



# SPORTS CLUB USER MANUAL

CULTURE AND LEISURE SERVICES



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## I. Introduction

The City of Port Phillip is home to approximately 70 sporting facilities, made up of club buildings and reserves. Many of these facilities are located within Albert Park Reserve, which is managed by Parks Victoria. All other facilities are on Crown Land, with City of Port Phillip appointed as the Committee of Management.

The City of Port Phillip aims to ensure appropriate sport and recreation facilities within the city for all residents, and encourages active and inclusive participation. Council acknowledges and values the role played by other providers within City of Port Phillip, such as sporting clubs and community organisations. Council recognises the importance of working in partnership with these organisations and relevant state sporting bodies in order to achieve sport and recreational outcomes for the community.

As a result, council has developed the City of Port Phillip Sports Club User Manual. The manual aims to assist council to continue the strong relationships that have been developed with all sports clubs and to maximise the use of sporting facilities and the benefits they provide.

The manual will allow sports clubs to better understand:

- Council requirements and responsibilities
- Club responsibilities
- The process for facility development and capital works
- Further resources council can provide to clubs for their development

The manual has been developed in consideration of the following council policies and strategies:

- City of Port Phillip Sport and Recreation Strategy 2008
- City of Port Phillip Council Plan 2009-2013
- City of Port Phillip Community Plan 2007-2017
- City of Port Phillip Open Space Strategy 2009
- JCAAA Annual Plan

The manual outlines terms and conditions of use of all council sporting facilities. It is important for users to fully read and ensure they understand all sections of the manual. The manual is subject to change in order to align itself with changes to council policies and legislation.



## 1.1 Definitions

**Casual use** – informal use of a facility by a person or group, on a single or irregular basis.

**Changeover** (also referred to as Handover) – the period of time when licensed clubs move in or out of the facility.

**Competition** – a regular fixture of games where one winner is eventually determined.

**Dedicated purpose** – the dedicated purpose of a sports ground is for a sports match or training to take place.

**DSE** – Department of Sustainability and Environment.

**Festival/event** – an activity, public or private, whereby a mass gathering of people is organised and which uses a public thoroughfare or public amenity for activity other than its dedicated purpose.

**Home ground** – the primary sports ground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.

**Inclusive sport** – creates opportunities for every individual, regardless of age, gender, ability level, disability or ethnic background, to participate in a sports environment.

**Juniors** – an age category of players aged 16 years and under.

**Lease agreement** – a contract for exclusive use of a facility for an agreed period.

**Licence agreement** – permitted use of a facility for an agreed period.

**Pavilion** – a building connected with a sports ground, which may be used in conjunction with the use of the sports ground for its dedicated purpose.

**Practice nets/batting cages** – caged areas for cricket/baseball batting practice.

**Public use** – use of a facility by the general public who are not associated with a club.

**School use** – permission for a school to use a sports ground during school hours.

**Summer allocation** – from 1 October to 31 March.

**Winter allocation** – from 1 April to 30 September.

**Seniors** – an age category of players aged 17 years and over.

**Sports ground** – an area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

**Sub-letting** – the act of charging an external party for the use of the facility (either ground or pavilion). Please note that the sub-letting of sports grounds and/or pavilions is not permitted under any circumstances to clubs allocated a facility in a licence agreement.

**Synthetic surface** – hard wearing surface (not turf), such as rubber or carpet.

**Temporary allocation** – a sports ground allocated to a club when the club's normal home ground has been closed due to unsuitability. Temporary allocations may incur a charge at a reduced rate.

**Training** – non-competitive activities undertaken to prepare participants for competition.

**Turf wicket** – a prepared grass wicket generally used for high-grade cricket competition.



## 1.2 Key contacts

Please contact the relevant section of council using the below list as a guide.

