SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

AUDITOR GUIDE

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

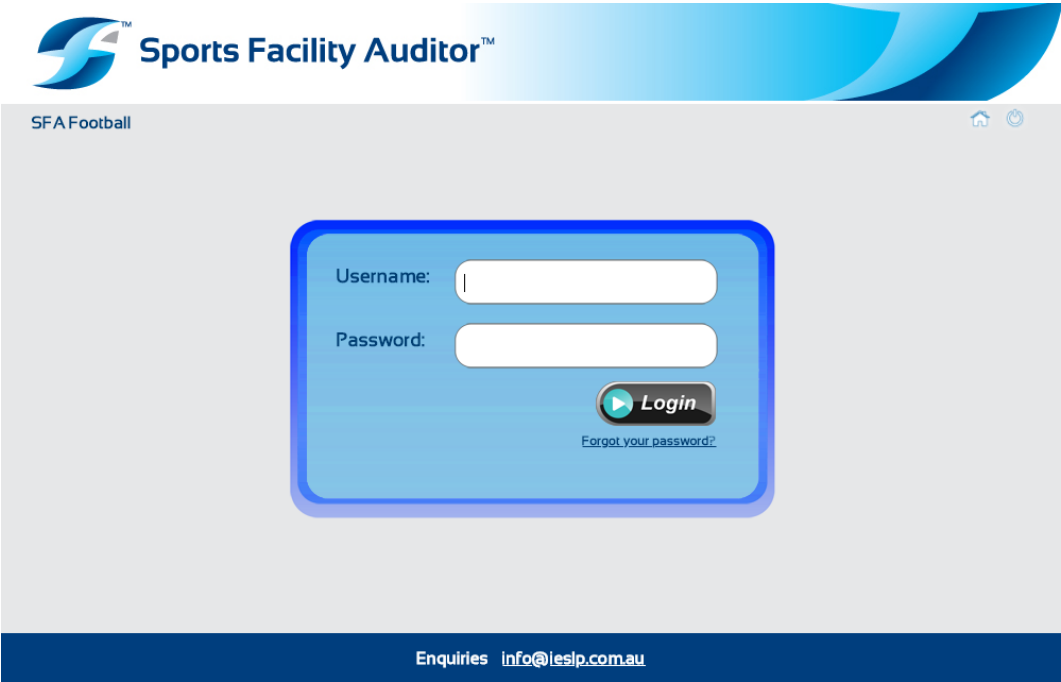# CONTENTS

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

ACCESS

Enter www.imscomply.com.au/sfafootball/ into your web browser (Safari and Chrome preferred)

Enter your provided Username and Password details and click the login button.

*Note username and password are case sensitive

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

MAIN MENU

Once successfully logged in, the auditor will see the following main menu.

Community Facility Audits – lists of new, incomplete and complete facility audits (does not include NPL facilities)

NPL Audits - lists of new, incomplete, and complete NPL facility audits (does not include community facilities)

Facility Investments – allows the user to add data for historical and future investments

Reports – audit progress, amenity and condition reports, provision reports, facility mapping, site specific reports, facility upgrades and investment reports and usage reports

Maps – audit status based map that is colour coded to display audit progress e.g. complete (green), incomplete (yellow), and not started (red).

COMMUNITY FACILITY AUDITS - CHECKLISTS

Community Facility Audits – Where all football facility audits are located (not inc. NPL) .

Note: the tabs running across the top of the screen segments the audits.

New checklists – new and not started facilities allocated to the auditor

Incomplete checklists – started and not completed facilities

Completed checklists – completed facilities that have been submitted

Incomplete club checklists – list of those clubs that have started but not completed their allocated facility audits

COMMUNITY FACILITY AUDITS - CHECKLISTS

Below the search filter options is a list of LGAs that have facilities in them to be audited and tell the auditor which LGAs to search for. This list (below) will vary as you click between tabs and will tell you the LGAs where you have facilities to audit and where there are incomplete and complete facility audits. The last tab tells the user which clubs are yet to complete their audits.

In the below example, an LGA filter is being used to find a specific facility. A site name and football branch can also be used to filter facilities that are to be audited.

Once the correct facility has been found in the **New Checklist** tab. Click on the '**Start audit**' button.

Note: the actions available for each facility will vary depending what tab it is under.

COMMUNITY FACILITY AUDITS - CHECKLISTS

Incomplete Checklists Actions

FNSW to complete audit – football staff to review and add information where possible.

