



Community Sports Club User Guide

A place for all

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FAIR ACCESS POLICY AND INTRODUCTION

The City of Whittlesea has a strong commitment to increasing participation in sport and recreation activities throughout the municipality. We aim to provide recreational facilities and programs that are both relevant and accessible to all community members, in line with Council values and [Fair Access Policy](#).

The purpose of the Community Sports Club User Guide is to provide sport and recreation clubs with clear guidelines and responsibilities for the effective management and maintenance of Council owned and allocated sporting facilities. It is recommended that clubs read this guide in conjunction with their occupancy agreement (seasonal allocation or lease) to ensure that they fully understand the role and responsibilities of both the club and Council in the management and use of sport and recreation facilities in City of Whittlesea.

Council own and/or manage a range of sporting reserves and pavilions within the municipality. These are often allocated to community sporting clubs on an annual or seasonal basis with many of the reserves also utilised by school and community groups on a casual basis. Generally, sporting clubs conducting activities primarily in summer or winter will be provided with a seasonal allocation e.g. AFL, soccer, cricket. Clubs with playing seasons over the entire year will typically be provided with an annual allocation or lease (usually extending over a multi-year period e.g. tennis).

It is important for community sporting clubs to read and understand all sections of this User Guide and allocation/lease agreement. Any breach of these conditions or other Council Policies (i.e. Fair Access Policy, works without prior approval) may result in the use of the facility being withdrawn. For ease of reading Council have identified a reserve as the combination of a pavilion and sports ground/s.

1.1 Club Support

The Sport and Leisure Unit is available to support local sporting clubs. This team acts as a link to services within Council as well as providing direct support to sports clubs through the following roles/functions:

- Sport and Recreation Operations
 - Club development
 - Ground allocations
 - Maintenance
 - Main Council contacts for clubs
- Leisure Facilities
 - Management of Council owned Leisure and Aquatic Facilities
- Leisure Inclusion Officer
 - Club development
 - Fair Access principles and implementation
 - Safe and inclusive environments
 - Engaging underrepresented groups in sport

- Increasing participation
- Strategic Sports Projects Officer
 - Fair Access principles and implementation
 - Operational sports projects

The Sport and Leisure Unit can be contacted via Council's number 9217 2170 (select option 2) or through the Sport and Recreation Team (sportsgrounds@whittlesea.vic.gov.au).

SPORTS GROUNDS & PAVILION ALLOCATIONS

2.1 Allocations

Council's sporting reserves can be allocated on a seasonal (summer or winter) or annual basis. To apply for an allocation, clubs will need to complete an application on Council's online management portal (IMS) and supply all required documentation for the application to be assessed. Documentation required may include, but not limited to:

- Fair Access Gender Equity Action Plan reporting
- Club committee details
- Club financials e.g. Annual Report
- Participation data
- Public Liability Insurance (PLI) – Certificate of Currency

Once all applications are received and finalised clubs will receive notification of the outcome of their application. Clubs that are allocated a reserve and/or pavilion must agree to all terms and conditions outlined in this user guide and contained in their allocation agreement.

Clubs can request to use a Council sporting ground or pavilion outside of their allocation. These additional hours of use can be submitted as a casual booking in IMS and will be assessed by the Sport and Recreation Team.

It should be noted that allocations of Council facilities will only be made to clubs that are debt free with Council. Alternatively, if a club is unable to settle the full debt amount prior to allocations closing, clubs will need to have an agreed payment plan in place prior to any allocations being approved.

If clubs breach any of their obligations outlined in this user guide, their allocation may be revoked, and future allocations may not be available.

Note: Where a club has an implemented lease, licence or user agreement with Council, the lease, licence or user agreement overrides the conditions outlined in this guide unless otherwise specified within the lease, licence or user agreement.

Allocation Process – Assessment Criteria

In allocating sports grounds and/or pavilions, Council will consider:

- the club's progress regarding Fair Access Policy i.e. engagement, participation data, etc
- any previous history of the club with the facility
- compliance with relevant governance requirements, including incorporation
- affiliation and good standing with state and/or national sporting association
- compliance with all Community Sport User Guide requirements
- a club's previous record with:
 - timely payment of fees and utility charges
 - cleanliness of pavilion
 - support of Council's policies and objectives
 - care of the sports ground
 - club membership made of majority City of Whittlesea residents
 - keeping clubs at one venue (or nearby) to retain club unity.

In determining if an allocation will be made to a newly formed club or club with no history, Council will consider:

- Fair Access Policy principles and the club's acknowledgement of these
- Fair Access Club Roadmap requirements
- Availability of a suitable facility
- Compliance with relevant governance requirements, including incorporation
- Ability to comply with general Community Sport User Guide requirements
- Affiliation and good standing with state and/or national sporting association
- Demonstration of club planning, via a business plan or similar
- Financial viability and ability to provide a budget if requested
- Participation objectives
- Support of Council's policies and objectives
- Club membership should consist of a majority City of Whittlesea residents

2.2 Seasonal Allocation

Summer	October 1 st - March 31 st
Winter	April 1 st - September 30 th
Annual	July 1 st – June 30 th

Refer to section 2.9 for further information on Pavilion handover.

2.3 Times of Use

Clubs can apply for occupancy of reserves during the times mentioned below. The times below are subject to individual planning permit conditions and/or occupancy agreements, which override this guide.

Sporting Reserves

Clubs can apply to occupy sporting pavilions at the following times:

Monday – Friday	4pm – 11pm
Saturday	8am – 12 midnight
Sunday	8am – 10pm

Clubs can apply to occupy sporting grounds at the following times:

Monday – Friday	4pm – 9pm
Saturday – Sunday	8am – 9pm

Tennis Facilities

Clubs can occupy tennis facilities at the following times:

Monday – Friday	8am – 11.00pm
Saturday	7.30am – 11.00pm
Sunday	9am – 9pm

Any club who requires use of sporting facilities outside of the hours allocated to them, must apply for approval via the IMS portal for a casual booking.

