



SCHOOLS INFORMATION PACKAGE

2025

**LLANBERRIS ATHLETICS
RESERVE**

WWW.ATHLETICSBALLARAT.COM.AU

03 5332 1214

To Whom it may concern

Re: Athletics Ballarat School Bookings

Thank you for considering Llanberris Reserve to host your school carnival/event. Here at Athletics Ballarat we encourage schools to use the facility for sports days to give the students the experience of competing on a national level track and field and having fun in the process. We have a variety of amenities that cater for athletes and participants alike and love to provide sporting opportunities for all people.

Athletics Ballarat caters to families and individuals by promoting participation and the enjoyment of athletics. The centre actively supports and encourages athletes at all levels and ages to achieve their individual goals.

Athletics Ballarat is managed by a strategic board aimed with supporting athletics development in the region including the five clubs in the region who monitor and coordinate the facility in line with promoting the values of Athletics within the community. With athletics being one of the oldest and easiest sports to participate in, the Athletics Ballarat board work hard to cater for the growing sporting community.

This commitment to provide opportunities to the growing athletics community extends into our schools program where we aim to provide high quality support and ensure the process is easy for our schools. We are the process of creating a new booking system for schools through our new website which makes the booking process easier.

Our mission is to provide a safe and inclusive environment for athletics to train, compete and socialise within Ballarat and surrounding communities which is why we aim to present a professional and inclusive schools program for students and teachers.

In this document you will find information including how to access the facility, what is available here, what to expect when you arrive and what rules are in place to ensure the facility is safe for both users and management.

Kind Regards,
Ashley Anderson – Llanberris Athletics Reserve Manager
03 5332 1214 **OR** 03 9997 0691
info@athleticsballarat.com.au



Available Amenities

Llanberris Athletics Reserve has the following athletics amenities that can be used upon request by schools. Schools will need to fill out an equipment request form which will be sent in a different spreadsheet for schools to fill out.

Permanent structures

- 10X Lane front and back straight (9 lanes all around the track)
- 1X Hammer cage (Can only be used if net is up, please speak with management who will assist in providing this)
- 1X Discus cage (Discus can be thrown in hammer cage too)
- 2X High Jump Container
- 4X Long Jump Pits (Please contact prior if you need all four pits as the back straight pits will need to be prepared for competition)
- 2X Shot Put rings
- 2X Javelin runways
- 1X Grandstand along the front straight (seats 300)
- 1X Tom Roberts Administration Building
- 1X Stuart Hunter Pavilion
- 1X Toilet/change room blocks
- 1X Public toilets onsite
- 60 Carparks inside the facility
- 40 Carparks in the York Street car park

Standard Equipment available upon request*

- Hurdles (68cm,76cm,83cm,91cm,99cm) **Please note** -Only suitable for Secondary Schools, smaller hurdles can be ordered through Ballarat Little Athletics under Extra Features
- Long Jump Equipment (Rakes, brooms, spikes)
- Shotputs
- Discus
- Javelin (Both regular and TurboJav)
- Miscellaneous (Tape Measure, Large Witches Hats, Relay Batons, Changeover flags, starting blocks, microphones)

*Full equipment list to be emailed to schools along with information package

What to expect when you arrive

Llanberris Reserve has a facility manager that will be available for schools on the day and will organise all equipment during the morning. The facility manager will set up all permanent structures and place equipment under cover near the 100m start line for schools to set up. The time frame can be negotiated depending on the amount of equipment and size of school, but the facility manager will aim to have everything ready by 8:30am on most days.

If schools are needing to use the discus/hammer cage, the facility manager will ask for 5 volunteers to help raise the net to save time as the process is difficult with only one person. Please note, no throwing can be done from the throwing circle unless the net is up for insurance reasons. This includes novelties throws such as vortex throwing ect, if primary school aged children want to throw discus, they may use the Javelin runway out to the field, but all secondary schools must use the discus cage (with net up) for all discus events.

School sports coordinators are asked to arrive early to ensure the facility is set up how they envision and to help the facility manager on any further changes if needed. The Tom Roberts administration building will be open early for schools wanting to come and set up prior to students arriving. The facility manager will be on site by 7:30am, if the coordinator wants to arrive earlier then this, they must email through to Athletics Ballarat and organise an earlier arrival time.

The facility manager will leave tables and chairs under cover near the 100m start line for schools that would like to provide these for teachers throughout the day, please advise that ALL equipment must be returned in the condition it started with schools liable if equipment is damaged or broken throughout the day.

With a new facility manager available at the centre full-time, schools can visit the main office and speak with the manager during the day if they have any problems or queries regarding use of the facility. The canteen will also be open during schools' carnivals with our new healthy eating strategy ensuring more healthier options are available to visitors. Alternative options such as coffee vans and food vans can be requested by schools through booking form, but Athletics Ballarat reserves the right to deny based on size of school and impact to own catering arrangements.

What are the rules for facility use

Here at Llanberris Reserve we try to ensure everyone has fun and can participate without barriers, however some rules will still need to apply and we encourage schools to please ensure they and their students follow our rules.

