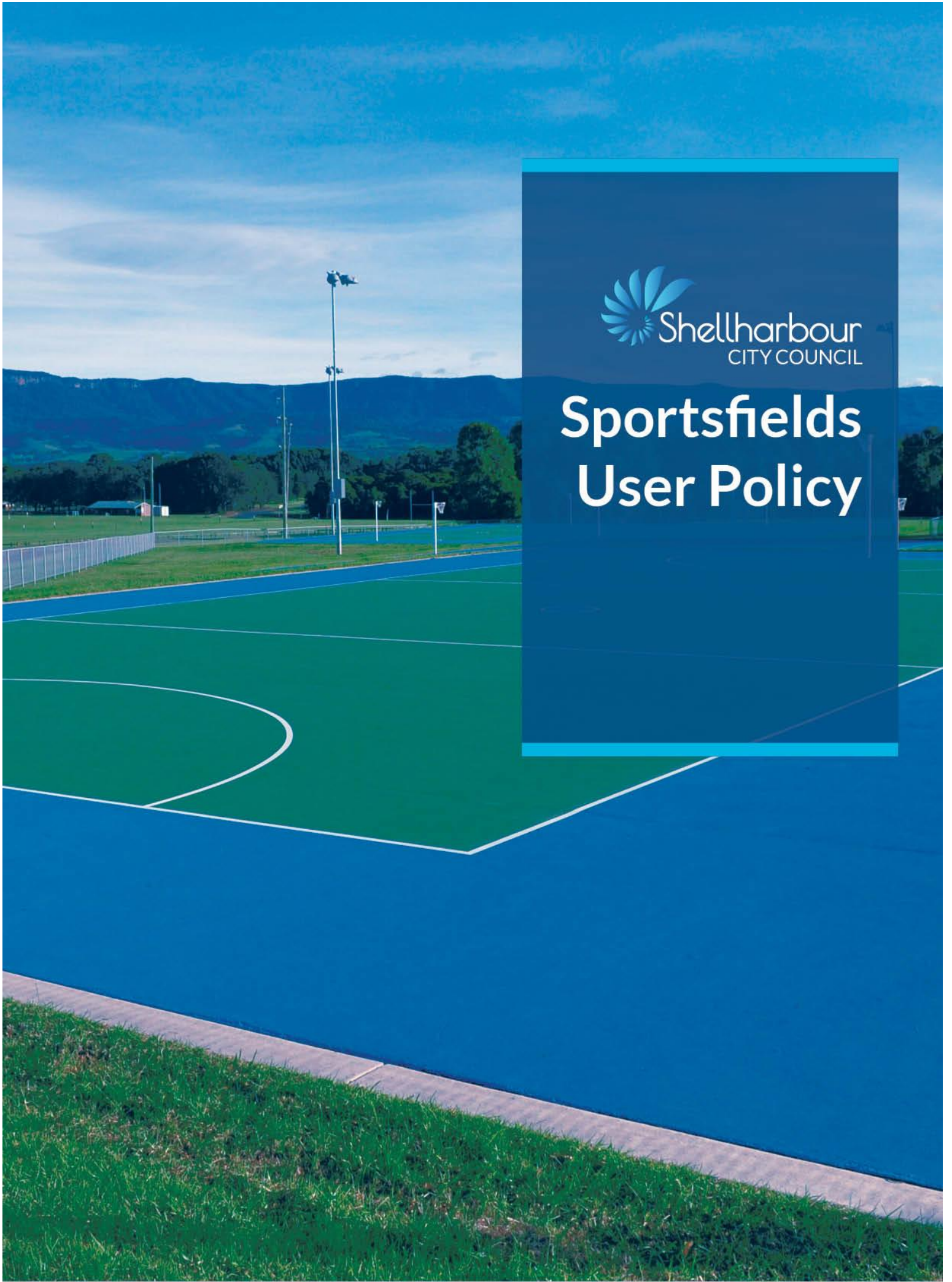




# Sportsfields User Policy



# SHELLHARBOUR CITY COUNCIL SPORTSFIELDS USER POLICY

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## 1.0 Introduction

Shellharbour City Council is home to over 40 sport and recreation facilities which cater for over 50 clubs/organisations. Further to this, the City is undergoing continual growth resulting in an increased demand for the use of sportsfields and recreational facilities. Council is committed to managing this increased demand so that the facility provided are able to be enjoyed by the whole community.

Shellharbour City Council aims to promote and encourage the community to live an active and healthy lifestyle. The role that sporting clubs, organisations/association and schools play in providing the community with this opportunity is invaluable and Council is committed to provide the support and resources necessary for these user groups to achieve these outcomes.

The Shellharbour City Council Sportsfields User Policy contains the terms and conditions on which Shellharbour Council seasonal sporting facilities are used. By providing this policy Council wishes to continue the relationship that it has formed with all sporting clubs within Shellharbour. Through the guide, Council aims to optimise the use of facilities and the community benefits they provide.

Sporting clubs and the Shellharbour community as a whole will benefit from the equality and fairness of this document and the standard approach that it presents. Council will continue to recognise clubs' involvement and cooperation both past and present in relation to the seasonal use of sportsfields and associated facilities.

### 1.1 Purpose

The purpose of the Shellharbour City Council Sportsfields User Policy is to allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements from clubs and users
- Responsibilities of the user groups
- Responsibilities of Council
- Process for facility development
- Provide a framework that is equitable and easily administered.

### 1.2 Background

The Shellharbour City Council Sportsfields User Policy has been developed to allow user groups to understand Council's position in regards to the use and development of sporting facilities in Shellharbour. The following objectives provide the framework for the establishment of an equitable and administratively operational Sportsfields User Policy:

- Efficient and effective use of Shellharbour community resources.
- Encourage participation in sports and recreational activities by Shellharbour residents.
- Minimise potential over-use of ovals with efficient facility allocation and eliminate inappropriate use.
- To enhance positive user attitudes and responsibility towards facilities.

- To ensure the provision of a range of quality, accessible recreation and sporting facilities.
- To provide a comprehensive and easy to understand Sportsfields User Policy which clearly details the responsibilities of both Council and sporting clubs and other users.

### *1.3 Scope*

This policy applies to:

- Allocations of facilities made through seasonal booking applications
- Casual use of sportsfields and facilities
- Maintenance
- Conditions of use
- The facility development of sporting facilities in Shellharbour.

The Sportsfields User Policy will be reviewed on a regular basis and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements alter,
- Legal Issues highlight a need for change,
- Insurance and risk management issues arise,
- Shellharbour Council policy changes affect sportsfield users.

