

<b>Code title</b>	Sporting and Recreational facilities seasonal hire
<b>Responsible manager(s)</b>	Manager, Social Inclusion
<b>Contact officer(s)</b>	Coordinator, Recreation and Youth services
<b>Directorate</b>	Community Arts and Recreation
<b>Approval date</b>	8 August 2017

**Reason for Code:** Council is a major provider of open spaces (reserves) and facilities for recreation activities within the community. Council and recreation associations have a responsibility to not only provide quality facilities, but to assist the community to fully utilise these facilities. This code of practice has been prepared to:

provide a documented process on how recreation groups may obtain a seasonal or long term booking to ensure the grounds they require are available for the duration of their competition or activity;  
 ensure recreation groups are aware of Council requirements so as to provide quality facilities available to all users within the available budget; and  
 ensure that grounds and facilities are managed efficiently and effectively, and the booking process is simplified.

**Introduction:** This Code of Practice will assist understanding between Council and the seasonal and long term users of open spaces and facilities and seek to ensure that all hire clubs/groups will understand usage requirements and have clear guides in place.

Council strives to support multi-use of available facilities as a priority and encourages sharing of reserves and facilities, where possible, to maximise community use and benefit.

**Code of Practice Details:**

**1. Communication and Co-operation**

Communication between Council and user groups is the most important factor in effective facility management. Council recognises the invaluable voluntary contribution made by groups, clubs and association officials, and is also aware that changes in committee personnel often take place on an annual basis.

The following steps can ensure that good communication between Council and your club/group can be maintained:

- Provide email and mobile phone contact details to the booking office
- Obtain a Post Office box number to ensure information is received irrespective of changes in committee membership.
- Nominate one member of the committee who can be contacted during office hours and after hours.
- All associations should inform Council of their executive committee each year and the executive committee of their member clubs.

Get to know your Council contact: Council’s Facilities Bookings Officer on 4472 3153, or for other enquiries email: [council@eurocoast.nsw.gov.au](mailto:council@eurocoast.nsw.gov.au) .

## 2. Seasonal Hire

The seasonal hire process will generally apply to incorporated/ affiliated sporting clubs or groups participating in a competition draw.

Seasonal time allocation periods for Shire reserves and facilities are:

- Summer Season      1 September - 31 March
- Winter Season      1 March - 30 September\*

*\*where clubs/groups conduct finals that are large events, see **2d)** for booking requirements.*

### a) Seasonal Allocations

Applications for use of Shire reserves on a seasonal basis must be made annually on the appropriate forms available from Council.

Summer reserve allocations close on the first Wednesday of September each year.

Winter reserve allocations close on the first Wednesday of March each year.

#### *High Impact Activity:*

Is a seasonal activity with requirements for training during the week and home games. Seasonal allocation entitles teams of the approved club to one home game allocation (indicated in the affiliated Association’s competition draw) and two ‘training’ allocations per week, within the seasonal time slots. Allocation of grounds for ‘competition’ is restricted to matches drawn to be played at home.

#### *Low Impact Activity:*

Is where competition exists with games played weekly – no training required.

	<b>Pre-season Casual Hire</b>	<b>Low Impact Activity</b>	<b>High Impact Activity</b>
Venue fee	Hourly rate	Seasonal Rate	Seasonal Rate
Bond required	No	\$250	\$500
Keys	1 set	1 set	3 sets
Rubbish service	Weekly service	Weekly service	Weekly service*
Storage space	No	No	As available
Canteen facilities	No. Can be hired separately.	No	Home Games
Weekly training	No	No	2 sessions per club
Home game	No	Yes	Yes
Ground maintenance	Yes	Yes	Yes
Club rooms	No	No	Yes
Home games	N/A	Yes	Yes

*\*Where games attract high number of spectators/ players, extra bins may need to be hired*

Users can request additional services and field usage but it must be booked through Council's booking office and will be negotiated on availability.

Additionally, unforeseeable circumstances may render a facility or field unavailable for use. During these periods, Council will assist to find a suitable alternative venue should one be available.

