

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

AUDITOR GUIDE



SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

CONTENTS

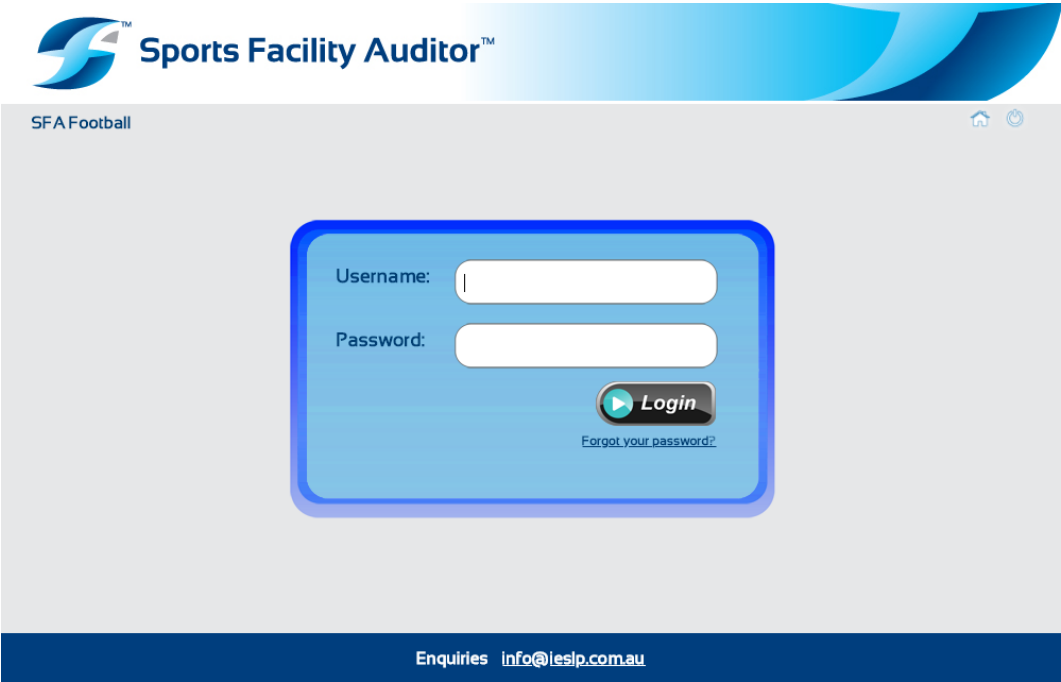
Section	Page
1. Access	3
2. Main Menu	4
3. Community Facility Audits - Checklists	5- 7
4. Community Facility Audits – Site Name and Location	8
5. Community Facility Audits – Facility Information Main Menu	9
6. Community Facility Audits - Navigation	10 -11
7. Community Facility Audits - Principles	12 -15
8. Facility Investments	16
9. Reports – Main Menu	17
10. Reports – Filters	18
11. Reports – Site Specific Reports	19
12. Maps	20



SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

ACCESS

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



SFAFootball

Username:

Password:

[Login](#)

[Forgot your password?](#)

Enquiries info@ieslp.com.au

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



SFAFootball

Username:

Password:

[Login](#)

[Forgot your password?](#)

Enquiries info@ieslp.com.au

*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).



SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS - CHECKLISTS

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

 Sports Facility Auditor™

SFA Football

Welcome Matt Priem

Back

Community Facility Audits

New checklists

Incomplete checklists

Completed checklists

Incomplete club checklists

Filter on site name

Filter on LGA

Download checklist PDF

Filter by Football Branch

Site name	LGA	Primary club name	Action
Type in the first 3 letters of either the site name or the LGA to display data			
The following LGAs have sites to be audited			
Armidale Regional Council	Australian Capital Territory	Cessnock City Council	Griffith City Council
Lake Macquarie City Council	Maitland City Council	Newcastle City Council	Queanbeyan-Palerang Regional Council
Snowy Monaro Regional Council	Tamworth Regional Council		

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

New checklists

Incomplete checklists

Completed checklists

Incomplete club checklists

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

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.

