Environmental Sustainability Guide for Sport & Recreation Clubs

A practical Guide to greening club operations and reducing utilities costs

Revised Version
June 2018
"Sport is the “glue” that holds Australia together. To protect sport’s future, we need the collaborative effort of our community in mitigating our impact on the environment and adapting best practices...

We have the capacity and an imperative to take pole position in leading the charge and to act in ways where we leave our communities in the same condition, if not better, than we found them."

Malcolm Speed,
Chairman of the Sports Environment Alliance,
Executive Director of the Coalition of Major Professional and Participation Sports and former CEO of the International Cricket Council
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Preface

When the word sustainability is used in this publication, it refers to environmental sustainability unless stated otherwise.

Introduction
The Guide has been designed to help clubs identify simple ways to save energy and water, reduce utilities costs and create a more user-friendly club environment. The Guide and accompanying training for Environment and Sustainability Champions has been produced by the Conservation Council SA in partnership with the Office for Recreation and Sport (ORS) as part of a project called the Sports Club Sustainability Program. The ORS receives regular feedback from clubs that say they are struggling with utilities costs and do not have adequate systems in place to manage this area of their operations. Conservation Council SA has worked on sustainability projects with community organisations, including sport and recreation clubs, for many years and has developed the Sports Club Sustainability Program based on learnings from this work.

Conservation Council SA is the peak environmental organisation in South Australia, representing more than 50 member groups. It is known for its success in developing long-term community development, education, biodiversity and sustainability programs.

Purpose of the Environmental Sustainability Guide for Sport and Recreation Clubs
• Provide a first point of reference for information on club sustainability and effective management of energy and water resources.
• Encourage clubs to nominate an Environment and Sustainability Champion at their club.
• Provide a toolkit of worksheets, fact sheets and templates for use by clubs.
• Demonstrate the benefits of being a sustainable club and provide inspiration for projects.
• Provide links to resources that can assist your club to become more sustainable.

This Guide for Sport and Recreation Clubs has been developed to provide general information to clubs of all shapes and sizes. However, the information contained is most applicable to smaller, volunteer run clubs. Larger clubs often have complex issues that are beyond the scope of this project.

Structure of this Guide
Part 1: An Introduction to Sport, Communities and Sustainability
• Links between sport, communities and sustainability • Benefits of club resilience • Impacts of climate change on sport
Part 2: Foundations of a Sustainable Club
• What being a Sustainable Club involves • The role of an Environment and Sustainability Champion
Part 3: Sustainability Modules
• Energy
• Water
• Each module aims to assist clubs to understand why they should address resource use and environmental sustainability, how to do it and how to find additional help
Part 4: Next Steps
• What you could do after Environment and Sustainability Champions training • Further information
PART 1: An Introduction to Sport, Communities & Sustainability

Who is involved?
Local community clubs are generally run by volunteers and rely on a variety of community stakeholders:
• people who play sports and participate in activities
• people who watch these activities - family members, friends
• volunteers who organise activities, manage facilities and ensure everything runs smoothly
• committee members
• local councils for maintenance of grounds and facilities
• local businesses sponsors.

What impact can sport or recreation clubs have?
Every person has an impact on the earth, through every action we take, every resource we use and every interaction we have. The impact of a community organisation is therefore quite large, as it includes the impact of all the individuals that use the facilities, whether they are members, families or the public.

Clubs are also leaders in their communities; environmental initiatives undertaken by the club can have an influence in home environments, work places, schools and other community clubs.

Infrastructure, utilities and bills
Common facilities and infrastructure include clubrooms, kitchens and dining spaces, canteens, cafés, bars, gymnasiums, pools and sportsgrounds. Clubs operate and maintain some facilities; others may be maintained by the council.

Many clubs pay or contribute to their energy and water bills. Regardless of how much your club contributes to the costs of utilities, it is still important to reduce the use of resources where possible in an attempt to lower your environmental impact and provide a good example as a community leader.

You can educate members and visitors about engaging in sustainable behaviours, set up procedures to ensure that utilities are well managed, gather baseline data on energy and water use to see where improvement is needed and develop an action plan to improve your operations. This Guide will provide information to get you started.

If it is your responsibility to pay water and electricity bills or if you are under pressure from council to reduce costs, there are ways to do this and reduce resource use at the same time.
What is sustainability?
Each one of us probably has a different definition of sustainability and how it impacts our community. When referring to sustainability in this Guide we take a triple bottom line approach: taking in to account environmental, financial and social considerations.
Using resources ‘sustainably’ implies that we know that the creation of all things comes at a social or environmental cost and by minimising our resource use we are minimising our impact on people and the environment. We are ensuring that there are resources left for future generations. Managing your club environment more efficiently and minimising your use of resources will contribute to club environmental sustainability, financial resilience and longevity.

Sport and climate change
Heatwaves, dry sportsgrounds, more extreme storm events, bushfires and prolonged water restrictions. We have all experienced the effects of climate change during the past few decades, which has affected our experiences of participating in or watching sport. We know the dangers of participating in outdoor sport when there are high temperatures. Sports coaches and officials have a duty of care not to let participants engage in activity when the temperature reaches a certain level. These changing weather conditions also make it difficult to maintain grounds to meet minimum safety standards. By minimising our use of resources we can contribute to mitigating such effects.

Community, families and young people
Creating a club culture that includes care for the environment has positive effects on the wider community and the family culture of clubs. When a club pursues environmental outcomes, people generally want to be involved; it demonstrates leadership in the community and attracts new members and family participation.

Improving sustainability is also a great way to:
• engage young people in the club
• foster youth leadership
• create long term sustainability
There are many youth and environment organisations that have relevant resources for clubs.

Financial savings
By making improvements in the management of energy and water use, clubs can make financial savings and reduce the affects on the environment while helping build resilient communities. Save on energy and water bills and you will have more money for the club!

In the long run, being environmentally sustainable can lead to financial sustainability and reduce the burden for future management committees.

See the resources section for a link to the research document entitled ‘Sport and Climate Impacts: how much heat can sport handle?’ by the Climate Institute (page 29).
This section will explore the benefits of becoming a Sustainable Club and the role that clubs, committees and Environment and Sustainability Champions play in this process.

• Create greater financial security.

• Reduce our environmental and social footprint. Climate change is currently affecting the lives of people all over the world and we feel it here in South Australia too.

• People feel a sense of belonging and loyalty to their club and, as such, clubs have the capacity to reach out to a diverse range of community members and really affect change at a grassroots level. This puts you in a unique position: not only can you take action to minimise your ecological and social footprint, you can also encourage your community to do the same!

A Sustainable Club:
• values and supports a dedicated role for sustainability
• has a stable committee and ensures that there are processes in place to pass information from one committee to the next
• incorporates sustainability principles into decision-making processes
• incorporates sustainability into long-term budgets and plans
• ensures that sustainability and utilities management issues are addressed at committee meetings
• sets goals for reducing the use of resources and puts action plans into place
• makes a public commitment to sustainability and communicates with members about appropriate behavior
• supports club members to foster an environmentally friendly and socially just club community
• encourages members to address sustainability outside of the club (e.g., at work, home and school).

Why be a Sustainable Club?

• Create greater financial security.

• Reduce our environmental and social footprint. Climate change is currently affecting the lives of people all over the world and we feel it here in South Australia too.

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Act local; think global!
Steps to sustainability for your club

Many of these steps are supplemented by fact sheets, worksheets and templates contained in the Appendix at the end of this Guide. Refer to the ‘leaves’ below for further details.

By undertaking the following steps, you will have an opportunity to review existing policies, procedures, roles and responsibilities. You can identify opportunities for change, existing barriers to change and raise awareness about how to make your club more sustainable.

1) **Appoint an Environment and Sustainability Champion.**
Ideally a committee member, this person will be the driver for sustainability at the club.

2) **Create a sustainability sub-committee.**
A sub-committee of interested people could help the Environment and Sustainability Champion. It’s a good idea to include people with a range of experiences and ages and is a great opportunity to foster youth involvement.

3) **Undertake training.**
Get your appointed sustainability person to watch the Environment and Sustainability Champion’s training webinar.

4) **Consult with the club community.**
Those who frequent the club are likely to know most about problems and opportunities. They may have valuable suggestions about potential sustainability projects as well as skills to contribute. You could conduct a survey or hold a meeting to get ideas.

5) **Ensure sustainability and utilities management are in your strategic plan.**
A strategic plan outlines your organisational goals and the actions needed to achieve them. It doesn’t have to be a complicated document and it will likely have a clearer focus if it is brief. Include a section on sustainability and utilities management and ensure that your policies, actions and budgets flow on from it. See the ORS website for strategic planning information: www.ors.sa.gov.au/sportandrecreation/managingyourcluborassociation/resources tohelpyourunyourclub

6) **Develop an Environmental Sustainability Policy.**
A sustainability policy is a statement that outlines your club’s commitment and strategies in relation to all areas of sustainability, including managing utilities. The policy should influence and determine major decisions and actions and the activities that take place under them.

   A well-written sustainability policy can help you save money, increase your community profile and protect the environment. This policy should reflect statements in your strategic plan regarding sustainability and utilities management.

7) **Understand how your club works.**
Understanding how your club works, including relevant responsibilities and management processes, can help you identify where you can make improvements.

8) **Make a public pledge.**
Making a public commitment to sustainability is an important step to create a sense of ownership, leadership and accountability in your community. The pledge can embody relevant aspects of your strategic plan.
9) Conduct a DIY energy and water audit at your club.
There are many things you can do to identify your current use of resources and find out if you have any issues. Completing a do-it-yourself (DIY) audit will help you identify where you will need extra help and what you can do yourself. Use the resources in this Guide, including links to online information, to help complete the audit.

10) Create and implement an action plan based on the DIY audit.
A sustainability action plan is the blueprint for implementing the changes identified in your DIY audit and meeting the goals of your sustainability policy. It should also reflect your strategic plan.

11) Develop procedures to help you achieve your aims.
Procedures are the tools you use to put policies into action within the organisation. They outline steps to be performed, how and when the steps are performed and who performs them. You may develop a procedure for switching off lights, computers and AC units when leaving a building or for checking that irrigation systems are functioning properly.

12) Promote and communicate.
Ensure you keep your club community informed about your sustainability initiatives, including policies and procedures. You could create a section for them on your website and display them in your clubrooms. Use social media tools to effectively communicate to different generations of club users. Including energy and water bills on committee meeting agendas can help keep everyone informed and focused. You can also track the progress of your action plan at meetings.

13) Implement changes and continue to review.
Carry out your actions and continue to collect data to monitor the impact of your changes. Alter your strategic plan, policies and procedures according to the changes made.

14) Take it home.
Encourage members to address sustainability at home.
Getting people involved

Appoint an Environment and Sustainability Champion

Who can be an Environment and Sustainability Champion?

In previous project work, Conservation Council SA identified that clubs succeed in addressing their sustainability when one person drives the process. For most clubs this is a dedicated volunteer, most likely a management committee member, with an interest in club success and longevity as well as sustainability and environmental issues. This person might already be part of your committee as a facilities manager or a groundskeeper. It is best to utilise the knowledge and skills you already have but you can create a role to specifically address sustainability if required. It might be an opportunity to get a new person involved in the club such as someone in the local community with a keen interest in sustainability.

To get the ball rolling and keep it on track, we suggest recruiting a club Environment and Sustainability Champion. Where you fit this role into your existing structure and what you call it is completely up to you; you decide what suits your committee, your club and your shared facility. We have called the role an Environment and Sustainability Champion but feel free to choose a title that suits your club and your aims such as Utilities Officer or Sustainability Manager.

Responsibilities

Your Environment and Sustainability Champion will be responsible for incorporating the principles of sustainability into the club, especially in relation to management of facilities and utilities. Ultimately, it is up to your club to decide exactly what the role will involve. The following are some suggestions, based on the ‘steps to sustainability’ on previous pages.

What you could do yourself or with a team:
- Gather baseline data on energy and water use; read fact sheets and do a DIY energy and water audit.
- Develop an action plan.
- Conduct simple repairs.
- Check that the club is using energy and water efficiently.
- Create social norms for sustainable behaviours, including written procedures and signage.
- Create and advocate processes for implementing sustainability (e.g., strategic plan, pledge, polices, procedures).
- Check for high energy and water ratings when purchasing new appliances.
- Consult with club members on future sustainability projects.
- Monitor utilities use and costs.
- Be a go-to person for club members who would like to make suggestions or get further information about energy and water conservation (and other sustainability initiatives and issues).

What you might need professional assistance with:
- professional audit and follow-up advice
- installing electrical equipment
- installing LEDs and other lighting
- plumbing in rainwater/grey water
- applying for grants (local council)
- club management (ORS).

Ways to communicate aims for sustainability:
- Think about how you can motivate people to act.
- Communicate your sustainability initiatives to club members.
- How do you already communicate with them (Facebook, newsletters, e-newsletters, website)?
- Do you have annual events you can utilise such as your Annual General Meeting (AGM) or a fundraising event?
- What other methods could you try?
Create a sustainability sub-committee

Your Environment and Sustainability Champion may need some assistance so you could create a sub-committee to provide support and share the load. A sub-committee could also be useful for succession planning by providing a source of future Environment and Sustainability Champions. It’s a good idea to include people with a range of experiences and ages and is a great opportunity to foster youth involvement and encourage new people to take on leadership roles and ownership of projects.