***NOTE: Council provides basic facilities to meet required standards for local recreational activities. Some reserves are identified as being of regional significance and higher levels of service may relate to those sites. Council maintains facilities and grounds in line with service levels as appropriate for the site.***

#### **b) Grounds Allocation Meeting**

A meeting will be held in February of each year for the purposes of allocation of grounds for the winter season. Council will advise the relevant groups affected to provide details on date and time of the meeting.

Ground allocations will not be finalized until after the February meeting.

The meeting will seek to ensure fair access across sporting codes and other groups for timetabling home games and critical activities. This will include consideration of sharing the use of fields to avoid excessive wear and tear on fields.

***NOTE: Attendance at the meeting is recommended to ensure groups can speak to and achieve their preferences.***

#### **c) Pre- and post-season training and activities (social and competition)**

Pre- and post-season training and matches (social and competition) that fall outside the seasonal time slots and bookings required over and above the allocated one competition day and two training nights per week, are not considered part of the seasonal allocation.

Such bookings require the club to complete a casual user form detailing each additional booking required and fees for use will apply. Clubs in season will have priority and Council cannot guarantee all facilities will be available out of season (ie field goals and line-marking may not be installed outside of the regular season).

Other Council approved events, festivals, displays and the like may take priority in the off-season periods.

#### **d) Finals**

User groups and/or associations who conduct finals where admission is charged, alcohol is served or large crowds are expected to attend, must liaise with Council's Facilities Booking Officer for finals matches.

An application for large finals matches must be submitted using the *Reserve Booking for Events and Activities* form (available on Council's web site), and Council must be contacted for assistance in completing an event management plan.

Finals day events may incur an additional fee. (See fees and charges)

#### **e) Annual events that use some sports grounds and facilities**

Council allows some grounds and facilities to be used for approved special events. Clubs/groups with a seasonal hire booking will be advised of these for the affected ground/ facility. In regard to new events, affected clubs will, where possible, be notified prior to the seasonal hire.

### 3. Fees

It should be noted that the payment of seasonal hire fees does not confer any rights over the use of the ground other than those times and periods which are contained within the approved confirmation letter.

A bond will be paid by each club/group requiring seasonal use of community reserves and facilities (see the table in 1a) above for bond required). The bond will provide Council with the opportunity to recoup funds for cleaning, key replacement, damage to fields beyond reasonable use during closure or other incidentals, and if seasonal hire conditions are not fully met.

Seasonal hire invoices will be sent to clubs one month prior to the end of season booking. This allows clubs time to accrue funds for payment.

Where a club or group have outstanding seasonal hire fees, bookings will not be confirmed until payment has been received. Furthermore, unpaid fees may result in access to further bookings of reserves and facilities being denied.

All accounts are to be paid within thirty (30) days of receipt.

Any expenses, costs or disbursements incurred by Council in recovering any outstanding monies including debt collection agency fees and solicitors costs shall be paid by the Seasonal User.

### 4. Buildings

Council officers (and/or contracted facility caretakers) will periodically carry out inspections of facilities. If such facilities are found to be in an unsatisfactory state of cleanliness, the Club or group will be notified and requested to rectify in the first instance.

If however on following inspections the facilities remain in an unsatisfactory condition, Council's contract cleaning staff will clean the change rooms/facilities and an account will be rendered to the Club and/or payment taken from the bond.

Council will also conduct an inspection at the conclusion of each season. Council may also invite the outgoing group and incoming group to a changeover meeting to ensure the facilities are handed over in a satisfactory condition. Any additional cleaning required will be deducted from hire bond. Where it is unclear on where responsibility lies a determination may be made by Council to share costs incurred across the particular user groups.

Where items within a building require maintenance, the user group should contact Council on 4474 1000 to lodge a 'Customer Service Request' (CSR). The CSR will be allocated to Council officers to undertake the required works.

#### a) Canteens

Basic equipment is provided for canteens. Clubs must ensure that canteens are kept clean and operations comply with Health regulations for the service of food.

Food hygiene practices must also be the responsibility of clubs/groups.

Any equipment or food left in the facility from week to week over the seasonal hire period will be at the risk of the club/group. Hirers will be contacted at season's end to remove any

food or equipment. If not removed by the required date Council will reserve the right to remove and dispose of items.

Please refer to clause 8 for information relating to equipment and energy use. Canteen equipment may not be stored in the facility during the off-season unless by prior agreement with Council.