Unit and contact person	Responsibilities
Recreation Programs & Bookings Officer 9209 6776 <a href="mailto:helpsportandrec@portphillip.vic.gov.au">helpsportandrec@portphillip.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Keys</li> <li>• Ground allocations</li> <li>• Club training seminars</li> </ul>
Sport & Recreation Community Development Officer (Elwood, St Kilda & Albert Park Clubs) 9209 6514 <a href="mailto:helpsportandrec@portphillip.vic.gov.au">helpsportandrec@portphillip.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Pavilion maintenance</li> <li>• Ground maintenance</li> <li>• Club development</li> </ul>
Sport & Recreation Community Development Officer (South Melbourne and Port Melbourne) 9209 6728 <a href="mailto:helpsportandrec@portphillip.vic.gov.au">helpsportandrec@portphillip.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Pavilion maintenance</li> <li>• Ground maintenance</li> <li>• Club development</li> </ul>
JCAAA Sports Development Officer 9209 6753 <a href="mailto:helpsportandrec@portphillip.vic.gov.au">helpsportandrec@portphillip.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Assistance with accessibility planning</li> <li>• Disability awareness training</li> <li>• Inclusive programming and support (disability specific)</li> </ul>
Foreshore Events Advisor 9209 6320 <a href="mailto:helpforeshoreos@portphillip.vic.gov.au">helpforeshoreos@portphillip.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Special events</li> <li>• Temporary signage</li> </ul>
After Hours Council Assistance Hotline 9209 6777 Listen for instructions	<ul style="list-style-type: none"> <li>• Emergency after hours issues</li> </ul>



## 2. Venue usage

Sporting facilities within City of Port Phillip are allocated to sporting clubs by way of an occupancy agreement, which may take the form of either a lease or a licence.

### 2.1 Leases

A lease is a contract for the exclusive use of a specific facility for an agreed period. Leases will generally be used to enable user groups to gain the advantage of long-term arrangements to facilitate capital investment, development or enable joint management of facilities. Leases will generally only be applicable for facilities in which only one club/user group can use the facility.

### 2.2 Licences

A licence is a form of permissive use of a facility for an agreed period. It will not give the licensee the right of exclusive usage. Licences will be issued for a maximum of three years and are generally used in facilities in which there is more than one club/user group using the facility. A licence provides exclusive use at set times for set periods of the year; at all other times the facility can be used by others and may be booked through council. Tenant clubs will be consulted and/or advised of additional usage.

### 2.3 Sub-letting of facilities

A sports club that is allocated a facility by way of a licence agreement shall not be permitted to sub-let any part of a sports facility including a ground and/or any part of the pavilion. Non-compliance may result in council withdrawing the allocation.

### 2.4 Pre-season training

Clubs wishing to commence their pre-season training – prior to their seasonal allocation of a facility – are required to make formal applications using the Pre-season Ground Request Form. Clubs should not plan any activities until they have received approval.

Pre-season use will be considered for grounds only. If a club requires use of a pavilion before its season commences, this use must be negotiated with the current tenant(s) and council's Sports & Recreation Community Development Officer must be notified.

The club must also ensure it has current public liability insurance cover. A club that uses a facility outside its allocation without council's consent may be liable for any accident that may occur. Damage to the ground will be the club's responsibility.

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

## **2.5 Finals matches and training**

Clubs wishing to use facilities for the purpose of training for finals and finals matches must submit a Finals Ground Requirement Form at least five business days prior to the first date of use. This is to ensure that the club's liability is covered should any incident occur, double bookings are not made and maintenance work does not conflict with ground use.

Use of grounds for finals matches and training will take precedence over requests for pre-season use.

Council will not permit the use of facilities for finals matches without written application from the club that must be signed by the organising association. A fee will be charged to associations for hosting finals matches.

If council has not been notified of intended finals use and maintenance work has commenced in preparation for the upcoming season, the club runs the risk of the ground not being available, or paying costs for reinstating the ground.

## 2.6 Fees and charges

Clubs are required to pay the set fees and charges as per their usage agreement with council.