The above usage times for sporting grounds and tennis facilities are inclusive of sports lighting operating hours unless otherwise advised for an allocated reserve.

2.4 Ground Closures

Council reserves the right to close any reserve due to capital improvement programs, maintenance and/or in cases of extreme weather to protect the asset or if Council deem it to be a safety concern.

If a reserve is closed, Council will make every effort to help find an alternative facility during the anticipated closure period. If the clubs' allocated reserve is temporarily closed, clubs won't be charged fees for prolonged closure periods however, if an alternative venue is allocated, the club may be charged for use.

If Council cannot find an alternative reserve owned and/or managed by Council suitable for the club, it is the responsibility of the club to cover the costs associated with the hire of a non-council owned/managed facility.

2.5 Subletting/Alternate Use/Multi-Purpose Use

Council does not permit clubs to sublet any part of its allocated facility. All club use is for the purpose allocated by Council only. This includes clubs hiring facilities and/or operating academies out of Council allocated community sports facilities.

Council's Community (multi-purpose) Pavilions, and the right of use, are not exclusive to the allocated sporting clubs. Council has the right to authorise any other persons, organisation and/or community group to use the facility at any time that falls outside of the clubs' allocation period as outlined in the allocation agreement.

2.6 Accessing facilities outside of the allocation period

If clubs are seeking the use of sporting facilities outside of their allocated period for club activities e.g. night fixtures finishing after 9pm, an online casual use application must be submitted via IMS for assessment by Council's Sport and Recreation Team. Once assessed, clubs will receive notification of the outcome of their application via IMS.

2.7 Using the Reserve for Finals

Clubs and/or peak sporting bodies who wish to use Council's sports facilities for finals matches must obtain approval from the Sport and Recreation Team at least four weeks prior to finals commence. This will go through the Events Permit and approval process, noting ground hire fees may apply.

Please note it is also the responsibility of the peak sporting bodies and affiliated associations to formally request the use of grounds for finals matches.

Peak sporting bodies are not permitted to charge sporting clubs for the use of Council facilities and host sporting clubs must be debt free with Council.

2.8 Use of School Facilities (Joint Use Agreements)

Council has several Joint Use Agreements with schools within the municipality. Clubs using school facilities will be allocated via Council's seasonal allocation process and assessed on needs basis (see Clause 2.1). The same conditions of use outlined in this user guide apply to use of school facilities unless otherwise stated.

In accordance with Victorian Government Legislation, no alcohol and/or no smoking rules apply when using school facilities.

2.9 Seasonal Changeover and Keys/Swipes

At the conclusion of an allocation period, Council officers will conduct a final inspection of the sports ground and pavilion to assess the condition of the reserve/s. If any damage and/or cleaning costs are incurred, this will be charged to the tenant club.

Clubs taking over a pavilion at the commencement of a new season are required to complete a Key Audit and Issue Form before taking possession of pavilion keys/swipes. This form will be sent to each club by the Sport and Recreation Team.

If at any time a tenant club is unable to return keys/swipes the club has signed for, Council will recover the cost from the tenant club. If a club requires a replacement key/swipe, an additional fee will be charged.

Clubs are permitted to have a certain amount keys/swipes per reserve/pavilion issued at any one time. If the club requires additional keys/swipes, requests will be assessed on a case-by-case needs basis with fees applicable.

Additional costs will be incurred if any re-keying of the pavilion is required due to the loss of key causing a compromise to the overall security of the reserve which will be covered by the club. Please note the club must inform Council if a swipe card is lost by phone or email.

2.10 Ground and Pavilion Inspections

Sport and Recreation Officers will inspect the condition of the sporting grounds and pavilions on a regular basis. If at any time it is determined that damage to facilities has occurred due to the Club's misuse or negligence, any costs associated with repairs will be charged to the tenant club.

Council's Facilities Management Team complete regular inspections to ensure conformance to safety and emergency measures. Please note any non-conformances will be sent to the club to rectify within the given timeframe.

2.11 Club Contact for Council

Clubs must nominate a contact person for all club interaction and correspondence with Council, the person must be a member of the club's committee. Council will only authorise any club communication if it is received from the nominated club contact.

Please note it is required for the Club Contact to use a club email address and not their personal.

2.12 Casual Users of Council Sporting Reserves and Pavilions

It is important to note that Council reserves the right to hire out Council owned sporting reserves and designated Community (multi use) Pavilions outside of club allocated hours (as per club seasonal allocation approval). This can include but is not limited to school groups, community groups and social groups.

FEES AND CHARGES

3.1 Allocation Fees and Charges

Clubs allocated a Council facility to conduct their sporting activity are charged fees outlined in Council's adopted budget. The fees charged to clubs contribute to a small percentage of the cost of maintaining the allocated community sporting facility. Clubs will be invoiced fees and charges based on a Club's approved allocation application. Seasonal fees are processed as follows:

Season	Invoices Issued	Payment Due
Summer	November	30 days upon receipt of invoice
Winter	May	
Annual	August	

Additional fees charged to clubs may include:

- Practice matches
- Preseason bookings
- Casual bookings of non-allocated facilities
- Casual bookings of facilities outside of club's allocation period

3.2 Club payments and debt

Clubs unable to meet financial obligations of invoices received from Council must contact the Sport and Recreation Team to discuss payment options.

A club that develops a history of late or missed payments may not be entitled to a ground/pavilion allocation. Any costs incurred by Council in the recovery of a debt will be passed on to the relevant club. Council reserves the right to withdraw a club's tenancy at any time if it continues to breach the guidelines.

Please note, clubs will be required to be up to date with all Council invoices prior to the approval

of the new allocation period.