End audit – will confirm the audit as complete and will send the audit to the completed checklist area.

Completed Checklists Actions

Reset audit – all current audit information will be kept, however, the facility will go to the incomplete checklist, ready to be altered.

End audit – will confirm the audit as complete and will send the audit to the completed checklist.

• Note: these listed action buttons are generated based on access level, if they are not visible this will be due to your access level.

COMMUNITY FACILITY AUDITS - SITE NAME & LOCATION

Once the facility has been selected, the 'Site name and location' is the first sheet you will be taken to.

Various details (state and federal electorate, site ownership etc.) will be prepopulated.
Attempt to fill as many details in as possible using the dropdowns, tick boxes and open data capture questions.

Upon completed of this section click the '**Continue**' button which will take you to 'Facility Information' main menu of the site audit.

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS – FACILITY INFORMATION MAIN MENU

The Facility Information' main menu displays the sections of the site audit and allows the auditor to decide what order to undertake the different sections.

Change facilities – **each section contains questions relevant to the title**. Below is a segment of the change rooms section as an example.

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS - NAVIGATION

Once you have selected a section to enter from the main menu (playing field in this example), you will notice that there is a navigation bar at the top and bottom of each page within that section.

Section menu – Returns the auditor to the facility Information' main menu.

Previous section - Returns the auditor to the section that came before their current section. In this example, **storage** came before **playing field**.

Next section - Advances the auditor to the section that comes after their current section. In this example, **supporter amenities** comes after **playing field**.

Save and Exit – Allows the auditor to save the information provided so far and exit the audit. This button would be used when the auditor is interrupted during auditing or runs out of time and will return to the audit to complete it at a later time.

Exit effects – If the **Save and Exit** button is used the audit will get sent to the **Incomplete checklists** tab, where it will remain until completed. If the audit is completed and submitted correctly, it will be sent to the **Completed checklists** tab (details on correct submission over the page).

COMMUNITY FACILITY AUDITS - NAVIGATION

Submitting final audit

In order to submit the final version of you audit you must navigate all the way to the end of the audit sections (**Venue Maintenance**).


Upon completion of the **Venue Maintenance** section, the '**Complete Audit**' button will be at the bottom right of this section.

Submitting incomplete audit

If you have left required areas unfinished you will be prompted.

It is recommended that the auditor return to the sections missing required detail using the back button. The incomplete audit can be submitted via the button at the bottom. The audit will be sent to the complete checklists after it is submitted.
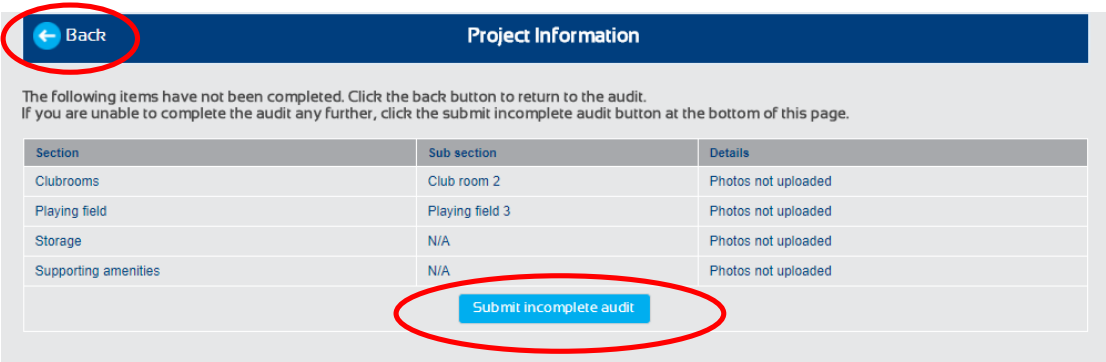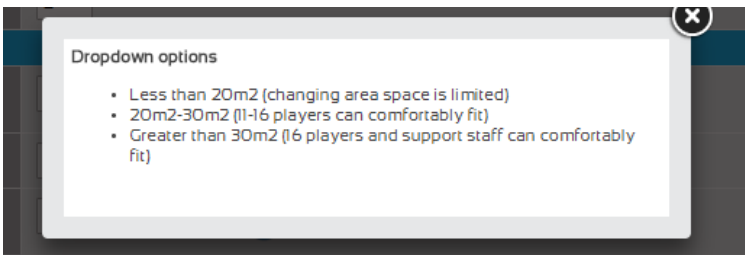
COMMUNITY FACILITY AUDITS - PRINCIPLES
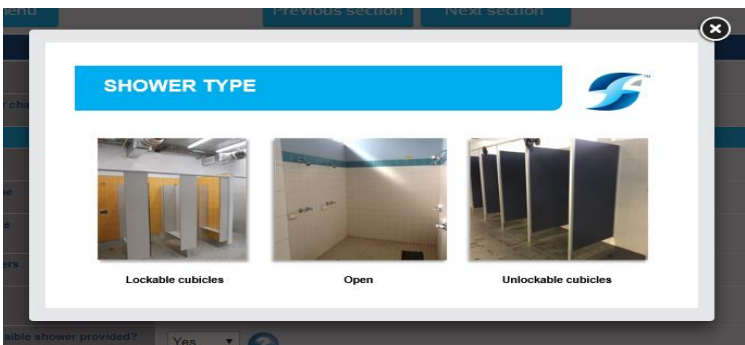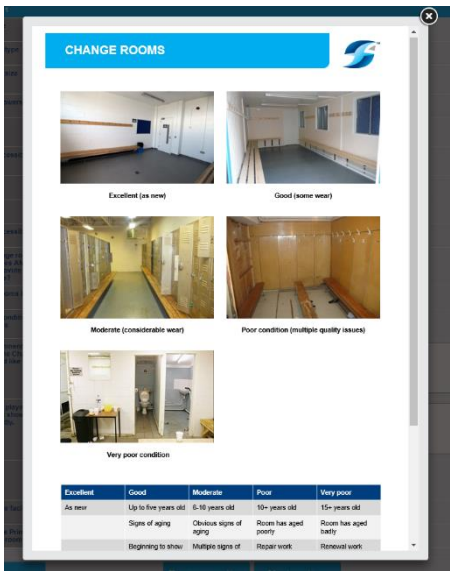
PRINCIPLES – QUESTION MARKS

