



BEST PRACTICE CHANGING ROOMS GUIDE

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OVERVIEW

Between 2015 – 2020, the number of girls and women playing rugby has increased from 17,825 to 31,035. However, community clubs are struggling to provide adequate sporting facilities to meet the needs of female players and to keep them in the game. New Zealand Rugby (NZR) is committed to supporting an inclusive and welcoming rugby community and off the back of hosting RWC2021 (played in October-November 2022) the momentum and popularity is set to continue.

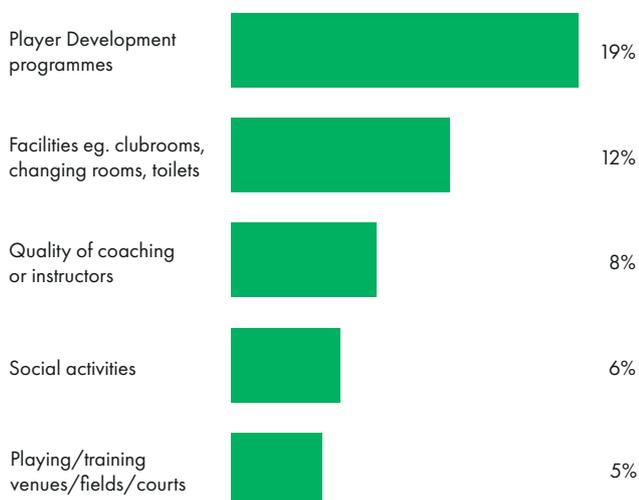
For any sport, the right environment is key. Whether to attract new participants or to help them reach their true potential, facilities play a vital role in the growth of sport. Get it right and people will enjoy; get it wrong and experiences may be negatively affected or they won't return.

The 2021 Voice of the Participant Rugby Survey has highlighted what is important to female participants at a 'high performance' and community level. Notably facilities, such as changing rooms are a 'focus for improvement' (see below graphic).

To this end, NZR has created this Changing Rooms Guide, which represents 'what good looks like' and process of 'best practice.' It is important to acknowledge that 'what good looks like' is a guide and has been developed as a simple reference for those wanting to build new or modernise change rooms and associated amenities.

These guidelines have been developed with a rugby focus and is the result of the 'Legacy Programme of the Rugby World Cup 2021'.

FOCUS FOR IMPROVEMENT



OBJECTIVES

The objectives of this guide are to provide guidance and recommendations on designing facilities that are gender neutral, inclusive, welcoming and support the use and participation of all users, especially females. The resulting design principles have been created and aligns to the New Zealand Governments 2018 Strategy for Women and Girls in Sport and Active Recreation.

DESIGN PRINCIPLES

We have identified that to meet the objectives noted above, this guide is based on the following design principles.

1. Fit for purpose: ensure design elements meet the needs of users for the type of activities being delivered for both female and male participants
2. Multi and shared use: ensure equitable and flexible use by a range of users capable of sharing facilities and usage times.
3. Compatibility: ensure facility design elements provide for compatible users, teams, activities, clubs or organisations with similar requirements.
4. Inclusive design: ensure design elements accommodate users of all ages, gender, ability and cultural backgrounds
5. Public Safety: ensure design elements take into consideration the relationship between the users and the physical environment. See Crime Prevention Through Environmental Design (CPTED) <https://environment.govt.nz/publications/national-guidelines-for-crime-prevention-through-environmental-design-in-new-zealand/>

6. Health and Safety: ensure facilities are designed, built and maintained in accordance with relevant health and safety standards. This should incorporate child safety and security design principles.
7. Functionality: ensure design principles promote safe and optimal functionality to accommodate formal, competitive, social and recreational activities.

GAME DELIVERY MODES

We have categorised the playing of Rugby over the following delivery mode levels or game provision. To that end the focus in this guide is on the provision of Community and National game delivery levels within New Zealand only.

1. The playing of a game of Rugby at any level involves a minimum of 2x teams and 3x officials (referees, assistant referees)
2. The playing of a game of Rugby at any level includes players and officials of both female and male gender
3. The playing of a game of Rugby at any level requires 1x full size field.

Community – mostly delivered by clubs within a Provincial Union. Traditionally these matches have been played on Saturday eg 1pm and 2.45pm but this is changing with delivery being spread through the week.

National – delivered by Provincial Unions across the Heartland and National Provincial Championships in New Zealand and is either delivered independently as one fixture or as a 'double header'.