Site name	LGA	Primary club name	Action
Type in the first 3 letters of either the site name or the LGA to display data			
The following LGAs have sites to be audited			
Armidale Regional Council Lake Macquarie City Council Snowy Monaro Regional Council	Australian Capital Territory Maitland City Council Tamworth Regional Council	Cessnock City Council Newcastle City Council	Griffith City Council Queanbeyan-Palerang Regional Council

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.

← Back

Community Facility Audits

New checklists

Incomplete checklists

Completed checklists

Incomplete club checklists

Filter on site name

Filter on LGA

cess

Download checklist PDF

Filter by Football Branch

Site name	LGA	Primary club name	Action
Rockwell Automation Park (Weston Park)	Cessnock City Council	Weston FC	<div>Start audit</div>

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

Site name	LGA	Primary club name	Action
Rockwell Automation Park (Weston Park)	Cessnock City Council	Weston FC	<div>Start audit</div>

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

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS - CHECKLISTS

Incomplete Checklists Actions

← Back

Community Facility Audits

New checklists

Incomplete checklists

Completed checklists

Incomplete club checklists

Filter on site name

Filter on LGA

tes

Filter by Football Branch

Site name	LGA	Primary club name	Action
JAS TEST SITE	Test LGA NSW	Central Sydney Rovers	<div>FNSW to complete audit</div> <div>Reset audit</div> <div>End audit</div>
MICHAEL NPL SITE TEST	Test LGA NSW		<div>FNSW to complete audit</div> <div>Reset audit</div> <div>End audit</div>

Action

FNSW to complete audit

Reset audit

End audit

FNSW to complete audit

Reset audit

End audit

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

← Back

Community Facility Audits

New checklists

Incomplete checklists

Completed checklists

Incomplete club checklists

Filter on site name

Filter on LGA

test

Filter by Football Branch

Site name	LGA	Primary club name	Action
MICHAEL TEST SITE	Test LGA NSW	Western Comets FC	<div>Edit audit</div> <div>Reset audit</div>
Nigel Test Site 2	Test LGA NSW		<div>Edit audit</div> <div>Reset audit</div>

Action

Edit audit

Reset audit

Edit audit

Reset audit

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.



SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

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.

Back

Project Information

Audit details

Site name and location

Site name	MICHAEL TEST SITE		
Commercial name (optional)			
LGA Name	Test LGA NSW		
Street Address	235-257 Meurants Lane		
Original auditor	Michael Bodman		
Original audit date	30th November 2017		
Football Branch	TEST Branch (NSW)		
Football Association / Zone	Test Association		
State electorate	Bega		
Federal electorate	Blaxland		
Access to site	Unsure of access arrangements		
Is there a written lease for the venue tenure?	Unsure		
Site availability	Month start:	January	Month end: July
Site ownership	Local Council		
Hierarchy level (based on primary level of use)	Tier 2 (Community Football Venue)		
GPS coordinates	Update GPS Coordinates Latitude: -33.73897274051853 Longitude: 150.94399452209473		

Football club details

Club name (Primary club)	Western Comets FC		
Football League / Competition affiliated with	Football NSW State League		
Competition and activities played at the venue	MiniRoos (5-11 years):	<input checked="" type="checkbox"/>	
	Junior boys (12-17 years):	<input checked="" type="checkbox"/>	
	Junior girls (12-17 years):	<input checked="" type="checkbox"/>	

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.

Is the venue shared with another summer sport?

select

Primary Club Contact

Michael Bodman

Primary Club Contact phone

0413985285

Main Club Email

info@ieslp.com.au

Position within club

President

Continue

Enquiries

info@ieslp.com.au



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.