Working with your committee

The club committee is bound to have a wealth of knowledge about the club and its operations. Committee members are also likely to have a variety of skills that could assist with addressing club sustainability. Of course, the committee will need to approve any suggested actions. Ideally, a club Environment and Sustainability Champion is a member of the committee, but regardless the committee is the first point of contact.

Club committees can empower Environment and Sustainability Champions by providing them with appropriate support, such as access to relevant information, giving them authority to act and giving their suggestions serious consideration.

Making it work for you

Regional Champions

If there are no volunteers willing to take on the Environment and Sustainability Champion role at the club level, it may be possible to recruit a Regional Champion to provide support for a number of clubs. A Regional Environment and Sustainability Champion could work with key people at local clubs, organise meetings, provide information on energy and water efficiency in the club environment and facilitate upgrade activities. Ideally, a Regional Champion would be someone passionate about sustainability who could volunteer some time to get a program up and running or provide expert advice on an ad-hoc basis.

Making it competitive

Clubs that compete are already inherently competitive, so a Regional Environment and Sustainability Champion could use that to their advantage by setting seasonal or weekly targets for clubs within the region or establishing a competition for sustainability with an environmental scoreboard! Clubs could win points for various tasks to complete throughout the season. This empowers everyone to be involved and puts the responsibility on individuals and teams rather than committees.

Dividing responsibilities and tasks within the club

Whose job is it to manage your bills?

One of the first things you will need to know is who manages the utilities bills. This is likely to be the club committee but it may be the local council. The worksheets, How does my Club Work? and DIY Energy and Water Audit, in Appendix A will guide you through a process of gathering this information and will assist you to gain an idea of your club’s utilities use over time. Your club committee will be able to provide you with the necessary information, either from their own records or through the council (in some cases this information may not be available).

Managing utilities

Utilities are used by everyone so it is everyone’s responsibility to understand how much energy and water the club is using and how it can be reduced.

Your club committee will also be able to tell you how utilities are managed, for example, who is responsible for maintaining and checking equipment and organising repairs and replacement and if there are any procedures in place to outline how this should happen. If there is a person, or a group of people, responsible for these tasks they will likely have valuable knowledge and ideas about how utilities can be managed more sustainably.
The tasks involved in managing utilities include:
• collecting baseline data
• allocating responsibility for maintenance
• identifying tasks to be completed at regular intervals: weekly, monthly, quarterly and annually
• creating and implementing management plans and procedures.

Options for reporting and monitoring utilities include:
• adding energy and water use and bills to the agenda of management committee meetings
• adding a section on utilities in the annual report
• using devices that monitor and track energy and water use.

What about shared-use facilities?
• Identify who uses facilities and when they use them.
• Check with your committee to identify billing/metering arrangements.

• If a turf management or grounds committee already exists, ensure sustainability is on the agenda.
• Invite representatives from all user groups to join a sustainability sub-committee.
• Work on policies and procedures that can be used by all user groups.
• Work out a simple communications plan that all parties agree with to encourage sustainable behaviour and promote procedures.

Consult and build momentum within the club community
The club could consult with members and sponsors about what they would like to see from the club in terms of environmental sustainability. Those who frequent the club, as participants, parents, supporters and volunteers, will have valuable feedback about problems and opportunities. You can consult with the community in a variety of ways, including online or in-person surveys or by conducting a brainstorming workshop.
Putting it in writing

Although paperwork can be tedious, documenting your plans, policies and procedures is vital to ensure that sustainability stays on the agenda in the future. When integral club members leave, having essential documents available will make succession planning a lot easier. You could keep copies of these documents in a Dropbox folder and share it with committee members and volunteers. This will help to ensure that all your hard work won’t be lost as soon as a new committee comes along.

Does your club have a strategic plan?

Although many clubs put a lot of work in to developing a strategic plan, it isn’t always necessary to make it a lengthy document. Strategic plans can just be a brief outline of the long-term direction of your club. Include a section on sustainability in your strategic plan so it aligns with your sustainability processes.

If you want to include environmental sustainability and best practice utilities management in your aims, it can help to develop a vision statement to demonstrate your commitment and include it in your strategic plan. Here are some examples:

• We are a club that is dedicated to reducing our environmental impact.
• We incorporate the principles of environmental sustainability into our decision-making and look after the environment for current and future generations.
• We operate in an environmentally sustainable way.
• We use resources carefully and have a minimal impact on the environment.

Make a public pledge

Take your key visions and create a simple public pledge to promote your club’s commitment to sustainability. This might be a few sentences about what your club is aiming to achieve, what you want members to strive for and goals for the coming years.

The benefits of making a public pledge are numerous:

• It demonstrates that you are serious about sustainability.
• It informs the club community and inspires them to get involved.
• It gives a simple indication of what you are trying to achieve.
• It informs the wider community of your aims and may inspire them to get involved (e.g., sponsors).
• Setting specific targets helps with accountability and ensures action is undertaken.

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Example Pledge

The committee and members of Insert club’s name here pledge to reduce our environmental impact by committing to:

**(BROAD)**
- creating a policy for club environmental sustainability
- minimising energy use
- minimising water use.

**(Or SPECIFIC)**
- creating a dedicated role on our committee to address environmental sustainability
- sending the newly appointed person to Environment and Sustainability Champions training
- conducting a DIY audit of energy and water
- creating and implementing an action plan
- decreasing our consumption of energy and water by ____% by _____/_____/_____.

Share and promote your pledge to your members and the community:

- Launch at clubrooms, at a special event like the AGM or an awards night.
- Take a photo of the committee holding the pledge and post on social media, in your newsletter and on your club noticeboard. You could also send it to the local media.
- Send out a media release; your local Messenger may be interested in doing a story.
- Call for support from local businesses and the community.
- Notify stakeholder organisations such as sponsors, the ORS and local council; it sets the scene for you to ask for support.
Writing an environmental sustainability policy

An environmental sustainability policy is a statement that outlines your club’s commitment and strategies in relation to all areas of sustainability. The policy should influence and determine major decisions and actions and the activities that take place under them. It should also reflect statements in your strategic plan regarding sustainability and utilities management. A well-written sustainability policy can help you save money, increase your community profile and protect the environment.

Policies can have high aims and then narrow down to specific objectives and commitments.

Your policy does not have to be a long document; keep it as simple as possible to ensure it is easy to use.

Action plan

Once you have completed the energy and water audit, you will probably have a list of actions to complete to help you meet your targets. To ensure these actions are implemented, it is wise to create an action plan containing suggestions from the audit and any relevant ideas from consultations. The action plan should also reflect your other processes, such as your sustainability policy and strategic plan. Utilise the people already on your committee when it comes to allocating tasks; their expertise could be just what you need to put that plan into action!

The action plan will outline in detail:

- targets and timelines
- roles and responsibilities
- how you will allocate resources and any budgetary requirements
- documents that may need to be accessed and where they are.

Questions you might need to bring up with the committee prior to implementing actions:

- Have we looked at the cost-effectiveness of various options?
- Does it need to be approved by local council?
- Will it provide long-term and ongoing benefits for resource and financial savings?
- Will this option create new risks we will need to address?
Developing a good relationship with your local council is very important. It might be your landlord and may have contributed to the development of the facilities your club uses. Councils often conduct the maintenance on the grounds and buildings you use too.

Get things approved

The vast majority of community-based sport and recreation facilities and playing grounds are located on council owned or managed land. Therefore it is important that you discuss your proposals with the council to see if any approvals are required. Relevant activities include:

- getting a professional in to do work (e.g., plumber or electrician) or engaging a consultant for an energy or water assessment
- developing, extending or refurbishing buildings, clubrooms and change rooms
- installing, repairing and upgrading sports flood lighting
- installing water tanks, ventilation, insulation, solar hot water and solar panels
- installing and upgrading sport-specific facilities (cricket nets, tennis courts, goal posts)
- upgrading or maintaining any park infrastructure (fencing, playgrounds, paths, BBQs, shelters).

Who do I talk to at council?

Most councils have a customer service team or staff member who can assist with your initial inquiry and direct you to the person who can assist you. Each council area is likely to have different roles with different responsibilities. Make sure you write down who you speak to along the way so you can contact them again if need be.

Tips for council interactions:

- Have a designated person from your club to manage the relationship with local government.
- Have a designated contact person at the council, if possible.
- Keep a record of your communications with council to inform future committee members and Environment and Sustainability Champions.
- When seeking grants and financial assistance for facilities from council and other bodies, it is useful for the club to demonstrate a financial commitment to projects. You may consider special fundraising activities or establishing a separate budget line for this purpose.

**RESOURCE:** Check out the document ‘Working with Local Government: a guide for sport and recreation organisations’ for more details and tips in building this relationship.

Funding and support

The development of community sport and active recreation facilities usually requires funding from a broad range of government and non-government sources.

**Local government**
Find contacts for your council at: www.lga.sa.gov.au

**State and Federal government**
- Office for Recreation and Sport: www.ors.sa.gov.au
- Contact your local Member of Parliament and ask to be added to their mailing list – they provide email updates on available funding and initiatives
- Find out about energy rebates at: www.yourenergysavings.gov.au/

**Sponsorship from local business**
Your club may have financial sponsors already or there might be local businesses that would be willing to sponsor or support your endeavours to become more sustainable.

**EXAMPLE:** Through Conservation Council SA’s Sustainability and Community Grants Program, the Henley Football Club received a grant to install insulation and partially fund solar panels. It was able to then receive funding from its local community branch of Bendigo Bank to cover the remaining costs of the solar panels.

**The Funding Centre**
Subscription-based grant information service featuring information on how to attract major donations, how to get grants and negotiate contracts and essential fundraising toolkits: www.fundingcentre.com.au/

**Clearinghouse for Sport**
This is a good resource, which includes a large number of funding programs accessible to sports clubs: www.clearhouseforsport.gov.au

**Citizens Own Renewable Energy Network Australia (CORENA)**
Offers interest-free loans for solar PV and hot water: www.corenafund.org.au/

**Australian Sport Foundation**
Grants and fundraising resources for sports clubs of all sizes for projects that seek to develop sport and/or increase participation: www.asf.org.au/
Energy

Score points for sustainability and make the best saves to help you win!

This section identifies ways that you can make savings in some key energy-using areas for a win for your club and a win for the environment!

Top tips for being energy smart

Energy efficiency means using less energy to provide the same or improved level of energy service. Being energy efficient or energy smart is the cheapest and smartest way to save energy, lower power bills and reduce carbon pollution. So basically, by becoming more savvy about your energy use you can discover ways to optimise your spend and make great savings.

Investing in energy-efficient measures, whether they are changes to behaviour, infrastructure or appliances, will result in long-term savings.

- Understand how much you use
- Check that things work
- Switch it off and unplug
- Shorter showers
- Dress appropriately for season
- Use efficient appliances
- Control and manage
- Everyone’s responsibility
- Upgrade and go solar
Typical energy use by clubs

- Each club is different and has different peak times of use.
- Field and court lighting are used throughout the year and each use requires a lot of energy.
- For summer sports and activities, a lot of energy will be used for air conditioning and refrigeration.
- When winter is the peak season, ambient heating and water heating will be high consumers.
- Some facilities offer sport all year round, both indoors and outdoors, and many have other energy-using facilities such as gyms, kitchen and bars.

Conservation Council SA ran a project called the Green Hubs Energy Efficiency Program from 2012-2015, during which 38 community organisations were assisted to reduce their energy use. Participating organisations included surf lifesaving, baseball, softball, bowling and sports and community clubs. Each undertook an energy audit, which gave projected financial savings if a range of energy efficiency measures were applied based on their current usage and behaviours. Some recommended saves were relatively minor; for example, one multi-use club could save $450 a year (9% of its total energy bill). Others could make major saves; another multi-use club found it could save $3,670 a year (44% of its total annual energy bill)!

Interstate

A study of 51 Victorian clubs\(^1\) found that annual energy use was unnecessarily high and suggested six main SAVES:

1. **Fridges off** – Better management of fridges and freezers including consolidation and appropriate temperatures.

2. **Lights out** – Better management of field lighting, including appropriate use and scheduling of games.

3. **Shorter showers** – Save on energy and water.

4. **Watch the weather** – Avoid using AC when you can, monitor forecasts and plan for the weather.

5. **Unplug** – Switch off appliances at the power point, don’t leave them on standby.

6. **Use the sun** – Install solar; it’s more affordable than you think!

See the excellent Save it for the Game website for further info: www.saveit.seccca.org.au

Field lighting

- Field lighting can be a major cost for many clubs, sometimes in excess of 50% of electricity costs. For further information check out the Lights Out fact sheet at: http://saveit.seccca.org.au/how-to-save/02-lights-out/

- Effective management of field lighting can help you make some saves so make sure lights are switched off as soon as they are no longer needed. You can also look at installing switches so lights can be isolated in groups and only applied to areas of the grounds that are being used.

- Nominate someone to be responsible for turning off lights after training.

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\(^1\) The Victorian South Eastern Councils for Climate Change Alliance received $1 million in Australian Government Federal funding to deliver Save it for the Game. The program provided personalised energy assessments to 48 community sporting venues across the south-east of Victoria, and the 51 clubs that use these venues. [SECCA gave permission to use their resources] www.saveit.seccca.org.au
Some clubs are beginning to explore options for energy-efficient field lighting, such as LEDs, and economies of scale are improving all the time; however, generally costs are still high. There are also complications with changeovers, including the potential to overload poles due to increased weight of lighting arrays. At this point in time, better management is still the best way to go.