PLANNING GUIDE

This guide considers the provision of facilities across two levels of Rugby – community and national. We make assumptions based on gender neutral and best possible community outcomes, not individual needs or preferences.

The investment required to develop a facility is substantial, therefore it is important that sufficient time and effort are spent at the planning stage, so that future problems are minimised. It is important to consider factors such as, building new or renovating, a staged approach to building, ownership of the land and facilities and funding streams to name a few. The six steps below will help to get you started and is intended to be a guide only; we recommend that you seek professional advice early in your planning.

STEPS IN THE PROCESS

Regardless of the scale of the project, the following steps should be considered in the planning phase:

1. Inception and Concept – What v Why
2. Investigation and Analysis – Feasibility/Need/Options
3. Funding
4. Design and Consent
5. Construction – Management/Contract/Build
6. Completion and Maintenance

CONSULTANTS

Consider employing a consultant who specialises in various components of a successful project. They will be able to articulate your needs to decision makers, funders and facility contactors and also provide assistance in determining the scope of work necessary to complete your project, its planning, providing a realistic budget, evaluating tenders, supervising construction and solving problems. This will help you to avoid costly mistakes.

Consultant Specialty	Stage to Engage	Estimated Time to Complete	Guidance and Notes
Feasibility Consultant	Investigation and Analysis	6 – 12 months	Engage to provide guidance and assessment of the practicality your project. Can recommend and engage additional consultants such as architects, planners, quantity surveyors and project managers on your behalf. This will assist you developing a Business Case for your project, which all the areas below will feed into.
Project Manager (PM)	Design and Construction	Project TBC	Engage as early as possible, ideally prior to the main contractor procurement and contracting this will assist with the technical delivery and construction phase of the project.
Architect	Investigation and Analysis	1 – 2 months	Initial design drawings to identify design features. Concept drawings can then be modified closer to project time once project specification has been determined.
Planner	Investigation and Analysis	1 – 2 months	Investigation to identify environmental, traffic, resource management and spatial parameters.
Quantity Surveyor (QS)	Investigation and Analysis	1 – 2 months	Engage to provide early project cost estimates. This will help you to budget for your project.

1. INCEPTION AND CONCEPT

There are a number of questions that should be asked before starting a project. The answers will help guide the planning process and help make an informed decision. Begin by defining your 'Why', the goal and 'What' you hope to achieve.

Concept planning questions and prompts

Who are the intended users the facility?
Gender? Age?

Have you considered projected growth of the number of female teams?

How much will the facility be used? Do you want the facilities to be available all year round?

Where do you want the facility to be located?

Will you need approval to build or renovate?

What are your timescales? When do you intend to start and complete the project?

What is your budget? How do you intend to pay for the facility?

What resources will you need? Do you have resources from within your club or organisation to lead the project? Consider consultants for feasibility, design and project management?

How will you measure the success of the project?
Quality of installation? Customer satisfaction?

2. INVESTIGATION AND ANALYSIS

During the investigation and analysis phase, you are aiming to identify whether your concept has merit. This is usually completed by determining, refining and justifying the need. A feasibility study will detail what is required to make an informed decision, particularly if you need external funding to complete the project.

A detailed feasibility will determine the following;

1. Need
2. Feasibility then viability
3. Options analysis, including costs to develop and maintain the facility once open.
4. Business case, including funding options
5. Timeframes to completion

In the Investigation and Analysis phase we recommend you appoint a Project Lead. Project and Club structure is very important for project delivery and future operation. Transition of project knowledge to operations manager or facilities manager is key. The Feasibility Consultant can advise to potential management and operations structures, along with PM or Architect for project delivery and reporting structures.

3. FUNDING

This is the time to start building relationships with the funding sector. Please note most funders require a completed feasibility study before you submit a funding application. Please note that funding applications can take up 3-9 months from sumitting your application to getting the funding decision.

Once your funding is in place, you will now have the ability to progress the project to construction. The QS will provide an initial cost estimate based on current industry conditions and help you to start considering how to fund your project.

4. DESIGN AND CONSENT

At this stage you will have received your feasibility and determined whether your project will proceed, or if you need to refine it. A feasibility study will need to be supported with a Business case that will specify the funding required. For those wishing to proceed, you will have determined a viable Business Case that will specify the funding required. This is the time to choose a contractor or contractors to your project.

On selecting your contractor, a detailed design will be approved detailing what you will build and where. This is the stage where you will submit applications for relevant consents; building and if required, resource consent.