The Shellharbour City Council Sportsfields User Policy applies to all sportsfields in the Shellharbour City Council Local Government Area which are not under a lease or licence agreement. The sportsfields which are not affected by this policy are:

- Albion Park Tennis Courts – Albion Park Show Ground
- Croom Tennis Courts – Croom Regional Sporting Complex
- Graham Park Tennis Courts – Lake Illawarra
- Mary Marley Hockey Complex – Croom Regional Sporting Complex
- McDonald Park Tennis Courts – Albion Park Rail
- Oak Flats Tennis Courts – Oak Flats
- Model Car Track – Croom Regional Sporting Complex
- BMX Track – Croom Regional Sporting Complex

### *1.4 Terms and Conditions*

The Sportsfields User Policy forms the basis for the terms and conditions of the agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the policy. Any breach of one or more of these conditions may at the discretion of Council, result in the use of the facility being withdrawn.

Any sporting clubs which has outstanding fees and charges from previous season will not have their application processed until the outstanding fees and charges are paid.

## *1.5 Sportsfields User Approval Agreement*

The Sportsfields User Policy provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users read and understand the conditions and obligations within the agreement.

The "Agreement" for Sportsfield approval consists of the following key documents:

- 1) The Sportsfields User Policy
- 2) Seasonal Sportsfield Approval – This approval will include the signed undertaking by the club that the terms and conditions in the Sportsfields User Policy have been read and the club agrees to abide by them. Clubs that have an approval issued by Council are bound to these terms and conditions.
- 3) Further documentation – Includes but is not limited to contact details, key holders, hours of use and proof of public liability insurance.

## *1.6 Facility Use/Allocation*

Facility allocations are issued to clubs that apply for the use of grounds and/or facilities by completing the application process outlined in this document by the required date. In being allocated the facility, the successful club then enters into a sportsfield user agreement. The agreement forms an understanding between the club (who then becomes the seasonal user) and Council.

As participation trends change, Council may review the practice of allocating facilities to provide for the efficient use of facilities. Council may require a sharing of facilities but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation. Where possible all efforts would be made for clubs to retain the same primary "home ground". While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.

## *1.7 Sportsfields*

Allocations will be made through seasonal sportsfield user agreements. By signing the application form, clubs agree to the terms and conditions outlined in this document.

## *1.8 Facilities*

Facilities are provided to support sportsfield activities. Allocations will also be made through a seasonal allocation. By signing the application form, clubs are agreeing to the conditions of use as outlined in this document.

Allocation of facilities will be based on allocated days and times as applied. Council may consider placing other user groups into the facilities during any non-allocated times although this would only be considered following consultation with the appropriate club(s).

## *1.9 Seasonal Allocation*

Seasonal Summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved.

Seasonal Winter allocations will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved.

## *1.10 Pre-Season Training and Finals*

Pre-season training and finals (including champions of champions competitions and other relevant competitions) are not included within the seasonal agreement if they fall outside of the seasonal agreement dates. For finals, clubs (or associations who organise finals) are required to make formal application to Council and these need to be lodged with Council by the COB on the Tuesday following the last home and away season match. If this application has not been lodged by this time, sportsfield renovation works or other user groups may be scheduled on the ground. If clubs have necessary pre-season requirements outside of the seasonal dates, these needs/times are to be noted on the seasonal application and considered in context. It is anticipated that on occasions the above timelines are not possible to achieve. In these cases, clubs are to make the best possible effort to contact Council regarding their practice game requirement prior to the game going ahead.

## *1.11 Casual Facility Use*

In addition to sporting clubs use, grounds are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events. Council supports sportsfields use by these groups and will allocate grounds upon request, with consultation with the relevant club or clubs and providing this does not result in overuse of grounds or be of detriment to competition use. Annual events will take priority over casual use.

## *1.12 School Use of Sportsfields and Facilities*

As with community groups and residents, schools within the Shellharbour Local Government Area regularly use sportsfields for school sport, sports days and physical activity. Council supports sportsfield use by school groups and will allocate grounds upon request providing this does not result in overuse of grounds or be of detriment to competition use by seasonal users groups.

School use will be limited to school hours. Where schools require use of grounds outside of school hours, relevant clubs will be consulted to determine that there is no conflict of use. Applications from schools are required prior to using sporting ovals and facilities.



### *1.13 Annual Events That Use Some Grounds and Facilities*

Shellharbour City Council allows some grounds and facilities to be used for annual events. Clubs will be made aware of these if they apply for and enter a seasonal sportsfield user agreement with Council for one of the affected grounds/facilities. In regards to annual events, affected clubs will be notified to the best of Councils ability, of any annual event on their ground prior to an agreement being finalised.

### *1.14 Application Process for Seasonal Allocations*

#### Step 1:

A notice will be placed in local newspaper and on the Shellharbour City Council website advertising that the Shellharbour City Council seasonal sportsfield process is currently open and will include all details required by a club to successfully start the application process. The applications will also be available on the Shellharbour Council website.

#### Step 2:

The Sportsfields User Policy and application form is sent to all existing tenant clubs electronically or if required in the mail to the address supplied to Council. Application forms and this policy will be placed on the Shellharbour Council website while applications are open.

#### Step 3:

The club completes the application form and submits to Council, along with relevant application fee, with all required documentation by the due date. Clubs will be advised if there are any items missing from their application. Any sporting clubs which has outstanding fees and charges from previous season will not have their application processed until the outstanding fees and charges are paid.

#### Step 4:

Council considers the application. Delays may occur should the club not provide all information requested or the application is late or the club has any outstanding fees. Any sporting clubs which has outstanding fees and charges from previous season will not have their application processed until the outstanding fees and charges are paid.

#### Step 5:

Successful and unsuccessful clubs will be notified in writing by Council. If there is more than one club allocated to a ground following the allocation process and this decision is not supported by the other allocated club, a report may need to be prepared for Councils Sport and Recreation Working Party to provide a resolution.

If a club/organisation is dissatisfied with their allocation they may appeal in writing within 5 working days of the allocation being made. Letters should be addressed to the General Manager.

In allocating sports facilities, Council will give consideration to a number of variables including:

- User group's previous record e.g. cleanliness and care of the facilities and timely payment of fees;
- Shellharbour based teams/players;
- Current and proposed planning and effective management of the club;

- User group that historically uses Council owned facilities;
- User group's contribution to facility upgrade/s;
- Facility suitability assessment to ensure the use is suitable from a risk and sports code perspective;
- All information required to complete the allocation process is received by the due date;
- Providing new user groups with the opportunity to submit applications for consideration for an allocation or part allocation of a Council facility.

### *1.15 Late Applications*

Late applications may result in clubs missing out on their preferred ground allocation. Please note as per Council's fees and charges a late fee will be incurred.

### *1.17 Public Liability Insurance*

All clubs/**sportsfield users** must have public liability insurance cover. Clubs must be covered for a minimum of \$20 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the club/**sportsfield user** arising out of or in relation to allocation of a facility. A copy of the certificate of currency must be attached to the allocation application.

### *1.18 Contents Insurance*

Council does not provide contents insurance on any facility. If the club stores valuables, equipment or memorabilia in a facility, the club is solely responsible for insurance of all its contents.