**Energy companies**

Are you getting the best deal for your energy consumption? It might be a good idea to investigate available deals and see which companies have good deals for green and solar energy. There are several sites online that have conveniently already done the hard work for you, so check them out.

- Environmental policies at the Greenpeace Green Electricity Guide: www.greenelectricityguide.org.au
- Clean energy deals at: www.greenpower.gov.au
- How your energy company compares to others – could you switch and get a better deal? www.energymadeeasy.gov.au

**Energy myths busted!**

There are many misconceptions out there about energy use. The following section aims to bust some of the myths and point you in the right direction.

**Heating and cooling**

A few draughts here and there don’t make much difference.  
**FALSE!** Draught sealing around doors and windows can save up to 25% of heat losses and gains in many cases.

We should leave the ceiling fans on in the club while we are outside, so when we come in it is cool and we won’t need the air conditioner.  
**FALSE!** Ceiling fans don’t cool a building – they simply create airflow, which makes occupants feel cooler. A ceiling fan typically uses about 50 watts, which is relatively small for a cooling appliance; however, there is no need to leave them running when there is nobody in the building. It’s a waste of money. Fans cool by creating air movement; the movement across the skin causes evaporation equivalent to about three degrees of cooling.

Turning the thermostat up (in summer) or down (in winter) can reduce energy bills by up to 10%.  
**TRUE!** A small difference in temperature setting can make a large difference to running costs. This is generally true for both heating and cooling. The bigger the temperature differences between indoors and outdoors, the bigger the influence of the thermostat setting on running costs. As a rule, as much as 10% can be saved on heating and cooling costs by setting the thermostat 1 degree lower in winter and 1 degree higher in summer.

**Case study: Ventilate your bar**

Fridges in hot environments will work harder and use more energy to keep cool. North Haven Surf Life Saving Club simply added a whirlybird to ventilate its bar space and has saved thousands of dollars in electricity in six months!
Commercial refrigeration units are energy efficient.

**FALSE!** Commercial refrigerators use up to ten times the energy per volume of domestic units. Where possible, choose domestic units and consider the size you need. A full fridge is an efficient fridge. If commercial units are required, select high-efficiency units with solid doors, not glass doors, where fit for purpose.

**Turning my fridge on and off will ruin the drinks.**

**FALSE!** If unopened, bottled wine, beer and soft drinks will not be ruined by turning the fridge off and on between periods of use. Keep fridges slightly open when turned off to help prevent mould growth.

**Fridges can be switched off when they are not needed, as long as perishable goods have already been removed.**

**TRUE!** Many fridges are left running all the time but there is no need for this. It is important to remove perishable foods from inactive fridges to prevent food poisoning and mould growth; otherwise, the fridge can be thought of as a pie warmer in reverse – and nobody leaves the pie warmer on all the time.

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**Case study: Turn off cool room until needed**

The Buln Buln Recreation Reserve (Victoria) is home to football and netball clubs in winter, a cricket club during summer and tennis all year around. The winter period was the main focus of an energy audit, which assessed its daily and weekly usage (a few hours during the week and up to 18 hours on Saturdays). The bar is open from 6-11pm on Friday and for Sunday afternoon lunch. The energy audit revealed that the clubs could achieve immediate savings of $1,357 by simply switching off the cool room until it is needed.


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**Case study: Turn off fridges**

This chart shows that by simply installing a timer, you could potentially save $845! The saving is based on a year’s use, with a fridge running one 24-hour period a week and two hours a day to control mould.

www.saveit.seccca.org.au
**Lighting**

**Turning fluorescent lights off and on uses more energy than leaving them on.**

*FALSE!* There is a common myth that fluorescent lights should not be switched off for a short time as they require more energy to start than can be saved by turning them off. In reality, leaving your lights or appliances on for more than two minutes uses more energy than turning them off and then back on when you need them. If you find that lights are often left on when they shouldn’t be, try an occupancy sensor.

**Halogen downlights are low voltage so are already efficient.**

*FALSE!* Low voltage is not the same as low power. Most low-voltage downlights use 50 watts plus five watts for the transformer, which is close to the same power consumed by a typical incandescent bulb. Halogen lights are actually incandescent lights, but the halogen gas inside the bulb makes them marginally more efficient than the standard incandescent bulb. To illustrate this, often when people replace one incandescent bulb they install multiple halogen lights. This makes the halogen downlight the most inefficient system of lighting. Super-efficient? No. Super-inefficient!

**LED light bulbs cost more than regular incandescent bulbs so it isn’t worth changing over.**

*FALSE!* Incandescent lights convert most of the energy they use into heat – not light. They have been around since Thomas Edison made them famous in 1880. LEDs are far more efficient and although they cost a little more, each (internal) light will save about $100 throughout its lifetime. LEDs have come a long way and perform very well; they have great light output, instant strike (no heating up time to become bright) and they don’t get anywhere near as hot as incandescent lights.

Thanks to SECCA and Sustainable Focus for information used in this myth-busting section.

**Energy monitoring and smart equipment**

**Get smart about making saves**

As the old saying goes, if you can’t measure it, you can’t manage it. Using energy monitoring equipment can help you track your energy use over time, identify periods of peak demand and even identify energy-guzzling devices.

The following are examples of what you might find when you monitor your energy use:

- You are using a large amount of energy overnight when no one is at the clubroom. Equipment is probably being left on at the end of the day (e.g., heating/cooling).

- You are very vigilant about turning out lights and turning off the AC and computers, but your bills are still high. By a process of elimination, you figure out that your three large storage hot water systems are the culprit. You decide to switch off two of them during the off-season.

**First steps**

- List current meters; you may have more than one. Check your energy bills to see how many meters you are being billed for. Sometimes you can be paying a supply charge for a meter you are no longer using and can save a couple of hundred dollars a year by decommissioning it.

- See if it is an option to receive interval data from your energy retailer. Interval data provides half hourly records of electricity consumption. This can give a clearer understanding of peak and off-peak use, and also identify wasted energy (e.g., equipment being left on overnight).

- Install your own energy monitoring system to track interval data and create a picture of your energy use.
**Advanced energy meters**

Nearly all homes and small businesses in South Australia have a basic electricity meter that provides an accumulated energy reading. Energy retailers use this information to charge their customers for the electricity used.

From 1 December 2017, all new and replacement meters installed in homes and small business will be advanced energy meters (sometimes known as smart meters). These meters can provide customers with access to additional functionality to help manage electricity use and costs, including real-time electricity information, monthly billing and online tracking of electricity use.

**Commercially available energy monitoring devices**

If an advanced energy meter isn’t yet an option for your club there are simple and affordable energy monitoring devices that can be purchased online or at some hardware stores (though they do need to be installed by an electrician).

The devices usually monitor total supply, but circuits can be added to monitor particular devices or areas. Information from the device is transmitted to a visual display and data can be analysed through software or in an online application or mobile phone application.

These devices allow you to monitor your energy use in real time and display peak periods so you can decide when to use high-load appliances.

You can also enter your tariffs so you can estimate costs and work out how they are impacting energy use. You can take readings for a certain period of time (e.g. for the last half hour, hour, day or month) and price periods over this time can be shown. Data from a certain period can be compared to data from a similar period in the past. Access to this type of data is particularly useful for clubs with multiple user groups as it allows you to isolate use at particular periods of time.

**Energy monitoring information sourced from:**


For more information on energy efficiency, see these fact sheets in Appendix B:

1. Understanding your energy bill
2. Reading your energy meter
3. Solar panels
4. Heating and cooling
5. Refrigerators, freezers and cool rooms
6. Lighting
7. Hot water
8. Appliances

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**Energy efficiency case study: Hectorville Sports and Community Club**

The Hectorville Sports and Community Club received a free professional energy audit through Conservation Council SA’s Green Hubs Energy Efficiency Program. The club has implemented a number of the recommendations from the review including replacement of standard light globes with LED lights, sectioning of banks of lights to ensure greater control over lighting in different areas of the clubrooms, installation of reflective window tint to repel heat and keep indoor temperatures more stable and turning off three of six hot water units during the off season.

These measures reduced annual electricity costs at the club by more than 15%.
**Water**

*Don’t be a drip – saving water saves you money!*

**Water is a precious resource**

South Australians are used to being water conscious; after all, we live in the driest state on the driest continent. As the climate changes, so too do our weather patterns. We are seeing more intense storms, droughts, fires and unpredictable rain events. Increased water scarcity and the need for more advanced technology to source and clean water are increasing costs of water.

As we try to cater for more people, adapting to diminishing water supplies is one of our biggest sustainability issues. We can all do our bit by reducing water usage and re-using and recycling water where possible.

**Who is responsible?**

We all appreciate that rising costs of water have affected our bills at home; likewise, they affect bills at our clubs. While many clubs are responsible for paying their water bills, councils are still covering costs for some. Regardless of who pays the bills, all clubs have a responsibility to reduce their water use because it is one of our most precious resources. Also, if your bills continue to increase, the council might not be able to afford to pay anymore and may have to pass costs on to you.

Make sure you find out about your council’s water management initiatives; there might be some useful tools on offer to help you out.

**On the grounds**

**Irrigated Public Open Space - Code of Practice**

With the introduction of the Code of Practice for Irrigated Public Open Space (IPOS) in 2008 (updated in 2015), it is possible for individual sites to maintain fit-for-purpose sportsgrounds or recreational areas while working towards maximum water efficiency.

IPOS was developed in conjunction with a range of industry professionals to provide a best practice guideline for the management of turf. By adopting the IPOS principles, a site will be afforded the flexibility to manage water use efficiently against the base irrigation requirement that is appropriate to maintain turf health to a fit-for-purpose standard. Sustainable use of water does not necessarily mean using less water when managing grounds so it is important to understand these guidelines in conjunction with the local climate context.

The IPOS website has a number of very useful tools and fact sheets that will help you manage your water more efficiently.

**RESOURCE:** Irrigated Public Open Space (IPOS) Operational Guide & Code of Conduct 2015

Top tips for saves

Generally, older style devices are going to be less water efficient and, in many cases, it may be best to plan to upgrade, which will save you in the long term. There are some short-term tricks you can do while you are sorting out your funding.

Understanding how much you use

- Check that things work
- Bust your leaks

Shorter showers

- Slow the flow
- Use efficient appliances

Control and manage

- Everyone’s responsibility
- Drought-proof your grounds

The SA Water website has all the information you need on:

- identifying problems with water management
- tips and DIY tricks for locating leaks
- how to read and understand your meter and water bill
- managing documents and tools
- water monitoring and sub-metering.

www.sawater.com.au
Leaks are bleak – how to get rid of them

1. Check your meter – First make sure all water taps are off. Write down the reading from the water meter. Read the meter again after a period of no use (after the water has been off overnight is ideal). If the meter reading has changed then there is most likely a leak.

2. Find and fix any leaks - Even the smallest leak can add up to large amounts of lost water throughout a year.

   a. **Dripping taps** - A typical leaking tap dripping 10 L of water an hour wastes more than 89 KL of water every year; often it’s just a washer that needs replacing. (Green AFL, Green Clubs Environmental Module)

      A tap that leaks two drops per second = 1 L lost each hour, which is 9,461 L per year = $30.58 per year. (Based on 2013/2014 non-residential prices for drinking water (SA Water))

   b. **Toilets** – A leaky toilet can waste more than 16,000 L of water in a year. To check for leaks, put some food colouring in the cistern, if there is food colouring in the bowl 15 minutes later you know you have a leak. A barely visible toilet leak = 0.5 L / hour = 4,400 L / year = $14.21 per year. (SA Water)

      One club found when monitoring water usage that it had 4 L leaking from toilets every minute, which was costing $8,000 a year.

   c. **Grounds** – Check irrigation infrastructure for leaks.

      Ensure you are on top of leaks by creating a procedure for reporting known leaks and fixing them.
Stop the drip

Taps should not be left on when unattended (for example, running water over frozen food to defrost it). This type of waste can be controlled by:

- installing sensors to turn off taps at basins and sinks
- fitting trigger nozzles on hoses so they must be physically held to release water.

Slow the flow

The water pressure from older style taps and shower heads is often greater than we need.

- **Taps** – If turned to full flow, an ordinary tap will use up to 20 L of water per minute. Flow restrictors are designed to regulate water flow and models are available that will reduce flow rate by up to 84%. They only cost a few dollars and can save thousands of litres and dollars a year, as well as save energy required for hot-water heating.

- **Shower heads** – Consider installing water restriction valves in current shower heads or changing to water-saving shower heads, which can use 11 L less water and still give you decent pressure.

- **Toilets** – If your club has older-style single-flush toilets, each flush may be using up to 13 L of water. Upgrade or retrofit old cisterns to four-star WELS rating dual-flush models and use only 3-4.5 L per flush. Flow can be reduced in single flush cisterns by modifying the float arm or putting a weight in the cistern to simulate a higher volume.

Information for Stop the Drip and Slow the Flow from the Greening your Club Checklist on the ORS website:

Change behaviours – use less

Change behaviours around the club by promoting careful use of water. Put up signs that outline the action you want people to take and that water conservation is everyone’s responsibility.