**b) Change rooms**

Must be left tidy after each week ensuring all rubbish removed, floors hosed/swept and equipment stored or removed.

**c) Cleaning**

It is the responsibility of all clubs using Council facilities to leave buildings, toilets and grounds in a clean and tidy condition immediately after each use, and to ensure that the facilities are securely locked before leaving to prevent damage or abuse to the facilities.

All rubbish must be picked-up prior to completion of use of the facilities (including the sports ground and its surrounds, such as parkland and car parks). This includes rubbish generated by spectators at the venue.

Clubs are required to enforce the following conditions with regards to cleanliness:

- Floors and walls must be kept clean and sanitised, particularly in food preparation areas;

- Refrigerators, benches, stoves, drawers and shelving must be kept clean;

- All utensils and equipment must be stored in cupboards/drawers or sealed containers when not in use;

- Rubbish bins must be isolated from food, emptied on a regular basis and kept in a way so as not to attract flies and vermin;

- All food remains must be removed from buildings to minimise the likelihood of pests and rodents;

- Toilets, showers and change rooms must be hosed or swept as appropriate after use and all litter is to be removed from these areas (including paper litter, drink bottles, medical tape etc). Toilets should be kept in a clean state for use and boots must not be washed in showers, sinks etc. Shower drains and plugholes should be cleared regularly;

- Common / function areas should be kept clean and presentable;

- Areas immediately surrounding the buildings and sports grounds must be cleaned after use (ie. litter free - no bottles, medical tape, food wrappers);

- Litter must be sealed in bags and placed into bins provided for collection;

- All flooring areas should be cleaned by user groups at the end of their season, prior to handover/inspection.

Clubs/ groups found to be not adhering to the above cleanliness standards will be given 7 days' notice to rectify any matters. If action is not taken accordingly, Council will employ a private contractor to rectify any noted matters, with full costs charged to the responsible user group/s.

**d) Waste**

Council provides bins at each ground. If additional waste is generated by the user group/s, it is the responsibility of clubs/groups to ensure its removal.

User groups requiring additional bins for special events and finals matches should contact Waste Management **at least 10 days prior to their event** (ph: 4474 1000). Note that fees for additional bin collection do apply.

**e) Sub-letting**

Whilst Council encourages multi-use of its facilities, no club shall sub-let or permit any other group, person or persons to occupy or use the allocated sports ground or building.

All bookings/ use must be made via Council's Booking Office.

**f) Dangerous goods**

User groups must ensure that all Dangerous Goods and/or Hazardous Substances:

stored in the facility are recorded in a central register;

have had hazard identification, risk assessment and risk control undertaken for goods under their control; and

have a current *Material Safety Data Sheet* (MSDS) file which is readily available to all persons upon request and which will be kept in the area where the substances are utilised.

User groups must also ensure that those who purchase, use, handle, or store hazardous substances and/or dangerous goods are provided with appropriate training, instruction and supervision as specified under the respective regulations.

**g) Infrastructure support**

Clubs/ groups may wish to upgrade or improve facilities such as building storage, change rooms, canteens, shade or seating for example, or may require Council to provide a letter of support for funding applications. Please refer to Council's Community Infrastructure Guidelines at: [www.esc.nsw.gov.au/council-services/works/improving-community-facilities-and-recreation](http://www.esc.nsw.gov.au/council-services/works/improving-community-facilities-and-recreation).

## 5. Healthy participation

Council recognises its obligation to promote public health outcomes, where Council provides assets and services intended to be of benefit to children and other members of the community.

**a) Smoking**

In conjunction with the NSW Government's *Smoke-free Environment Act 2000 No. 69*, Council promotes public health outcomes by reducing exposure to tobacco and other smoke in certain public places, where Council provides assets and services intended to be of benefit to children and other members of the community.

Clause 6A 1 c) of this Act includes reference to smoke-free areas at reserves stating:

*"an area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreational area, but only when an organised sporting event is being held there."*

No smoking is permitted in any Council building, or building located on land vested in the Eurobodalla Shire or within 10 metres of pedestrian access point of a building or children's play area, or as stated above in spectator areas at organised sporting events.