3.3 Utility Costs and Community (Multi use) Pavilions

Clubs are responsible for the following utility charges related to their allocated use:

- electricity, water and gas
- telephone and internet charges

For clubs who are allocated a Community (multi use) Pavilions, a percentage of the utility charges will be covered by Council to cover charges incurred outside of club usage. The percentage covered by Council will be based on the average hours of use by community groups accessing the combined spaces throughout the billing period.

Council is responsible for:

- water charges that relate to the irrigation of sporting grounds and public toilet usage
- electricity usage charges that relate to car park lighting, external pavilion security lighting and external public toilet lighting

If a club has a query about a utility bill, please reply via email and cc the Sport and Recreation Team via sportsgrounds@whittlesea.vic.gov.au.

MAINTENANCE AND IMPROVEMENT WORKS

4.1 Maintenance

All maintenance requests must be logged by the club contact via [Council's IMS system](#). The Sport and Recreation Team will then log a Case with the appropriate Council Department (i.e. Parks Maintenance, Facility Maintenance, etc). To ensure club requests are actioned in a timely manner, please ensure each request includes:

- picture(s) of the issue
- detailed description of what the issue is
- location of the issue with detail of the area affected

4.2 Facility Standards

Council acknowledges that facilities may not always meet standards set by relevant peak bodies due to regular changes to provision standards, resourcing, overuse and casual usage. Council will work closely with clubs and peak sporting bodies to maintain an agreed level of standard where possible.

Council aims to continue to improve reserves, taking into consideration available funding and Council's Sports Infrastructure Renewal Manual (SIRM), which considers Fair Access principles, condition, usage, etc.

Sports grounds are graded by Council and are maintained according to their classification. Refer to Sports Grounds and Pavilion Classifications outlined in Appendix 1.

If the matter is urgent, please log a request in IMS and call the Sport and Recreation Team on 9217 2170.

SPORTING RESERVES MAINTENANCE – refer to appendix 2

5.1 Sporting Reserve Maintenance Responsibilities

Council are responsible for maintaining sports grounds and associated facilities within the municipality. These responsibilities are outlined in Appendix 2 - Reserve Maintenance Responsibilities.

Clubs must report potential and actual maintenance issues regarding the pavilion through the IMS portal for assessment by Council.

If a club has a lease with Council, items specifically mentioned in the lease override Appendix 2, otherwise they stand.

5.2 Damage to Sportsgrounds

Club activity that causes damage to sporting grounds or that are left in an unsatisfactory state (fair wear and tear excepted) will receive written notice of the issues. Council may invoice the club for the costs incurred to repair.

5.3 Automatic Irrigation (Watering) Systems

Sports grounds with an automatic irrigation system are programmed to operate in accordance with the maintenance program at each site.

Clubs are prohibited from tampering with the irrigation system controller boxes and attempting to change the program. If a club is found to have tampered with or damaged any part of the automatic irrigation system, the club will be charged with the costs of repairing, resetting and programming the system.

Electricity must always be connected to the reserve so that the system can operate.

5.4 Covering and Uncovering Cricket Wickets

Where applicable, Council will organise to cover and uncover cricket wickets between seasons. If your club attempts to cover or uncover cricket wickets, a cost will apply. Whilst the wicket is uncovered (summer season), clubs are required to keep off the cricket wicket with any footwear (studs/spikes) that would cause damage to the surface.

5.5 Ground Conversions for Change of Season

Council will coordinate the conversion of sportsgrounds between each season to ensure the grounds are ready for use for the incoming sport. Please note that these works could lead to ground closures (i.e. ground renovation works). Prior to works commencing, the Sport and Recreation Team will confirm where possible.

5.6 Line Marking

Council will line mark sports grounds once at the beginning of each new season. Council follows sportsground line marking standards and the relevant SSA regulations, which include correct run off distance between boundary line and fence. Clubs can reach out to the Sport and Recreation Team directly to request initial line marking (pending contractor availability).

Subsequent sports ground line marking is the responsibility of the tenant club. Clubs are responsible to upkeep these line marking standards and must be carried out using an approved **water-based** turf marking paint. ***Lime, herbicides or other substances that kills grass must not be used.*** If prohibited line marking materials are used, the club will be responsible for paying the costs to repair any damage to the ground.

Requests from clubs for additional line markings to be completed by Council will be subject to contractor availability and require at least one week's notice. Fees will apply.

5.7 Vehicles on Grounds

All vehicles must use entrance roads and car parks only.

Vehicles are **prohibited** to be driven on any other part of the reserve without obtaining written approval from Council. Any damage to reserves or infrastructure caused by vehicles used by club members will be repaired at the club's expense.

5.8 Litter Control

Clubs are responsible for leaving grounds and pavilions in a clean and tidy condition immediately after every use.

5.9 Waste Removal

Council provides rubbish and recycling collection services with the same provisions as the residential waste collection services. Bins will only be emptied on the scheduled collection day.

Clubs are responsible for:

- 5.9.1 The correct disposal of waste and ensuring recyclable materials to be placed in a recycling bin
- 5.9.2 Placing bins around the sports ground and when doing so putting one garbage bin and one recycling bin beside each other to encourage the correct disposal of waste
- 5.9.3 Putting bins out for collection on the day prior
- 5.9.4 Putting bins away in the allocated bin enclosure by the evening of the collection day and storing bins neatly in the allocated bin enclosure
- 5.9.5 Collecting all litter and disposing of it correctly
- 5.9.6 Paying for the cost to repair damages, vandalism or for replacement bins in cases where they have been put out too early or not put away after collection.

Other items should not be stored in the bin enclosures. If items of rubbish are not placed in the bin and left in the bin enclosure, Council will clean and charge the club for its collection.