- **Take shorter showers** – Install timers that turn water off after a short period of time.
- **Washing** – Only run washing machines and dishwashers with full loads.
- **Washing hands** – Use a slow flow when washing hands, no need for blasting pressure.
- **Turn off** – Don’t leave taps running; turn them completely off.

Harvest rainwater

Once you have a tank installed, rainwater is free water. Many clubs have large roof areas that can be utilised to collect water. Often it is as easy as diverting your existing downpipe into a water tank. You can use the water for irrigating gardens, saving on mains water costs. It may also be possible to have rainwater plumbed into the clubrooms for use in sinks and basins and for toilet flushing. Check out the SA Water Rainwater Plumbing Guide for further info: https://www.rainharvest.com/more/South-Australian-rainwater-plumbing-guide.pdf

Contact your council to discuss planning approval and see if rebates are available.
Follow regulations on turf and watering grounds

- Adhere to water restrictions.
- Use trigger hose or drip irrigation systems for garden beds.
- Install a drip system for watering your plants. This is one of the most beneficial and efficient methods of watering your plants. It places the water right where it is needed and at a rate the soil can absorb. It is a cheap and easy system to install. For details, ask your nursery or hardware store for advice.
- Plant drought tolerant plants in gardens.
- Don’t use water to clean concrete.
- Clean out gutters regularly.
- Train on different parts of the turf so you don’t wear out the same part.

The role of SA Water – your water supplier

SA Water manages most water services in SA and is operated by the South Australian Government. Its role includes:

- supply of water
- removal of sewage from homes and businesses
- treatment of sewage and wastewater
- recycling of some wastewater.

Case study: Brighton Surf Life Saving Club

Brighton Surf Life Saving Club received a free professional energy audit through Conservation Council SA’s Green Hubs Energy Efficiency Program. Following on from the audit, the club received a ‘Greening Our Community’ grant from the City of Holdfast Bay, which contributed 50% to the cost of installing water-timing devices on showers. A significant amount of water and energy was being consumed, with people lingering longer than strictly necessary.

The shower timers provide a visual and audible reminder of remaining time left to shower and shut off the water when that time has run out. They also prevent an immediate follow-on shower.

This environmental project has also had flow-on effects by using the services of local tradespeople and promoting conservation about water and energy in the wider community. The timers have only recently been installed and we look forward to checking back in to see how much water is saved after the upcoming summer season.
## Actions to complete now

I have read the modules, what can I do now?

<table>
<thead>
<tr>
<th>Broad Action Plan</th>
<th>Done!</th>
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</thead>
<tbody>
<tr>
<td>1) Complete the activities in this book in each module:</td>
<td></td>
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<tr>
<td>• Worksheet 1: How Does my Club Work?</td>
<td></td>
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<tr>
<td>• Worksheet 2: DIY Energy and Water Audit</td>
<td></td>
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<tr>
<td>2) Check out the recommended links and resources.</td>
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<tr>
<td>3) Work with your management committee. Decide how you want your Environment and Sustainability Champion to progress, what you will call the role and what responsibilities the role will have.</td>
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<tr>
<td>4) Identify where sustainability fits in with your strategic plan.</td>
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<tr>
<td>5) Make a public pledge to be an environmentally Sustainable Club and set goals for the next 12 months.</td>
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<tr>
<td>6) Formulate an environmental sustainability policy and create appropriate procedures.</td>
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<tr>
<td>7) Create an action plan based on the information you have gathered.</td>
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<tr>
<td>8) Form a sustainability sub-committee to support your Environment and Sustainability Champion.</td>
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<tr>
<td>9) Spread the word – engage members and the community; publicise successes. Publicly display policies and procedures.</td>
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<tr>
<td>10) Deliver presentations on energy and water efficiency to committees and members.</td>
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<tr>
<td>11) Develop an energy and water induction for new volunteers.</td>
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<tr>
<td>12) Encourage regular check-ups of utilities and facilities.</td>
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<tr>
<td>13) Ensure your committee talks about sustainability and utilities at meetings.</td>
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<tr>
<td>14) Read Fact Sheet 13, More Sustainability Initiatives, about going beyond energy and water and think about what you can do.</td>
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</tbody>
</table>
Support and resources

Office for Recreation and Sport:
www.ors.sa.gov.au

STARCLUBS

Conservation Council SA
www.conservationsa.org.au
The Joinery | 111 Franklin St | Adelaide SA 5000 | Ph. +61 8 8223 5155

Water

SA Water: www.sawater.com.au

Understanding Your Bill:

Leak Analysis and Water Profiling Services:

Water Efficiency Plan Toolkit:
This is a generic toolkit that caters for larger manufacturing businesses; it provides a step-by-step self-help toolkit and once the toolkit has been completed a summary report can be automatically produced. The idea of this is to provide a platform to update continuously as easily as possible.

WELS is Australia’s water efficiency labelling system that requires certain products to be registered and labeled with their water efficiency in accordance with the standard set under the Water Efficiency Labelling and Standards Act 2005.
Support and resources cont.

**Energy**

**Clean Energy Council:** [www.cleanenergycouncil.org.au](http://www.cleanenergycouncil.org.au)
Information on accredited solar installers and approved retailers and products.


Freecall from fixed line 1800 671 907 | 8204 1888 Government of SA

**Federal Government:**

**Energy Made Easy:** [www.energymadeeasy.gov.au](http://www.energymadeeasy.gov.au)
Compare energy offers in your area and get information on energy efficiency, more detail on reading your energy bill and how to be energy smart.

Find the most efficient appliances or heating and cooling systems.

**Your Home:** [www.yourhome.gov.au](http://www.yourhome.gov.au)
Technical advice on many areas from insulation to hot water. Most information is readily transferable to commercial buildings.

Practical tips on sustainable living - including energy efficiency.

Detailed information provided on home insulation – knowledge transferrable to commercial buildings.

The Ombudsman can investigate and resolve disputes between customers and energy and water suppliers. The Ombudsman is an independent, free service available to domestic and business customers.

**Save it for the Game:** [http://www.secca.org.au/project/save-it-for-the-game/](http://www.secca.org.au/project/save-it-for-the-game/)
‘Save it for the Game’ is all about helping sports clubs save on their energy bills in a way that’s fun, achievable and community led. Includes six saves with case studies and downloadable resources.

**Climate Institute - Sport and Climate Impacts:** [http://www.climateinstitute.org.au/reports.html/filter/2417,2416,2415/page/5](http://www.climateinstitute.org.au/reports.html/filter/2417,2416,2415/page/5)
This report synthesises recent research on the physical impacts of extreme weather caused by climate change and analyses vulnerability and resilience among sporting codes, clubs and grounds across the country.

**Sports Environment Alliance:** [www.sportsenvironmentalliance.org](http://www.sportsenvironmentalliance.org)
Empowering sports to do more for the world with less impact. Your sport association may be a member.

**Sports4Climate (C4C):** [https://www.connect4climate.org/initiatives/sport4climate](https://www.connect4climate.org/initiatives/sport4climate)
A global community that takes on climate change by promoting solutions and empowering people to act.
Appendix A:
Worksheet 1: How Does My Club Work?

Complete this worksheet to understand how your club works, and gather information about utilities management.

<table>
<thead>
<tr>
<th>Club</th>
<th>Sport/Activity</th>
<th>Location</th>
<th>Date completed</th>
</tr>
</thead>
</table>

**OWNERSHIP OF CLUBROOMS & FACILITIES**

Does your club own the clubrooms you use?  YES ☐ NO ☐

If no, what are your current leasing arrangements?

**WHAT ARE YOUR CLUB’S FACILITIES?**

Tick the facilities your club uses and whether you own them.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Use</th>
<th>Own It</th>
<th>Facility</th>
<th>Use</th>
<th>Own It</th>
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<tbody>
<tr>
<td>Clubroom</td>
<td></td>
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<td>Outdoor toilets</td>
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<td>Oval and grounds</td>
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<td>Showers</td>
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<td>Indoor courts</td>
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<td>Gym</td>
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<tr>
<td>Outdoor courts</td>
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<td>Kitchen/Canteen</td>
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<tr>
<td>Indoor pool</td>
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<td>Bar</td>
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<tr>
<td>Outdoor pool</td>
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<td></td>
<td>Vending machine</td>
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</table>
## USE OF CLUB & FACILITIES

What months of the year does your club play sports or do training activities?

<table>
<thead>
<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
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<th>Jun</th>
<th>July</th>
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What days, and for how many hours, do your club members typically use your club facilities?

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<thead>
<tr>
<th>Day</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
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<th>Sun</th>
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<td>Times (e.g. 1-4pm)</td>
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<td>Total hours</td>
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## COMMITTEE & MANAGEMENT

Does someone on the committee manage energy and water utilities?  
YES ☐  NO ☐

**ENERGY (name and position)**

**WATER (name and position)**

Is there a sub-committee to work on club environmental sustainability or utilities?  
YES ☐  NO ☐  
(Or have you had any previous conversations about the possibility of one?)

What would be the benefits of having such a committee or position?
COMMITTEE & MANAGEMENT cont.

Can you foresee any barriers to having such a committee or position?  YES ☐  NO ☐


What are the interests and professional skills in your committee or in your club that you could utilise?


ENVIRONMENTAL SUSTAINABILITY IN WORDS

Does your strategic plan mention environmental sustainability?  YES ☐  NO ☐
(If yes, please elaborate. If no, write down what you would like to include about environmental sustainability in your strategic plan.)


Do you have any policies, procedures, reporting structures or monitoring devices in place to manage water, energy and other sustainability initiatives?  YES ☐  NO ☐
(If yes, please elaborate. If no, what you would like to see happen?)


MITIGATING INCREASING UTILITY COSTS

How have you mitigated rising utility costs in your club?

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Have you ever applied for grants or looked at grants to support sustainability initiatives?

YES ☐ NO ☐
(Please elaborate.)

Can you identify any allies in your community that might be supportive of sustainability initiatives, whether it is financial, in kind or promotional support?
Can you identify any strengths, weaknesses, opportunities and threats to the management of your club in regards to environmental sustainability and utilities management?

<table>
<thead>
<tr>
<th>Existing Strengths</th>
<th>Existing Weaknesses</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Potential Opportunities</th>
<th>Potential Threats</th>
</tr>
</thead>
</table>
Appendix A: Worksheet 2: DIY Energy and Water Audit

**Sustainability Champions:** Complete this assessment of your club. Sit down with your committee, fill in any gaps and come up with an action plan (see template).

<table>
<thead>
<tr>
<th>Club</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport/Activity</td>
<td>Completed by</td>
</tr>
<tr>
<td>Location</td>
<td>Contact email</td>
</tr>
<tr>
<td>Council region</td>
<td></td>
</tr>
</tbody>
</table>

**MANAGEMENT**

<table>
<thead>
<tr>
<th>Club</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who pays your electricity bill?</td>
<td></td>
</tr>
<tr>
<td>Who pays your gas bill?</td>
<td></td>
</tr>
<tr>
<td>Who pays your water bill?</td>
<td></td>
</tr>
<tr>
<td>Who manages the bills in the club?</td>
<td></td>
</tr>
</tbody>
</table>

What would be the benefits of helping council reduce money spent on your bills?
## MANAGEMENT

### ENERGY SUPPLIER & TARIFF

Who is your current supplier? Are you happy with the service?

<table>
<thead>
<tr>
<th>Energy Type</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
</tr>
</tbody>
</table>

Which tariff are you on? Has it changed in the past four years?

**ACTION - DO IT SOON:** Speak to your energy provider to see if you are on the best deal for your situation.
ENERGY USAGE: READING BILLS & METERS

Look at your current bills and your meters and answer the following questions. Use fact sheets as a Guide.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of units used per day (daily energy consumption)?</td>
<td>________ kWh</td>
</tr>
<tr>
<td>Price you are paying per unit of energy (gas)?</td>
<td>$</td>
</tr>
<tr>
<td>Price you are paying per unit of energy (electricity)?</td>
<td>$</td>
</tr>
<tr>
<td>What types of meters do you have?</td>
<td></td>
</tr>
<tr>
<td>Are you being billed for all of them?</td>
<td></td>
</tr>
<tr>
<td>Is the meter reading on your bill actual or estimated?</td>
<td></td>
</tr>
<tr>
<td>What type of electricity meter do you have and what is its current reading?</td>
<td></td>
</tr>
<tr>
<td>What type of gas meter do you have and what is its current reading?</td>
<td></td>
</tr>
<tr>
<td>Convert your gas meter reading into Megajoules.</td>
<td></td>
</tr>
<tr>
<td>See Fact Sheet 2, Reading Your Energy Meter, for instructions.</td>
<td></td>
</tr>
<tr>
<td>Average greenhouse gas emissions (tonnes)?</td>
<td></td>
</tr>
<tr>
<td>Do you have solar panels/battery storage already in place?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td>If yes, what is the average daily energy exported?</td>
<td>________ kWh</td>
</tr>
</tbody>
</table>

Compare your current bill with at least the last four bills (check out the graphs on your bill that compare quarterly use with use in the previous year).

Have costs increased or decreased during the past year? Why or why not?

<table>
<thead>
<tr>
<th>Energy Source</th>
<th>Cost Increase</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ENERGY USAGE: READING BILLS & METERS cont.

**Are there any patterns in energy use between **billing periods** and **seasons**?**
(You may need to look beyond two years ago.) *Why or why not?*

<table>
<thead>
<tr>
<th>Energy Type</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
</tr>
</tbody>
</table>

**What are your building’s average power needs?**

When does this change?
Has your club ever had an energy audit?  
YES □ NO □

a) If yes, by who and when?

b) What were the recommendations and were they carried out?