- A resource consent (RC) details things that may affect the environment and people. Apply for a RC if required (your planner will advise any requirement during the feasibility phase)
- A building consent (BC) details what is required for actual construction details and building regulations (get your builder/contractor to apply for BC)

5. CONSTRUCTION

This is where the construction or build stage for your project starts. If your project relies on consent, land-owner approval and funding to proceed to construction then this stage can take some time. However, most of the pre-project work is now complete and you can refine the project by establishing the key elements of the construction stage; being;

1. Finalise the project management – timelines, progress reporting, milestones, project management consultant, club project lead, accountabilities
2. Contract – ensure you work towards a legally binding contract or agreement

Once you have all the necessary documentation in place, it is time to commence the construction. We recommend that you provide your contractor/project manager with the access they need and fence off the construction zone.

You should be kept updated throughout the build in regular progress reporting and milestone sessions.

6. COMPLETION AND MAINTENANCE

Once your changing room renovations are complete, there are some final and ongoing steps to complete:

1. Project completion – make sure you 'sign off' your project with your project management group and constructor. This will likely involve a final milestone payment. Don't forget to get all the 'as built' or producer statement documents which should include a 'defects list' for your builder to remedy. We recommend you do this before you make your final milestone payment.
2. Document and record – establish a portfolio of items to show case your completed project. Include photographs and videos. Make sure you share your success with NZR and your Provincial Union; and even wider.
3. Accountabilities – any funders will require that you complete an accountability report to detail how you have used the funds.
4. Asset management – develop a plan that helps you manage your new or renovated changing rooms to ensure they stay in top condition and fit-for-purpose. Include daily tasks, such as cleaning and long term maintenance and include these in your budgets. Don't forget to add your new change rooms into your asset register for your balance sheet/records.

WHAT GOOD LOOKS LIKE

This section covers design of gender neutral changing rooms best practice and the minimum standards required and what else you can do to improve. The considerations are influenced by design trends, operational efficiency, maintenance and/or practicality.

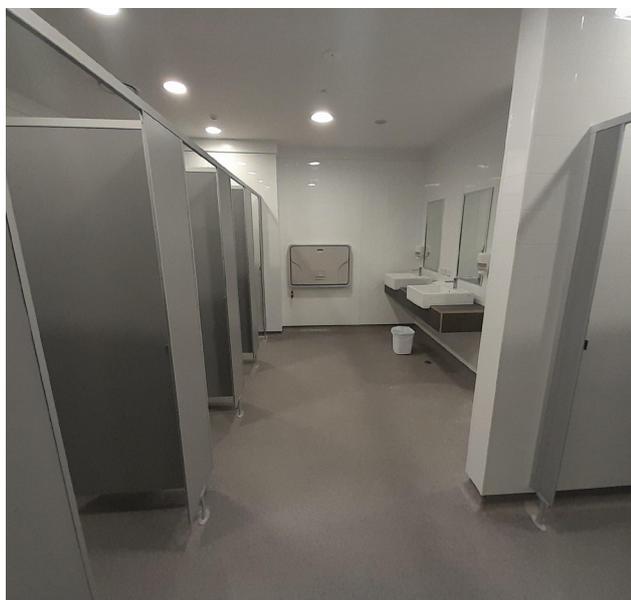
If you are renovating or modernising your changing rooms the design and provision will be influenced by the infrastructure and footprint you already have and any potential growth.

COMMUNITY

The community context considers a facility that is cost effective to build, operate and maintain whilst remaining accessible to a diverse delivery model i.e., gender neutral. The 'non-negotiables' in a community change room are driven by the design principles on page 3 and focus on health and safety, privacy, inclusivity and being user friendly.

As an example, a modern community changing room doesn't require internal showers or toilets within the room. In addition to new or renovated community provision, we highly recommend you develop a maintenance plan that will address 'easy to do' tasks on an annual basis. Minor maintenance, such as a fresh coat of paint, can go a long way towards improving the participant experience.

See our 'what good looks like for community provision' check list on page 9 and sample design on page 10.



NATIONAL

These facilities are used by Provincial Unions across the Heartland and National Provincial Championships in New Zealand and are either used for single fixtures or as "double header" venues. A national facility will be able to host men's and women's fixtures at the same time and all teams will have their own change rooms. An inclusive design for match officials will also be provided that are private and gender neutral and accommodating mixed genders in one space.

A modern national facility focuses on inclusivity and privacy where the changing rooms have internal showers or toilets within the room. Other features will include lockable shower cubicles, lockable toilet cubicles, vanities with power points, privacy screens in between corridors and changing rooms, accessible toilets and space for family friendly features e.g., baby change tables.