More information regarding smoking can be found at

[www.health.nsw.gov.au/tobacco/Documents/sportsground-factsheet.pdf](http://www.health.nsw.gov.au/tobacco/Documents/sportsground-factsheet.pdf)

#### **b) Alcohol and liquor licensing**

If Clubs elect to sell alcohol at club events, an appropriate license is required from the Office of Liquor, Gaming and Racing NSW. Applications can be made online and a copy of the approval shall be forwarded to Council for record. Responsible service of alcohol guidelines and qualification requirements should be adhered to as per the relevant legislation.

No alcohol sales are permitted without an approved license.

No glass bottles are permitted for events.

Alcohol shall not be advertised or be visual from any part of the facility.

The sale, supply and/or consumption of alcohol to or by minors, at Council parks, reserves and facilities is prohibited and will result in notification to local Police, and further action may be taken against the club.

Wherever possible, participants and spectators should be discouraged from drinking alcohol on the grounds. Responsible action should be taken and duty of care applied where behaviour of those affected by alcohol is causing distress or harm to others or themselves.

Clubs or groups are encouraged to become members of the 'Good Sports' program which is a free program which helps sporting clubs to manage alcohol responsibly and provides a safe environment for players, members, families and supporters. Council can assist in contacting this organisation, or visit [www.goodsports.com.au](http://www.goodsports.com.au) for details.

#### **c) Healthy eating**

Where possible, Council encourages clubs/ groups to provide healthy food and drink options via canteens and fundraisers.

#### **d) Conduct**

The Seasonal Hirer is responsible for the conduct of its members and visitors at all times partaking in activities on Council property. The club must attempt to ensure that the behavior of all members and visitors is appropriate and socially acceptable. The club may be held liable for damages if caused by actions of its members.

### **6. Preparation of Reserves**

#### **a) Marking**

**Water based PVA paint is the ONLY product approved by Council to mark reserves.**

For safety reasons, the following products are *not* permitted for marking reserves: Lime, Glyphosate (Roundup etc), Oil, Creosote, etc.

Any damage incurred on reserves from the use of chemicals or other activities by the seasonal user, which have not had prior approval from Council, will result in charges associated with remedial works being forwarded to the Club for this service.

No marking is to be carried out by the seasonal user while other hirers are using the reserve.

**b) Goals and posts**

Where goals or posts require Council staff to install or remove other than at season commencement or end a fee will be incurred. See Council fees and charges.

A minimum of two weeks' notice is required for installation/removal.

**c) Alterations and damage to fields**

User groups are not authorised to alter any part of the field, ground, surface or facility without prior written permission from Council.

This will include alterations to wickets, goals, fencing and other ground infrastructure.

Any unauthorised alterations may require restorative works which may be charged back to user groups/clubs responsible for the work required.

**7. Floodlighting**

Clubs requiring the use of floodlights during a season will need to use the coin operated lights on site. The charges for tokens for use of the floodlight will be additional to the ground hire fees and are listed in Councils Fees and Charges publication which is available on Council's website. All tokens must be paid for and collected in **advance** at the Narooma Council depot, at the Moruya Council Reception and the Batemans Bay Community Centre.

Clubs/groups are to provide the Facilities Booking Officer with the names of persons authorised to pay for and collect tokens on behalf of the club/group, in writing at the commencement of each seasonal hire period.

**8. Private/Club Equipment**

All club equipment and property is to be removed from the reserves or secured in appropriate storage after each use. Each site has basic storage which can be utilised by the seasonal hirer for their items. All items which are owned by the hirer shall be removed from site after each use unless by an agreed arrangement with Council.

No additional temporary storage is to be installed by the hirer unless by an agreed arrangement with Council.

All facilities and grounds are available for use by any member of the public outside of the times allocated to the seasonal hirer. As such, they shall be cleaned and maintained to a standard acceptable by Council at all times.

Council takes no responsibility for any equipment which is stored or removed from the site. If Council is required to attend to clean up or move equipment to allow a user group to fully utilise a facility, an account will be forwarded to the seasonal hirer for work undertaken.

Each facility is provided with basic essential equipment which is available to all who use the site. These items are the responsibility of Council for maintenance and upgrade and shall be treated appropriately by all users. Should seasonal hirers wish to incorporate additional equipment, approval must first be obtained from Council via the Booking Office. Any approved equipment **must** be in good condition, comply with all relevant standards and be secured or removed when not in use.