---

**SOLAR PHOTOVOLTAIC SYSTEMS**

<table>
<thead>
<tr>
<th>If you already have:</th>
<th>Solar Panel / Photovoltaic</th>
<th>Solar Hot Water System</th>
</tr>
</thead>
<tbody>
<tr>
<td>What existing structures do you have at the club (and what are their locations)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are they appropriate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What company did you go through (and any comments on them)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you apply for a grant to pay for them? (Explain)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How long have they been installed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you made any savings financially?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, how much did you save?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Has your club looked into getting solar panels/battery storage, solar hot water system?  YES ☐ NO ☐
a) If yes, please provide details.

Circle which directions your roof faces.
If it is mainly between west, north and east then your club might benefit from using solar.

OTHER NOTES
For example, building specifics (lots of windows), building management (committee, individual club, etc.).
## WATER

### BILLS

Look at your past four bills and fill out the following questions (use “Understanding Your Energy Bill”, Fact Sheet 1 as a guide).

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Water use charge (variable)?</th>
<th>Water supply charge (fixed)?</th>
<th>Sewerage charge (fixed)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Current water meter reading (see Fact Sheet 12: Leakbusting):**

Referring to the previous chart, has the cost of water at your club increased or decreased in the past year? Why might that be?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Are there any patterns in water use between billing periods and seasons? What are they?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

---

*Environmental Sustainability Guide for Sport & Recreation Clubs*
### WATER ASSESSMENTS

Has your club ever had a water use audit?  
- YES □  NO □

a) If yes, who conducted the audit?  

<p>| |</p>
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<tbody>
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</tbody>
</table>

b) If yes, did the club initiate any of the recommendations?  
- YES □  NO □

c) If yes, please list the recommendations that were undertaken. If no recommendations were undertaken, why not?  

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<tbody>
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</tbody>
</table>

Has your club been provided with any other water saving or turf management advice from other organisations?  
- YES □  NO □

a) If yes, what was this advice, who provided it and did you take up the offer/advice?  

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<tbody>
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</tbody>
</table>

**ACTION:** Complete the rest of the audit by walking around your club. Use this section to document what it is you have already, its average usage and management and whether it is working efficiently.
## HEATING & COOLING

Check windows and doors for drafts. Check temperatures of units. Include all A/C units, portable units and ceiling fans, insulation and ventilation systems.

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Location</th>
<th>Usage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the appliance and how many are there of each type?</td>
<td>Where is it located (inside, outside, which room)?</td>
<td>How many hours and on which days throughout the year is it used? Are there any peak usage times?</td>
<td>1) Check temperatures, drafts, size and number. 2) How old is it/star rating? 3) What is it used for mostly? 4) Does anyone manage its use? 5) Behaviours and norms around use? 6) Are there any existing problems or complaints? 7) Are upgrades in the pipeline?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions: Do it now</th>
<th>Actions: Do it soon</th>
<th>Actions: Big ticket</th>
</tr>
</thead>
</table>

Overall thoughts on effectiveness of heating and cooling systems and behaviours:
**REFRIGERATORS, FREEZERS & COOL ROOMS**

Include drinks and first aid room fridges and check seals of each door.

*Need thermometer, paper to check seals of fridge doors.*

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<thead>
<tr>
<th>Appliances</th>
<th>Location</th>
<th>Usage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the appliance and how many are there of each type?</td>
<td>Where is it located (inside, outside, which room)?</td>
<td>How many hours and on which days throughout the year is it used? Are there any peak usage times?</td>
<td>1. Check door seals and temperatures. 2. How old is it/star rating? 3. What is it used for mostly? 4. Does anyone manage its use? 5. Behaviours and norms around use? 6. Are there any existing problems or complaints? 7. Are upgrades in the pipeline? 8. Does it need to be on? 9. Is it in a well-ventilated space?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions: Do it now</th>
<th>Actions: Do it soon</th>
<th>Actions: Big ticket</th>
</tr>
</thead>
</table>

Overall thoughts on effectiveness of fridges and behaviours related to their use:
# LIGHTS

Include all indoor, outdoor, field and court floodlights and perimeter lighting.

<table>
<thead>
<tr>
<th>Light type</th>
<th>Location</th>
<th>Usage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light type</td>
<td>Location</td>
<td>Usage</td>
<td>Notes</td>
</tr>
<tr>
<td>What type of light and how many fittings/globes?</td>
<td>Where is it located (inside, outside, which room)?</td>
<td>How many hours and on which days throughout the year is it used? Are there any peak usage times?</td>
<td>1. Check if any were left on in empty rooms. 2. Are light types bright enough for use? 3. Behaviours and norms around use? 4. Are there any existing problems or complaints? 5. Are upgrades in the pipeline? 6. Any need cleaning?</td>
</tr>
</tbody>
</table>

**Actions:**
- Do it now
- Do it soon
- Big ticket

Overall thoughts on effectiveness of lighting and behaviours related to lights:
**HOT WATER**

Include all hot water systems, shower heads, outlets and boiler units.
*Could do in conjunction with a water check as both require looking for leaks.*

<table>
<thead>
<tr>
<th>Appliance</th>
<th>Location</th>
<th>Usage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the appliance and how many are there of each type?</td>
<td>Where is it located (inside, outside, which room)?</td>
<td>How many hours and on which days throughout the year is it used? Are there any peak usage times?</td>
<td>1. Check leaks, drips, how long to heat and flow rates. 2. How old is it/star rating? 3. What is it used for mostly? 4. Does anyone manage its use? 5. Behaviours and norms around use? 6. Are there any existing problems or complaints? 7. Are upgrades in the pipeline?</td>
</tr>
</tbody>
</table>

| |
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**Actions:**

<table>
<thead>
<tr>
<th>Actions: Do it now</th>
<th>Actions: Do it soon</th>
<th>Actions: Big ticket</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

Overall thoughts on effectiveness of the hot water systems and behaviours related to them:
### APPLIANCES & EQUIPMENT

Include anything plugged in including office equipment, TVs, gym equipment and vending machines.

*Use PowerMate to measure energy use for a more comprehensive audit.*

<table>
<thead>
<tr>
<th>Appliance</th>
<th>Location</th>
<th>Usage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the appliance and how many are there of each type?</td>
<td>Where is it located (inside, outside, which room)?</td>
<td>How many hours and on which days throughout the year is it used? Are there any peak usage times?</td>
<td>1. Check if it is turned off at the wall. 2. How old is it/star rating? 3. What is it used for mostly? 4. Does anyone manage its use? 5. Behaviours and norms around use? 6. Are there any existing problems or complaints? 7. Are upgrades in the pipeline?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions: Do it now</th>
<th>Actions: Do it soon</th>
<th>Actions: Big ticket</th>
</tr>
</thead>
</table>

General comments about appliance efficiency and use:
# KITCHENS & BATHROOMS

*Include all urinals and toilets, showers, sinks and other appliances where water is necessary.*

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Usage</th>
<th>Check for leaks</th>
<th>Check flow rate</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type and how many are there?</td>
<td>Where is it located?</td>
<td>When is it used? Are there any peak usage times?</td>
<td>Drips, leaks, pooling and don’t forget irrigation. <a href="#">See Fact Sheet 12: Leakbusting</a></td>
<td>Use a timer and volume measurement - Litre/minute.</td>
<td>1) How old is the unit? WELS rating? 2) Does anyone manage its use? 3) Behaviours and norms around use? 4) Are there any existing problems or complaints? 5) Are upgrades in the pipeline?</td>
</tr>
</tbody>
</table>

- **Toilets**
- **Urinals**
- **Showers**
- **Sinks**
- **Appliances**

**Actions:**
- **Do it now** *(any leaks/drips to be fixed)*
- **Do it soon**
- **Big ticket**

**Overall thoughts on water efficiency and behaviours related to using water in bathrooms:**

**Overall thoughts on water efficiency and behaviours related to using water in kitchens:**
### OTHER

*Include grounds, appliances connected to plumbing, hosing, air conditioning units, pools, water storage tanks and general inside and outside areas.*

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Usage</th>
<th>Check for leaks</th>
<th>Check flow rate</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type and how many are there?</td>
<td>Where is it located?</td>
<td>When is it used? Are there any peak usage times?</td>
<td>Drips, leaks, pooling and don't forget irrigation. See Fact Sheet 12: Leakbusting</td>
<td>Use a timer and volume measurement - Litre/minute.</td>
<td>1) How old is the unit? WELS rating? 2) Does anyone manage its use? 3) Behaviours and norms around use? 4) Are there any existing problems or complaints? 5) Are upgrades in the pipeline?</td>
</tr>
</tbody>
</table>

### Actions

- **Actions: Do it now** *(any leaks/drips to be fixed)*
- **Actions: Do it soon**
- **Actions: Big ticket**

### Overall thoughts on water efficiency and behaviours related to using water in other areas:
Appendix B: Fact Sheets

Sustainability Priority Star System

The following fact sheets use this simple star system to help you identify priorities and set timelines. These sheets contain tips, information and further resources for different elements of water and energy efficiency and suggested activities and recommendations for further action. You can refer to the fact sheets while doing your DIY Energy and Water Audit.

- **Do it now**
  - Audits, collect baseline data
  - Test that things work
  - Fix things that are broken
  - Change behaviours
  - Add to management and responsibilities

- **Think about it**
  - Actions that require some budget and planning
  - Changing appliances

- **Big Ticket**
  - Retrofitting and upgrading requires greater planning and budgeting and may involve council and other stakeholders

These fact sheets were developed based on information provided by the Energy Markets and Programs division of the Department for State Development and consultant Sustainable Focus.
Understanding your energy bill

Are your energy bills too high? There are things you can do to reduce costs to your club and to reduce your energy use. But first, you need to understand your bills.

Information on this page taken from:

Energy bills contain lots of information that can help you understand how much energy your organisation uses:

- How you are charged for electricity and gas use.
- How to keep track of use.
- Use the information in your bills to make comparisons with other energy plans and retailers to see if you are getting the best deal. For further information go to: www.energymadeeasy.gov.au/

Things to take note of:

- The pattern of your electricity use and changes in consumption patterns between billing periods and seasons.
  Most electricity providers include graphs in your bills; these usually compare energy use over time and estimate greenhouse gas emissions. By comparing bills you can identify changes in usage between seasons and between years.
  For example, you may have hosted more games one season, which means the increased use of club facilities and flood lights would cause an increase in electricity. Temperature differences and climatic shifts cause changes to energy use as well, so keeping a note of these variations can be useful for predicting future conditions.

- Understanding off-peak or controlled load electricity tariffs and the price you’re paying per unit of energy.
  In South Australia, some appliances can be run on an off-peak tariff, which is sometimes also called controlled load.
  The off-peak electricity tariff is primarily used for permanently installed electric storage water heaters with a capacity of 125 L or more. Other appliances that can be hard-wired by a licensed electrician to the off-peak meter include underfloor heaters and swimming pool and spa heaters.
  You may have two meters, one for peak and one for off-peak, and you will see two meter readings with two different meter numbers on your bill.
  Digital meters can record peak and off-peak usage in the same meter, so although there will be two charges on your bill for peak and off-peak, the same meter number will show against both of them.

Contact your energy provider via the contact details on your bill to find out when your off-peak hours are and what appliances can be connected to the off-peak meter.
This example shows you what to look for on your bill.

*Please note:* Your bill may not look the same and may contain different information. For example, if you have a photovoltaic (pv) system you will also have information about the kWh exported.

1. **The average number of units (kWh) used per day during the last billing period and compared to the same period last year.**
2. **The pattern of electricity use** compared with previous billing periods.
3. **The billing period** and whether the bill is based on an actual reading or an estimate.
4. Many clubs have more than one electricity meter. Use the **meter number** when checking the related reading. A digital meter can record both so may show as the same meter number twice.
5. **The number of days this bill covers.** On quarterly bills, around 90 days.
6. **The total number of electricity units used** per meter – a unit is a kilowatt-hour (kWh).
7. **The prices you are paying** (per kWh) for your electricity in different periods, e.g., summer rate, non-summer rate and off-peak rate.
Electricity

Electricity is used to power most things in your clubhouse. In some cases you may only use electricity, in others it might be supplemented with gas.

Knowing how to read a meter allows you to:

- keep track of your energy use as often as required
- check that the meter reading on your bill is close to your actual reading
- determine how much electricity has been used over a period of time by subtracting the previous meter reading from the current meter reading.

Digital electricity meters

Digital electricity meters display the meter readings as a row of numbers, like the kilometre indicator in a car. You simply read the number from left to right. There may be a number of screens to scroll through before you reach the electricity meter readings (e.g., time and date).

The screens containing the meter readings are numbered; look for:

- 03 or 003 – for the peak electricity meter reading
- 07 or 007 – for the off-peak electricity meter reading.

Dial or clock face electricity meters

- Always read the dials from left to right, ignoring the dial marked 1/10 as it is only for testing.
- Each dial revolves in a different direction to the one next to it, e.g., anti-clockwise, then clockwise.
- Always note the number the pointer has just passed – e.g., it if is between 7 and 8, write down 7.
- If the pointer is directly over a number, underline that number when you write it down.
- If an 8 or 9 follow any of the underlined numbers, reduce the underlined number by one. In the example, because the 4 is underlined and followed by a 9, we change the 4 to a 3, so the meter reading is 73,958 kWh.
Solar panels installed already?
There will probably be an import/export meter installed. The reading for the power generated by solar panels and exported back into the grid will be indicated with a 09 or 009 on these meters. Refer to the manufacturer’s instruction manual or contact SA Power Networks to find out how to read this type of meter.