← Back

Facility Information

Site details

Change facilities

Player support facilities

Match Official / Referees facilities

Kitchen / Canteen

Clubrooms

Storage

Playing field

Supporting amenities

Venue Maintenance

Enquiries info@leslp.com.au

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

Change facilities

Change facilities

Yes

Number of player change rooms

2

Home change room

Change room size

Greater than 30m2

?

Number of showers

4

Shower type

Open

?

Is there an accessible shower provided?

No

?

Toilets

3 pan toilets

Urinals

select

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

Previous section

Next section

Save and Exit

Playing field

Playing field

Yes

Number of playing fields / areas?

3

Playing field 1

Unique playing field name

This is a long playing name that fits fine

?

Is this playing field a full size playing field suitable for 11 v 11 senior football?

Yes

?

What activities are played on the playing field / area?

11 v 11 senior football: ☒

Modified junior football: ☐

5-a-side football: ☐

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.

Back

Community

New checklists

Incomplete checklists

Completed checklists

In

Filter on site name

Filter on LGA

Cess

Filter by Football Branch

Site name

LGA

Rockwell Automation Park (Weston Park)

Cessnock

Back

Community

New checklists

Incomplete checklists

Completed c

Filter on site name

Filter on L

Filter by Football Branch

Site name

LGA

JAS TEST SITE

Test LGA NSW

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).



SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

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**).

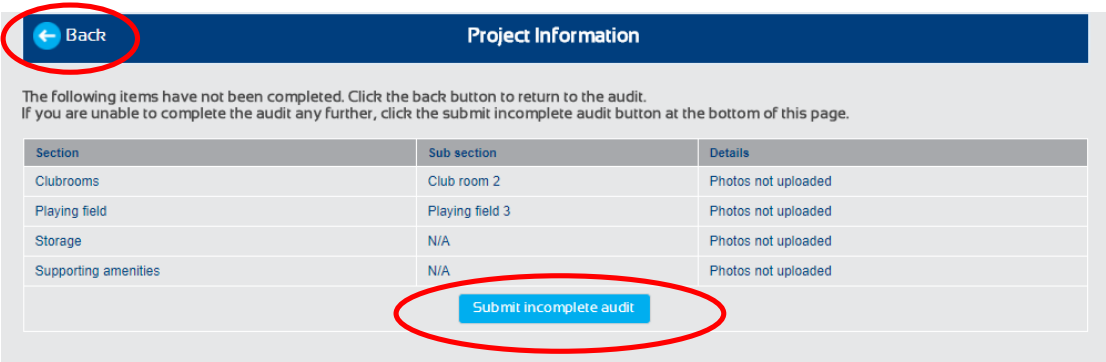


Upon completion of the **Venue Maintenance** section, the '**Complete Audit**' button will be at the bottom right of this section.

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.



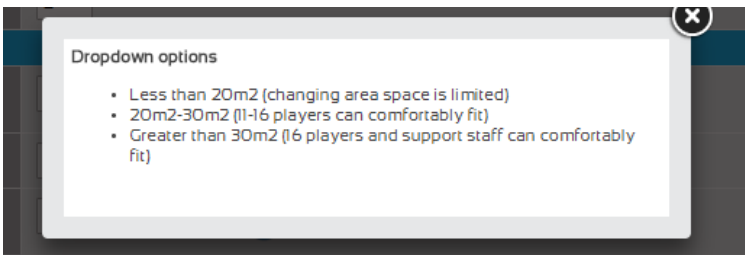
SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS - PRINCIPLES

