



ABN: 72 893 760 500

## **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 HAW facilities, being Cadell St, Albury and Silva Drive, Wodonga.

#### **Objectives**

Provide direction on the approval, invoicing and placement of signage at Hockey Albury Wodonga (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.

#### **Approach**

All signage must be approved by the administrator prior to installation. Signage will come from two sources:

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

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

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

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

#### **HAW 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 Albury Hockey Centre ground 1 (AHC1)
- 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.

Clubs will also receive access to 4 standard signs (i.e. a grandstand sign and 9 metres of signage) free of charge each year. Each additional metre of signage will incur an annual fee of \$20 per metre (plus GST).

Club signage will be placed on:

- Grandstands (maximum of 1 sign per club per grandstand)
- Eastern fence of AHC2 or Wodonga Hockey Centre
- Eastern fence of AHC1 under special conditions as outlined below

All signage sourced by clubs must include a club logo to indicate that the sponsor is a club related sponsor. An example is included below:



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

### Club signage on AHC1

A club may apply to HAW to have one of their sponsors put a sign on the eastern fence of AHC1. As this area is reserved for HAW sponsored signage, there will be a cost to the club of  $\frac{2}{5}$ <sup>ths</sup> 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 administrator is responsible for the implementation of this policy.

The Director of Finance is responsible for dispute resolution.

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