See our 'what good looks like for national provision' check list on page 11 and sample functional design on page 12.



INCLUSIVE AND GENDER NEUTRAL

The below examples show the difference between less welcoming traditional communal changing rooms and the introduction of inclusive and gender neutral principles.

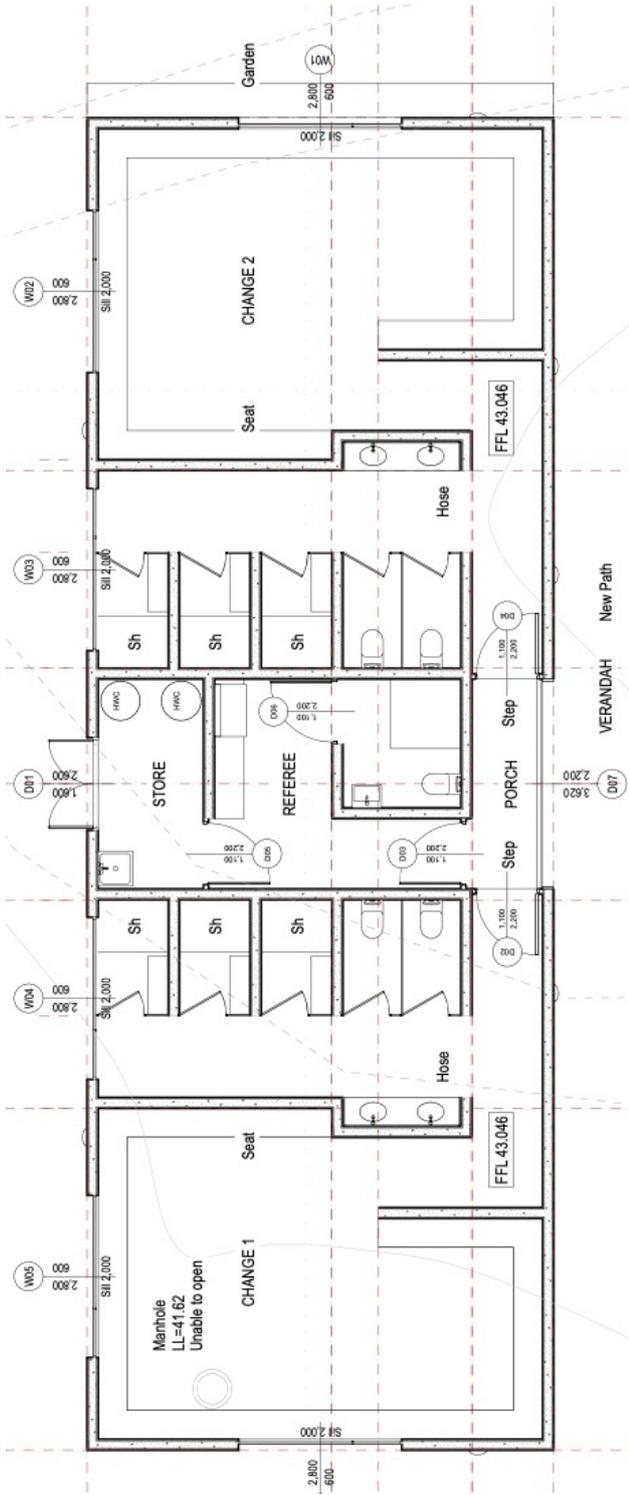


COMMUNITY PROVISION

Use this checklist tool to help shape your design brief for your project. This tool is not intended to be used as parameters for your project, rather suggestions for evaluating your current state and what you might like to include after considering the design elements on page 3 and provision guidelines on page 4.

