

Sportsground Assessment App

Instruction Manual

Welcome to the City of Newcastle Sportsground Assessment App.

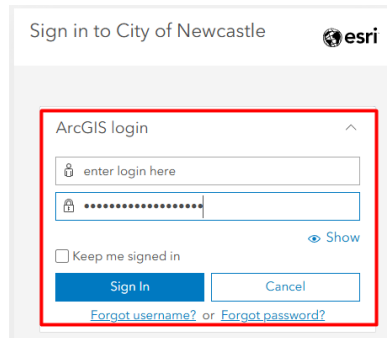
Please note:

- The new Sportsground Assessment App will launch on Friday, April 4, 2025.
- Sporting clubs must be registered with the City of Newcastle to access the app and conduct risk assessments of their playing grounds.
- Each registered club will receive one login.
- The registered club must provide a list of authorised users responsible for ensuring sportsground assessments are completed accurately and correctly.

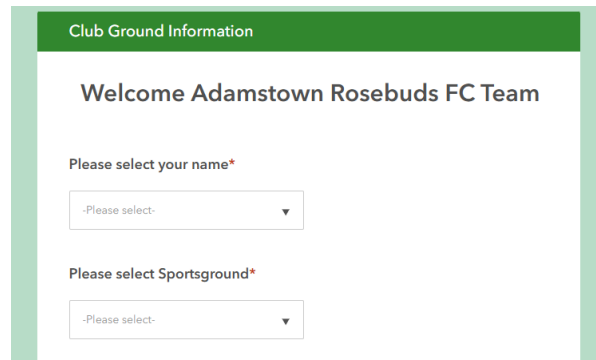
APRIL 2025

Instructions on how to complete the Sportsground Assessment:

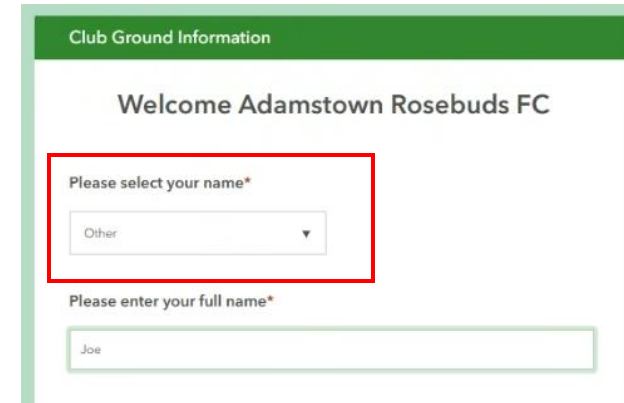
1. Click on [Sportsground Assessment App](#) to access the login screen.
2. Enter the username and password for your sports club provided by City of Newcastle and click 'Sign In'.



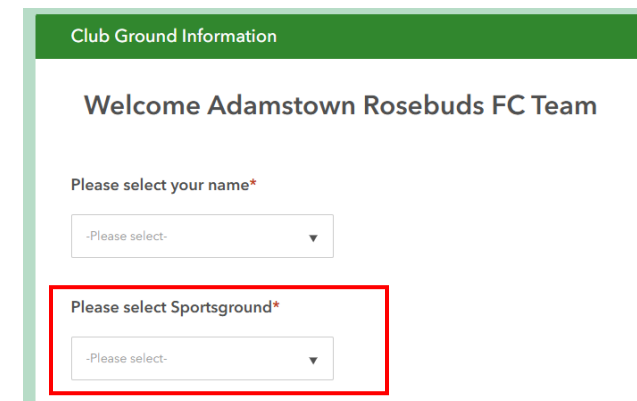
3. Once logged in, the Sportsground Assessment form will display.



4. Select your name from the list of representatives from your club. If your name is not in the list, select 'other' and enter your name.



5. Select the sports ground you are assessing.



*nb: only the grounds your club has been authorised to assess will be visible.
nb: Contact City of Newcastle to add additional users or Sportsgrounds.*

6. Select the response that applies to your assessment of the ground for each assessment category:

- Water present on the turf surface
- Ground soft and pliable
- Water present on cricket pitch (where applicable)

Ground Assessment

Water present on the turf surface

Water on the surface means the ground has reached saturation point and will be damaged very quickly if played on

☐ No surface water visible, ground is firm to walk on

☐ Surface water visible with an area less than 2m2 and located in a low usage/wear area of ground ie corners, sidelines

☐ Surface water visible with an area affected less than 2m2 and located in a high usage/wear area of ground ie goal mouth, centre square.

☐ Surface water visible with an area affected more than 2m2

Ground soft and pliable

Water rising to the surface when walking on it means that the ground has reached saturation point and will be damaged very quickly if played on.

☐ Ground is firm, no signs of water saturation present.

☐ Sinking into field when walking however ground bounces back. No water rising to the surface of footprints. Some squelching may be heard when walking.

☐ Sinking into the field when walking, ground does not bounce back and/or water rises to the surface of footprints. Squelching may also be heard when walking.

Water present on cricket pitch*

*A closure exemption will apply in the circumstance that the cricket with only has scored a hazard rating of 3, in this instance the ground may remain open for training only with the provision activities will only take place outside the cricket wicket square at a minimum distance of 5m.

☐ No surface water visible, wicket is firm to walk on.

☐ No surface water visible however tacky and pasty like surface present.

☐ No surface water visible however slippery surface present.

☐ Surface water present and visible.

7. Attach at least one photo of the ground taken at the time of the assessment.

Please add photo

1

Drop image here or select image

8. The determination of whether the ground is open or closed will be displayed on the screen.

Sportsground OPEN

The sportsground is declared open, however, if wet weather is forecasted by the Australian Government Bureau of Meteorology or wet weather conditions develop, the ground must be monitored closely and reinspections carried out as necessary.

Cricket Pitch CLOSED

The cricket pitch is declared closed, grounds may remain open for training only with the provision activities will only take place outside the cricket wicket square at a minimum distance of 5m. Where the assessment is being carried out for an event, the boundary around the wicket or covering of the wicket must extend to a minimum of 10m from the wicket edge.

9. Check the declaration box to indicate that the assessment is true and correct.

DISCLAIMER:*

☐ By ticking this box I acknowledge the below disclaimer:

I acknowledge I am an authorised representative and that the above sportsground assessment has been completed accurately and is correct. As the user/hirer, [REDACTED] I represent is responsible for any damages caused by inappropriate use, as outlined in the Sporting Licence Agreement.

10. Press 'Submit'

Submit

11. The status of the ground will be synched with the [CN website](#) every 15 minutes.

SUPPORT

City of Newcastle Council Facilities and Recreation is your first line of support for:

- Password reset
- Access to assess additional grounds
- Registering additional club representatives
- Extending your license period to cover finals, out-of-season competitions, or additional training times
- Updating your contact information

Please contact:

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