A surcharge will be added to large electrical appliances to cover the running costs of these items. (See Council's Fees and Charges)

An inventory of equipment and appliances will be provided to users at the start of the seasonal hire.

Clubs and groups are expected to turn off lights, heaters and urns when leaving and turn off fridges if they are empty or only contain non-perishables. Where clubs or groups gain approval to use additional electrical appliances, a fee will be charged to reflect the running costs of this additional equipment.

All electrical equipment on Council property must be tested and tagged, conducted by a qualified tester.

## 9. Legislative Requirements

The Seasonal hirer shall uphold and comply with Council Local Laws and all other legislative requirements associated with their activities on Council property as detailed in this Code of Practice.

## 10. Security

Keys to access change-rooms/ toilets and floodlights are to be collected from the Eurobodalla Shire Council one week prior to the first date of usage as indicated on application forms.

Keys issued to users of reserve and facilities must be returned within seven days of the completion of the hire period.

Keys are the responsibility of the person that signed the key declaration and must not be loaned to other persons or clubs without the prior approval of Council.

It is illegal to duplicate keys and under no circumstances is a person of the club permitted to do so.

All named keyholders are responsible for any damage or cost incurred to Council due to the misuse or loss of this key while under their control. Where no bond is required, a deposit (outlined in Council's Fees and Charges) will be held for each key issued.

Lost or missing keys may require a complete re-keying of a site for security reasons. The seasonal hirer responsible for the missing keys will be sent an account for the costs of re-keying the locks.

## 11. Insurance

Prior to commencing use of Shire facilities each season, all clubs are required to provide a Certificate of Currency as stated below:

***Broad Form Public Liability Insurance Policy (Public/Products) in the name of the Hirer for an amount of not less than twenty million dollars (\$20,000,000) in respect to any one claim or such greater sum as the Hirer may reasonably require, with Eurobodalla Shire Council and the Minister for Crown Lands noted as interested parties.***

**Note:** The broad form insurance must also cover products (i.e. sale of food). Council will not allow the use of facilities unless copies of the relevant insurance policies are provided. The club/ group must not do, or permit to be done or suffer anything to be done that would result in the cancellation or voiding of the insurance.

## 12. Hours of use

The Hirer is permitted only to use the approved area for dates and times stated in the Confirmation Letter.

No activity may commence prior to 7:00am on any day – this includes any setup or maintenance activities. Competitive sport may not commence until 8:00am on any day and must cease by 10:00pm.

## 13. Risk Assessment

Hirers are responsible for determining the suitability of the area for their activities, however Council may determine that a park/reserve is not suitable even following the Hirer's satisfactory assessment. Where Council deems an area as not fit for use, it shall not be used until further advice has been provided by Council.

The Hirer is responsible for inspecting the field/s, surrounds, car park, associated amenities and any other facilities to be used, at the commencement of each period of hire of the facility to ensure that they are free from obstacles or hazards. All reasonable steps must be taken by the Hirer to ensure that they are satisfied that there is no foreseeable risk of injury from the hired facilities.

## 14. Emergency Procedures

In situations where attendance of emergency services (Police, Ambulance or Fire Brigade) occurs at the Hirer's request or otherwise, Council must be notified by the next business day.

During office hours (8.30-4.30 Mon-Fri) please contact the Facilities Booking Officer on: 4472 3153. Outside these hours please call: 1800 755 760. A further follow up report will be required.

## 15. Field Closures

The Club must observe the closing of any park / facility due to wet weather and/or maintenance. If a site is scheduled for maintenance or major works, the Hirer will be given as much notification as possible and where available will be moved to an alternative location.

During periods of wet weather, the Hirer is responsible for calling Council's Ground Closure Hotline to confirm if Council has closed the site. Council's Ground Closure Hotline phone number is 4474 1027. Up-to-date information on field closures is regularly posted on Council's website at: [www.esc.nsw.gov.au/living-in/facilities-parks-gardens/sportsgrounds](http://www.esc.nsw.gov.au/living-in/facilities-parks-gardens/sportsgrounds).

The Club and its members are liable for the cost of rectifying any damage to the site as a result of use during periods of wet weather, where a field has been closed, and may be restricted from further use.

