Kingborough

Sports Ground User Policy

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Responsible Officer:	Director Governance, Recreation & Property Services
Strategic Plan Reference:	1.5 An active and healthy community, with vibrant, clean local areas that provide social, recreational and economic opportunities

1. POLICY STATEMENTS

1.1 In the provision of sports grounds for use by the community, Council will endeavour to ensure the efficient and effective use of all facilities throughout the Municipal area in a fair and equitable manner.

2. DEFINITIONS

2.1 **Sports Ground** means an oval or playing field maintained by Council for the purposes of formal sport and recreation activities.

2.2 **Pavilion** means Buildings and/or facilities that compliment sports ground use (ie. Club rooms, change rooms etc)

2.3 **Winter Season** means April to September inclusive

2.4 **Summer Season** means October to March inclusive

3. OBJECTIVE

3.1 The objective of the Kingborough Sports Ground User Policy is to underpin the Kingborough ports Ground User Manual that has been developed to allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities, their use and development by clearly identifying:

3.1.1 Council's requirement from clubs and users;

3.1.2 Responsibilities of the user groups;

3.1.3 Responsibilities of Council;

3.1.4 Processes for facility development; and

3.1.5 Provide a framework that is equitable and easily administered.

3.2 The following objectives provide the framework for the establishment of an equitable and administratively operational Sports Ground User Manual:

3.2.1 Efficient and effective use of Kingborough community resources;

3.2.2 Encourage participation in sports and recreational activities by Kingborough residents;

3.2.3 Minimise potential over-use of ovals with efficient facility allocation and eliminate inappropriate use;

3.2.4 Match quality of playing surfaces to level of competition to be played at the ground; and

3.2.5 Enhance positive use attitudes and responsibilities towards facilities.

4. SCOPE

4.1 This policy applies to:

4.1.1 Allocation of facilities made through a tenancy application for seasonal allocation (winter 1 April- 31 August, and summer 1 October – 28 February); and

4.1.2 Casual use of sports ovals and pavilions that are used on a seasonal basis

5. PROCEDURE (POLICY DETAIL)

5.1 Facility use and allocation:

5.1.1 Sports facility allocations are issued to clubs that apply for the use of grounds and/or pavilions by completing the application process outlined in the Sports Ground User Manual by the required date;

5.1.2 In being allocated a facility, the successful club then enters into a tenancy agreement for 5 months, winter or summer;

5.1.3 The tenancy agreement forms a contract between the club (who then become the seasonal tenant) and Council;

5.1.4 By signing the application form, clubs agree to the terms and conditions outlined in the Sports Ground User Manual and agree to pay all fees associated with their ground use;

5.1.5 User fees are applicable for the use of all Council owned and maintained sports grounds, whether the use be by way of a seasonal tenancy or casual hire. Hire and usage fees are set out within Council's Fees and Charges schedule and are reviewed annually;

5.1.6 Seasonal summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved. Seasonal winter allocations will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved.

5.1.7 The seasonal agreement for ground use is only for 5 months with the with the winter season from 1 April – 31 August, and summer season 1 October – 28 February;

5.1.8 Pre-season training and finals are not included within the seasonal agreement if they fall outside the seasonal agreement dates. For finals, clubs (or associations who organise finals) are required to make a formal application to Council and these need to be lodged with Council by the close of business on the Tuesday following the last match played within the seasonal agreement dates. If this application has not been lodged by this time, sports ground renovation works or other user groups may be scheduled on the ground;

5.1.9 Application process for seasonal tenancies will be a notice placed on Council's website calling for seasonal applications by a due date. The application forms and Sports Ground User Manual will be available on Council's website. Existing tenant clubs will be sent application forms electronically or by mail if requested. Clubs will be notified by Council if successful or unsuccessful or of any information is outstanding;

5.1.10 If a club or organisation is dissatisfied with their allocation they may appeal in writing to the General Manager within 5 working days of the notice being issued;

5.1.11 Any breach of one or more of the conditions in the Sports Ground User Manual may at the discretion of Council, result in the use of the facility being limited or withdrawn;

5.1.12 As participation trends change, Council may review the practice of allocating facilities to provide for more efficient use;

5.1.13 Pavilions are provided to support sports ground activities. Allocations will also be made through a seasonal tenancy application;

5.1.14 All sports ground users must have Public Liability insurance cover. Clubs must be covered for a minimum of $20 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the club/sports ground user arising out of or in relation to allocation of a facility;

5.1.15 A copy of the Certificate of Currency must be attaches to the tenancy application;

5.1.16 Council does not provide Contents insurance on any pavilion. If the club stores valuable equipment or memorabilia in a pavilion, the club is solely responsible for insuring all of its contents;

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

5.1.18 Council reserves the right to close any sports ground to protect the playing surface, reduce risk to competitors and the public, to complete capital or maintenance works, in poor weather conditions or to allow rehabilitation of the ground after damage or over-use;

5.1.19 When grounds are closed for matches, where practicable, Council will make all attempts to provide clubs with at lease one day's notice in consultation with clubs; and

5.1.20 Council may access facilities at any time to undertake inspections or repairs.

6. GUIDELINES

6.1 Nil

7. COMMUNICATION

7.1 This policy will be communicated to all staff involved in the provision of sporting facilities in the community;

7.2 This policy will be forwarded to all clubs currently holding seasonal tenancy agreements;

7.3 Available to view on Council's website.

8. LEGISLATION

8.1 Standards Australia.

8.2 *Public Health Act 1997.*

9. RELATED DOCUMENTS

9.1 Kingborough Sports Ground User Manual.

9.2 Kingborough Sports Ground Seasonal Tenancy Application Form.

9.3 Kingborough Sport and Recreation Facilities Strategy 2013.

9.4 Kingborough Council Parks Recreation and Natural Areas By-law No. 3 of 2021.

10. AUDIENCE

10.1 This policy is publicly accessible via Council's website.