## 2.7 Payment of fees

An invoice will be forwarded to clubs through the allocation period along with a due date for payment. Any club that does not pay by the due date and does not make arrangements for payment will be considered as non-paying.

## 2.8 Non-payment of fees

Non-payment of any outstanding fees to council will result in the non-allocation of council facilities.

Any club that believes it has a genuine reason for not being able to meet the financial obligations should contact council in writing to set up a payment plan.

Where debt collection is required by council to resolve accounts, the club will incur the full cost of debt collection upon further application for sports ground use.



### 3. Club responsibilities

#### 3.1 Utilities

Clubs are responsible for paying the utility charges related to their use. This includes all telephone, electricity, gas and water/sewerage charges. Council pays for water used to water the sports grounds.

Clubs are to contact the utility companies at the start of each season to make the necessary arrangements for initial reading and connection. Contact details for utility companies are:

- AGL (electricity) 13 12 45
- Origin (gas) 13 24 61
- South East Water 13 16 94

Where clubs share facilities, each club will be responsible for a percentage of the utility charge and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, clubs may refer the matter to council's Sport & Recreation Community Development Officer, who will determine this percentage. In such instances, council's decision will be final.

Failure to pay utility accounts may result in the service being disconnected. If services are disconnected, the responsible clubs will be charged for reconnection and any other associated costs.

#### 3.2 Shared use

Clubs sharing a facility are to liaise with other users to ensure clashes do not occur over training schedules, pavilion 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 the other clubs if their hours need to change for any reason throughout the period. Council will make a final determination should clubs be unable to resolve any issue.

### 3.3 Allocation not required/reallocation

Council must be notified of any allocation that is no longer required. If council is not notified, the club will be required to pay the charge of that facility for the whole allocation period. Any facility that is not allocated to its full potential may be considered for allocation to another user group.

### 3.4 Times of use for sports ground training lights

Floodlights are only to be used for the purposes of training. Clubs are not permitted to use floodlights for any other purposes, eg. social functions. Council will consider the use of floodlights for special occasions, eg. twilight matches.

Training lights must be turned off by 9pm every night of the week. Any club that is found using sports ground lights beyond this time may have their usage times reduced. If council is called out after hours to turn off sports ground lights, all costs for the call out will be charged to the club.

### 3.5 Times of pavilion use

Clubs are responsible for ensuring all members and guests of the club adhere to the EPA Guidelines for noise. Section 48A(5) prohibits noise from amplified sound (i.e. that can be heard outside the building) at the following times:

- Monday to Thursday before 7am and after 10pm
- Friday before 7am and after 11pm
- Saturdays and public holidays before 9am and after 11pm
- Sunday before 9am and after 10pm

In addition, council has a requirement that the premises are vacated by midnight so that local residents are not disturbed into the early hours of the morning.

Please note that council's pavilion use times override any times permitted in a club's liquor licence.

### 3.6 Behaviour

Clubs are not to conduct any noxious or offensive activity or use facilities for illegal or immoral purposes. Clubs need to be mindful that many facilities are located in residential areas.

Local residents have a right to privacy and respect. In the event of a ball or piece of equipment straying onto a neighbouring property, permission must be sought from the resident before any effort is made to retrieve the lost item. All efforts should be made by the club or organisation to ensure that balls and other objects do not stray onto neighbouring properties.

Pavilions with social rooms are dedicated for functions that are part of normal club operations. They are not intended to be party venues and should not be used for birthday parties or any other non-club function or event.

### 3.7 Liquor licences

The sale of liquor without a liquor licence is prohibited under the Liquor Control Reform Act 1998. Clubs need to contact the Department of Justice to apply for a liquor licence; however, permission to apply for a liquor licence must first be sought from council. [www.justice.vic.gov.au](http://www.justice.vic.gov.au)

Clubs will be required to provide a copy of their most current liquor licence at the commencement of each season.

