restrictions

- Casual access hours may change due to:
  - Event bookings
  - Maintenance
  - Weather disruptions

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#### Entry Requirements

- Passholders will receive a barcode access card.
- Cards must be scanned upon entry.
- Lost or stolen cards incur a \$5 replacement fee.

#### Refunds & Transfers

- No refunds issued for 20-visit passes.
- Passes are non-transferable.

#### Pass Extensions

- May be granted in extenuating circumstances (e.g., illness or injury).
- Extensions are at management discretion.

#### Facility Rules

- Passholders must comply with all facility rules, including:
  - Dress code
  - Code of Conduct
  - Safety and equipment use rules

#### Termination

- Passes may be suspended or cancelled for behaviour breaches or rule violations.

#### Changes to Terms

- The Centre may update terms; continued use signifies acceptance.

### 5. Compliance, Breaches & Enforcement

#### Examples of Breaches

- Unauthorised entry or tailgating
- Refusing staff directions
- Entering restricted areas
- Confrontational behaviour
- Misuse or unsafe use of equipment

#### Immediate Actions

##### Staff may:

- Direct a person to leave
- Suspend access credentials
- Cancel bookings
- Contact security or police

#### Progressive Discipline

- First breach: Verbal warning + incident record
- Second breach: Written warning + suspension
- Serious breach: Immediate suspension or termination

#### Suspension / Termination

- Access may be suspended pending investigation and meeting.

#### Appeals

- Appeals must be submitted in writing to the Business Operations Manager within 14 days of notification.

### 6. Contact & Complaints

For enquiries, feedback or complaints:

Customer Service

 [customerservice@hsc.org.au](mailto:customerservice@hsc.org.au)

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## **Hunter Sports Centre – Track User Code of Conduct**

This Code of Conduct applies to all athletes, coaches, hirers, recreational users, spectators, volunteers and visitors using the Hunter Sports Centre Track and Field facilities.

Compliance with this Code is a condition of entry.

### **1. Respect for the Facility & Equipment**

- All users must assist in the care, protection and appropriate use of athletics equipment.
- Equipment must be used only for its intended purpose and handled responsibly.
- All equipment must be signed out before use and signed in upon return.
- Users must immediately report any damage, hazards or unsafe conditions.
- Graffiti, vandalism or intentional damage will result in immediate removal, security intervention and possible police involvement.

### **2. Safe Behaviour & Shared Space Awareness**

- The athletics facility is a shared environment; users must remain aware of others' activities at all times.
- Safe techniques must be used at all times when using the track or field areas.
- Event-specific rules must be followed, including:
  - Javelin, discus and shot put may only be used in designated throwing areas under coach supervision.
  - Users must never enter a throwing or landing area unless it is confirmed safe and clear.
- Only one participant may perform a jump or throw at a time in any given area.
- Running lanes must be used respectfully; do not obstruct or interfere with another athlete's training.

### **3. Behaviour, Conduct & Respect**

- All users must behave courteously, respectfully and professionally.
- Abusive language, harassment, bullying, intimidation or confrontational behaviour will not be tolerated.
- Users must comply with all staff and Venue Attendant directions.
- Disrespecting rules or staff instructions may lead to removal, suspension or loss of access privileges.

### **4. Social Media & Online Conduct**

All track users are ambassadors for the Hunter Sports Centre community.

Online behaviour must reflect this responsibility.

- Users must not post content that harasses, bullies, defames, insults, or threatens any individual, group or staff member.
- Content that brings the Venue, staff, athletes, teams or programs into disrepute is prohibited.
- Filming or photographing others without consent and posting it online is strictly prohibited.
- Cyberbullying, online harassment or spreading misinformation about facility operations, athletes, or staff will result in disciplinary action.
- Users must report inappropriate or harmful social media content involving the Centre.

## 5. Filming, Photography & Privacy

To protect the privacy and safety of all users:

- Filming or photographing others is not permitted without their explicit consent.
- Filming minors (under 18) requires consent from their parent/guardian.
- Filming or photography for coaching purposes may only occur:
  - by a registered HSC Permit Coach, and
  - within designated areas, and
  - only of the athletes under their supervision.
  - Filming or photography cannot be share on social media without the consent of all parties, HSC can direct any filming or photography to be removed / deleted.
- Filming for commercial, promotional or social media purposes requires prior approval from Management.
- Cameras and mobile phones are not permitted in changerooms under any circumstances.
- Failing to comply can result suspensions and cancellation of access to facilities

## 6. Compliance with Rules & Procedures

- Users must obey all posted signage and follow event-specific safety rules.
- Smoking, vaping, alcohol, drugs and other prohibited items are not permitted.
- HSC Permit Coaches may supervise technical events (e.g., throws, high jump, starting blocks).
- All users must comply with the Child Safety Policy and report any safeguarding concerns.

## 7. Breaches & Enforcement

Centre Management may take action for breaches of this Code, including:

- Verbal warnings
- Written warnings
- Immediate removal from the facility
- Suspension of access privileges
- Cancellation of coaching permits, hire agreements or visit passes
- Contacting security or police for serious misconduct

Repeated or serious breaches may result in long-term exclusion from the facility.

## 8. Right to Refuse Entry

Management reserves the right to refuse entry or ongoing access to anyone who breaches this Code of Conduct or poses a risk to safety, wellbeing, or facility operations.