Council is unable to supply additional bins or special collections for large sporting events. Please note clubs can utilise the community bin trailer [community bin trailer](#) as required. Sporting clubs are not eligible for hard waste collection – this is a residential service only.

5.10 Syringes

If a syringe is found at the reserve, you should contact Council's Environmental Health Team on 9217 2170 to arrange safe collection and disposal.

5.11 Protection of playing surfaces

Council monitors the state of sports grounds weekly. Clubs are required to monitor use and ensure usage is evenly spread and varied throughout the playing surface i.e. alternating goals used, using different areas, minimising highly repetitive drills, avoiding high traffic areas during training, etc. Council reserves the right to suspend/cancel ground bookings if usage or extreme weather conditions negatively impact the playing surface.

PAVILION MAINTENANCE – refer to Appendix 3

6.1 Pavilion Maintenance Responsibilities

Both tenant clubs and Council have responsibilities in maintaining pavilions to ensure facilities remain in the best possible condition. These responsibilities are outlined in Appendix 3 - Pavilion - Maintenance Responsibilities.

Clubs must report potential and actual maintenance issues regarding the pavilion through the IMS portal for assessment by Council. Please refer to section 4.1 Maintenance for information requirements.

If a club has a lease with Council, items specifically mentioned in the lease override Appendix 3, otherwise they stand.

6.2 Cleaning

Tenant clubs are responsible for keeping the pavilion clean and tidy both internally and externally.

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave the pavilions and grounds in a clean and tidy condition immediately after use.

Please note, Community (multi use) Pavilions must be kept clean and tidy and free from club equipment, storage items, etc in hireable spaces as they are required to be readily available for community bookings (between 9am – 3pm).

6.3 Storage

Clubs must only store items in designated storage areas within pavilions. Clubs must not misuse designated areas for storage within the reserve, including but not limited to bin enclosures, water tank/services areas and toilet wet areas (including accessible toilets).

6.4 Damage to Pavilion

Club activity that causes damage to pavilions or that are left in an unsatisfactory state (fair wear and tear excepted) will receive written notice of the faults. Council may invoice the club for the costs incurred to repair and/or clean the pavilion.

6.5 Fire Extinguishers / Hoses and Exit Signs

Council supply and inspect fire extinguishers/hoses in Council pavilions. Inspections are undertaken on a regular basis by Council.

If a fire extinguisher/hose is misused by a club, Council will arrange for the repair at the club's expense.

6.6 Heating and Air Conditioning

Council provide and maintain all permanent heating appliances within pavilions. Due to safety reasons, outdoor heating appliances are prohibited inside pavilions.

Where not provided, Clubs will be responsible for the cost of supply and installation of new air conditioning units in pavilions. Air conditioning installations are completed under the guidance of Council contractors. Following the installation, Council will maintain all air conditioning units.

If clubs wish to install an air conditioner, the club must first discuss with the Sport and Recreation Team via sportsgrounds@whittlesea.vic.gov.au.

No gas bottles are to be installed or stored inside pavilions. Gas bottles are required to be stored in a ventilated space

6.7 Car Parks and Access Roads

Council is responsible for the maintenance of car parks and access roads. Any required upgrades will be undertaken in accordance with Council's new work program and budget.

All vehicles must use entrance roads and car parks only.

6.8 Toilets

Toilets located on a reserve that are attached to a pavilion are club responsibility to open, close, clean, provide toilet paper, soap, paper towels and installing/servicing sanitary bins for game days and training sessions unless otherwise stated.

Toilets located on a reserve which are not attached to the pavilion are considered public toilets and the responsibility of the above tasks are Councils.

Allocated external facing pavilion toilets may be accessed by casual hirers of the reserve. If these toilets are not utilised by the club, and only by casual hirers, Council will arrange cleaning and stock replacement.

RESERVE AND PAVILION INFRASTRUCTURE

7.1 Council's Capital Works Program

Council manages an annual capital works program for major works being undertaken on Council owned and/or managed sporting facilities. This is guided by Council's Sports Infrastructure Renewal Manual (SIRM).

If a club is interested in proposing an upgrade in facilities that falls outside of Council's capital works program, they can do so via the Sports Club Contribution Policy process. Please reach out to the allocated Sport and Recreation Officer to discuss next steps.

Applications are subject to Council's Capital Works budgetary process and the Sports

Infrastructure Renewal Manual SIRM.

7.2 Sports Club Contribution Policy

Council has adopted a 'Sports Club Contribution Policy' which supports sporting clubs to propose minor infrastructure works projects and contribute towards Council funded upgrades of sporting infrastructure and facility upgrades.

The policy outlines a process through which clubs may propose upgrades or improvements to community sporting infrastructure. As outlined in the policy, there will be the opportunity to propose projects twice yearly (in line with winter and summer seasons).

For information and application forms, please refer to the Sports Club Contribution Policy or email sportsgrounds@whittlesea.vic.gov.au.

7.3 Unauthorised works to Council Property

Clubs are not permitted to complete any works to Council facilities without prior written approval from Council.

Any works undertaken by Clubs without permission, may be converted back to original condition at the cost of the club who undertook the unauthorised works.

All project proposals must go through the Sports Club Contribution Policy process – refer to section 7.2.

7.4 Centre Concrete / Synthetic Wickets

Council provides and maintains the centre synthetic wickets for club and community use.

If a club damages a wicket, Council will arrange for the repairs at the club's expense.

Council will be responsible for repairs if the damage has been sustained through vandalism and/or general wear and tear.

7.5 Goal Posts and Fixtures

Council provides and maintains goal posts for club and community use.

Council will use discretion on whether they remain or are removed between seasons.

If a club damages the goal posts, Council will arrange for the repair or replacement of the goal posts at the club's expense.

Provision, installation, removal and maintenance of tennis nets and soccer goal nets are the responsibility of the tenant club.