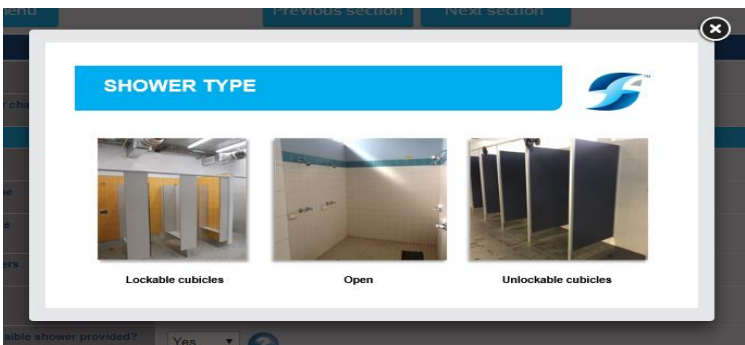
PRINCIPLES – QUESTION MARKS



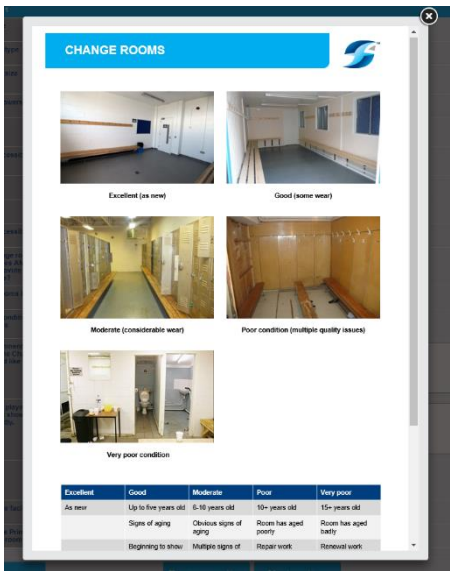
Button – question mark button used to assist auditor for the subjective or more difficult questions.
Below is an example for changeroom size queries as most auditors will not have measuring tools.



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.


Playing field surface type





Synthetic grass

!

Half field: ☐





PLAYING FIELD SURFACE TYPE





Rye or similar (winter grass)

- Grows straight up or in tufts
- Is generally not as matted – easier to get your fingers down to the soil
- Growing period is in the cooler months



Couch or Kikuyu (summer grass)

- Grows in "runners" (see photos)
- Is generally more matted than cool season
- Growing period is in the warmer months

Drainage grate: ☐

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

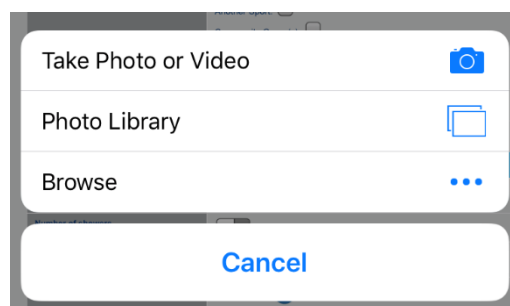
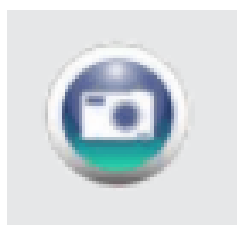
COMMUNITY FACILITY AUDITS - PRINCIPLES

PRINCIPLES – TAKING PHOTOS

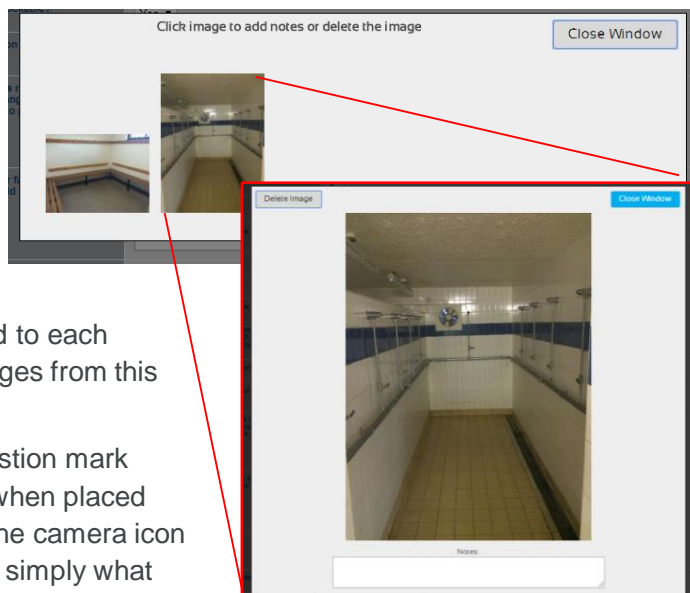
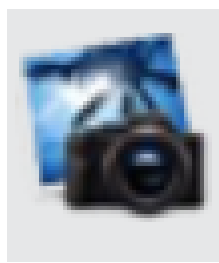