### *1.19 Building Insurance*

Council insures its buildings, fittings and fixtures against damage and fire and is responsible for the structure of the building.

## 2.0 Conditions of Use

### *2.1 Ground and Facilities Inspections*

Successful clubs must organise a ground and facility inspection with Council's Manager of Property & Recreation and Team Leader Assets and Parks Manager prior to the commencement of the season. At this inspection, clubs will be required to sign a written acceptance that the ground and facility is 'fit for purpose'.

Shellharbour City Council is committed to providing a safe and enjoyable sporting experienced for all who use its facilities.

All sportsfields booking approvals require sporting clubs to inspect the facilities on a regular basis to ensure that they are fit for the purpose of which they are intended to be used and that the use of the sportsfields does not present any unnecessary risk to participants, officials or spectators.

Each club and team is responsible for inspecting and checking that facilities, equipment and environments are safe for participation prior to every training session and match. Conducting an inspection using the attached checklist will ensure that safety criteria are met and will afford an increased level of physical protection for players (not including the inherent and assumed risks of playing a particular sport) and legal protection for the club or association.

If a safety hazard is found during the inspection:

- do not use the facility if it is unsafe to do so and notify Council as soon as possible
- repair, remove or cover the hazard if possible and only use the facility once this has been done
- bring the hazard to the attention of those who need to know about it such as players, coaches, referees or umpires, grounds controllers and club executives
- inform Council by submitting a maintenance request form, of all hazards requiring its attention. In situations where a club is using a number of sportsfields at the one facility, clubs should specify on the action request which sportsfield the hazard relates to.

In addition, users of the sportsfield must have their own emergency management plan in place that will include consideration of the following:

- provision of access to a telephone at all times
- designated, clear and unlocked access for emergency vehicles at all times
- appropriate strategies for dealing with head and spinal injuries.

Shellharbour City Council acknowledges that some sporting associations already have documented risk management processes in place, including inspection regimes. The attached checklist is provided for those clubs who do not currently have a formal inspection process.

Completed checklists must be kept in a safe place and be available to Council for inspection upon request. A copy of this checklist can be found at the end of this document.

## *2.2 Seasonal Handover*

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club. Prior approval from Council and the other seasonal user groups is required before a club leaves property or equipment in the facility during their non-allocated period.

## *2.3 Key Allocation*

All public areas of the sports facility's will be keyed with the Council's Master Key system. This includes toilets, change rooms, kitchens and social areas. Council will require access to all of these areas at any time to meet a variety of regulations. Keys are issued at the beginning of the seasonal allocation period. Clubs are not to exchange keys with their co-tenants between seasons.

The conditions of key allocation are:

- Up to four sets of keys are issued for each facility at a cost to Council.
- Requests for additional or replacement keys are made to Council and will attract an additional charge per key.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated in the key holders section of the application form.
- Non-compliance may result in the withdrawal of ground and facility usage.
- Details of changes in possession of any key(s) are to be forwarded to Council within 7 days.
- Clubs are not permitted to add or change locks. Council requires access to all areas of the facility at all times and will remove any unauthorised locks. Clubs will be responsible for the cost associated with any non-approved lock removal. Lost, damaged or stolen keys must be reported to Council immediately. Council may replace all locks in the event of keys being lost or stolen with the cost charged to the club. Broken or damaged keys are to be returned to Council before a replacement key will be issued.
- When your club is not the current seasonal allocated club, permission must be gained from the current seasonal allocated club prior to your club accessing the facility or ground for any reason (i.e. meetings, retrieval of equipment etc.).
- Clubs must always maintain their own key register that must be presented upon request from Council.

## *2.4 Allocation Not Required / Reallocation*

Council must be notified of any allocation that is no longer required. Any facility that is not allocated to its full potential may be considered for reallocation to another user group if required.

## *2.5 Non-Compliance and Public Liability*

2.5.1 The user is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in

respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.

2.5.2 All clubs/sportsfield users must produce a valid copy of their public liability insurance cover. (see 1.17)

2.5.2 Council reserves the right to suspend or revoke a club's sportsfield user agreement at any time if the terms and conditions of the agreement are breached. Where the terms of the agreement, signed by the club, have not been adhered to, the following course of action may be applied:

1. Warning in writing with stipulated timeframes for correction.
2. Club/s will be advised that until the issue/s are rectified, and depending on the severity of the complaint they may be locked out of their facility. Such complaints could include but not limited to deliberate damage to sportsfield surfaces and/or facilities, or clubs found in breach of any part of this policy.
3. Should a club fail to rectify an issue in a timely or appropriate manner, the club may be suspended from their facility for the remainder of the allocation and future allocations may be in jeopardy. Council will also notify the relevant association in writing of the issue.
4. Clubs involved in incidents that are not as serious but are of regular occurrence may also find themselves facing the same course of action.

## ***2.6 Pre-Season Training and Practice Matches***

Clubs requiring use of facilities outside the dates of their seasonal allocation must seek approval from Council. Clubs should not use sportsfields and facilities until they have received approval. A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for reinstatement works. Clubs who continue to use a ground that has been closed by Council for maintenance or recovery risk losing their allocation.

Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

## ***2.7 Extended Ground Usage – Finals Matches and Training***

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. for finals or champions of champions competitions) need to be notify Council at least 10 working days prior to the first date of use. Council will not permit the use of facilities for finals matches without a written application signed by the club and/or organising association.

Clubs are not permitted to use facilities for finals training (that is outside their seasonal allocation dates) until approved. Use of grounds for finals matches and training will take

precedence over requests for pre-season use. Council will make the final decision on priority of training or finals. Clubs found to be utilising sportsfield and facilities without the authorised approval may incur Council's unapproved use of Sportsfields fine.

## *2.8 Training*

To ensure that training does not cause unnecessary damage to playing surfaces, Council asks that clubs ensure that training is scheduled so as to spread the wear on the sportsfields. Training should be kept to a minimum around high traffic areas such as goal mouths and directly in front of a club house or amenities building. Where possible, training may be able to be conducted off the playing surface all together.

## *2.9 Sub-letting of Facilities*

No club shall sub-let any part of a sportsfield and/or any part of the facility allocated to it during the allocated period. Non-compliance may result in Council withdrawing the allocation.

## *2.10 Utilities*

Clubs are responsible for paying the utility charges for the approved season as per Council's fees and charges.

Please note Council is not responsible for any telephone/internet connections or the payments associated with these connections. This also include usage and associated costs.