- 1) No jumping on the Pole Vault Mat (The cover can get broken and water will damage the foam)
- 2) No climbing/standing on the hammer cage net (Will damage the net)
- 3) No deliberately scratching or scraping the track
- 4) Do not use the steeplechase hurdles/water-jump unless used for competition
- 5) No Javelin and Hammer/Discus competitions at the same time from the same end (Safety issue)

We also ask that schools remind their students to please treat the facility like they would their school and remember to place rubbish in bins provided and respect the amenities at the venue.

Booking Options

Athletics Ballarat has a new booking platform of the new website which can be located here [**<<INSERT HERE>>>>**](#)

Bookings for 2025 & 2026 are now open with bookings traditionally filling up around 2 years prior to the date.

The new booking system will allow you to book added extra's and receive automatic updates from the centre. The deposit will now be issued via Xero accounting straight to email.

Please note, booking for 2027 will not open until further instructed from City of Ballarat

Canteen Options

The canteen will be open for all school carnivals in which total visitors exceed 50 people. The canteen will be operated by Kombi for A Cause with everything sold within the canteen

Coffee can now be purchased from inside the canteen

If you do NOT want the canteen open when your school is visiting, you will need to provide a written statement to the manager explaining reasoning, otherwise canteen will operate. Schools are not allowed to coordinate coffee or food vans to enter the premises and cannot SELL food or beverage at events on Llanberris grounds. If you feel extra food vans might be needed, you will need to include information in the booking form and seek acceptance from Athletics Ballarat before any action.

The canteen is bound by the Victorian Governments Healthy Eating guidelines and will have various options available throughout the day including a coffee van for larger schools. If schools would like to organise a pre-order or lunch orders for staff throughout the day, please email through to kombiforacause@hotmail.com to find out more.



Food

<i>Sandwiches</i>	
- Ham cheese	\$6
- Cheese	\$5
- Vegemite	\$5
- Ham / Cheese & Tomato	\$6
- Chicken Salad	\$7

Salad Bowl	\$6
Salad Bowl with Chicken	\$8
Hot Dogs	\$5
Fruit	\$2
Pies	\$5
Pasties.....	\$5
Sausage Roll	\$5

Sweets

Slices	\$4
Donuts	\$3
Lolly Bags	\$2
Shapes	\$1
Zooper Doopers	\$1

Drinks

Water	\$2.50
Powerade	\$4.50
Soft Drink can	\$3
Milk / Juice	\$3
Coffee – Hot Choc – Chai T2 Tea	\$6

Costs

The costs associated with hiring the venue goes back into the maintenance of key amenities at the facility as well as the continued growth of centre and athletics within the Ballarat and surrounding regions. The fee covers not only the use of the facility for the day but the cleaning and ongoing maintenance. This cost is for the 2025 calendar year.

For all booking in 2026, no deposit is needed. A final invoice will be sent after the event. For all booking in 2025, a deposit invoice will be sent

The final invoice will be sent a via email a few days after the event with schools having two weeks to pay the invoice.

Category	Total Cost (Including Deposit)
Primary School – under 250 students	\$550
Primary School – 250+ students	\$650
Combined Schools & SSV Events	\$750
Secondary Schools	\$750

Extra Features (Paid Extras)

Schools can book certain extra features at an additional cost from either Athletics Ballarat or the Ballarat Little Athletics organisation. If hiring timing gates from Ballarat Little Athletics, they will include hurdles free of charge.

School Safety Hurdles (Ballarat Little Athletics)

Heights: 45cm, 60cm, 68cm, 76cm

Cost - \$110 per day

Timing gates for track events (Ballarat Little Athletics)

Full timing gates to register precise times of track events, BLA will need to supply an operating for the day to coordinate the service.

Costs - \$700 per day (Total Cost for Equipment, set up and operator for the day)

Athletics Australia qualified officials across all events (Depending on availability)

Qualified officials who can officiate events throughout the day like they would at an official athletics competition. Dependant on availability.

All of these can be booked at an additional fee to be negotiated between parties. Please note, these features are only available if someone from BRAC can be available, schools are encouraged to inquire in advance with no guarantees provided.



CONTACT US

LLANBERRIS ATHLETICS RESERVE MANAGER

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Map

Below is an ariel shot of the facility taken during a country championship with all permanent structures in place at the facility.



Photo – Neville Down

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|---|---------------------------------------|---|----------------|
|  | = High Jump Container |  | = Sand Pit #1 |
|  | = 100m Start Line (Equipment Shed) |  | = Sand Pit #2 |
|  | = Tom Roberts Administration Building |  | = Shot Put #1 |
|  | = Peake Street Entry Point |  | = Shot Put #2 |
|  | = York Street Exit Point |  | = High Jump #2 |
|  | = Facility Managers Office |  | = Discus #2 |
|  | = Grandstand | | |
|  | = Hammer/Discus Cage | | |

Access Points

Schools buses will enter via the Peake street gate as seen in the below photos. Buses can then exit the facility through the York Street carpark onto York Street without needing to turn around. Cars can also enter through Peake Street into the facility, please keep in mind we only want one way traffic to improve flow.