Council will only support applications that observe the following times and conditions:

- Monday to Friday – a starting time of no earlier than 6pm with a closing time of 11pm
- Saturday and public holidays – a starting time of no earlier than noon with a closing time of 11pm
- Sunday – a starting time of no earlier than 12 noon with a closing time of 10pm

Please note clubs with existing renewable liquor licences with times that extend beyond the allowable pavilion usage times, must still comply with the pavilion usage times.

### **3.8 Australian Drug Foundation – Good Sports Program**

All clubs are encouraged to join the Australian Drug Foundation's Good Sports Program. Good Sports operates a number of programs that can be conducted at your club including Responsible Serving of Alcohol (RSA) courses.

For more information visit: [www.goodsports.com.au](http://www.goodsports.com.au)

### **3.9 Food registration**

Clubs that intend to sell food must obtain registration. It is a mandatory requirement under the Food Act 1984 that the premise, in which food is sold, is registered as a food premise with council. Food preparation and sales may only take place in the registered premises, as determined by council's Environmental Health Officer.

For further information about registration, contact council's Health Services Unit on 9209 6777.

### **3.10 Cleaning of pavilions/club rooms**

Pavilions and club rooms 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 all users to leave pavilions in a clean and tidy condition immediately after use.

A cleaning specification sheet is provided in the appendix of this document, which outlines the requirements to be followed throughout the allocation period.

Supply of cleaning equipment is the responsibility of the tenant clubs.

### **3.11 Maintenance of pavilions/club rooms**

A table outlining the maintenance responsibilities of clubs and council is contained in each club's lease/licence agreement.

Clubs will be held responsible for repairs to deliberate damage, including any damage that has been caused by visiting clubs.

### **3.12 Security and locks**

Clubs must ensure the facility is fully secured after each use. All gates, chain gates and padlocks shall be kept in the locked position after each use to minimise theft.

### **3.13 Fire extinguishers**

Council provides a number of fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency.

### **3.14 Smoking in council buildings**

Smoking is prohibited in all council owned/managed buildings including sports pavilions and club rooms. Additionally, no person is allowed to smoke within five metres of doorways or open windows. It is the responsibility of clubs to uphold this policy in the interests of community health.

User groups are to ensure that cigarette butts do not litter the pavilion surrounds.

### **3.15 Pavilion alterations**

No alteration or installation to any pavilion may be made without the written consent of council. In most instances, council will be required to seek permission from the Department of Sustainability and Environment (DSE), as per the terms of the lease/licence agreement with DSE.

### **3.16 Incorporation**

Council will only allocate facilities to clubs that can provide documentation to show they are an incorporated sporting club. Incorporation provides legal indemnity for all committee members of a club. For further information contact Consumer Affairs Victoria on 1 300 361 673 or visit [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

### **3.17 Public liability insurance**

All clubs must have public liability insurance cover with council noted as an interested party. Clubs must be covered for a minimum of \$10 million against any actions, costs, claims, charges, expenses and damages that may be brought or made or claimed against the club, 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.

### **3.18 Contents insurance**

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

### **3.19 Waste and litter management**

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned by the end of match day or training session. Clubs will be supplied with one general waste bin and may request multiple recycling waste bins.

Failure to ensure all areas are cleaned on the same day of use may result in council organising for the area to be cleaned at the club's expense.

### **3.20 Dumped rubbish**

Rubbish dumped on council land should be reported to council. It is an offence to dump household or commercial rubbish into a council litter bin.

### 3.21 Storage

Clubs that have been granted use of a pavilion usually have access to storage space. Licensed clubs sharing a pavilion should work together to allocate storage space at the start of the season. Where groups cannot come to an equitable arrangement regarding storage space, council will make a decision which will be deemed final. Council will generally allocate storage space based on the proportion of each group's use of the pavilion and the type of sport equipment being stored. Licensed clubs must abide by council's allocation of storage space. Storage of equipment in the off season is not guaranteed and is subject to demand by seasonal tenants.