## *2.11 Times of Facilities Use and Acceptable Behaviour*

Clubhouses, amenities and facilities are to be used for their intended purpose which is to assist the users with their operation and to provide storage space. Users are not to conduct any activity that will cause offense or that is considered illegal or immoral. Clubs will ensure that they comply with all relevant noise legislation and that any noise generated does not cause an environmental nuisance or unreasonably interfere with the enjoyment of someone's environment. Noise may be defined as unreasonable if it can be heard in the habitable room of another premises (i.e. lounge room, bedroom). Provisions of the POEO Act Apply. To view these provisions please visit [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Clubs are not to conduct any noxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited. Clubs need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or yards. If a club has an installed alarm that is not linked to a call out security company, Council requires a name and contact number of someone within the club who can access the building if an alarm goes off.

Areas that include function rooms and clubhouses are only to be use for functions that have been booked and approved by Council. Clubhouses are not intended as party venues and should not be used for unauthorised birthday parties or other non-club events. In the event that a user allows the use of a clubhouse within approval from Council, that user will be liable for any damage that is caused and may have their approvals revoked.

## *2.12 Waste and Litter Management*

Clubs are responsible for ensuring that all waste generated from their use of the reserve is appropriately disposed of and cleared by the end of match day or training session.

## *2.13 Vehicles on Reserves*

No motor vehicle is permitted on the sportsfield. Disability and emergency vehicles excepted.

## *2.14 Temporary Closure of Ground*

Council reserves the right to close any sportsfield to protect the playing surface, reduce risk to competitors and the public, to complete capital or maintenance works in poor weather conditions or to allow rehabilitation of the ground after damage. Where grounds are closed for matches, where practicable, Council will make all attempts to provide clubs with at least one day's notice in consultation with clubs.

When the grounds have been closed due to wet weather Shellharbour City Council's Sportsfields Wet Weather Policy must be adhered to.

## *2.15 Shared Use*

Clubs sharing a facility are to liaise with Council Officers to ensure clashes do not occur over training schedules, facility usage and equipment storage. To reduce clashes, clubs should agree to a set of standard hours at the start of the allocation period and liaise with Council Officers if their hours need to change for any reason throughout the period. Council will assist the make a final determination should clubs be unable to resolve any issue.

## *2.16 Graffiti/Vandalism/Damage*

Users are not to graffiti the surface of any structure, concrete or paved area or vegetation within a reserve with paint or ink. The user will be held responsible for any vandalism/damage that occurs during their allocated time of use. This includes damage caused by the clubs members as well as visiting teams and supports.

Where the damage occurs outside the user's allocation time of use, and provided the damage has not because as a result of the user's negligence (e.g. clubhouse left unlocked), the responsibility will lie with Council.

If the facility has been damaged in a criminal act the club who finds the damage must notify the police immediately and also inform Council of the situation.

If the facility has suffered graffiti or any kind of vandalism/damage whether during or outside your club's allocation, please notify Council as soon as possible on 4221 6111 or [records@shellharbour.nsw.gov.au](mailto:records@shellharbour.nsw.gov.au)

### *2.17 Locking of facilities*

If a sporting club requires the use of a facility it is the responsibility of the sporting clubs responsibility to lock the facility at the completion of the activity. In the instance that the facility is left open, the offending user will be liable for any damage to the sportsfield and/or surrounding area.

Furthermore, in the event that Council is called out afterhours to close and lock a facility, the costs for the call out will be charged to the offending sporting club.

### *2.18 Locking of gates*

If a sporting club requires access through a gate it is the responsibility of the sporting clubs responsibility to lock the gate at the completion of the activity. In the instance that a gate is left open, the offending user will be liable for any damage to the sportsfield and/or surrounding area.

Furthermore, in the event that Council is called out afterhours to close and lock a gate, the costs for the call out will be charged to the offending sporting club.



## 3.0 Sportsfield Facility Infrastructure

### *3.1 Turf Wickets*

Council maintains all sportsfields excluding turf wickets within the local government area. Clubs which require the use of turf wickets are responsible for the preparation and covering and uncovering the turf pitches in accordance with their association guidelines.

### *3.2 Concrete / Synthetic Wickets*

To enable consistency between clubs, Council will fund up to 25% of the cost of replacement of central synthetic wickets and up to 50% for practice wickets with the balance of funding to be found by the respective clubs. If a club believes that a modification or upgrade/replacement of a concrete wicket is required, please contact Council. No modifications may take place until the club has written approval from Council.

### *3.3 Covering, Uncovering and Cleaning of Cricket Wickets*

Council will be responsible for the covering and uncovering of concrete/synthetic cricket wickets on sportsfields. This will be undertaken during the period between the end of one season and the commencement of the next season. Exact timing for this work will depend on the following:

- Works Depot scheduling,
- Weather conditions and
- Allocated club requirements (i.e. finals) in the previous season or the following season.

### *3.4 Cricket Nets*

Clubs wishing to have cricket nets relocated, reconstructed or upgraded should contact Council and wait for confirmation prior to any works being undertaken. Cricket nets should always have public access to at least one practice wicket.

### *3.5 Goal Posts*

Council provides and maintains goal posts and soccer goals, at Council's cost, for the use of the whole community. If goal posts are vandalised Council will fund the repair or replacement, however, where posts are deemed damaged through misuse by a club or during the course of a game, training or fixture the club will be responsible for funding the replacement posts and/or goals. Goal nets and padding are the responsibility of the club. Once the goals have been put in place at the start of the allocation period they are not to be moved by clubs without Council's written permission.

### ***3.6 Portable Soccer Goals***

All portable soccer goals must conform to the current Standards Australia Handbook "Portable Football Goalposts – Manufacture, use and storage".

The manufacturer of portable goals should provide the club with a certificate of conformity.

Portable soccer goals are the responsibility of the club. Council does not provide, maintain or replace portable soccer goals.

All clubs must:

- Ensure that portable goals are securely anchored to the ground when in use.
- That all equipment and safety padding be checked and adjusted before every use
- Never allow any person to climb on netting or goal framework.
- Safety warning are prominently position and clearly visible on the goal posts.
- Ensure that all goal posts are safely stored (off the sportsfield) to prevent unauthorised use and potential injuries

### ***3.7 Scoreboards***

Permission must be obtained from Council for the construction of scoreboards. The construction of scoreboards is at the cost of the club and only based on approved plans. Clubs should contact Council in the first instance for guidance prior to any work being undertaken.

Construction must occur under Council supervision and with relevant planning approval.

All subsequent maintenance will be the responsibility of the club. If a scoreboard deteriorates to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve, it will be removed by Council and the club will be charged accordingly

### ***3.8 Sport Ground Lighting – Installation and Capital Costs***

The allocated club is required to fund 100% of the cost of upgrading or the installation of new sportsfield lights or a percentage if other allocated clubs are willing and able to contribute to the cost. Permission must be obtained from Council for the construction of sportsfield lights. Detailed plans and electrical requirements are to be approved prior to any work commencing. Planning Permits and Building Permits may also be required prior to any lighting works are implemented (Development Planning Approval and Construction Certificate). Sportsfield lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be made if the club is required to re-locate as a result of a Council request.