Clubs are responsible for providing and fixing padding to goal posts (and where applicable, lighting/fencing poles), prior to the facility being utilised.

Soccer nets installed by clubs must use **velcro** to attach nets rather than tape. If a club uses tape

to attach the nets, the club will be charged for the costs of repainting the goals. **Soccer nets are to be installed for match purposes only and removed at all other times.**

7.6 Portable Soccer Goal Posts

Clubs are responsible for portable soccer goal posts. Council requires all clubs who utilise portable goals to comply with the requirements of Australian Standard playing field equipment and all safety aspects.

Clubs are responsible for removing portable soccer post/s from the ground after each training session. Removing the goals assists mowing operators and reduces use of the high wear areas which then assists with the ground's rest and recovery.

Clubs are responsible for removing, storing and securing portable goals outside of their allocated season.

Usage of club owned goals by casual users may be requested by Council, with approval from the club required.

7.7 Sports Ground Lights - Installation and Capital Costs

Provision of compliant sports field lighting contributes to continued health, wellbeing and safety of the Whittlesea Community through increased physical activity levels. Council supports the provision of sports field lighting which enables increased usage of sports grounds within the city, leading to increased participation rates in sport and physical activity.

Council manages the installation of sports ground lighting on Council reserves to ensure a consistent approach to the type and quality of sports lights provided.

Council has a Sports Lighting Policy which relates to the installation and management of sports lighting on outdoor sports grounds, fields and courts in line with SIRM.

For further information on this policy, please email sportsgrounds@whittlesea.vic.gov.au.

7.8 Utility Costs (sportsfield lighting)

Clubs are solely responsible for the utility costs associated with usage of sports lighting systems. For further information, refer to Section 3.3 Utility Costs.

7.9 Times of Use for sportsfield lighting

Sports lighting must only be used during allocated hours of use. Clubs are responsible for the operation of the lighting system and ensuring they are switched on and off as required for each session.

If wanting to utilise lights outside of approved times of use as per item 2.3, clubs will need to submit a casual booking through IMS. Failure to adhere to the agreed times of use is deemed a breach of the conditions of hire. Penalties will apply.

7.10 Scoreboards

The cost of installing a scoreboard and any on-going maintenance is the responsibility of the club/s

that installed the scoreboard unless otherwise agreed.

Please note, scoreboards are not a part of Council's reserve requirements/provisions.

7.11 Coaches Boxes

Council is responsible for the construction and maintenance of coaches' boxes. Council will provide standard provision of seating capacity of up to 4 adults/5 children. If clubs wish to upgrade above this standard, club financial contribution is required.

7.12 Gate Keepers Box

Council prohibits any gatekeeper boxes on reserves.

7.13 Cricket Nets

Council is responsible for the construction and maintenance of cricket practice nets and wickets, includes fencing & synthetic with synthetic cleaned up to twice a year.

7.14 Fencing

Council is responsible for providing and maintaining fixed fencing at reserves.

Fencing or bollards around sports grounds will be provided by Council to restrict vehicles accessing designated areas within a reserve. Bollards and gates must not be removed for access purposes unless prior consent has been obtained.

7.15 Temporary fencing, seating or scaffolding

Temporary fencing, seating or scaffolding at reserves for finals matches and special events is the responsibility of the club and requires formal approval from Council. Depending on the type, size and cost of the installation, a planning and or building permit application may also be required. Any event requiring this type of activity needs to go through Council's formal event approval process (see section 11.3).

7.16 Shipping Containers

Under exceptional circumstances and subject to planning permit approval, Council may allow shipping containers to be installed on a reserve for Clubs for storage of equipment.

Clubs will be responsible for the cost associated with the:

- purchase, installation and removal of the shipping container
- ongoing maintenance of the container, including (but not limited to) prompt attention to vandalism such as graffiti within a seven-day timeframe
- regular annual maintenance – such as refresh painting and the removal of long grass/weeds from around the container base
- security of the container.

Please note (1) A person must not, without a permit, store, keep, repair or in any other manner use a shipping container on any land within the municipality. (2) Unless permitted under the

Planning Scheme, a person must not, without a permit, place a shipping container on any land for a period longer than six months.

Clubs are required to put their proposal in writing and supply a site plan of the suggested location to the Clubs allocated Sport & Recreation Officer via email (sportsgrounds@whittlesea.vic.gov.au).

SECURITY

8.1 Break-Ins and Security

To discourage break-ins at pavilions, Council recommends keeping the amount of liquor, food and equipment on site to a minimum. Cash should never be left in a pavilion and fridges containing liquor should always be locked.

In the event of a break-in contact the Police on 000 as soon as possible. Once the Police have been notified, please contact the Sport and Recreation Team.

8.2 Alarms

Where an existing alarm is not present, Clubs may install a security alarm in a pavilion at their own cost; however, written consent must first be obtained from Council.

Clubs will be required to provide Council with three separate alarm codes:

- one code to be used by Council
- two codes to be provided for Council's contractors.

The alarm codes **must** be supplied to Council to allow inspections and maintenance works to continue.

The cost of monitoring the alarm system is at the club's expense.

Community (multi use) Pavilions i.e. Pavilions that can be hired out by Council, will be dealt with on a case-by-case basis regarding alarm systems, cost and/or other related items. **Please note that any call out costs incurred due to user error may be on-costed to the club.**

8.3 Contents Insurance

It is the responsibility of the tenant club/s to have adequate contents insurance to cover fittings and equipment belonging to the club. This may include items such as televisions, sporting equipment, bar refrigerators and food warmers.

Fittings and equipment belonging to the club are not covered under Council's insurance policy and Council will not reimburse clubs for any costs associated with any losses.

Refer to item 10.2 Public Liability Insurance for further information.