All equipment must be stored in designated storage spaces. Items must not be stored in other areas that are not designated for storage, eg. toilets, shower facilities. As licensed facilities may be used by community groups at any other times, clubs should ensure all equipment is securely stored in storage areas. Council will not be responsible for any club equipment that has not been stored appropriately.

### 3.22 Portable soccer goals

All portable soccer goals must be compliant with the HB 227-2003 SAI – Global (Standards Australia) Handbook: 'HB 227 – 2003: Portable Soccer Goal Posts – Manufacture use and storage'.

Council does not provide, maintain or replace portable soccer goals. Clubs that are purchasing portable soccer goals should ensure that the supplier provides information showing that goal posts are compliant with the Australian standard. Clubs that cannot prove that the portable soccer goals comply with Australian standards will need to remove the goals immediately. Council reserves the right to secure any portable soccer goals that council believes are not compliant with HB 227-2003. This will be done at the club's expense.

### **3.23 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. Construction must occur under council supervision.

All subsequent maintenance will be the responsibility of the club. If scoreboards deteriorate to a condition that is dangerous or deemed inappropriate for a structure in a council reserve, they will be removed by council and the club will be charged accordingly.

Clubs should contact council in the first instance for permission and guidance for any structure to be built on/at a sports ground.

### **3.24 Line marking**

Only line marking products recommended for use on turf will be permitted. Products that kill or damage grass, such as herbicides, diesel or oil, are prohibited. Costs associated with the reinstatement of damaged turf caused by the use of prohibited products, will be charged back to the responsible club.

Clubs wishing to paint on the surface of grounds must seek council's written permission.

### **3.25 Tents/marquees**

Permission to erect tents/marquees or similar structures must be obtained from council. All structures are to be weighted down. No pegging can occur in any council park.

### **3.26 Advertising signage around grounds**

Signage requirements are determined by the City of Port Phillip Planning Scheme and permission must be sought from council's Planning Department before erecting signs on any perimeter fencing. The Planning Department can be contacted on 9209 6881.

### **3.27 Vehicles on reserves**

No motor vehicle, bicycle, scooter, cart or other vehicle, whether propelled by mechanical, human or animal power, may be driven on any footpath or through any sports ground.

### **3.28 Free access**

Council, its staff, contractors or agents may access facilities at any time to view the state of the building and/or to undertake inspections or repairs. Pavilions will also be audited and inspected on a regular basis to ensure they are being maintained in accordance with the club's responsibilities. Clubs are to ensure that access to every part of the pavilion/club rooms is available.

### **3.29 Security**

Clubs wishing to install security systems must first obtain council approval and advise council of the relevant codes.

### **3.30 Ground inspections**

All clubs are required to undertake an inspection of sporting grounds prior to each use to ensure suitability of use. If deemed unsafe, grounds must not be used and any unsafe conditions must be reported to council.

### **3.31 Disability Discrimination Act and Equal Opportunity Act**

Under council's commitment to provide disability access in all council owned premises, clubs are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act 1992 and Equal Opportunity Act 1995. Clubs must comply with any reasonable request from council in this regard. For advice regarding supporting people with a disability please contact council's JCAAA Sports Development Officer.

### 3.32 Communication

All matters related to allocation and use will be directed through the person indicated as the Council Liaison. Should this not be indicated, the Club Secretary will be considered the Council Liaison. The Council Liaison must be the sole person from the club responsible for contact to and from council. This person must provide an email address and telephone number to council's Sport & Recreation team.

To ensure effective communication between sports clubs and council, it is very important that clubs communicate to all club members that the Council Liaison is the only person to make contact with council.

### 3.33 Business planning

Business plans clarify the purpose of an organisation and how it intends to meet its goals. Writing a business plan provides an opportunity for a variety of people (eg. players, coaches, parents, officials, etc) to set targets for a club to achieve over the coming year(s). All clubs are encouraged to develop a business plan and support is available from council.