Buttons – take photo (left), check existing photos (middle) and direction on photos to take (right)

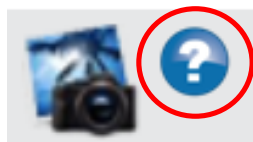
Below is an example of what you see when adding a photo using a mobile phone or ipad. You can select to take a photo (top option) or access photos already taken earlier on that device (middle). Browse refers to desktop use where the auditor can add in images already stored on their device. The auditor 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.

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

COMMUNITY FACILITY AUDITS - PRINCIPLES

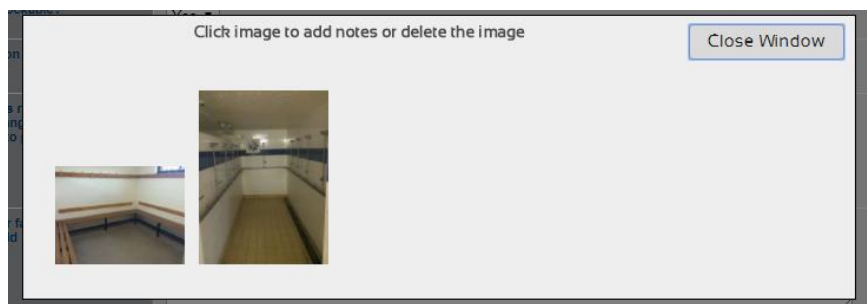
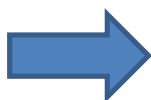
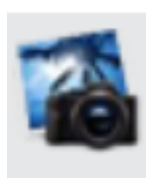
PRINCIPLES – CHECKING PHOTOS



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.

SPORTS FACILITY AUDITOR (SFA) - FOOTBALL

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.

Back

Facility Investments

New checklists

Incomplete checklists

Completed checklists

Filter on site name

Filter on LGA

Site name	LGA	Primary club name	Action
Type in the first 3 letters of either the site name or the LGA to display data			
The following LGAs have sites to be audited			
Armidale Regional Council	Australian Capital Territory	Blacktown City Council	Cessnock City Council

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

Back

Facility Information

Historical Investment

Future /Planned Investment

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.

Future / Planned Investment

Are any significant venue / asset upgrades (ie. more than \$20,000) currently planned?

Yes

Venue / asset upgrades being planned (select multiple responses if required)

Lights:

Player amenities:

Playing pitch(es):

Player amenities

Venue / asset upgrade comments

Expected completion date of upgrade

select

Estimated project cost

select

Likely funding partners

Local Council:

State Government:

Playing pitch(es)

Venue / asset upgrade comments

Expected completion date of upgrade

select

SPORTS FACILITY AUDITOR (SFA)

REPORTS - MAIN MENU

AUDIT PROGRESS REPORTS

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

AMENITY PROVISION AND CONDITION REPORTS

These reports outline amenity provision and condition with associated ratings.

SUMMARY / PROVISION REPORTS

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

FACILITY MAPPING CSV

Is a CSV download of all relevant mapping audit data.

SITE SPECIFIC REPORTS

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

FACILITY UPGRADES AND INVESTMENT REPORTS

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

USAGE REPORTS

Provides detail on ground usage.