## 16. Promotion, Advertising and Signage

Seasonal hirers must not advertise any activity in a manner that contravenes Council's policies regarding advertising. Any advertising signage must be of a temporary nature, erected and removed on the day of hire or fixture. Permanent advertising is not permitted without development consent.

Further information on Council's requirements can be viewed via the Advertisement and Notification Code of Practice at: [www.esc.nsw.gov.au/inside-council/council/council-policies/codes/Advertisement-and-Notification-Code](http://www.esc.nsw.gov.au/inside-council/council/council-policies/codes/Advertisement-and-Notification-Code)

## 17. Parking

Players, club officers and spectators are required to use parking areas provided at facilities. At no time are vehicles permitted on playing surfaces or where vehicles may obstruct exits or emergency vehicle access.

## 18. Council Responsibilities

Council has long-term plans to maintain, renew and improve its existing facilities, as outlined in the Recreation and Open Space Strategy, asset plans and existing Master Plans for some specific areas. Funding for these works is provided on a priority basis as shown in Council's Delivery and Operational Plans.

Council is responsible for coordinating community facilities and spaces for sport and recreation to be adaptable to allow for multi-purpose use as a priority, and for the grouping and sharing of amenities (e.g. toilets, storage, car parks), where possible, to maximise community use and benefit. Council is also working towards ensuring compliance with standards at facilities to support people with a disability.

In addition to managing and maintaining the sporting and recreation assets, Council has a strong focus on energy efficiency across all of our asset classes. All new assets will be designed with energy efficient components, and Council will aim to retro-fit its existing infrastructure, throughout the life of the asset. Council will also monitor all non-Council owned fixtures to ensure energy efficiency targets are met.

Council will focus on providing 'Essential Infrastructure' as a first priority.

**However, infrastructure identified as essential may not be provided at all locations.**

Decisions on the type of infrastructure to be provided will be assessed in relation to the hierarchy of facilities in the shire (e.g. local/regional sporting facilities), existing amenities, community usage rates (current/future), whole of life costs and how the infrastructure might complement and add value for the community.

### a) Sporting and Recreational Infrastructure Maintenance and Renewals

The following infrastructure items are considered to be essential in supporting the conduct of community, sport and recreation activities. In order to support participation, Council will work towards ensuring that, as the first priority and as funding permits, all facilities include:

Playing surfaces and practice facilities to minimum required dimensions, with a surface standard to a quality that reflects the level of competition played and Council's hierarchy of facilities (as identified in the Recreation and Open Spaces Strategy)

Accessible Community centres and halls with kitchen and toilet amenities and basic heating/cooling in place

Basic car parking and access

Floodlighting for training use to comply with Australian Standards at specified high use fields

Toilets and change amenities that allow for safe, private use by males and females

Toilets accessible to the public

Kitchen/kiosk facilities that allow for basic food preparation and serving

Basic storage facilities

First aid space

Security lighting

Pedestrian paths

Security master key systems

For further information in relation to Council's principles for Community Infrastructure Provision and priorities for developments and improvement to sporting and recreational infrastructure, please refer to Council's *Community Infrastructure Guidelines*, from which the above information was sourced.

The document can be accessed via Council's website at: [www.esc.nsw.gov.au/council-services/works/improving-community-facilities-and-recreation](http://www.esc.nsw.gov.au/council-services/works/improving-community-facilities-and-recreation).

User groups are requested to advise requests for repair or damage via the Customer Service Request (CSR) process by calling 4474 1000.

## **b) Bookings**

Council will coordinate, monitor and confirm bookings from user groups and process fees, bonds and other charges as made public via Council's Fees and Charges.

The Booking Office will communicate regarding booking issues and keep accurate records of user groups and allocation of fields for seasonal users.

*Change history*

Version	Date	Approved By	Change
1	22 Sep 2009	Director Roads & Recreation	Reviewed and updated Active Recreation Seasonal Hire Code.
2	13 May 2015	ELT	Reviewed and updated, renamed to 'Sporting and recreational facilities seasonal hire' Code.

*Internal use*

Responsible officer		Director, Community Arts & Recreation		Approved by	ELT
File	E96.0152 E06.0375	Report	N/A	Effective date	13 May 2015
Min	N/A	Review date	Sep 2017	Pages	13