### 3.34 Grievance procedure

All grievances or complaints must be made in writing, addressed to council's Coordinator Recreation in the first instance or Manager Culture and Leisure.



## 4. Council responsibilities

### 4.1 Key allocation and season handover

Keys are issued during handover or at the commencement of a lease. During this time, all clubs that use each facility are to meet with council officer/s on site to handover keys and to complete pavilion inspections. Clubs are not to exchange keys with their co-tenants between seasons.

The conditions of key allocation are:

- A maximum of five sets of keys are issued to every club at a cost to council and must be handed over at the conclusion of each allocation period.
- Requests for additional sets of keys are made to council and will attract an additional charge.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person(s) nominated on the Key Holders Form.
- Details of changes in possession of any key(s) are to be forwarded to council.
- Clubs are not permitted to add or change locks, nor should any keys be copied.

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 keys are to be returned to council before a replacement key will be issued.

### 4.2 Excessive demand on available resources

As participation trends change, council may review the practice of allocating facilities to provide efficient use of facilities. The desire is not to impact on existing users unless clear benefit can be provided through potential relocation/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. Unsuccessful clubs will be responsible for making alternate requests.

### **4.3 Turf wickets**

Council maintains all turf wickets. Any request for maintenance of turf wickets should be directed to council's Sport and Recreation Community Development Officer.

### **4.4 Synthetic wickets**

Council provides and maintains synthetic wickets for the use of the whole community.

### **4.5 Covering and uncovering wickets between seasons**

Council will be responsible for the covering and uncovering of cricket wickets on sports grounds. This will be undertaken during the period between the end of one season and the commencement of the next season, depending upon scheduling and the weather conditions at the time. Council will liaise with clubs to confirm pitch and ground availability.

### **4.6 Football and soccer goals**

Council provides and maintains goal posts. If goal posts are vandalised, council will fund the repair or replacement. However, where posts are deemed damaged through misuse, the club will be responsible for funding the repairs or replacement. Posts are removed during the off-season to avoid overuse of goal square areas.

Goal padding and nets are the responsibility of the club.

### **4.7 Sports ground lighting – installation and capital costs**

Council will manage the installation of sports ground lights to ensure a standardised approach. Council will only approve the installation of lights to the Australian standard.

Sports ground lighting on council land remains the property of council and cannot be removed in part or full.

Council will maintain floodlight towers and fittings, and undertake

globe replacements. Globes may not necessarily be replaced as soon as the fault is reported due to costs associated with completing such repairs. Clubs will be responsible for the costs of all replaced globes.

#### **4.8 Coaches boxes**

Council provides and maintains coaches boxes. If coaches boxes are vandalised, council will fund the repair or replacement. However, where coaches boxes are deemed damaged through misuse, the club will be responsible for funding the repairs or replacement.

#### **4.9 Fencing**

Council will be responsible for maintaining fences around grounds and the perimeter of ovals. 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 approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

#### **4.10 Irrigation**

Council is responsible for the installation, maintenance and operation of all automatic 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.

#### **4.11 Temporary closure of ground**

Council reserves the right to close any sports ground in poor weather conditions or to protect the playing surface, complete capital or maintenance works, or allow rehabilitation of the ground after damage. Attempts will be made to relocate clubs in this situation. Where grounds are closed for matches, council will endeavour to advise clubs with at least two days notice.

#### 4.12 Joint Councils Access for All Abilities (JCAAA)

Joint Councils Access for All Abilities (JCAAA) is an innovative community development service shared by the cities of Bayside and Port Phillip and is auspiced by the City of Port Phillip.

JCAAA works with the community to facilitate the development of sustainable sport, recreation and arts opportunities for people with disabilities. JCAAA promotes partnerships between a range of community-based sport, recreation and arts providers, and services within the disability health, education, government and community sectors.

There are a number of benefits associated with including people with disabilities in your club, such as improving your club's culture, increasing membership or revenue streams as well as sourcing new volunteers. Council's JCAAA Sports Development Officer can assist you with inclusive funding applications in addition to advice regarding the club's inclusive needs.