Button – question mark button used to assist auditor for the subjective or more difficult questions.

Below is an example for changeroom size queries as most auditors will not have measuring tools.

Followed by an example on shower types where simple pictures are useful.

To the more complicated change room condition rating that combines image based examples and descriptions on what to look for.

COMMUNITY FACILITY AUDITS - PRINCIPLES

PRINCIPLES – EXCLAMATION MARK

Button – Exclamation mark button used to assist auditor for highly technical / detailed questions.

Below is an example of the playing field surface type.

COMMUNITY FACILITY AUDITS - PRINCIPLES

PRINCIPLES – TAKING PHOTOS

Buttons – take photo (left), check existing photos (middle) and direction on photos to take (right)

Below is an example of what you see when adding a photo using a mobile phone or ipad. You can select to take a photo (top option) or access photos already taken earlier on that device (middle). Browse refers to desktop use where the auditor can add in images already stored on their device. The auditor can cancel out of this section using the 'Cancel' button.
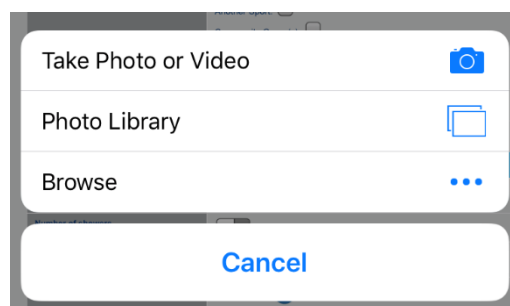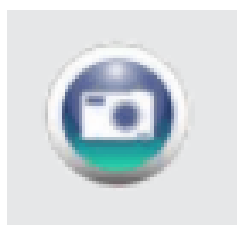
Reviewing and checking images for each section can be completed.
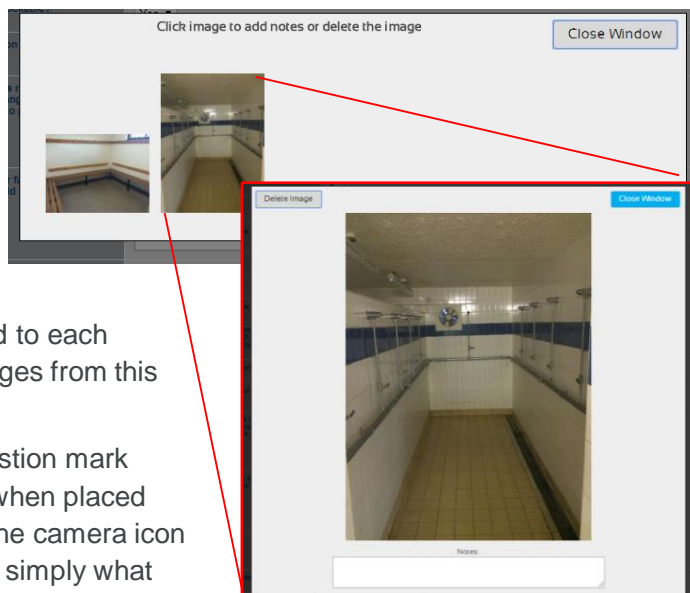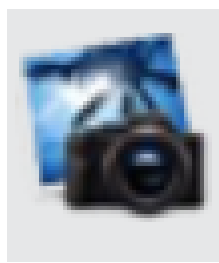
Each image can be selected and have notes added to each image specifically. The auditor can also delete images from this menu.
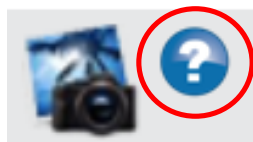
The question mark button, when placed next to the camera icon explains simply what images are expected.