LICENCES

9.1 Liquor Licences

If your club wishes to consume or sell liquor, you are required to obtain a liquor licence permit. To apply for a liquor licence or to find out further information please visit [Liquor Control Victoria](#).

Where liquor licences are obtained and liquor is sold on Council property, locks may be used to secure refrigerators.

The club's Liquor Licence Certificate must always be displayed in the club's pavilion and a copy of the license supplied to Council via the IMS portal.

9.2 Food Registration

Any club that intends to sell food must obtain a [Food Act registration](#) through Council's Environmental Health Team. Renewal will be sent automatically annually if the club has held one the previous year. For new Food Act Registrations, please visit [Food business registration](#).

It is a mandatory requirement under the *Food Act 1984* that the premises in which any person or organisation **sells** food is registered as a Food Premises with Council.

Council regularly registers and inspects the kitchen facilities of all sporting clubs that sell food to their members, supporters or the public.

A concessional registration fee applies to each sporting club using a pavilion type facility as a Food Premises on a seasonal basis.

The club's Certificate of Renewal of Registered Food Premise must always be displayed in the club's pavilion and a copy of the license supplied to Council via the IMS portal.

9.3 Gaming Machines

Gaming machines **are not** to be installed at any of Council's sporting pavilions, unless otherwise governed through a facility lease, licence or user agreement.

RISK MANAGEMENT AND SAFETY

10.1 Child Safety

All children have the right to feel and be safe. As a child safe organisation, Council is committed to the safety and wellbeing of all children and young people who have access to and use of community sports facilities and programs. Council has zero tolerance of child abuse and treats all allegations and safety concerns seriously and in line with our Child Safe Policies and Procedures.

All sports and recreation clubs covered by this User Guide must implement and comply with their own Child Safe Policies and Procedures (where applicable) and implement their own strategies to minimise the risk of child abuse and harm associated with the club and its activities. Clubs that

provide services specifically for children are required to comply with all applicable laws related to child safety, including complying with the [Child Safe Standards](#).

Clubs are required to report all cases of suspected child abuse and harm to the relevant authorities and must notify Council of any reports. Clubs must be aware of the following:

- it is not necessary to prove that abuse has occurred, only that it has been alleged or is suspected
- children alleging abuse or neglect must be listened and responded to
- the person making a report of child abuse or neglect on behalf of a child will not be held liable for claims that are not upheld if the report is made in good faith
- failing to report suspected cases of abuse or neglect may result in the imposition of penalties and
- it is an offence to obstruct/prevent a person from reporting child abuse or neglect.

Available Support:

Council Child Safe Officer

[CCYP | Child Safe Standards](#)

[CCYP | Resources and support for the Child Safe Standards](#)

10.2 Public Liability Insurance

All clubs must hold Public Liability Insurance with a minimum level of cover of \$20,000,000 for each event. Evidence of the club's current insurance policy must be provided to Council via the IMS portal prior to any club activity being undertaken. No allocation or bookings will be confirmed without this document being supplied.

Council has insurance for the buildings and fixtures Council has fitted at each reserve. Fixtures may include bench seating, hot water services, sinks, kitchen benches and toilets.

Clubs must ensure they have appropriate insurance cover for its own assets. Council will not accept any liability for loss or damage to any assets owned by the club.

10.3 Risk Management Plan

Council requires that each club has a risk management plan and appropriate risk management practices in place including but not limited to exit plans in case of emergency and match day specific hazard inspection checklists. Clubs may be asked to provide Risk Management Plans to Council upon request.

10.4 No Liability of Council

Clubs are granted use of a reserve on the basis it does so at its own risk and it agrees that Council will not be liable for incidents arising out of the club's use of the facility/reserve e.g. injuries caused arising out of sporting, spectator or social activities.

It is the club's responsibility to ensure it meets all the requirements of the relevant peak sporting body under which it operates.

10.5 Incorporation

Clubs **must** be incorporated to ensure they are separate legal entities, separate from the club's

individual members. Incorporation may provide protection against personal responsibility for any debts or liabilities incurred by the club and limiting the personal liability to outstanding fees.

For further information on incorporation or to become incorporated please visit [Consumer Affairs Victoria](#) website.

A copy of the club's incorporation certificate can be supplied to Council via the IMS portal.

10.6 Heat Policy

To protect players, spectators and officials from the effects of extreme heat situations, clubs must comply with the Heat Policy requirements of your peak sporting body or association.

10.7 Good Sports Program

Council encourages all local sports club to actively participate in the [Good Sports program](#). The program will strengthen your club policies and practices around alcohol consumption, sales and management, illegal drug use, safe transport, safe celebrations, tobacco and vaping and mental health support.

The levels of accreditation are now Accredited or Gold Accredited. If your club is a level 1,2 or 3 accreditation, please take the time to update your policies by contacting Daniel.difiore@adf.org.au to bring your Good Sports up to date.

COMPLIANCE

11.1 Local Laws

Clubs need to ensure they comply with all relevant [Council Local Laws](#).

11.2 No Smoking zones

Smoking is banned outdoors within 10m of the perimeter of any outdoor sporting venues during under 18s events and training sessions. This includes 10 metres from the entrance and/or boundary and pavilion fences. Our Local Laws Officers are authorised to issue warnings and on-the-spot fines of \$192, under the *Tobacco Act 1987*. For more information, visit the Victorian Department of Health website.

Further information on tobacco reforms can be obtained via the [Department of Health Website](#) or the [Quit Website](#).

Clubs are to ensure cigarette butts do not litter the pavilion surrounds.