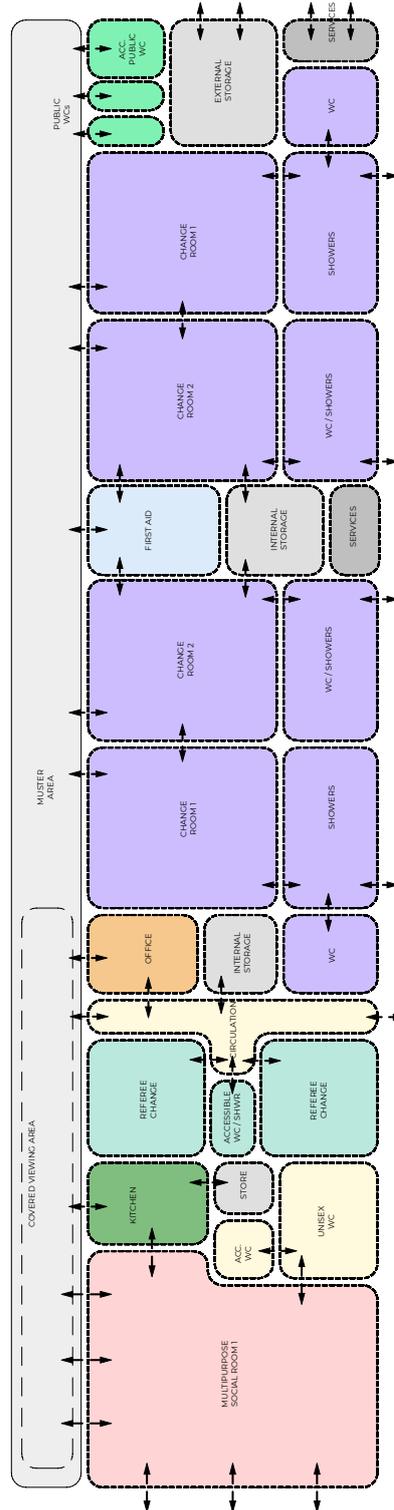
Player and Official Changing Room Item – Dry	#	Yes/No	Size
Lockable change rooms			
Interchangeable rooms for smaller or larger rooms			
Change rooms accessible for all users (consider wheelchair access)			
Privacy screen to external door			
Coat hooks for number ones			
Bench seating with space for bags underneath			
Clear separation of dry and wet areas (shower room can be separate)			
Floor surface separation of dry and wet areas			
Dry area floor surface type (non-slip)			
Bench style vanities with mirrors and power points			
LED lights with sensors			
Player and Official Changing Room Item – Wet and Other			
Independent Match Officials room			
Individual lockable toilet cubicles (toilets can be separate)			
Individual lockable shower cubicles (shower room can be separate)			
Wet area floor surface type (non-slip)			
Wet area drainage points			
Hose or water tap in wet area			
Space in wet area for ice baths			
Internal storage options that are lockable and secure			
Space for medico's or physio's inside change room			
Accessibility toilets that are lockable			
Family friendly space and/or room with baby change facilities			
Ability to play concurrent male and female games; double headers			

COMMUNITY DESIGN EXAMPLE



FUNCTIONAL SPACE EXAMPLE

The concept design below highlights relationships between functional spaces when designing a 'new build'. The features include provision of amenities for the delivery of community rugby.



NATIONAL PROVISION

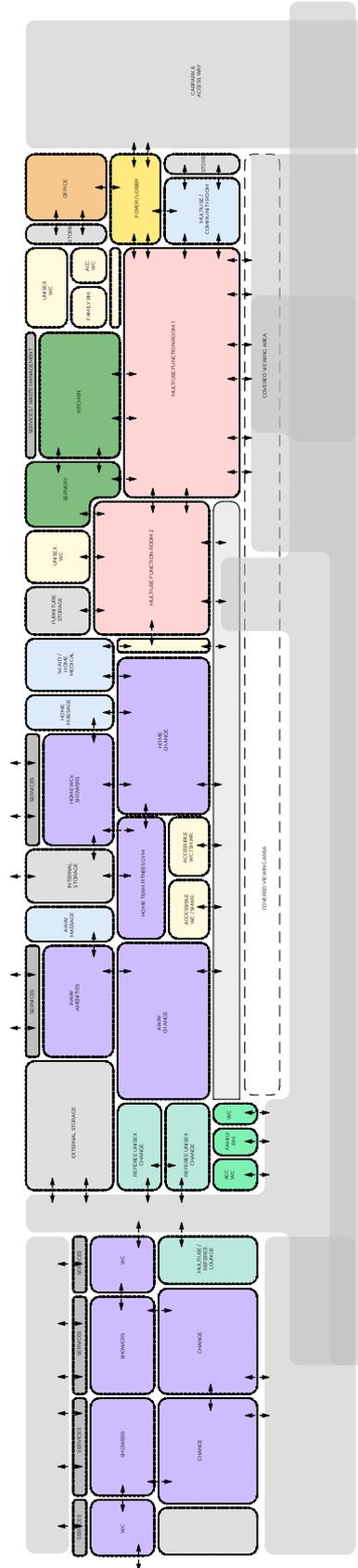
Use this checklist tool to help shape your design brief for your project. This tool is not intended to be used as parameters for your project, rather suggestions for evaluating your current state and what you might like to include after considering the design elements on page 3 and provision guidelines on page 4.