Please take 2 photos of the playing field - one from each goal line facing back to the centre circle.

COMMUNITY FACILITY AUDITS - PRINCIPLES

PRINCIPLES – CHECKING PHOTOS

The take photo button by itself means that no images have been added to this section.

The take photo button with the addition of the check photos icon means that there are images saved in this section. In this example there are two saved.
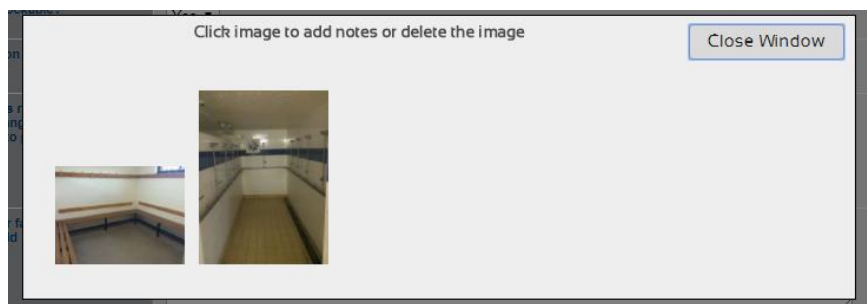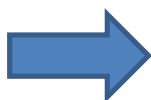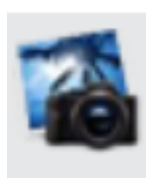
Each image can be selected and have notes added to each image specifically. The auditor can also delete images from this menu.

* In general please take more pictures than you think you will need (without going overboard), this is particularly important when reviewing condition ratings and other subjective sections.

FACILITY INVESTMENTS

This menu works in a similar way to the Community Facility Audits menu where you can find new, incomplete and completed audits and add in historical or future / planned investment data relevant to that facility.

Once the suitable facility has been chosen, the option of what type of investment data to be entered can be selected.

The user can select from the tick boxes which investment data to log. SFA will generate all the tick box options in order under this section.

REPORTS - MAIN MENU

AUDIT PROGRESS REPORTS

Track the progress of Audits being conducted and any gaps in completed audits.

SITE SPECIFIC REPORTS

These reports provide detail on amenity provision within a selected LGA or Branch.

AMENITY PROVISION AND CONDITION REPORTS

These reports outline amenity provision and condition with associated ratings.

FACILITY UPGRADES AND INVESTMENT REPORTS

Provides detail on venue upgrades, project value and investment partners.

SUMMARY / PROVISION REPORTS

Provides a summary of site, ground, lighting and change room provision etc within a selected LGA or Branch.

USAGE REPORTS

Provides detail on ground usage.

FACILITY MAPPING CSV

Is a CSV download of all relevant mapping audit data.