Gas
Gas may be used for hot water systems and for kitchen stoves. You need to be wary of gas leaks and get them addressed as soon as possible.

Digital gas meters – CUBIC METRES
Digital meters, also known as metric meters, are read from left to right. You only need to read the black and white digits, ignoring any red numbers. Red numbers are used for testing purposes. Digital meters record the amount of gas used in cubic metres (m³).

Dial or clock face gas meters – CUBIC FEET
Imperial or clock face meters comprise a number of dials. The hands rotate in different directions. Standing directly in front of the meter:

- Only read the four dials closest to the left.
- Read the dials from left to right and record the number the clock hand is pointing to.
- Each dial revolves in a different direction from the one next to it (e.g., anti-clockwise, then clockwise).
- If a hand is between two numbers, note the lower number except when the hand is between 0 and 9, in which case read 9.

The reading given by the clock face meter is the amount of gas used in cubic feet.

This example gives a reading of 1,394 cubic feet.

READING GAS METERS & CONVERSIONS
A gas meter can be used to calculate the energy used over a period of time by subtracting a previous reading from the current reading. To convert this figure to megajoules (MJ), which is the measure shown on your bill, multiply the value by the gas’s heating value. A typical heating value used for natural gas in South Australia is 38.61 MJ/cubic metre or 1.09 MJ/cubic feet.

1. Previous Reading – Current reading = number of m³ (or ft³)
2. Multiply the number of m³ by 38.61 (or ft³ by 1.09) e.g.: 14 m³ x 38.61 MJ/m³ = 540.54 MJ of gas
   320 ft³ x 1.09 MJ/ft³ = 348.8 MJ of gas
Energy Efficiency

Solar panels

Think about switching to a renewable energy supply: the sun! Although the initial cost of a solar system can be high, the system will pay for itself over several years through reduced energy bills. A system sized properly for your club could be a good financial decision and is a great source of clean energy. Find out about local, state and national subsidies for installing solar panels (often referred to as ‘photovoltaics’ or ‘PVs’) and converting to solar energy.

FACT: The average amount of solar energy that falls on Australia is about 15,000 times the amount of energy Australians use each year!

Solar panels don’t generate electricity all the time but they generate electricity when it is needed most and there are storage systems available that could reduce your need to use energy from the grid.

Points to consider when investigating solar PV:

- **Check you have an appropriate area for installation.** Panels should be oriented as close to true north as possible and not further than due east or west. Most systems are roof mounted but ground-mounted systems are available too. It is more cost-effective to roof mount.

- **Check the implications for your tariff.** When a solar system is installed, your club will automatically be switched to a new demand-based tariff. In some cases, this may mean that installing a solar system will increase your energy costs.

- **Check your power needs before shopping around.** Knowing how much power you use and when you use it will be essential to ensure your installer can optimise the system to suit your needs. The DIY Energy and Water Audit Worksheet can help identify power use.

- **Avoid being sold an oversized system.** According to the Save it for the Game website, ‘As a generalisation, around a 5-10kW system will be correct sizing for most sports facilities used in an intermittent fashion, i.e., field lighting, some afternoon training and game days much of the weekend.’


- **Use reputable products, retailers and installers.** Lists of approved products and accredited installers and retailers can be found on the Clean Energy Council website: https://www.solaraccreditation.com.au/

- **Independent reviews.** If you want an unbiased consumer review of solar panel suppliers, you can pay a small fee for a Choice subscription: www.choice.com.au
Yankalilla Football Club – community and commercial funding

A community effort meant that YFC was able to fund a 15 kW PV system in December 2014. In a year, there have been energy savings of approximately $1,600.

The project was financially viable due to donations from the Yankalilla Sporting Club Ladies Auxiliary, fundraising and promotions by the Australian Youth Climate Coalition, discounts for the system by existing sponsor Solarhurt and a commercial lease arrangement.

The club has also replaced existing downlights with energy saving globes and replaced old refrigerators with more efficient models.

Henley Surf Life Saving Club
ORS Active Club Grants Program

The club received $13,000 for solar panels from the ORS Active Club Grants Program. Under the Facility Category, clubs are eligible for up to $20,000 for each facility project. The West Beach and Districts Community Bank branch of Bendigo Bank also contributed funding.

W.A. Satterley Hall at Lockleys Oval Complex, Badminton SA
Solar Battery Storage Trial with Zen Energy

A Zen Freedom Powerbank was installed at the Lockley’s Oval Complex in August 2013. The solar and storage combination reduced electricity consumption at the site by 29%.

See Zen website for further details:
## Heating and cooling

Include all A/C units, portable units and ceiling fans, insulation and ventilation systems.

### Action/Item | Facts & Opportunities
---|---
**Seal drafts** | Use draft excluders, door and window seals or gap filler to prevent drafts. Exhaust fans, old wall vents and fireplaces are other common sources of drafts. You can check drafts by:
- looking for daylight around edges of doors and windows
- looking for gaps around skirting boards
- feeling drafts with a wet finger.

*When using unflued gas appliances, ensure adequate ventilation.*

**Dress for the weather** | Wear more or less before turning on coolers and heaters. If you do weekly promotions of events, include the likely forecast, which will help remind people to bring appropriate clothing.

**Air conditioning units** | Only turn them on when needed.
Keep the thermostat as low as is comfortable in winter (18-21°C) and as high as comfortable in summer (24-27°C).
Clean filters regularly.
Set them to turn off after two hours. They can always be turned back on if needed.

**Shut doors and use zones** | If you are using heating or cooling make sure you keep doors closed to ensure your money isn’t drifting away. If you have a ducted system you may be able to utilise zoning to only heat or cool occupied areas.

**Use blinds and curtains** | In cooler months sunlight shining directly onto north, east and west facing windows can produce the same amount of heat per square metre as a one bar radiator.
In summer keep heat off windows with outdoor awnings and keep the curtains drawn. Using lights inside costs less than using air conditioning.

**Keep spaces well ventilated** | Especially kitchens, gyms, and pool areas.
Check how is air moving around and leaving the building.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Use reversible ceiling fans</td>
<td>To circulate the air. They create cooling breezes in summer and can redirect warm air down in winter.</td>
</tr>
<tr>
<td>Portable fans and heaters</td>
<td>May be suitable for small rooms with low ventilation.</td>
</tr>
<tr>
<td>Insulation</td>
<td>Are your walls and ceiling insulated? If not, this is a great place to start to increase comfort and reduce bills. If you already have insulation, ask a licensed insulation installer to check its effectiveness.</td>
</tr>
<tr>
<td>Buying new</td>
<td>Get the appropriate size and check the rating label: <a href="http://www.energyrating.gov.au/about/energy-rating-labels/">www.energyrating.gov.au/about/energy-rating-labels/</a> Look for features such as zoning and timers. Avoid ducted refrigerative systems where possible.</td>
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Refrigerators, freezers and cool rooms

Include fridges, freezers, cold rooms, drinks fridges and first aid room fridges.

<table>
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<tr>
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<tbody>
<tr>
<td>Check that fridge, freezer and cool room doors</td>
<td>Close the door on a piece of paper. The door seal should be strong enough to firmly grip it. Check this in several places around the edge of the door. Look for sections that are cracked and brittle or pressed out of shape. If the paper slides out easily, have the seal replaced.</td>
</tr>
<tr>
<td>and cool room doors seal properly</td>
<td></td>
</tr>
<tr>
<td>Set to correct temperature</td>
<td>Adjust fridge temperatures to between 3°C and 5°C. Adjust freezer temperature to between -15°C and -18°C. If you are using a thermometer, place it below the top shelf and towards the front of the fridge or anywhere in the freezer. If colder, more energy is used while higher temperatures allow poisonous bacteria to grow. Leave the thermometer in the closed fridge or freezer for about 30 minutes and then observe the temperature. Monitor temperatures regularly.</td>
</tr>
<tr>
<td>Keep the freezer free of frost build up</td>
<td>Frost build-up in the freezer should not exceed 5mm. Auto defrost models should manage this without user interference. Defrost freezers every few months in non-automatic models.</td>
</tr>
<tr>
<td>Keep units in cool, well-ventilated areas out</td>
<td>You don’t want fridges and cool rooms competing with other heat providers! They remove heat from inside, so for efficiency they need to be in cool, ventilated spaces. If there are no options for rearranging spaces or ventilating the cool room, you could look into installing a whirlybird or installing insulation. Keep the external cool room mechanism shaded from sunshine. Keeping the condenser as cool as possible will help the unit remove heat. Rearrange and rethink the location of fridges.</td>
</tr>
<tr>
<td>of direct sunlight</td>
<td></td>
</tr>
<tr>
<td>Action/Item</td>
<td>Facts &amp; Opportunities</td>
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</tbody>
</table>
| Reduce the number of fridge and freezer units | Fridges are inefficient when they are not full and use more energy to cool. If there is excess capacity, reduce the refrigeration units down to the minimum required.  
It may be cheaper and more efficient to buy ice and use an esky if you only require a small amount of cold drinks each week. You might not need a fridge at all.  
Only run additional fridges and freezers when necessary.                                                                                     |
| Cool rooms                      | Save energy in cool rooms by placing kegs inside it to reduce the cost of running your in-line beer chiller. Cooling kegs as they are needed means you can create efficiencies, reducing reliance on more energy-intensive systems.  
Leave space in the cool room between items to allow for air flow.                                                                                           |
| Turn off cool rooms manually    | Turning the cool room off during the week will not damage the cool room as it turns off under thermostat control all the time.  
Leave the door open when switched off to make sure there is adequate ventilation to prevent mould growing.                                                   |
| DIY insulation for glass fridge and cool rooms | Make your own insulation for glass door fridges by getting a piece of cardboard (preferably foil backed) the size of the door and put in when the display is not necessary.  
Ensure the cool room is as efficient as possible by insulating the floor with a foam panel covered with checker plate to reduce losses through the floor and make sure that all refrigeration lines have lagging/insulation. |
<table>
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</table>
| **Place drinks fridges on timer and turn on and off when needed** | Fridges don’t need to be on all the time, despite popular belief. It is quite all right to turn drinks fridges off and on ‘off peak’ usage periods.  
Keep fridges off until about two to four hours before the drinks will be needed. Set fridges to run for a few hours each day during ‘off peak’ times to stop mould from growing or make sure doors are propped open.  
Use an electronic timer with a backup battery (in case of power outage) and make sure the insides are clean and dry. If you do see signs of mould, increase the running time.  
Ensure all perishable food items are consolidated into fridges you are leaving on (or someone could take them home and bring them back).  
Install timers or make sure it is someone’s responsibility to turn on and off before and after main use periods. |
| **Commercial vs. domestic fridges** | Commercial refrigerator units use up to ten times the amount of energy of domestic units.  
If commercial units are required, select high efficiency units with solid doors. Glass doors lose cool air and cost around $2-$3 a day to run, which means compared to fridges with solid doors, they are fairly inefficient. Instead, display pictures of the drinks contained inside.  
| **Regular management** | **Weekly:**  
➢ Consolidate perishable contents into a small fridge and turn off drinks fridges when not needed.  
➢ Check temperatures.  
**Bi-monthly:**  
➢ Every two months defrost the freezer (if not automated).  
**12 months:**  
➢ Test seals of fridges.  
➢ Reconsolidate fridges and their use. |
**Energy Efficiency Fact Sheet 6**

**Lighting**

*Include all indoor, outdoor, field and court floodlights and perimeter lighting.*

It is everyone’s responsibility to turn lights off when last to leave a room or building. You don’t leave lights on at home, so why leave them on in your club?

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Energy efficient lights</td>
<td>Use the most efficient lighting practical for each purpose. Replace incandescent and halogen lamps/fittings with LED lamps/fittings where practical. Don’t forget to look at outside lights, including floodlights.</td>
</tr>
<tr>
<td>Light fittings</td>
<td>Single lamp fittings are more efficient than twins or triples.</td>
</tr>
<tr>
<td>Use of lights</td>
<td>Switch all lights off when not needed. This can be done manually or by using an occupancy sensor or time switch.</td>
</tr>
<tr>
<td>Curtains &amp; blinds</td>
<td>Daylight costs nothing; open curtains and blinds before turning on a light; however, be aware of the potential conflict between lighting and excessive heat gain in summer. Lighting is cheaper to run than air-conditioning.</td>
</tr>
<tr>
<td>Are light fittings cleaned regularly?</td>
<td>Keep light fittings clean. Dust or dirt on them can block some of the light produced and reduce efficiency. Do this every few months.</td>
</tr>
<tr>
<td>Outdoor lighting</td>
<td>Consider installing sensor lights so external lights only come on with movement and turn off after a short period.</td>
</tr>
<tr>
<td>Floodlights</td>
<td>When training at night time, only light up the area of pitch you are using and turn off when no longer needed. Does the whole playing field need to be lit up for the whole training/game time? Can training be scheduled to optimise the use of grounds for the time the lights are on? Install switches so that lights can be controlled in groups. Consider replacement with LED flood lights.</td>
</tr>
</tbody>
</table>
Hot water

Include all hot water systems, shower heads, outlets and boiler units.