JCAAA works with a number of state sporting associations and community groups to create more opportunities for people with a disability in sport.

#### 4.13 Capital works

Sport and Recreation has a five-year capital works program for sports grounds and pavilions which forms the basis for annual requests to council for funding. These projects compete for funding against projects from all other council departments.

Should a club identify works that are required, please contact council's Sport & Recreation Community Development Officer to discuss how to develop the idea for inclusion in council's annual capital works program.

## 5. Club development

The City of Port Phillip has partnered with state sporting bodies to establish a Club Development Model. The model aims to assist in the development of sustainable sports clubs, to provide sporting and recreational benefits for the community.

The model incorporates a club network program, where sport specific topics can be discussed on a regular basis. The networks will be made up of the following sports:

- Australian rules football
- Bowling / croquet / tennis / trugo
- Cricket
- Foreshore / water sports
- Soccer

Each network will meet twice per year at a club venue.

### 5.1 Training workshops

Council has provided clubs an opportunity to develop themselves with various training workshops. Council will continue to provide training opportunities to clubs as part of the Club Development Model.

### 5.2 Newsletter

Council's Sport & Recreation Update is a bi-monthly newsletter which aims to provide sport and recreation clubs with information relevant to the operations of their club. It is also an opportunity for local sports clubs and organisations to share what's happening at their club/organisation with the wider community.

### 5.3 Leisure and Lifestyles Program

The Leisure and Lifestyles Program runs throughout summer and winter to encourage members of the community to be active. It has included activities such as tennis, sailing, yoga, pilates, sea kayaking, tai chi, skateboarding, dance, aikido and croquet free of charge to the community.

The program seeks to:

- provide a variety of activities that the community can participate in;
- encourage continued participation in any of the activities after the completion of the program;
- provide activities that meet the needs of the community.

If your club wishes to be involved in the program please contact council's Sport & Recreation team.

#### **5.4 City of Port Phillip Community Grants Program**

The Community Grants Program supports a wide range of community-based initiatives with the aim of promoting social cohesion, increasing participation and strengthening connections within City of Port Phillip.

This program runs from February to April each year.

#### **5.5 Further grant opportunities**

AFL Victoria – Grants Funding Guide  
[www.aflvic.com.au](http://www.aflvic.com.au)

Australian Government Water Fund  
[www.communitywatergrants.gov.au](http://www.communitywatergrants.gov.au)

Australian Sports Commission  
[www.ausport.gov.au](http://www.ausport.gov.au)

Australian Sports Foundation  
[www.asf.org.au](http://www.asf.org.au)

Cricket Victoria  
[www.cricketvictoria.com.au](http://www.cricketvictoria.com.au)

Department for Victorian Communities  
[www.grants.dvc.vic.gov.au](http://www.grants.dvc.vic.gov.au)

GrantsLINK  
[www.grantslink.gov.au](http://www.grantslink.gov.au)

Our Community  
[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

Smartplay  
[www.smartplay.com.au](http://www.smartplay.com.au)

VicSport  
[www.vicsport.asn.au](http://www.vicsport.asn.au)

Vichealth  
[www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

### 5.6 Relationship with Parks Victoria

Albert Park Lake sporting precinct is under the management of Parks Victoria. During Grand Prix occupation, City of Port Phillip has historically assisted those clubs that require a ground to train on. Sporting clubs within this precinct are welcome to participate in sport forums hosted by council and should call council's Sport & Recreation Community Development Officer to obtain further information.

Council's Sport & Recreation Officers are also available to discuss grant funding opportunities with clubs.



## 6. Additional opportunities

### 6.1 Events

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

Functions held in pavilions that are not associated with a match or training will also require permission from council. This includes, but is not limited to, trivia nights, Christmas parties and club break-ups. Clubs are advised to do a letter drop to neighbouring residents, advising them of the function/event taking place and also nominating a contact person for the event and a contact number for the duration of the event. Clubs are also required to register their event with the Victorian Police Party Safe Program.