11.3 Events

If your club plans to run an event on a council reserve that is outside of the primary purpose i.e. a movie night on an oval, you may need to apply for a permit. Below are the new categories as of July 2024 for events and requirements (further information can be found at [Organising an event | City of Whittlesea](#)):

Event category	Criteria	Permit requirement and timelines
Public Gatherings	- Has less than 100 attendees AND - Does not require access to drive on Council land AND - Has no contractors (e.g. food vendor, amusement rides, portable toilets, etc)	Permit not required However please inform Council about the event at least 2 weeks prior to the proposed event date by emailing events@whittlesea.vic.gov.au and the Sport and Recreation Team
Small Event	- Has between 100-500 attendees OR - Requires access to drive on Council land OR - Has up to two contractors OR - Is erecting event structures OR - Is being organised by a commercial operator or charges an entry fee	A permit is required A small event application form must be completed with notification to Council of intent to host the event at least 4 weeks prior to the proposed event date
Large Event	- Is open to the public or a private/invite only event for over 500 attendees OR - Required access to drive on Council land, a road closure or changes to traffic conditions OR - Has more than two contractors OR - Is erecting event structures OR - Is being organised by a commercial operator or charges an entry fee, OR - Involves consumption, service or sale of alcohol, OR - Requires a Place of Public Entertainment (POPE)	A permit is required A large event application form must be completed with notification to Council of intent to host an event at least 12 weeks prior to the proposed event date Applications for a small or large event must be submitted via the online application form .

11.4 Fireworks

No fireworks are to be set off at Council reserves during the declared fire danger period (October to March – declared by Council and CFA). If you wish to use fireworks, please note that a large event permit **must** be completed and approved by Council prior to use.

11.5 Advertising and Signage

Temporary and permanent advertising signs on pavilions, sports grounds and reserves are subject to the written approval of Council's Sport & Recreation Team in collaboration with Council's Statutory Planning Team. Signs without the proper approval will be removed at the club's expense.

Clubs wishing to erect a sign must provide the following information at a minimum:

- Site plan outlining the exact location of the sign
- Sign location
- Size of sign
- How the sign will be erected
- Material that will be used for the sign
- Duration that the sign will be erected for
- Name of sponsor, and the type of business activity.

Signage on sporting ground fencing including ball catching fences is required to be approved by Council due to wind and load bearing.

Clubs are responsible for the cost to erect and maintain advertising signs once erected.

In some circumstances, a Planning Permit may be required for the display of signage ([52.05 SIGNS Whittlesea Planning Scheme - Ordinance](#)). This will be facilitated by the Sport and Recreation Team with Council's Statutory Planning Team. All costs associated with obtaining a Planning Permit will be the responsibility of the Club.

UNFORSEEN CIRCUMSTANCES

Council may advise of temporary and/or new usage conditions to manage sports facilities during specific times such as extreme weather conditions or other emergency situations. Clubs must always comply with any conditions of use set by Council.

APPENDIX 1 SPORTS GROUNDS & PAVILION CLASSIFICATIONS

a) Sports Ground Classifications

Each sports ground has been classified to determine the standard of the ground. These classifications are Class A, B or C.

Class: **Description:**

A	• excellent standard of playing surface • more than one playing ground (turf and / or synthetic) • high level of facility provision • high level competition sport • possibly a variety of activities on whole reserve • high potential to generate income.
B	• good standard of playing surface • one or more adjacent playing grounds • possibly a variety of activities • training and competition venue • some complementary facilities.
C	• basic standard playing surface • training and/or low-level competition • informal playing grounds • small in size • limited activities • often used as an overflow ground with no pavilion attached • limited irrigation.

b) Pavilion Classifications

There are three standard classifications for pavilions. These classifications are 1, 2 and 3, with 1 being the highest quality.

The classification for pavilions is based on the condition of a building and the capacity for accommodating the allocated sport.

Class: **Description:**

1	• contains suitable change and ancillary rooms of appropriate size • excellent condition with attractive presentation and good fittings • adequately suits the use by the club.
2	• a building which is appropriate in what it can offer for the running of a club • fair condition with reasonable presentation and good fittings • rated according to the sport for which it is presently allocated.
3	• a building not so well suited for the allocated sports • basic condition facility with low standard of presentation and fittings • a building which requires repair to bring it to a satisfactory standard.

APPENDIX 2 RESERVE - MAINTENANCE RESPONSIBILITIES

Clubs must report potential and actual maintenance problems to Council as soon as possible.

Clubs will be responsible for the cost of repair to the facilities if damaged by the Club's misuse.

ITEM	CLUB	COUNCIL
Car Park and Footpath Maintenance/ Grading		X
Fence Maintenance		X
Sports Ground Lighting Maintenance		X
Sports Ground replacement of globes		X
CTS Lighting Systems - maintenance and programming		X
Sports Ground Lighting Charges	X	
Waste and Recycling Bins – storage and placement for emptying	X	
Waste and Recycling Bins - emptying		X
Waste on Sports Grounds and Pavilion Surrounds relating to club use	X	
Hard waste and Green Waste removal	X	
Electricity, Gas and Phone charges	X	
Pavilion water charges	X	
Sports Ground Irrigation water charges		X
Installation and Removal of fixed Soccer / Football Goal Posts		X
Portable Soccer Goals (see item 7.5 and 7.6 for additional information)	X	
Soccer Goal Nets (excluding Epping Soccer Stadium)	X	
Goal Posts Padding	X	
Line Marking – before season commences		X
Line Marking – all other times (refer to Section 5.6)	X	
Sportsgrounds – maintenance and renovations		X
Irrigation Systems – installation and maintenance		X
Scoreboard (pending agreement)	X	X
Coaches Boxes		X
Cricket Nets (includes fencing & synthetic with synthetic cleaned up to twice a year)		X
Cricket pitch maintenance		X
Cricket Pitches - Cover & Uncover (seasonal)		X
Mowing Grass – playing surface and surrounds		X
Synthetic Sports Fields – maintain infill levels		X
Change of Season Maintenance to Playing Surface		X
Softball entoutcas - delivery (up to 400kg of En-Tou-Cas or 20 x 25kg bags)		X
Baseball Mounds - installation and removal	X	
Garden Bed Maintenance		X
Gates/fences/locks		X