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

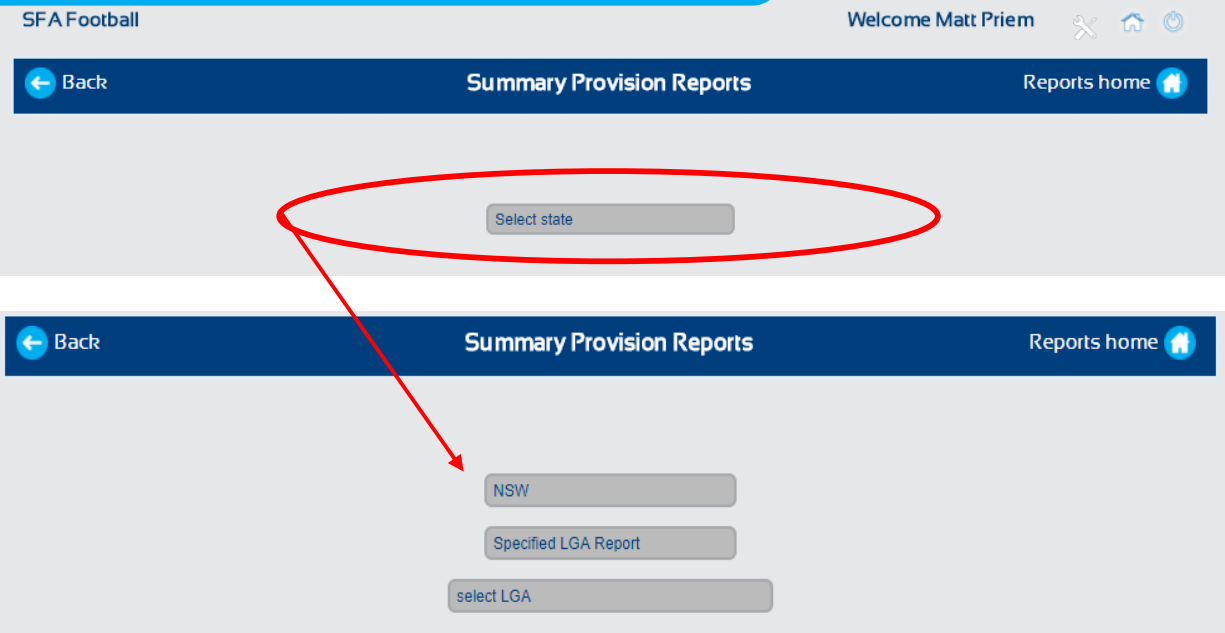
Usage Reports

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.

The screenshot shows the 'Summary Provision Reports' page with filters set to 'NSW' and 'Statewide Report'. A table displays the results for 'TEST Branch (NSW)' and a 'TOTAL' row. A 'Download this page in PDF format' button is also visible.

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.

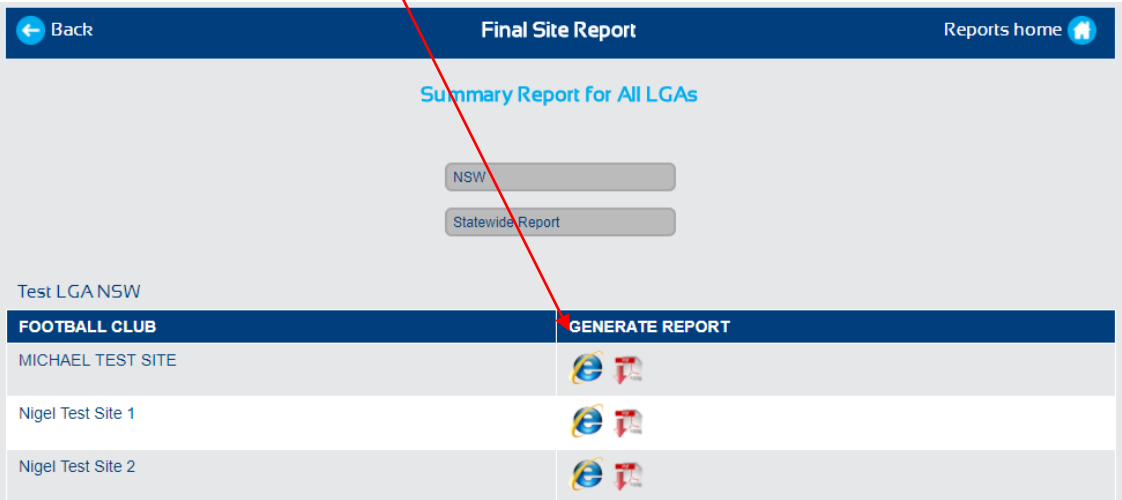
SPORTS FACILITY AUDITOR (SFA)