All maintenance of sportsfield lighting is the responsibility of Council. This includes the replacement of globes. Globes may not necessarily be replaced as soon as the fault is reported due to maintenance priorities. Clubs will be responsible for the costs of all replacement globes.

### ***3.9 Irrigation***

Council's sporting reserves are important pieces of public open space which are used by the whole community. Council is responsible for the maintenance and operation of all irrigation systems. Clubs are not to access or alter control unit settings under any circumstances.

Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings or of any damage to the system. Clubs must also notify Council if there are any faults, leakages or obvious over or under watering. This may be done using the contact details in the back of this policy.

### ***3.10 Fencing***

Council will be responsible for maintaining fences around grounds and the perimeter of reserves. Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access. Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of clubs. Clubs must apply to Council seeking prior approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

### ***3.11 Line-marking of Sportsfields***

All line-marking is the responsibility of the sporting club utilising Shellharbour City Council Sportsfields.

Sporting clubs undertaking line-marking material on councils sportsfields such as water or acrylic based paint or non-toxic 'red oxide' solution.

Sporting clubs are not permitted to mix any pesticides or herbicides (grass killing agents) in with the line-making material. Sporting clubs found to be using these agents will be responsible for the cost associated with the repairs of the field.

### ***3.12 Advertising / Signage***

Any external signage or advertising requires permission from Council. Please contact Property & Recreation if you have any enquiries. A formal application and payment of fees may be required.

## 4.0 Facilities/Amenities

### 4.1 Facility/Amenities Maintenance

A table outlining maintenance responsibilities of clubs and Council is summarised under the Facility Maintenance Schedule (found at the end of this document).

Council will organise inspection of facilities identifying maintenance issues and assessing cleanliness. Should it be found that clubs are not meeting obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their sportsfield user policy, Council may rectify the issue at club's expense and/or may withdraw the allocation. Clubs will be charged for deliberate damage, including damage by visiting clubs.

### 4.2 Capital Development and Improvements

Council aims to provide at least basic level associated facilities at sportsfields. Due to funding limitations, Council is not able to meet all demands for facility upgrades.

If a club wishes to suggest improvements to the facility at their seasonal sportsfield, a written proposal should be lodged with Council which includes preliminary design plans, costing and confirmation of club contribution. It should be noted that this information will assist officers in assessing the proposal and in development of a capital works program, however there is no guarantee that the project will be undertaken or funded.

Clubs can apply for funding through agencies such as NSW Sport and Recreation to help contribute to capital works projects at their seasonal ground and/or facility. Clubs wishing to apply for funding for a project involving a seasonal sportsfield or facility will be required to approach Council to discuss the project and get a letter of support to include in their application.

Council is responsible for the management of any capital works that are to be undertaken. Council will look more favourably on applications for capital works that have the support of other user groups and/or will benefit more than one club or more than one user group.

### 4.3 Building Alterations

Facility/Amenities alterations and capital works are subject to the prior approval of Council (as the owner of the building) and may be subject to a Development Application, Construction Certificate and other relevant approvals.

Clubs wishing to have their facilities upgraded should apply to Council in writing. All applications should include a proposal outlining:

- Confirmation of club contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Registered contractor to be used
- Schedule of materials

No unauthorised and/or illegal building works are permitted. Clubs are responsible for all costs associated with any remedial works required. All building improvements will remain the property of Council and cannot be removed in part or in full without prior approval of Council. Appropriate compensation may be negotiated if clubs re-locate as a result of a Council requirement.

#### ***4.4 Storage***

Users are able to use storage areas of Council facilities where such areas exist. Seasonal sportsfield user holders that share a facility are encouraged to work together to allocate storage space at the commencement of the season. Where such users are unable to successfully negotiate storage space allocations, Council will make a decision which will be final. In making this decision, Council will take into consideration the proportion of each group's use of the facility as well as the size and quantity of equipment needed for those particular sports.

Storage of equipment in the off season is not guaranteed due to other users requiring the storage space.

All equipment must be stored in a designated storage space, items must not be stored in areas that are not designated for storage such as first aid rooms, toilet, showers, change rooms, referee's rooms or service bays. It is also important that all emergency exits are kept clear at all times.

Clubhouses may be utilised by other users therefore all equipment should be securely stored in the designated storage areas. Council is not responsible for any damage or loss of equipment.

#### ***4.5 Public Toilets***

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public. This includes public toilets attached to facilities. This included public toilets attached to facilities. Where toilets are located at a sports reserve and are only open on match days for members and spectators, the club will be responsible for opening, closing and cleaning.

#### ***4.6 Cleaning***

Clubs are responsible for all litter generated by their activities. Council facilities and grounds must be cleaned and maintained in a state suitable for use by clubs, incumbent clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave facilities and grounds in a clean and tidy condition immediately after use. Supply of cleaning equipment is the responsibility of the clubs.

#### ***4.7 Fire Extinguishers***

Council provides fire extinguishers and fire blankets within each facility to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation

in the event of an emergency. Missing or damaged equipment found will be replaced at the club's expense.

#### ***4.8 Electrical Equipment***

Clubs are responsible for testing and tagging of all equipment including fridges, stove, pie warmer, BBQ, electrical power leads etc used at facilities and amenities buildings in accordance with the AS/NZ 376 *In-Service Safety Inspection and Testing of Electrical Equipment*. A copy of the test and tag register must be kept onsite and produced upon request by Council.

Council is not responsible for damage that occurs from the use of appliances. All portable electrical equipment must be connected to a portable safety switch.

#### ***4.9 Liquor Licences***

The sale of liquor without a licence is prohibited. Clubs need to contact the Office of Liquor, Gaming & Racing to apply for a licence. Clubs are required to provide a copy of their liquor licence with their application.

Liquor licences cannot be applied for in areas which are designated "alcohol free" zones. Locations of 'Alcohol-free' zones can be found on Council's website.

#### ***4.10 Smoking on Council Land***

In accordance with the *Smoke-Free Environment Act 2000 Section 6* every enclosed public place is a "smoke-free area".

In accordance with Shellharbour City Council's *Smoke-Free Outdoors Area Council Policy* and the *Smoke-Free Environment Act 2000 – SECT 6A* an outdoor public place is a "smoke-free area" if it is any of the following places:

- A place that is within 10 metres of children's play equipment but only if the children's play equipment is in an outdoor public place,
- A swimming pool complex
- An area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreation area,
- A place that is within 4 metres of a pedestrian access point to a building

#### ***4.11 Food Registration***

If the business, enterprise or activity involves the handling of food intended for sale or the sale of food you must contact Council's Building and Regulations Department. This is regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only. Clarification should always be sought from Council to determine if registration is necessary.

#### ***4.12 Disability Discrimination Act 1992 and Anti- Discrimination Act 1997***

Clubs must comply with any reasonable request from Council in this regard.