Sports Facility Auditor™

SFA Football

Welcome Matt Priem

Back

Reports

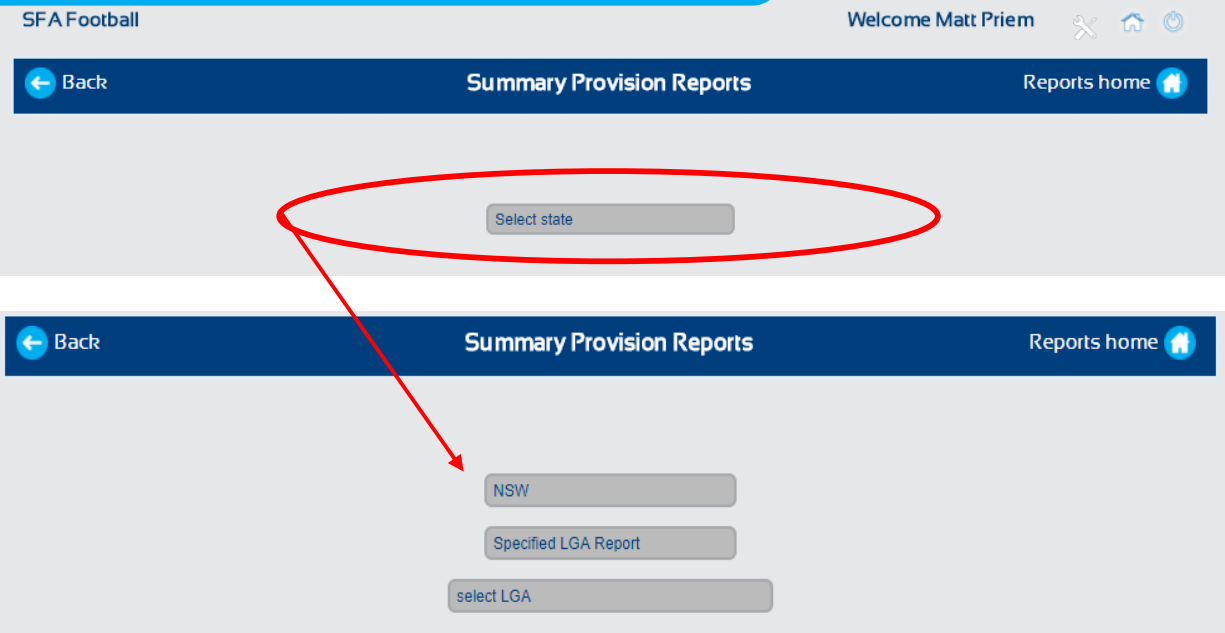| Audit Progress Reports | Site Specific Reports |
Amenity Provision and Condition Reports	Facility Upgrades and Investment Reports
Summary/Provision Report	Usage Reports
Facility mapping CSV	

SPORTS FACILITY AUDITOR (SFA)

REPORTS - FILTERS

USING THE REPORT FILTERS

SFA provides options to filter most Reports types within the system by State, Branch (State-wide Report, Football Branch Report, ALL LGA Report, Specified LGA Report). ***Some dropdown options will vary, however the dropdown filter process remains the same.**

The purpose of providing these filters is to enable the user to report separately based on specific requirements. For example, the user may want to report on a specific LGA or football branch, or perhaps might want a state-wide analysis.

FOOTBALL BRANCH	NUMBER OF SITES	NUMBER OF GROUNDS	NUMBER OF FLOODLIT GROUNDS	NUMBER OF UNISEX HOME CHANGE ROOMS	NUMBER OF UNISEX AWAY CHANGE ROOMS	NUMBER OF UNISEX UMPIRE ROOMS
TEST Branch (NSW)	3	7	6	1	1	5
TOTAL	3	7	6	1	1	5

*Here is an example of a state-wide report.

REPORTS - SITE SPECIFIC REPORT

SITE SPECIFC REPORT

Provides **all** audit information including photos and ratings for each facility. **The report is available at state-wide, football branch, All LGAs and Specified LGAs level** and can be viewed via the web or downloaded to a PDF.

