

**Use of Drones at Events Policy**

***Reviewed and approved by SNSW Board***

***22nd April 2018***

**1. Introduction**

With the safety of players, staff, volunteers and spectators in mind and privacy issues, Softball NSW (SNSW) prohibits the operation of Unmanned Aerial Vehicles (UAV), Remote Piloted Aircraft (RPA) or drones by the general public – including recreation users and hobbyists during a SNSW event without prior written authorisation from the organising body.

This prohibition includes drones used for filming by the operator during a SNSW sanctioned event.

The operation of drones is governed by the Civil Aviation Safety Authority (CASA), via the Civil Aviation Safety Regulations Part 101.

SNSW will issue a permit for drone use by qualified and experienced operators based on two cases:

.1 proof of relevant CASA UAV certification, Unmanned Operators Certificate and appropriate insurance coverage, and indemnification requirements with particular use for approved promotional opportunities.

.2 (a) proof of membership to Model Aeronautical Association of Australia (MAAA) or presentation of Certificate of Currency for insurance for personal, non-commercial use.

(b) proof of CASA Aviation Reference Number (ARN) and correct lodgement of notification for commercial operation of a drone under 2kgs for the area in question and presentation of Certificate of Currency for public liability insurance for commercial use.

Users of UAV/RPA/Drones are responsible for acting within the parameters of the governing legislation and nothing in this policy is designed to replace or be complete representation of the regulations set by CASA.

SNSW will determine specific “safe fly zones” within SNSW operated premises to ensure no interference with play and safety of players. Operators will be informed at the time of application of the approved areas.

Note: Blacktown International Sportspark (BISP) is located near a hospital and as such is under specific flight regulations. Those regulations include the grounding of any drone if manned aircraft are identified as operating in the area. The operator is responsible for clearing the airspace before taking off and during flight to ensure this specific requirement is met at all times.

**2. Definition**

**2.1 Commercial Use of Drones**

CASA defines the commercial use of a drone as any activity undertaken that is deemed a business or income generating operation.

Before using a drone for commercial use, CASA requires pilots undergo a certification process and obtain a Controller Certificate for a drone over 2kg. In addition, before undertaking any flights commercial operators need explicit approval from CASA in relation to launch, location and prior use to the drones operation.

If a commercial operation is found to be operating a drone without the appropriate approval from CASA they may be handed with an infringement notice or criminal charges if the offence is deemed serious enough.

**2.2 Civil / Hobby Use of Drones**

Hobby/Recreational users of drones do not need prior approval from CASA before flying their craft.

**2.3 SNSW Sanctioned Event**

For the purposes of this policy a SNSW sanctioned event is one held at the NSW Softball Centre, Blacktown International Sportspark or a SNSW State Championship, League, Training or Development camp, course or any activity organised or hosted by SNSW.

Affiliated Associations and clubs are encouraged to adopt / amend this policy to reflect the needs and requirements of their respective venues, competitions and training.

**3. Liability**

Failure to comply with the following rules will result in penalties and infringement notices being issued:

* An operator must NOT fly closer than 30m to vehicles, buildings that are not on the operators private property or the operator must have explicit permission from the property owner;
* The operator is NOT allowed to fly over populated areas such as beaches, other people’s backyards and heavily populated parks or sports where there is an event on;
* The operator must NOT operate within a radius of 5.5k, of any aerodrome, airfield, airport, helicopter landing sites;
* Operators may ONLY operate during DAYLIGHT hours – NO night flying;
* Operators may NOT fly above 400ft (123 metres).

Further restrictions can apply to:

* A populous area – defined as an area with sufficient density that an unreasonable risk of death, injury or property damage would be presented by any aspect of RPA operation;
* A UAV must not be flown over a Restricted or Prohibited area without written approval from the relevant authorities.

**4. Approval to Use a Drone**

In the event of a commercial operator wanting to use a drone within the venue/fields or diamonds where a SNSW sanctioned event is being held, appropriate certification has to be provided to and approved by SNSW. To ensure certificates provided are legitimate, SNSW can perform a check on the authorised website of Australian Certified UAV Operators Inc.

Copies of all requests will be scanned and saved.

In the event of a recreational user wanting to use a drone within the venue/fields or diamonds where a SNSW sanctioned event is being held, permission must be sought in writing to SNSW and approved two weeks prior to the event otherwise no filming will be allowed.

Where that usage is for commercial purposes and under 2kgs, an ARN and notification of commercial use of a sub 2kg drone must be presented to SNSW.

**5. Operational Arrangements**

Any operator operating a UAV/RPA/Drone over the event venue/fields or diamonds of a SNSW sanctioned event must before commencing notify of the proposed flight:

* The General Manager and Communications Officer of their intended path;
* Any vision taken at a SNSW event by a commercial or recreational user will be made available for use by SNSW;
* The operator must also inform the relevant parties upon the grounding of the UAV/RPA/Drone.

**6. Administration Arrangements**

**6.1 Enquiries**

All enquiries to be sent to the Communications Officer via [office@softball.net.au](mailto:office@softball.net.au)

**6.2 Application Form**

The application form is available with this policy, on the SNSW website and can, if requested, be sent via email.

**6.3 Assessments and Authorising**

The Communications Officer will receive the application form and liaise with the SNSW General Manager and/or Board to seek approval.

**6.4 Notification**

Communications Officer to notify applicant of approval / non approval.

**6.5 Violation and Breach of Conditions**

Communications Officer to liaise with SNSW General Manager and/or the Board to determine appropriate course of action.

**7. Related Documents**

* SNSW UAV/RPA/Drone Request Application Form
* SNSW Privacy Policy
* Civil Aviation Safety Authority (CASA) – www.casa.gov.au

**UAV/RPA/DRONE REQUEST APPLICATION FORM**

Please complete the Application Form and lodge with all relevant documentation to Softball NSW for each event approval request. Applications will not be approved until this Form has been lodged with all supporting documentation meeting the required SNSW standards as outlined in the SNSW Use of Drones at Events Policy. Application Form to be sent to the SNSW Communications Officer via email: [office@softball.net.au](mailto:office@softball.net.au), at least two (2) weeks prior to the event.

**Contact Details**

Name Organisation (as appears on RePL or ARN): \_\_ \_\_\_

Contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website:\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drone Use Details**

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Start Time: Finish Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height Above Ground: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\* Please ensure the following documentation is included (at a minimum) when lodging the Application to ensure the fastest possible processing by SNSW.**

**UAV/RPA/DRONE REQUEST APPLICATION FORM (continued)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Required Documentation** | **Included (Yes/No)** | **Applicant to complete Certification Details** | **SNSW Office Use** | |
| **Sighted & Copied** | **Date** |
| 1 | CASA UAV Controllers Certification |  |  |  |  |
| 2 | CASA Unmanned Operators Certificate |  |  |  |  |
| 3 | Public Liability Insurance |  |  |  |  |
| 4 | Drone Details   * Make * Model * ID |  |  |  |  |

**Applications are to be emailed to SNSW Communications Officer:** [**office@softball.net.au**](mailto:office@softball.net.au)

**Office Use Only**

Date of receipt \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of approval / non approval \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date applicant advised \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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