Player and Official Changing Room Item – Dry	#	Yes/No	Size
Lockable change rooms			
Interchangeable rooms for smaller or larger rooms			
Change rooms accessible for all users			
Privacy screen to external door			
Individual change cubicles with coat hooks for number ones			
Bench seating with space for bags underneath			
Clear separation of dry and wet areas (accessible inside change room)			
Floor surface separation of dry and wet areas			
Dry area floor surface type (non-slip)			
Bench style vanities with mirrors and power points			
LED lights with sensors			
Player and Official Changing Room Item – Wet and Other			
Independent Match Officials room to be gender neutral			
Individual lockable toilet cubicles (accessible inside change room)			
Individual lockable shower cubicles (accessible inside change room)			
Wet area floor surface type (non-slip)			
Wet area drainage points with water tap			
Effective extraction systems in shower and toilet areas			
Space in wet area for ice baths			
Space for medico's or physio's inside change room			
Internal storage options that are lockable and secure			
Accessibility toilets for public that are lockable			
Family friendly room with baby change facilities for all users			
Ability to play concurrent male and female games; double headers			

FUNCTIONAL SPACE EXAMPLE

This concept design highlights relationships between functional spaces when designing a 'new build'. The features include provision of amenities for a national Rugby delivery mode.

Take a look at the design concept for Northland Rugby's new facility based at Pohe Island in Whangarei on page 14. The now completed facility has change room facilities adjacent to the fields and also promotes interchangeable walls to condense or increase change spaces.



OTHER CONSIDERATIONS

When considering a new build or renovation some additional ideas, the below should be taken into consideration:

- Modular solutions: great for time constraints however if space is confined a custom design would likely fit better (and save issues trying to drop the pre-built module into place). Ground works constraints would best be handled by using temporary / portable building foundations. Modular Buildings should not be confused with portable (e.g. Portacom) solutions.
- Shared or Multi-use: consider other users needs in your new build or renovation. This could be particularly useful for sharing costs or attracting funding.
- CPTED Design: Crime Prevention Through Environmental Design focusses on designs that help to make effective use of the built environment leading to a reduction in the incidence and fear of crime, as well as an improvement in quality of life <https://environment.govt.nz/publications/national-guidelines-for-crime-prevention-through-environmental-design-in-new-zealand/>
- Consents: consents are designed to ensure that any planned project considers impacts on the environment and people. Consents ensure that the proposed work is safe, durable and doesn't endanger the health and safety of anyone using the building and it's environs.
- Land owner approval: make sure you have approval for your project if you don't own the land you wish to build on or renovate. This is important on Council or Government leasehold land and will usually require approved consents to be in place before landowner approval is given.

BEST PRACTICE EXAMPLES

We have included a brief summary of 'what good looks like' across a number of community clubs. The images and videos will give you an idea of how this guide can come to reality and assist your desire to build or renovate your changing rooms.

NEW BUILD: POHE ISLAND - NORTHLAND RUGBY UNION

Following confirmation that Whangarei was included as one of the host cities for the Rugby World Cup 2021, Northland Rugby committed to a gender neutral changing room build at their new Pohe Island 'home base'. This new facility was built as an administration and training base for Northland Rugby, Northland Referees Association the Vikings and Marist Old Boys Clubs.

The videos below walk you through the state of the art new facility that incorporates many features listed in this guide.

Read and watch more below:

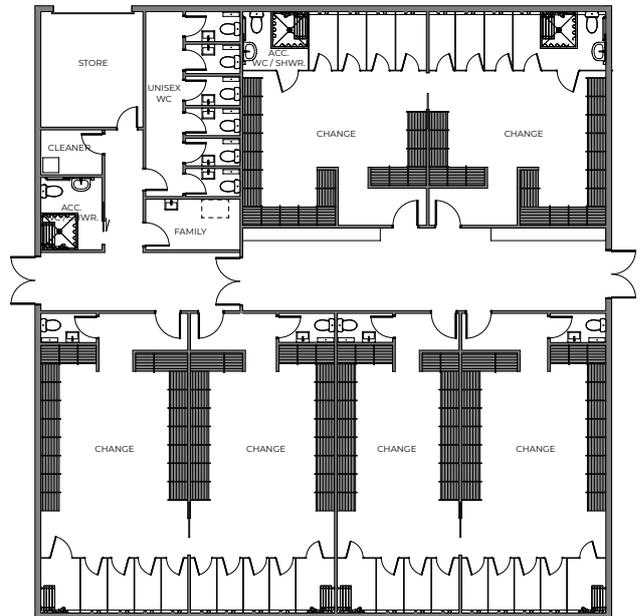
- <https://rugbynews.co.nz/back-to-the-future/>
- https://youtu.be/UTxe_PkDhZE
- https://youtu.be/3cloE-_kZc0