#### ***4.13 Open Fires***

Clubs are not permitted to have open fires of any description inside or outside of facilities.

#### ***4.14 Festivals / Events / Non Fixtured Matches***

Clubs wanting to hold festivals or events at their allocated ground or facility need to be aware that specific restrictions can apply to insurance cover. This relates to jumping castles and barbecues etc. Standard sports club insurance does not always cover end of season activities or open days. Contact Council's Property & Recreation Team for further information on festival specific insurance.

Clubs are reminded that use of a sports facility is for its dedicated purpose. All other events are not included in the sportsfield user agreement. This includes any match that is not part of the club's fixtured competition. All such events and extra matches require written approval.

Depending on the size of the function/event, up to two months' notice is required. Clubs are also required to do a letter drop to neighbouring residents, advising them of the function/event to take place and also nominating a contact person for the event and a contact number for the duration of the event. Clubs may be required to complete a Temporary Licence Application for some events.

#### ***4.15 Facility Audits / Inspections / Access***

Council may access facilities at any time to undertake inspections or repairs. Facilities will be audited and inspected on a periodic basis. Clubs wishing to install security systems must first obtain Council approval and notify Council of the relevant codes.

#### ***4.16 Grievance Procedure***

All grievances or complaints must be made in writing, addressed to the General Manager. If a dispute cannot be resolved, then a determination in writing by Council shall apply.

#### ***4.17 - Canteens***

Users are able to utilise canteen facility where such areas exist. Users that share a facility must work together in regards to the appropriate sharing of canteen facilities including the safe storage of their stock and equipment.

Users need to be aware that canteen facilities are owned by Council and therefore can be booked and used by other users. It is important that all stock is securely stored when not in use.

Council is not responsible for any loss of stock that occurs.

The canteen facility provided in Council's building may not be designated as commercial kitchen. In the instance that they are not classed as commercial kitchen there are several appliances that are not permitted to be installed including but not limited to deep fryers, range hoods and cold rooms. For further clarification on this please contact Council on 4221 6111.



## 5.0 Sportsfield Lighting

### *5.1 – Field lighting fee*

If users require the use of lights for training/competition, an additional fee will be charged. This fee is calculated based on the following:

- Number of ovals/fields in use
- Number of nights
- Sunset times

Users who require lighting will be issued with an invoice for a lighting deposit at the time of their booking. This is to ensure that all lighting invoices are paid.

### *5.2 - Lights*

Lights are only to be used for the purpose of training and competition. Users are not to use lights for any other purpose e.g. social functions. All light should be turned off at the completion of training/competition which is no later than 9:30pm (Sunday – Thursday) or 10:00pm (Friday – Saturday).

In the event that Council is called out afterhours to turn off lights, the cost of the call out will be charged to the offending user.

### *5.3 – Non usage of lights*

Notification must be made to Council within 48 hours where lights are not used as indicated in the approval which has been issued to the sporting club.

Failure to notify Council will result in charges being calculated in accordance with the approval issued.

If a club requests invoices to be reviewed for any reason other than when fields have been closed due to wet weather an administrative fee will apply.

## 6.0 Playing Surfaces and Vegetation

### 6.1 – Trees, Shrubs and Gardens

Council is committed to ensuring that all public gardens and open space are maintained appropriately. Therefore the gardens and surrounding areas of Council's sportsfields are maintained on a four weekly rotation.

Should a user feel that there is urgent maintenance required to the surrounds of their allocated sportsfield or facility please submit a request to Council's Customer Services Department by calling 4221 6111 or emailing [records@shellharbour.nsw.gov.au](mailto:records@shellharbour.nsw.gov.au)

### 6.2 – Playing Surfaces

Shellharbour City Council has a Service Level Agreement (SLA) that allows for all facilities to be maintained on a set schedule and to a set standard.

The following is an outline of the maintenance that is conducted both during and between seasons:

- Regular Maintenance (During the season)
  - Mowing of sportsfields
  - Mowing and maintenance of surrounding area of the sportsfields
  - Irrigation (if existing)
  - Weed control (as necessary)
- Seasonal Maintenance (only performed when necessary)
  - Fertilisation
  - Top dressing
  - Goal mouth rehabilitation
  - Re-profiling
  - Over sowing
  - Weed control

### 6.3 – Mowing

Council is responsible for the mowing of sportsfields and the surrounding areas. The mowing of the city's active sportsfields is done in accordance with Council's Mowing Schedules which are available on Council's website each week. The grass is mowed at the height of 50mm during the winter season and at the height of 35mm during the summer season.

Please note grass clippings are not picked up.

Maintenance of the surround areas of a facility including the garden maintenance are done on a four-week rotation.

If a user is found to have cut the grass without Council's permission, the user will be responsible for the cost of repairing any damage that occurs. Council will not reimburse clubs for any costs associated with cutting of the grass on Council's sportsfields.

## 7.0 Capital Works/Improvements

Shellharbour City Council has funding available each year for upgrading sportsfields and facilities. In order to ensure that Council funds are invested into projects that will have the most benefit for the community, it is recommended that users work with Council's Sport and Recreation Working Party to formulate a club development plan. This plan should include data on the growth and expected growth of your organisation and the suggested improvements/upgrades to facilities that would help to accommodate this growth.

Providing this information to Shellharbour City Council will ensure the position of the sporting club/organisation with the best possible chance of receiving the improvements that the club requires.

As Council is the owner of the property, all maintenance or capital improvements undertaken to the building require written consent from the Council BEFORE commencement. This is relevant to both internal and external works. Please note that if a user group conducts any capital works or improvements without Council's permission, that user group will be responsible for the costs of reinstating the works or additional works that need to be conducted to ensure it meets the compliance with relevant legislation. This behaviour will also put the use of Council facilities in jeopardy.

### *7.1 Application to Undertake Works*

For users wishing to discuss any facility upgrade or improvement, the following is a guide to follow to ensure you comply with the relevant laws and legislation.

#### 1. Identify Potential Upgrades

Upgrades or improvements to facilities should come from an identified need. Users should take proactive measures to anticipate when facility upgrades will be necessary and plan ahead. It is proposed that these projects are discussed during the off-season and tabled at the club's annual general meeting (AGM).

#### 2. Initial Contact with Council

Contact Council's Property and Recreation Department for initial advice on your proposed project. Information that will make it easier to assist the club would be drawings, proposed site location, and any timeframes that the club may have for the project. Council will be able to assist with aerial photos of the site, existing building plans and service locations. In some cases, Council will be able to provide set requirements for standard infrastructure items.

#### 3. Contact with relevant Council Areas

The user group will need to discuss the project with other relevant Council Departments. These may include Infrastructure, Planning and Partnerships, Planning and Development and Health, Security and Regulatory Services. The Property and Recreation Team will be able to assist and get the user in contact with the relevant people. This may involve the club participating in a prelodgement meeting.

#### 4. Site Meeting

For larger or more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project.