REPORTS - SITE SPECIFIC REPORT

SITE SPECIFIC 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.

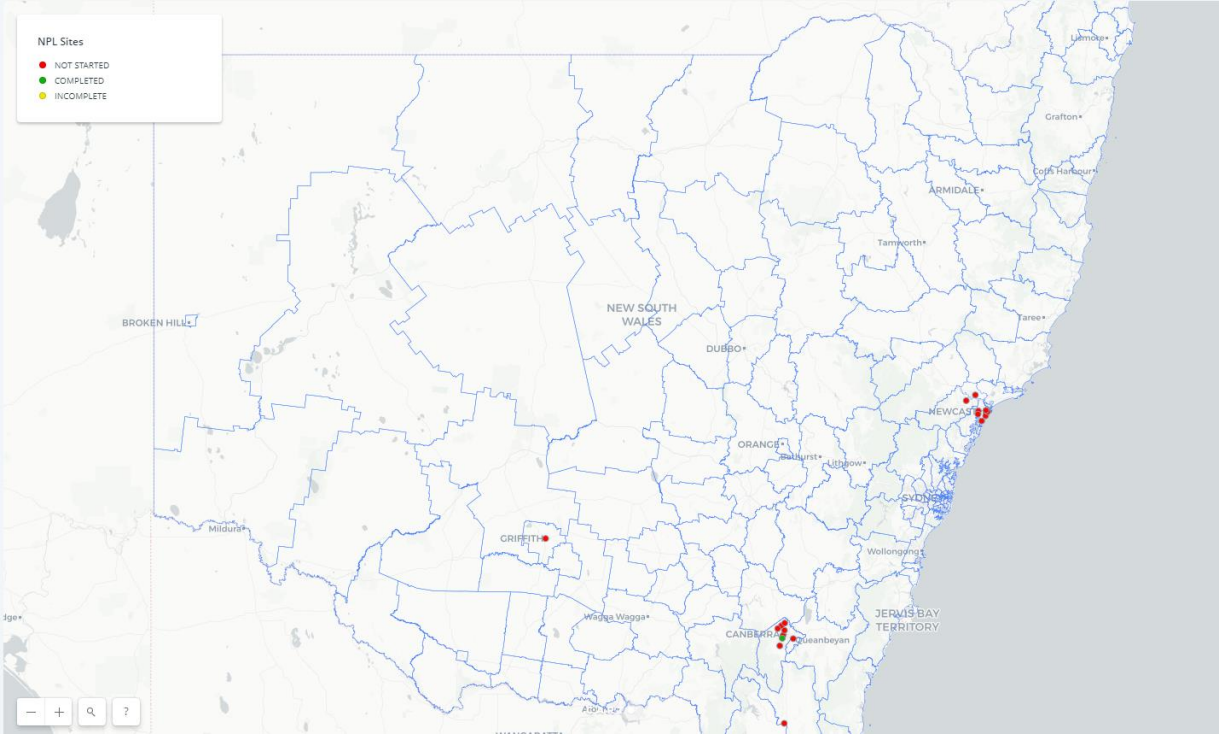
1. Click on **Site specific report** tab and click on **Filter Site Report**
2. Select the preferred filter option of **select state** and then select filter.
3. Under the generate report section the internet explorer icon allows you to see the report within SFA program, the pdf icon allows the user 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.