1. Click on **Site specific report** tab and click on **Filter Site Report**

2. Select the preferred filter option of select state and then select filter.

3. Under the generate report section the internet explorer icon allows you to see the report within SFA program, the pdf icon allows the user to download the pdf report for each site.
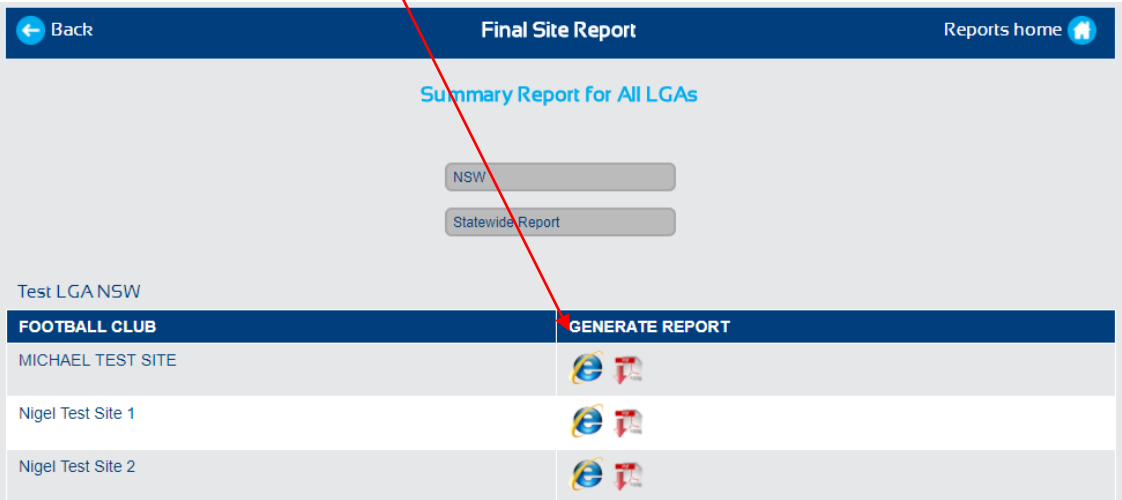
SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

MAPS

The maps tab allows the user to see progress of audits across the state. The facilities are plotted and colour coded due to their status: complete (green), incomplete (yellow), and not started (red).
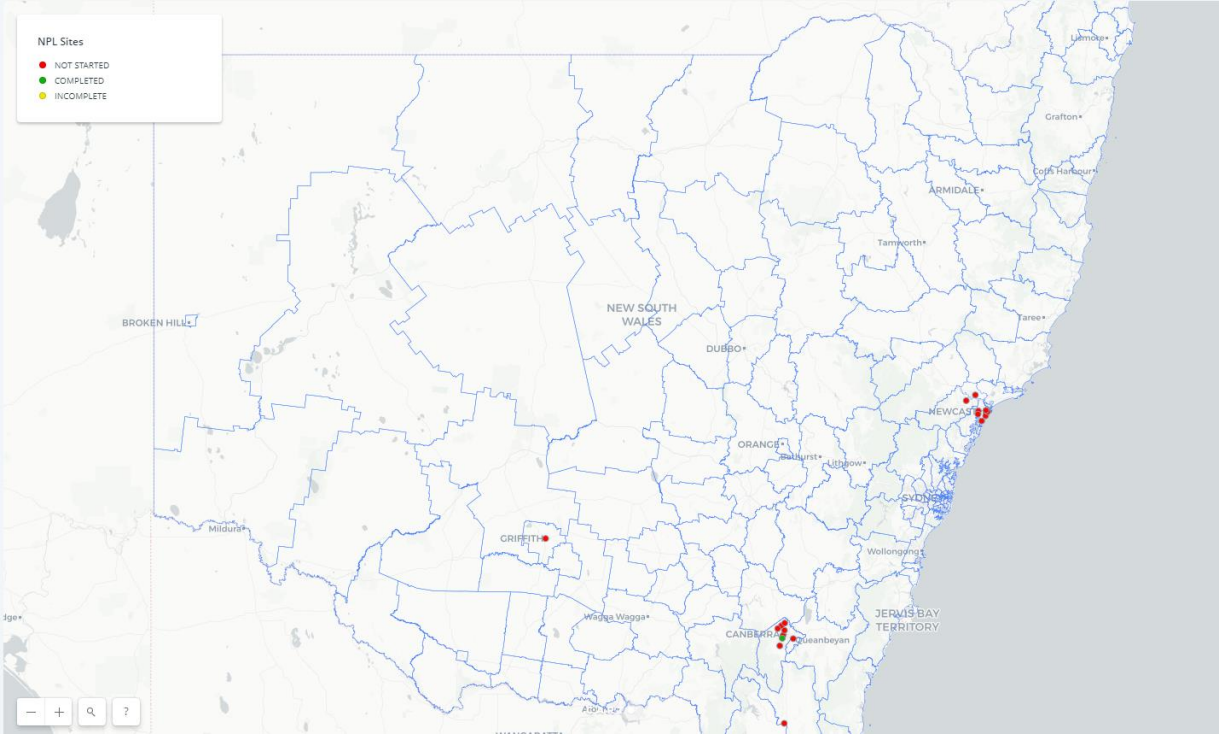
Pop ups have more information and also allow the user to access the complete site report for the completed audits.