<table>
<thead>
<tr>
<th>Action/Item</th>
<th>Facts &amp; Opportunities</th>
</tr>
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<tbody>
<tr>
<td>Check for drips</td>
<td>Dripping taps waste water and dripping hot water taps also waste energy. You can save a couple of hundred dollars a year in energy and water by fixing just one dripping tap.</td>
</tr>
<tr>
<td>Timers</td>
<td>If you aren’t using hot water all the time, you may be able to use timers to switch your system on and off as needed.</td>
</tr>
<tr>
<td>Kitchens</td>
<td>Using kettles and urns is more efficient than a boiling water unit that is on all the time.</td>
</tr>
<tr>
<td>Showers</td>
<td>Encourage four-minute showers (or less); simple timers are available. Also consider installing electronic timers that turn water off after a set period of time and don’t allow an immediate follow-up shower.</td>
</tr>
<tr>
<td>Washing machines/ dishwashers</td>
<td>Only wash full loads. Choose units with a high star rating when buying new.</td>
</tr>
<tr>
<td>Is your hot water system</td>
<td>It might be too large for your needs so consider a smaller one when it needs replacing. You might have more than one and could turn a couple off, especially during the off season.</td>
</tr>
<tr>
<td>suited to the facility?</td>
<td></td>
</tr>
<tr>
<td>Insulate pipes</td>
<td>Use foam tubing, known as lagging, to prevent heat loss. You can purchase foam tubing from hardware or plumbing stores. Look for one that has been cut along its length and has a self-sealing adhesive strip.</td>
</tr>
<tr>
<td>Buying new</td>
<td>Consider choosing an energy-efficient water heating unit when the current one needs replacing; solar, electric heat pump or five-star energy-rated gas are the best options. For high-demand applications, a gas-boosted solar system is a very efficient option. Avoid large storage electric systems and circulating loops as they have high losses. Check out the SA Government online calculator to see what might suit: <a href="http://www.sa.gov.au/topics/water-energy-and-environment/energy/saving-energy-at-home/household-appliances-and-other-energy-users/water-heating/water-heater-calculator">www.sa.gov.au/topics/water-energy-and-environment/energy/saving-energy-at-home/household-appliances-and-other-energy-users/water-heating/water-heater-calculator</a></td>
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</tbody>
</table>
## Appliances

*Include anything plugged in: office equipment, TVs, gym equipment, vending machines, etc.*

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<tr>
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<tr>
<td><strong>Turn off at the wall</strong></td>
<td>Indicator lights mean an appliance is still drawing power and should be turned off at the wall. Use eco-switches where possible so you can turn everything off at once. Make sure you include office equipment (ensure you are using energy saving mode).</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Check where appliances are located to ensure they aren’t competing with other appliances (hot air, cool air).</td>
</tr>
<tr>
<td><strong>Label cords on power boards</strong></td>
<td>Ensure people know what they are turning off.</td>
</tr>
<tr>
<td><strong>Select the highest rated energy efficient equipment</strong></td>
<td>When buying new equipment select the most efficient (lowest wattage) lighting practical for each purpose. Check the energy rating labels.</td>
</tr>
<tr>
<td><strong>Ovens</strong></td>
<td>Check the seal on your oven/s to ensure heat is not escaping; organise to have it replaced if necessary. Use small appliances rather than the oven where possible; they use less energy.</td>
</tr>
<tr>
<td><strong>Keep water in the fridge rather than using water coolers</strong></td>
<td>A couple of jugs will probably suffice.</td>
</tr>
<tr>
<td><strong>Vending machines</strong></td>
<td>Keep ventilated and running at optimum temperature. Consider installing seven-day timers on machines that only operate for part of the day; this could save up to 50% of energy use. Remove if possible: the energy savings could pay for a large number of drinks.</td>
</tr>
<tr>
<td><strong>Gym equipment</strong></td>
<td>Keep moving parts clean to optimise performance. Turn off when not needed.</td>
</tr>
</tbody>
</table>
## Water Efficiency

### Facts & Opportunities

**Water Efficiency Labelling Standards (WELS)**
- Can assist you to choose the most water efficient products available.
- Covers showers, taps, flow restrictors, toilets and urinals, dishwashers and washing machines.
- Look for the WELS label; the more stars, the less water the product will use.
- Use the online search engine to find the products you need.

**Water efficient shower heads**
- Standard shower heads use 15-25 L of water per minute.
- Three-star rated water efficient shower heads only use 6-7 L per minute.
- So one shower of 5 minutes per day with a standard shower head could use up to 45,625 L in a year. With a water-efficient shower head, it could be as little as 10,950. At current commercial water rates this would be savings of more than $100 per year.
- Add to this savings of a couple of hundred a year in electricity costs due to reduced use of hot water and significant saves can be achieved!
- Club showers may not be used daily but if there are a number of them used a couple of times a week, you could make significant savings by switching to water efficient shower heads.

**Retailer Energy Efficiency Scheme (REES)**

**Shower timers**
- Use shower timers to limit shower length; simple four-minute timers are available. You can also use electronic timers to limit shower times and prevent follow-up showers.

**Dishwashers**
- Upgrade to an energy-efficient dishwasher where possible as they use half the water used by older models.
- Use the WELS dishwasher search to compare options:

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### Tables

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<tr>
<td><strong>Toilets</strong></td>
<td>Old-style, single-flush toilets use lots of water - up to 12 L in one flush. Water-efficient, dual-flush toilets average less than 4 L. If upgrading bathrooms, make sure you opt for water-efficient, dual-flush systems. A WELS four-star model uses 4.5 L full flush and 3 L half flush. A single-flush toilet costs around $760 over ten years to operate. A water-efficient, dual-flush cistern costs around $250 over ten years to operate. Replacing a traditional single-flush toilet with a water-efficient, dual-flush toilet saves about 51 L per person, per day. This is more than $60 a year. Extrapolate that to several toilets and the savings add up. For further info: <a href="http://www.waterrating.gov.au/consumers/water-efficiency">www.waterrating.gov.au/consumers/water-efficiency</a></td>
</tr>
<tr>
<td><strong>Reduce flush rate in single-flush toilets</strong></td>
<td>If replacing single-flush toilets is not an option, there are ways to reduce the amount of water they use. Your plumber can make modifications or you can DIY by placing a bottle filled with water in the cistern, making sure it does not obstruct the flushing mechanism. Fill a 2 L plastic bottle with water, put in the cistern and it will reduce the water capacity by 2 L each time you flush.</td>
</tr>
<tr>
<td><strong>Taps</strong></td>
<td>If turned on full, an ordinary tap will use up to 20 L of water per minute. Flow restrictors are designed to regulate water flow while providing adequate pressure; they can reduce flow rate by up to 84%. They only cost a few dollars. Ensure all new taps are water efficient; remember to check the WELS rating. Use a bucket and stopwatch or a water flow measuring cup to find out whether your tap flows are too high (test all taps).</td>
</tr>
<tr>
<td><strong>Beer lines</strong></td>
<td>Don’t over flush beer lines; when cleaning beer lines, 60 seconds is ample time for flushing. Use litmus paper to test the pH of the rinsing water. If it stays pink, the lines should be clean.</td>
</tr>
<tr>
<td><strong>Air conditioning</strong></td>
<td>Install a leak detection auto-isolation valve. <em>(Note: These may not be suitable where evaporative air conditioners are in use.)</em></td>
</tr>
</tbody>
</table>
Irrigation

For many clubs, irrigation of grounds is their major water cost. Clubs have a duty of care to ensure their grounds are fit for purpose and sometimes this can make it difficult to lower water use. Regardless of whether you pay your water bills or if council covers them, you can still lower your water use to ensure you are minimising your impact on the environment.

There are a wealth of resources available to help you better manage irrigation of grounds at your club. SA Water has a variety of different interactive tools available:

**Sports Turf Maintenance Guide**

This Guide was developed and produced in collaboration with the Sports Turf Association of South Australia and TAFE SA's Urrbrae Campus. It gives you a yearly calendar of maintenance tasks and activities to help you get the best out of your turf. Given the variation in conditions at different locations, it is only a Guide, but it’s the best place to start.


**Irrigation Efficiency Checklist**

Using the checklist, you assess potential areas for improvement for your site and irrigation system. You can then take the next step of further investigation.


**Basic Irrigation Management Toolkit**

This toolkit helps with the effective management of water. It can be used for recording and reporting water use on single sites only.


**Audits and Irrigation System Performance**

This Guide to irrigation audits and assessing system performance explains what to look for when you assess your site. It also explains why audits are important.


**Irrigated Public Open Space (IPOS) Code of Practice**

To help open space managers to maximise water efficiency in irrigation, SA Water developed the IPOS Code of Practice. The code was developed in conjunction with industry experts as a technical resource. It can be used to set policy, manage resources and to regulate water use for public open space. It gives you a management framework for best practice turf and irrigation management.

Checking your water meter

Even the smallest amount of leakage adds up to large amounts of water and money wasted. Often a washer is all that is needed to fix a dripping tap. Information from this page is accessible on SA Water’s website.

What is a meter?

- A water meter is usually located towards the front of the property and looks like the picture to the right.
- When you turn on a tap, the pressure in the water main pushes water through the meter, into your pipes and out of the tap. Our meters work on what is known as a rotary piston. A number register is connected to the piston.
- As water flows through your meter, the piston rotates. The water moves the piston through a fixed rotation. One rotation on your meter represents one litre of water used. At the end of that rotation, the numbers turn on the number register.

ACTION - DO IT NOW: Read the meter

1. Most meters have a row of eight numbers. Below is an example (note that meters are not all identical, some older meters might have a fourth red digit representing 1/10th of a litre).

2. Watch this video: https://www.youtube.com/watch?v=FtvdpeyGVlU 'How to Read Your Water Meter' and complete the checklist below.

   Record the numbers on the water meter dial, including the small dial if your meter has one. (Leave your meter stop tap on.)

   Turn off all taps on the property. (Notice any obvious dripping after you’ve turned it off?)

   **TEST 1:** Fill a 10 L bucket from any tap on your property and make sure it doesn’t overflow. Check your meter again. Does it read 10 L exactly? If yes, it is unlikely that there is a leak. Does it read more? (If yes, there is probably a leak – double check with TEST 2).

   **TEST 2:** Pick a time when you are sure no one is going to be using any water during a specific period of time (i.e., one hour, three hours or overnight). Note the meter reading. Check the meter reading again and if it has changed when no one was using any water, then there is probably a leak.
Leakbusting

Leaks tend to get worse, so it is essential to identify where the leak is and have it repaired quickly. Check for leaks when no water is going to be used, including sprinklers.

**FACT:**
A leaking toilet is the most common leak and can waste up to 260L a day. This could add up to hundreds of dollars a year in wasted water.

**FACT:**
A tap that drips approximately two times per second can waste more than 24 L a day and cost over $30 per year.¹

<table>
<thead>
<tr>
<th>What to look for when checking for leaks:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water meter</strong></td>
</tr>
<tr>
<td>Check if there is a leak or drip from SA Water’s water main to the outlet riser. Contact SA Water on 1300 888 121 as this is its responsibility.</td>
</tr>
<tr>
<td><strong>Toilets and urinals</strong></td>
</tr>
<tr>
<td>Is the cistern continually running, stuck or worn float valves?</td>
</tr>
<tr>
<td><strong>TOOL:</strong> Put food colouring in the cistern. Wait 15 minutes and if the colour shows in the toilet bowl without flushing, you’ve got a leak.</td>
</tr>
<tr>
<td><strong>Outside paving</strong></td>
</tr>
<tr>
<td>Check for damp or unstable brick paving or concrete.</td>
</tr>
<tr>
<td><strong>Water storage tanks</strong></td>
</tr>
<tr>
<td>Check rainwater tanks for signs of leaks, such as pooling water, rust spots, worn seals and faulty valves.</td>
</tr>
</tbody>
</table>

**ACTION - DO IT SOON:** Call a licensed plumber and provide a list of things that need to be fixed. Ask if there are any ways to fix leaks yourself in the future.

¹ Based on 2013/2014 non-residential prices for drinking water (SA Water).
More sustainability initiatives

There are of course many other elements to sustainability besides water and energy efficiency that you may like to start thinking about.

Waste and recycling

Avoid, reduce, reuse, recycle – a mantra for sustainability! The following are good websites with information on how, what and where things can be reused and recycled:

- www.zerowaste.sa.gov.au
- www kesab.asn.au (Keep SA Beautiful).

**Avoid** accumulating waste: When purchasing products, avoid packaging and restrict the buying of products that cannot be reused, recycled or will not biodegrade.

**Reduce** your waste: If you create a lot of waste, look at the processes you have in place and try to minimise waste that goes to landfill.

**Reuse** before throwing away: Increase the life cycle of goods you use by repairing, adapting, borrowing, swapping or buying second-hand.

**Recycle** what you can: Ensure recycling facilities are available with appropriate signage and that members are encouraged to recycle. Have a 10c recycling collection bin separate to other recyclables so you can raise money for your club.

Case Study: Surf Life Saving SA’s ‘Bins between the Red & Yellow Flags’

Surf Life Saving SA applied for a ‘Keep Australia Beautiful Beverage Container Recycling Community Grant’ with KESAB and the Coca-Cola Foundation in the summer season of 2012-2013 to undertake a waste and recycling project: “Bins between the Red and Yellow Flags”. The aim was to reduce litter and promote recycling on beaches in SA. The project was fully supported by all levels of management and gained international recognition and support when it was launched at Rescue 2012, International Surf Life Saving Championships in Glenelg.