DESIGN: POHE ISLAND - NORTHLAND RUGBY UNION

PROPOSED PLAN:

- Enclosed self-contained shower compartments
- Unisex toilets
- Individual toilets in each changing room
- Family Room with baby change table
- Solid wall changing rooms with ability to open into adjacent for larger space
- Accessible changing room with shower and toilet



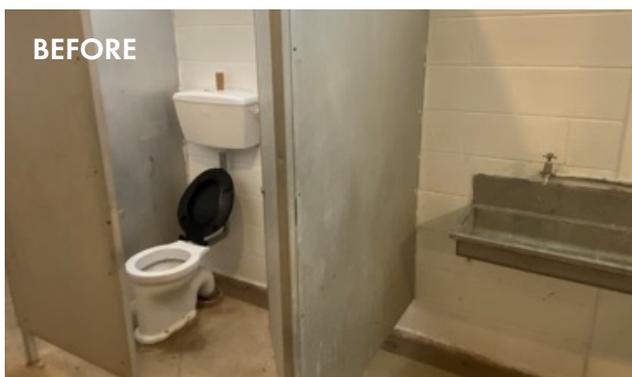
RENOVATION: GRAMMAR TEC RUGBY CLUB – AUCKLAND

Following confirmation that Orakei Domain was selected as one of the training venues for the Rugby World Cup 2021, the Grammar TEC Club committed to an extensive renovation of their 60+ year old changing rooms to achieve gender neutral outcomes at their Orakei Domain 'home base'.

Before

- Open communal showers
- Urinal stall
- Partitioned changing rooms
- Inadequate toilet provision
- Lack of privacy

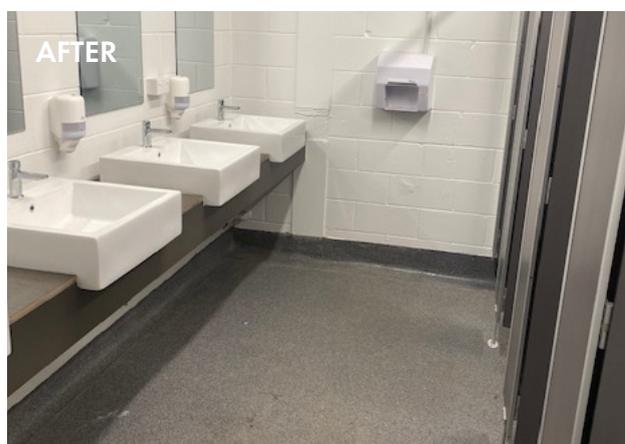
The images below highlight before.