ITEM	CLUB	COUNCIL
Tennis Court – maintenance / grooming (up to 2 per annum – approximately March/April and September/October)		X
Tennis Club - entoutcas refill (20 x 25kg bags/400kg)		X
Tennis Club – classic clay refill (20 x 25kg bags/400kg)		X
Tennis Court – synthetic/mod grass sand refill (300kg of sand per synthetic sand court)		X
Tennis Facility - gates/fences/locks		X
Tennis Facility - grassed area inside fenced area	X	
Tennis Court – operation of irrigation system	X	
Tennis Court – irrigation plumbing		X

APPENDIX 3 PAVILION – MAINTENANCE RESPONSIBILITIES

Clubs must report all maintenance issues to Council via the IMS portal.

Clubs must exercise due care with all property. Council will hold clubs responsible for the repair of items damaged through misuse and will recover associated costs from the club.

Clubs are required to obtain prior consent from Council to undertake new works, repairs or alterations to their pavilion.

ITEM	CLUB	COUNCIL
Alarms	Cost of alarm purchase. All monitoring fees, maintenance, statutory functionality testing and guard attendance.	Council owned alarms *charges to the club may apply if miss use or error using alarms result in security call out
Appliances and power accessories	Free-standing appliances e.g. portable fridge/freezer, microwaves, bain marie. Electrical Safety Testing (EST) of portable appliances as required by legislation.	Built-in appliances such as oven/stove and gas heater. Electrical Safety Testing (EST) of built-in appliances as required by legislation.
Building Condition Audit	Ongoing regular maintenance checks and reporting.	Annual audit
Building structure e.g. footings, stumps, roof, walls, timber frame including verandas	Cost of repairs due to major or continual misuse.	All major repair or replacement due to structural fault/age.
Cleaning	Ongoing cleaning of all internal and external areas of the pavilion and reserve following all club activity.	Annual external cleaning of eaves and pavilions. Public toilets not connected to pavilions.
Defib Machines	Purchase and ongoing maintenance and upkeep.	Purchase and ongoing maintenance at Community (multi use) Pavilions
Doors	Keep clean	Replacement due to age structural fault or vandalism.

ITEM	CLUB	COUNCIL
Electrical	Nil	Supply and replacement of fixtures, fittings and wires (including ceiling and exhaust fans).
Essential Services All items that fall under Essential Safety Measures(ESM)	If fire extinguishers are discharged or stolen due to misuse, Council will organise replacement with tenant club/s to pay for it. Battery replacement of smokedetectors (if not hardwired in).	Supply/replacement of all items that fall under ESM. Routine Maintenance of all items that fall under ESM. Battery replacement of smoke detectors (if hardwired in) Maintain emergency exitlights.
Evaporative, air conditioning, heating, and ventilation	Nil	Where existing maintain, repair and replace
Fixtures and Fittings	Other electrical appliances that do not require plumbing or hard wiring.	Hard wired and plumbing appliances.
Floors and/or floor coverings	Cleaning and maintaining of fixed floor coverings.	Renew or replace fixed floor coverings where needed.
Guttering and downpipes	Nil	All, including regular cleaning.
Locks, keys and swipe cards (internal and external)	Cost of all replacement keys, swipe cards and padlocks as required (including replacing due to lose or misuse)	Supply and maintenance of door locks, keys and swipe cards.
Painting, including graffiti removal	Internal graffiti removal.	Major internal and external painting. External graffiti removal.

ITEM	CLUB	COUNCIL
Pest control	Keep all areas in a hygienic state. Inspection, maintenance and replenishment of rodent bait stations where applicable. Responsible for internal pest control.	Pest Control relating to structural items e.g. woodborer and termites. Responsible for exterior spray to control spiders and insects.
Plumbing – hot water system, sewerage & storm pipes	Cost of internal repair due to major or continual misuse.	Replacement of damaged or corroded plumbing fittings, toilet bowls, cisterns, taps and internal fittings. Repair or works required for drainage purposes, including sewerage, drains water pipes and pits. Repair of gas pipes.
Sanitary Bins	Supply, refill and disposal.	Nil unless specified
Security screens, security lights	Nil	Maintain, repair and replace security screens and security lighting.
Utilities	Payment of all utility accounts relating to club activity.	Charges relating to external security lighting, car park lighting and community usage *Please note Council subsidise club utility charges at Community (multi use) Pavilions if utilised by Community Groups
Windows	Keep clean inside and out. Replacement due to misuse or damage.	Replace due to breakage arising from structural fault, age or vandalism.

APPENDIX 4 CLUB/COUNCIL TIMELINE

Month:	Key action:
January	Winter club preseason training reserves can be submitted via IMS
February	Winter allocations open Winter clubs can submit practice match requests
March	Seasonal changeover (summer to winter) including: • Ground conversions (i.e. goal post installation, wicket covers) • Renovation works • Council pavilion inspections • Key handover Winter allocation submissions close
April	Winter season commences 1 st round of Sports Club Contribution submissions open
May	Winter clubs invoicing sent
June	Annual allocations open
July	Summer allocations open Annual allocations commence
August	Tennis and soccer facility inspections Annual clubs invoicing sent
September	Cricket practice match requests Seasonal changeover (winter to summer) including: • Ground conversions (i.e. goal post installation, wicket covers) • Renovation works • Council pavilion inspections • Key handover Summer allocation submissions close
October	Summer season commences 2 nd round of Sports Club Contribution submissions open Soccer pitch renovation works commence (ongoing between October – March)
November	Summer clubs invoicing sent Winter club preseason training reserves can be submitted via IMS
December	Winter club preseason training reserves can be submitted via IMS