#### 5. Submission of relevant plans and development application

Formal submission of relevant plans and development application should be made to Council's Planning Department.

#### 6. Approval Process

Council, as the owner of the land, will consider and approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require Building or Planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

#### 7. Final Site Inspection

Council Officers may need to perform a final site inspection once works are completed. This is also to ensure that works have been carried out to a sufficient standard and the site has been properly reinstated (i.e. no materials or waste left behind). Note: this is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council's buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans.

## 8.0 Maintenance Responsibilities

### 8.1 Buildings

Item	Users	Council
<b>Alarms</b>	Full responsibility – All monitoring fees, maintenance, repairs of alarms and call out costs. Supply of codes/keys to Council for access.	
<b>Building/external structures</b>	Advise Council of faulty structures and vandalism	Replacement and maintenance when required
<b>Ceilings</b>	Advise Council of faulty structures and vandalism	Repair and/or replacement due to a structural fault or fair wear and tear
<b>Cleaning</b>	Cleaning of the clubhouse and amenities (including showers, canteen and toilets) after each is the responsibility of the club. If such cleaning is not undertaken, Council will undertake the cleaning at the cost of the offending users.	Inspecting the facility and notifying the user if cleaning is not satisfactory
<b>Damage</b>	Damage that occurs to the facility by the users, members, visiting teams or guests is the responsibility of the club. Such damage should be repaired to the satisfaction of Council otherwise Council will repair at a cost to the users.	Damage that occurs outside of a user's allocated times and is not a direct result of negligence by the users
<b>Doors, roller doors, roller shutters, grills, door furniture, door closers and locks</b>	Regular cleaning and repairs due to misuse	Replacement/repair due to fair wear and tear or structural fault
<b>Drains (showers and sinks)</b>	Full responsibility – must be kept clean of foreign objects, mud and debris by users	
<b>Electrical wiring and fittings</b>	Repair and replacement due to misuse	All building wiring from main supply to, and including, the switchboard, power points, switches, and light fittings
<b>Fire extinguishers and coverings</b>		Full responsibility
<b>Floor surfaces and coverings</b>	All regular cleaning and maintenance. Repair/replacement due to misuse.	Repair/replacement due to fair wear and tear
<b>Food handling areas and equipment</b>	Compliance with relevant health legislation and maintenance of all equipment	No responsibility
<b>Glass</b>	Keep and maintain in good order all internal and external glass surfaces, and repair all	Replacement of all external breakages where they can be proven to be the result of

	breakages, except where external breakages are proven to be the result of vandalism	vandalism
<b>Guttering and downpipes</b>		Repair/replacement due to fair wear and tear
<b>Heating, ventilation and air conditioning fixtures</b>	Servicing, replacing and repairing fixtures when required	No responsibility
<b>Keys, locks cylinders and padlocks</b>	Safe keeping of keys issued by Council. Lost keys will incur a payment for a replacement key plus any costs relating to re-keying of the facility. Provide Master keys for internal doors to Council	Purchase, install and maintain all locks. Supply a four keys per facility to user groups
<b>Light globes and fittings (external)</b>	Advise Council of faulty fittings	Replacement and maintenance of light globes and fittings when required.
<b>Light globes and fittings (internal)</b>	Advise Council of faulty fittings	Replacement and maintenance of light globes and fittings when required.
<b>Other permanent fixtures (e.g. stove, exhaust fans etc)</b>	Regular cleaning of all fixtures and repairs/replacement due to misuse	No responsibility
<b>Painting</b>	Internal painting if damage due to misuse. All painting to be approved and completed to the satisfaction of Council (this includes the colour of the paint)	Responsible for internal and external painting on a cyclical basis
<b>Pest Control</b>	Ongoing pest control to Australian Standards and the requirements of Council's Health Department	No responsibility
<b>Plumbing and fixtures</b>	Repairs due to misuse and blockages in waste pipes cause by user activities	Repair and maintenance due to fair wear and tear
<b>Sewer Blockages</b>	Costs associated with blockages cause by the occupier/user	Council to investigate blockages and apportion costs to relevant user responsible for blockage if applicable
<b>Smoke detectors</b>	Replacement of batteries in battery operated smoke detectors.	Replacement of detectors due to fair wear and tear
<b>Toilets (public toilets)</b>	Report any damage or vandalism	Opening, closing, cleaning and maintenance
<b>Toilets (within the amenities buildings)</b>	Opening, cleaning and supply of all materials	Repair and maintenance due to fair wear and tear
<b>Vandalism</b>	Responsible for damage/vandalism that occurs during their allocated use	Responsible for damage/vandalism that occurs outside of all user's allocation use
<b>Walls</b>	Regular cleaning and repair if damage through misuse (including holes in plasterwork)	Replacement/repairs due to malfunction or fair wear and tear

<b>Waste management</b>	Responsible for bin services outside the regular season. Responsible for additional services required during the clubs regular season.	Supply of regular bin service only during the users regular season.
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## 8.2 Grounds

<b>Item</b>	<b>User</b>	<b>Council</b>
<b>Car parks/drive ways</b>		Full responsibility
<b>Coaches Boxes</b>	Full responsibility – approval required from Council’s prior to installation	
<b>Cricket Pitches – Concrete</b>		Council will arrange for concrete pitches to be uncovered at the start of the summer season and covered at the end of the summer season
<b>Cricket Pitches – Turf Maintenance</b>	Full Responsibility	
<b>Fixed Fences/Barriers</b>	Advise Council of faulty structures. Responsible for repairs due to misuse	Erection and maintenance of fencing/barriers deemed necessary by Council
<b>Temporary fences/barriers</b>	Full responsibility including costs	
<b>Field lighting</b>	Report any damage to Council. Payment of lighting fee in accordance with Council’s Fees and Charges each season	Provision and maintenance where applicable
<b>Gardens/trees</b>	Report dangerous trees to Council.	Full responsibility
<b>Goal Posts</b>	Advise Council of faulty structures and incidents of vandalism. Provision of appropriate padding for goal posts. All costs associated with the purchase of new goal posts and pads.	Provision and maintenance of appropriate goal posts. Installation and removal as per season requirements.
<b>Irrigation/watering</b>	Clubs requiring the use of turf cricket pitchers are required to undertake their own irrigation/watering procedures.	Full responsibility for field other than turf cricket pitches
<b>Line marking</b>	Full responsibility - Only use approved line-marking material on Councils sportsfield such as water or acrylic based paint or non-toxic ‘red oxide’ solution.	

