



FACILITY SIGNAGE PROCEDURE

Albury and Wodonga grounds

This procedure relates to the issue, approval and costs related to signage that is to be placed within the Hockey Albury Wodonga (HAW) facilities at Cadell St, Albury and Silva Drive, Wodonga.

Objectives

Provide direction on the approval, invoicing, and placement of signage at HAW facilities.

Provide clarity to all clubs to their rights and responsibilities regarding signage and their ability to raise sponsorship from the use of signage. We have obligation to the Councils by-laws and all signage must comply with these.

Approach

All signage, including content, must be approved by the Director of Finance & Facilities prior to installation. Signage will come from two sources:

- Sponsorship agreement between HAW and their sponsor
- Sponsorship agreement between the club and their sponsor

A standard sign is 3m in length and 90cm high for field signage or 3.2m in length and 87cm high for a grandstand.

Signage will be placed on a first come, first served basis.

The signs must be appropriate for a public reserve and not in any way offensive or discriminatory. It must not advertise alcohol, tobacco products, gambling, politics (related to electioneering) or any form of adult entertainment. While we do not advertise alcohol/gaming, we can advertise those who provide these services providing the signs do not show or encourage drinking alcohol or gaming.

All signs installed from 2023 are to be made of Mesh (building site signs).

All signs are to be maintained in a satisfactory condition. Signs are to be replaced when they become unsafe or faded or visually unattractive.

Hockey Albury Wodonga sourced signage

HAW reserves the following areas for the issuing of signage to its sponsors:

- All entrances
- All areas on the northern and southern fences of playing fields.
- The eastern fence of HAW1 except for one sign per club – see below.
- Buildings, sheds, and dugouts within HAW facilities.

Club sourced signage

Clubs may place approved signage on any storage facility that they own within HAW grounds at no cost. Signs on storage facilities may be no more than 1040mm x 760mm.

Clubs will also receive access to 5 standard signs (a grandstand sign, a 3 metre sign on HAW1 and 9 metres of signage) free of charge each year. Additional meterage of signage will incur an annual fee of \$20 per metre (plus GST).

Club signage can be placed on:

- Grandstands (maximum of 1 sign per club per grandstand). Grandstands includes all those at Albury and those in the area leased by the Wodonga Hockey club on Silva Drive as these are owned by HAW.
- One sign on the eastern fence of HAW1, at a height equal with the HAW1 ground sign
- Eastern fence of HAW2 at a height equal with the HAW2 ground sign
- Eastern fence of HAW3

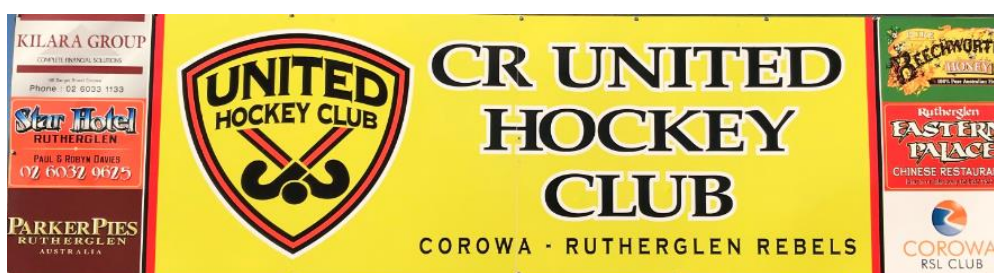
Club Signage is prohibited from being attached to any fixtures or structures except as outlined above, including amenity buildings, storage sheds, boundary fencing, trees, safety rails, public toilets, seating, and bollards. Signage must not be painted directly onto the walls or the roof of any facility, building or structure.

All signage sourced by clubs must include a club logo to indicate that the sponsor is a club related sponsor.

A sign can have a single sponsor. An example is included below:



Or a sign can have multiple sponsors in a tiled approach. Examples are included below:



HAW is not responsible for any costs in relation to sourcing or installing the signs.

Temporary metal signs can be attached to the back of the dugouts on all fields providing they are safe, do not cover any existing signage and adhere to this policy in what is displayed on them.

Club signage on HAW1

Clubs are entitled to one sign on HAW1.

A club may apply to HAW to have one of their sponsors put a sign on the eastern fence of HAW1. There will be a cost to the club of $\frac{2}{5}^{\text{th}}$ of the current signage cost for a HAW sponsor. For example, if the current signage cost is \$500 per year plus GST, then the club would need to pay HAW \$200 per year plus GST.

Implementation

The Operations Manager is responsible for the monitoring and implementation of this policy.

The Director of Finance & Facilities is responsible for dispute resolution.

The Board of Directors is the final right of appeal for any decision made.

Policy to be reviewed as required.