### 6.2 SunSmart policy – club responsibility

All sports clubs should encourage SunSmart behaviour by implementing the following strategies.

- Developing sun protective uniforms or encouraging the use of personal SunSmart sports clothing and hats
- Encouraging the use of sunscreen at all times
- Role modelling of sun protective behaviour by officials and staff
- Provision of portable and permanent shade
- Careful scheduling of sport events to avoid the peak ultraviolet radiation or 'UV' period

For more information on the development of SunSmart policies visit [www.sunsmart.com.au](http://www.sunsmart.com.au) and click on the link to Sports and Recreation.

### 6.3 Working with Children Check – club responsibility

The Working with Children (WWC) Check, introduced in 2006, creates a mandatory minimum checking standard across Victoria. The check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Further information is available at [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)



## Appendix: Pavilion cleaning schedule as of March 2010

Aspect	Required outcome	Frequency
Toilets and bathrooms	Clean and disinfect toilet bowls, basins and floors	Weekly
	Mirrors, tap fittings, walls and doors free of marks and grime	Weekly
	Adequate supply of toilet paper, towels and soap	Ongoing
	Free of bad odour	Ongoing
First aid rooms/ medical rooms	Tap fittings, mirrors and basins clear of marks and grime	Weekly
	Tiled floors cleaned and disinfected	Weekly
Internal doors	Free of marks and dust, including vents and handles	Monthly
External doors	Free of marks, dust, dirt and cobwebs	Monthly
	Free of paper signs or notices unless otherwise notified	Monthly
Internal walls	Free of any marks and spot cleaned	At least monthly
External walls	Free of dirt and grime	Weekly
	Players are not to bang their boots against walls to clear them of dirt/mud	
External signage	Free of dust or cobwebs	Weekly
Wall hangings	Free of dust	Weekly
Internal windows	Free of marks, dust, cobwebs, notices and posters	Weekly
External windows	Free of marks, dust and cobwebs	Monthly

<b>Aspect</b>	<b>Required outcome</b>	<b>Frequency</b>
Blinds, light fittings and fans	Free of dust	Monthly
Light switches	Free of marks and dust	Weekly
Kitchen areas	Sinks and taps wiped clean and free of watermarks	Weekly
	Bins, including recyclable bins, disinfected	Weekly
	Oven, benches and cupboards cleaned and free of dust	Weekly
Office areas	Free of dust	Weekly
Carpets	Vacuumed and spot cleaned with carpet cleaner	After use
	Steam clean	End of allocation
Tiles	Free of water, dirt, marks, dust and chewing gum	After use
	Polish boards	End of allocation
Stairwells	Free of rubbish, boxes, bags, dirt and dust	Weekly
Ceiling vents	Free of cobwebs and dust	Weekly
Skirting boards	Free of scuff marks and dust	Weekly
Tables and chairs	Free of marks, chewing gum, sticky tape, dampness and dust	After use
Entrance doors	Clear of any debris, rubbish or leaves	Daily
	cigarette butts removed from butt bins and wiped clean	Daily
Curtains	Vacuumed	Monthly

For a translation of this information contact the council's interpreter service. Cantonese: 9679 9810, Greek: 9679 9811, Polish: 9679 9812, Russian: 9679 9813.

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Informacja ta została przygotowana przez Radę Dzielnicy Port Phillip w celu powiadomienia mieszkańców o usługach i obowiązkach Rady. W celu uzyskania tłumaczenia tej informacji, należy skontaktować się ze służbą tłumaczy Rady. Tłumaczenie na język polski otrzymać można dzwoniąc na numer 9679 9812.

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**City of Port Phillip**

99a Carlisle St, St Kilda Vic 3181

Postal: City of Port Phillip Private Bag 3, St Kilda Vic 3181

ASSIST 9209 6777