After promotion at this event by a team of ECOsurf volunteers, each club received a set of red and yellow bins to take on their patrols every weekend and use in the clubhouse. They also received a 240L wheelie bin for beverage container collecting for the 10c deposit scheme. Throughout a six-month period, an estimated 10,000 beverage containers were recycled. Not only has this project minimised waste to landfills, streamlined clubs with council waste services, educated members and even fundraised for clubs, it has provided an opportunity for interaction between the patrol volunteer surf lifesavers and beach users. This project is still implemented and is an effective case study, which can be replicated across different associations.
Biodiversity

Conserving the plant and animal species that share our environments is important for creating diverse ecosystems for healthy and clean air and water. Spending a day revegetating your local area not only creates a sense of appreciation for native garden beds and existing vegetation, it also fosters a sense of ownership among members.

Link the environment you play in to conservation: plan a team or club bonding day and spend a day planting, weeding, growing seeds or clearing rubbish with an environmental not-for-profit organisation such as Conservation Volunteers, Trees for Life or Greening Australia.

Procurement

- Everything you buy has an environmental and social impact.
- Many processes along a supply chain cause negative effects to the environment. They are either unsustainable in their water, energy or waste management or they might use a lot of packaging or single-use materials.
- Many processes also include social costs through child labour (e.g., cocoa and sports balls) or unfair working conditions (e.g., sweatshops for club merchandise).
- The Ethical Consumer Guide (www.ethical.org.au) has a lot of easy information to help with day-to-day purchasing.
- There are many products that are environmentally friendly and attempt to eliminate social costs.

Cleaning products

- When buying new products look for:
  - concentrated forms and dilute them yourself
  - biodegradable packaging
  - plant-based ingredients instead of petroleum-based
  - specific ingredient information such as ‘solvent-free’ or ‘no petroleum-based ingredients’ rather than unregulated ‘greenwash’ claims such as ‘natural’ and ‘eco-friendly’
  - avoid toxic chemicals around your clubhouse.
- Use recycled paper for printing, toilet paper and paper towels. Look on the Forestry Stewardship Council website (https://au.fsc.org/en-au) for more information on recognising the different labels.

Sports balls

The supply chains of sports balls are riddled with labour rights issues; luckily in Australia, we have the choice to buy affordable fair-trade and eco-friendly balls by Jinta Sports and rrepp. These brands have ethical and fair supply chains and give back to communities in Australia that are in need.
Uniforms and shoes

- **Second-hand uniforms and shoes** - swap and sale pre-season: Recycle clothing and shoes within the community.
- Boots don’t fit anyone and are still in good condition? Donate your shoes to initiatives that support getting children involved in sport in the outback or from disadvantaged backgrounds.
- Uniforms: Purchase new uniforms from suppliers that consider their impact on the environment and social labour conditions. Look at Ethical Clothing Australia, Fair Wear Australia, CHOICE, Good On You, Oz Fair Trade and The Baptist World Fashion Report to learn more about your choices.

Food waste

If you produce a large amount of food waste, include it in your waste management plans. Diverting food waste from landfill helps reduce greenhouse gases.

Here are some tips:

- Most food scraps can be disposed of in your green bin but check with your local council as councils offer slightly different services. These food scraps, along with other green waste, are used to create compost and mulch.

Travel and transport

- Avoid pouring cooking oil down the drain; it can ruin your pipes and block sewage lines. Cooking oil can be reused as biodiesel. Check out the Planet Ark website to see if there are any businesses nearby that might be able to help, http://businessrecycling.com.au/recycle/cooking-oil
- There are a few not-for-profits initiatives that aim to reduce food waste. For example, since 2005, Oz Harvest has saved more than 22,000 tonnes of food from disposal and has distributed more than 41.5 million meals to people in need. https://www.ozharvest.org/

- If you are travelling a lot for sport or recreation, think about ways you can carpool, share vehicles and avoid flying.
- If you need to fly, think about a carbon offsetting activity you could do as a team to reduce your ecological footprint.
- Encourage people to ride bikes, especially if they live locally.

Providing safe places to store bicycles and end-of-ride showering facilities helps encourage these behaviours.

Events

Tips for managing events sustainably:

• Utilise online registrations to reduce paper waste.
• Use 100% recycled paper for posters to promote events.
• Reuse banners and other promotional materials.
• Ensure you have enough labelled bins and recycling stations around the place to prepare for different types and volumes of waste.
• If buying disposable serving kitchenware, use biodegradable products rather than plastic.
• Use the event as a space to promote your sustainability mission; you have a crowd gathered to listen.
• Get sponsors on board who are also interested in sustainability.
• Use solar generators for extra power.
• Source awards and trophies made using recycled metals and products.
• Host events on important days of the year such as Clean Up Australia Day (1 March), World Environment Day (5 June), National Recycling Week (9-15 November) and so on.

Ethical fundraising ideas

Some clubs are undertaking innovative fundraising projects that help to build their community profile. Here’s an example:

**Mobile phone recycling with Fonebank** – Clubs can raise anywhere from $500 or $1500 with little or no effort. It is as simple as collecting working but out-dated phones from club members and the community and shipping them off in return for money.

By supporting this initiative you are also preventing clutter, preventing minerals from being wasted and helping people in developing countries. Old, obsolete and broken phones have no value but will be sent for recycling. See: https://www.fonebank.com.au/
Ethical fundraising ideas cont.

Selling ‘keep cups’ with club merchandise - Many people like watching weekend morning sport with a cup of warm tea or coffee, why not sell ‘keep cups’ that will last forever and support your team? Ranging in price from $11-$32 depending on the type, you can custom design them and turn it into a fundraising drive with pre-orders. See: https://au.keepcup.com/?country=Australia#

Fairtrade chocolate bars - People can’t go past a delicious bar of chocolate and it is a win-win when you can sell chocolate that eradicates child labour from its supply chain! As issues of child slavery are brought to public attention and left unaddressed by large chocolate manufacturers, Heart of Chocolate’s Fair Fundraising provides a fair-trade certified (and delicious!) alternative.

See: www.heartofchocolate.com/fair-fundraising/
Appendix C: Examples and Templates

By now you have probably measured your environmental footprint and gathered information about your club’s operations by completing the worksheets How does my club work? and DIY Energy and Water Audit. You may also have set targets in your environmental sustainability policy. The next step is to develop a sustainability action plan to help you reach your targets!

You could choose to do an action plan for each area within your facility (lighting, hot water, heating and cooling) or if your club is small, you may include all areas on one plan. This example action plan addresses fridges, freezers and cool rooms. A blank template for you to copy and use is also provided.

Example Environmental Sustainability Action Plan

<table>
<thead>
<tr>
<th>Environmental Sustainability Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area:</strong> Fridges, Freezers, Cool Rooms</td>
</tr>
</tbody>
</table>

**Goal 1: Reduce energy use at the club by 10% by February 2017.**

**Target:** 50% reduction of fridge use by December 2016, contributing to overall energy costs.

<table>
<thead>
<tr>
<th>#</th>
<th>Actions/Strategies</th>
<th>Responsibility</th>
<th>Funding</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Check all fridge seals and report any issues to committee for discussion/allocation of funding to replace.</td>
<td>Sustainability Champion</td>
<td>N/A (no problems found)</td>
<td>Completed during audit in June 2016</td>
</tr>
<tr>
<td>2</td>
<td>Purchase thermometer and timer for domestic fridge used for food storage to more effectively control temperature and use.</td>
<td>Bar/Kitchen Manager</td>
<td>Allocate $15-$20</td>
<td>End of July 2016</td>
</tr>
<tr>
<td>3</td>
<td>Decommission old bar fridge as it is rarely used, except for icepacks and cold water. Communicate to first aid officers that ice packs will now be kept in the kitchen and liaise with Bar/Kitchen Manager about access if kitchen is closed.</td>
<td>Sustainability Champion, Bar/Kitchen Manager</td>
<td>N/A</td>
<td>End of July 2016</td>
</tr>
<tr>
<td>4</td>
<td>Move the cardboard recycling pile away from the fridge to increase ventilation.</td>
<td>Bar/Kitchen Manager</td>
<td>N/A</td>
<td>End of July 2016</td>
</tr>
<tr>
<td>5</td>
<td>Get quotes for new drinks fridge for bar to replace old inefficient model identified during recent audit. Bring to Sept committee meeting. Criteria: appropriate size, efficiency, well insulated, timer.</td>
<td>Finance Manager</td>
<td>N/A</td>
<td>End of Aug 2016</td>
</tr>
<tr>
<td>6</td>
<td>Purchase new drinks fridge and install.</td>
<td>Finance Manager, Bar/Kitchen Manager</td>
<td>Allocate funds based on committee approved quote.</td>
<td>End of Oct 2016</td>
</tr>
<tr>
<td>7</td>
<td>Monitor energy use for a three-month period to determine impact of measures on energy costs.</td>
<td>Sustainability Champion</td>
<td>N/A</td>
<td>End of Jan 2017</td>
</tr>
</tbody>
</table>

**General Notes**
- Check audit conducted in June 2016 for further energy efficiency recommendations.
# Action Plan Template

<table>
<thead>
<tr>
<th>#</th>
<th>Actions/Strategies</th>
<th>Responsibility</th>
<th>Funding</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>3</td>
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<td>4</td>
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<td>5</td>
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<td>6</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Notes**
Example Environmental Sustainability Procedure

Clubrooms closing procedure

Before leaving the building, please check each room and make sure that lights, computers and AC units are off and that no taps are left on. Copies of this procedure are on display in the bar, office and on the inside of the main door.

You will need to check each item and note it in the maintenance book if there are any issues that need to be addressed. Ted, the maintenance man, will look at it every Saturday morning.

<table>
<thead>
<tr>
<th>Bathrooms &amp; Toilets</th>
<th></th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Lights are turned off</td>
<td>- Taps are not dripping</td>
<td>- Lights are switched off</td>
</tr>
<tr>
<td>- Fans are off</td>
<td>- Toilets are not leaking</td>
<td>- AC unit is switched off</td>
</tr>
<tr>
<td>- Hand dryers are off</td>
<td></td>
<td>- Computer and printer are switched off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Door is locked (or will be)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kitchen &amp; Bar (only if bar manager has opened)</th>
<th></th>
<th>Main Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>- AC unit is switched off</td>
<td>- Appliances are turned off at the wall</td>
<td>- TV is turned off at the wall and unplugged</td>
</tr>
<tr>
<td>- Ventilation fan is off</td>
<td>- No taps are dripping</td>
<td>- Blinds are closed</td>
</tr>
<tr>
<td>- Milk and juice (and other perishables) have been put into the kitchen fridge</td>
<td>- Lights are out</td>
<td></td>
</tr>
<tr>
<td>- Drinks fridges in bar are switched off and timer is set for 2 hours before next use</td>
<td>- Door is locked</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outside</th>
<th></th>
<th>Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Sprinklers are off</td>
<td>- Court and field lighting is off</td>
<td></td>
</tr>
<tr>
<td>- Equipment shed is locked</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you! You’ve just saved us $50 on energy and water bills!
Example Environmental Sustainability Policy

Introduction
Pressures on our unique Australian environment are increasing all the time. We have all experienced the effects of climate change during the past few decades, including heatwaves, more extreme storm events, bushfires and prolonged water restrictions. These changes have affected our experiences of participating in or watching sport. They also make it difficult to maintain grounds to meet minimum safety standards and to manage use of utilities such as energy and water. It is more important than ever to have effective policies in place to manage scarce resources and ensure club viability in the future.

Insert club’s name here... aspires to provide an exceptional environment for family and community sports while operating in the most environmentally and socially responsible manner possible. We will translate this aspiration into action by implementing practices that reduce our energy and water consumption, by exploring options for further sustainability initiatives, and through encouraging active community participation.

Insert club’s name here... accepts that as a local leader it needs to provide a positive example of environmentally sustainable club and inspire the community to participate in creating a more sustainable future for all.

Purpose
This Environmental Sustainability Policy aims to assist Insert club’s name here... to embed sustainability in all levels of club operations and activities, providing a solid basis for an environmentally friendly and financially secure future.

Policy
Insert club’s name here... commits itself to minimising its impact on our environment through:

• providing a safe and healthy environment for all club users, staff and volunteers
• fostering a club culture of awareness of environmental sustainability
• providing leadership in the wider community by operating sustainably and creating a positive example
• ensuring that club governance structures are sound and able to support the club to become more environmentally, financially and socially sustainable
• incorporating principles of environmental sustainability into decision making structures and processes
• making a public commitment to environmental sustainability
• initiating and supporting a Sustainability Champion role within the club
• conducting audits of club operations and facilities to gather baseline data on environmental performance and identify opportunities for improvement
• minimising energy use and exploring options for renewable energy
• minimising water use and exploring options for capture and reuse
• reducing waste production, encouraging reuse and recycling
• exploring/improving other aspects of environmental sustainability e.g. biodiversity conservation, ethical/ environmentally sound purchasing
• assessing the implementation of this policy, through regular reviews of resulting actions and outcomes, to support a process of continuous improvement.

Authorisation
Signature/title
Date
Name of organisation