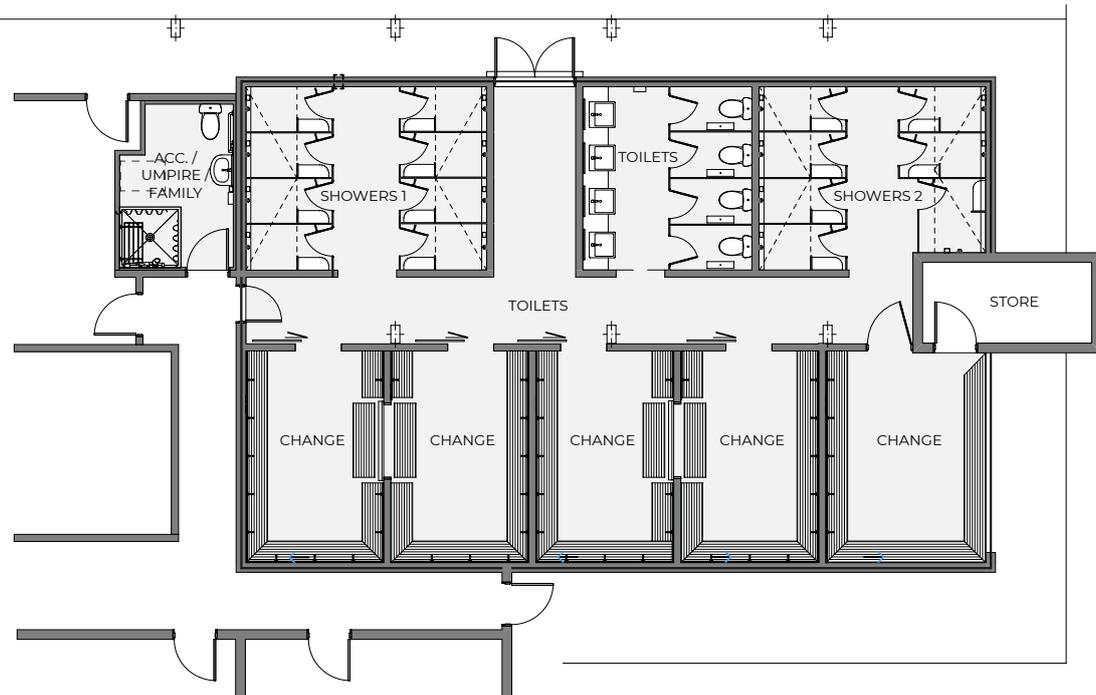
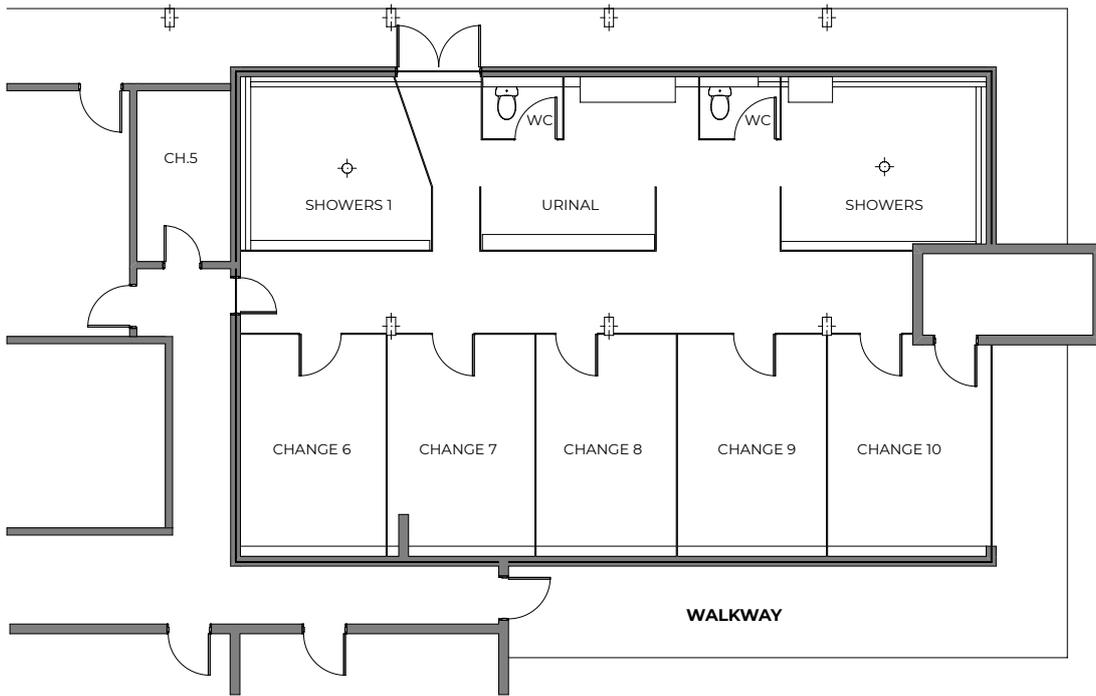


After

- Enclosed shower compartments
- Unisex toilets
- Solid wall changing rooms with ability to open into adjacent for larger space
- Accessible changing room with shower and toilet
- Referee changing room

The images below highlight after.





ACKNOWLEDGMENTS

The creation of this guide would not have been possible without the contributions, support and development from the following Rugby Clubs, organisations and individuals. NZR acknowledges the participation of the following in the development of the Changing Rooms Guide with contributing organisations kindly agreeing to NZR incorporating, where relevant, their material within this guide.

We would like to acknowledge and thank the following for their contribution to this guide.

- Community Asset Solutions
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- Grammar TEC Rugby Club
- Alhambra Union Rugby Football Club

We accept that not all tastes, experiences and opinions will agree on all of the content herein.



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