<b>Litter</b>	Leave the playing field, surrounds, toilet facilities and change rooms clean and tidy, this includes picking up of all rubbish, football tape, papers, chip bags, etc	
<b>Mowing</b>	No responsibility	Full Responsibility
<b>Paving and footpaths</b>		Repair or replacement if required and through priority maintenance system and capital works
<b>Playing Surface</b>	Conducting ground inspections prior to training and competition. If inspection suggests that the ground is unsuitable for safe use, postpone or cancel play and notify Council	Maintenance on cyclical basis. Council reserves the right to close a ground if it is deemed unsafe or will cause greater than normal damage. If a ground is closed notify users immediately.
<b>Septic Tank pump outs</b>		Full Responsibility
<b>Scoreboard – installation and maintenance</b>	Full Responsibility –with approval from Council prior to scoreboard being erected	Approving the erection and replacement of scoreboards as requested.
<b>Signs (Council)</b>	Advise Council of faulty signage and vandalism	Replacement and maintenance of signage where required.
<b>Signs (User/Sponsor)</b>	Seek approval from Council to erect signage. Maintenance of approved signage	Approving the erection and replacement of signage as requested.



## 9.0 Contact Details, Applications, Checklists

### 9.1 - Contact Details

Unit and Contact Person	Responsibilities
<b>Manager Property &amp; Recreation</b> 4221 6059 0421 044 194	<ul style="list-style-type: none"> <li>• Capital works proposals and proposed works on Council land</li> <li>• Sporting facility requirements</li> <li>• Advice on potential grant funding opportunities</li> <li>• Club development advise</li> </ul>
<b>Team Leader Recreation</b> 4221 6163	<ul style="list-style-type: none"> <li>• Assistance with grant funding applications</li> <li>• Masterplan development</li> </ul>
<b>Recreation Officer</b> 4221 6317	<ul style="list-style-type: none"> <li>• Seasonal sports ground applications</li> <li>• Coordination of maintenance/repairs requests</li> </ul>
<b>Building Co-Ordinator</b> 4221 6111	<ul style="list-style-type: none"> <li>• Processing of maintenance/repairs on buildings</li> <li>• Coordination of cleaning of relevant toilet/amenities facilities</li> </ul>
<b>Parks Manager</b> 4221 6111	<ul style="list-style-type: none"> <li>• Supervision of Mowing Supervisor</li> <li>• Coordination of the mowing schedules</li> </ul>
<b>Mowing Supervisor</b> 4221 6111	<ul style="list-style-type: none"> <li>• Processing of maintenance/repairs for Sportsfield playing surfaces</li> <li>• Processing of maintenance/repairs for gardens and sportsfield surrounds</li> <li>• Implementation of mowing schedules</li> </ul>

## 9.2 Sportsfield User Application Form



All Communication address to the General Manager  
 Shellharbour City Council,  
 Locked Bag 155  
 Shellharbour City Centre, NSW 2529  
 p. 02 4221 6111 f. 02 4221 6016  
 e. records@shellharbour.nsw.gov.au  
 www.shellharbour.nsw.gov.au

DX 26402 Shellharbour City Centre

### Sportsfields User Application

Club/Association/ Organisation Name:			
Sportsfields Name:			
Allocation:	<input type="checkbox"/> Summer (1 October to 31 March) <input type="checkbox"/> Winter (1 April to 30 September)		
We the undersigned, have read and understood the Sportsfields Users Policy and Sportsfields User Application hereby agree to ensure that all members of the above named Club/Association/Organisation will comply with the terms and conditions of the policy. The sportsfields covered by this agreement is to be used for sporting, training and recreational purposes and for no other reasons unless permission is granted by Council.			
Club President (Name)		Signed:	
Club Secretary (Name):		Signed	
<b>Insurance</b>			
All clubs/associations/organisation sportsfields users must have public liability cover and be covered for a minimum of \$20 million. The user is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.			
Certificate of currency must be attached to this approval <input type="checkbox"/> (tick if attached)			
<b>Agreement</b>			
<b>Sports ground and pavilion inspection (to be completed at the ground inspection following the application being submitted).</b> I hereby confirm that a sportsfield and facilities inspection has been/will be completed with Council's Manager Property Recreation, Team Leader Assets and Parks Manager and that (Name of Club): _____ is prepared to enter into a season agreement with Shellharbour City Council.			
Signed:		Position in Club:	

Club Contact Details			
Club Name:			
Club Mailing Address:			
Club President Name:			
Postal Address			
Phone:		Email:	
Club Secretary Name:			
Phone:		Email:	
Club Treasurer Name:			
Phone:		Email:	
Key holders names and contacts			
1.		2.	
3.		4.	
Sportsfields Usage			
<input type="checkbox"/> Summer (1 October to 31 March)			
<input type="checkbox"/> Winter (1 April to 30 September)			
Day	Start Time	Finish Time	Purpose (competition/training/other)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Lighting and Facilities Usage			
<input type="checkbox"/> Summer (1 October to 31 March)			
<input type="checkbox"/> Winter (1 April to 30 September)			
Day	Start Time	Finish Time	Purpose (competition/training/other)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Are the premises licensed for selling alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Privacy Statement			
<p>Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of Shellharbour City Council in order to advance the purposes of this form and to carry out Council business. The Personal Information Protection Act 2004 and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 4221 6111. Should you not provide the information sought, Council will not be able to process this form.</p>			

### 9.3 Sportfield Inspection Check List



## Sportsfield Inspection Checklist

Club \_\_\_\_\_ Date \_\_\_\_\_

Name of person completing this checklist \_\_\_\_\_

Position of person completing the checklist \_\_\_\_\_

Field(s) being inspected \_\_\_\_\_

Training                       Match                       One-off use

		Yes	N/A	Action taken/required
1.	Playing surface clear of glass – sharp objects, rubbish etc	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	Fences, bins or other obstructions greater than 3m from playing surface	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	Holes and uneven patches covered or filled	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	Sprinkler heads covered and other irrigation equipment made safe	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	Concrete cricket pitches adequately covered 100mm minimum cover	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	Hard objects that players may collide with adequately padded or fenced off	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.	Goal posts securely fixed in the ground	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.	Goal posts are appropriately padded	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.	Corner posts or flags going to give way if a player collides with them	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	Spectators safely separated from the playing surface	<input type="checkbox"/>	<input type="checkbox"/>	_____
11.	Emergency vehicle access points available/designated	<input type="checkbox"/>	<input type="checkbox"/>	_____
12.	Telephone and emergency telephone numbers available	<input type="checkbox"/>	<input type="checkbox"/>	_____
13.	Lighting safe for conduct of the game or training	<input type="checkbox"/>	<input type="checkbox"/>	_____
14.	Weather safe for conduct of the game or training (Electrical storms, high wind, torrential rain, extreme heat)	<input type="checkbox"/>	<input type="checkbox"/>	_____
15.	Change rooms and amenities clean, tidy and hygienic	<input type="checkbox"/>	<input type="checkbox"/>	_____
16.	Fences in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____
17.	Clean drinking water available for players and officials	<input type="checkbox"/>	<input type="checkbox"/>	_____
18.	All equipment required for the game in safe condition for use	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signed: \_\_\_\_\_