



In partnership with the Blue Mountains Sports Council



# SPORTS GROUND HIRE & USE HANDBOOK

Version 1.0 2006



# Sports Ground Hire & Use Handbook



## INTRODUCTION

Blue Mountains City Council has 27 sports grounds at 21 locations from Lapstone to Mt Victoria. These facilities are used by a wide variety of organised sporting clubs including athletics, AFL, cricket, dog training, netball, rugby league, rugby union, soccer, softball, baseball and touch football. In addition to sporting clubs there are other users such as schools, informal community groups and individuals. Council facilities are “community” facilities.

## PURPOSE OF THIS HANDBOOK

This handbook has been created as a reference guide for users of Council’s sports grounds and associated facilities.

There are two parts:

- **Part one** overviews Council’s operational objectives in regards to the use, operation and development of Council’s sporting facilities; and
- **Part two** outlines user group’s responsibilities and obligations to Council when using a sporting facility.

**Parts 1 & 2 together form the conditions of use for users of Council’s sporting facilities.**

When booking a Council sporting facility, hirers must read this document and abide by its conditions and contents.

For further information regarding the booking of Council’s sport grounds and associated facilities please phone (02) 4780 5613.

If you are unclear about anything in this handbook or require further information please phone (02) 4780 5709.



## **PART ONE GENERAL INFORMATION**

### **1. PARTNERSHIPS**

Council's aim is to encourage user groups to work in partnership with Council to ensure positive outcomes in the use and development of its sporting facilities. Council's sporting facilities are community facilities and multi use is promoted.

### **2. GOOD NEIGHBOURS**

Council encourages sporting clubs/user groups to be considerate of nearby residents. In the interests of harmony Council requests users to:

- Keep noise levels to a minimum especially during night - time practise sessions;
- Ensure cars are legally parked;
- Inform nearby residents of special events (such as Grand Finals); via a letterbox drop or notices in the Gazette;
- Ensure the grounds are left in a clean and tidy state before departure;
- Ensure floodlights are switched off prior to 10pm or as otherwise specified in the booking conditions and;
- Depart sporting facilities quietly.



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## 3. COMMUNICATION

Good communication is essential to the smooth running of sporting facilities. Your Sporting Club/Group can take the following steps to ensure effective communication with Council:

- Ensure Council's "**Community Info**" link on the Blue Mountains City Council website has your clubs current information (address, phone numbers, president, secretary, registration information). This helps both Council and the community access information regarding your club and its sporting activities (call ph **4723 5028** for more information about this service);
- If you have any **general maintenance** requests please call ph 4780 5000;
- All other requests for upgrades or major works should be in writing and addressed to the General Manager BMCC and;
- Keep up to date with activities of the Sports Council (see below).

## 4. BLUE MOUNTAINS SPORTS COUNCIL

In partnership with sporting groups, the Blue Mountains City Council has created the Blue Mountains Sports Council. The Sports Council provides a forum of communication between sports and Council. The Sports Council consists of 13 sporting code representatives, 4 Ward Councillors and Council support staff. The Sports Council participates in 4 Ordinary Meetings, an Annual General Meeting, and holds the Blue Mountains Sports Council Sports Awards each year.

If you wish to have an issue raised at a Sports Council meeting please call ph **4780 5709**, or check Council's website to find out your code representative.



## 5. SPORTS GROUND ALLOCATION

A booking is required to obtain exclusive use of a facility for a period of time. Bookings are made for one off events or for regular timeslots throughout a season.

Sports grounds are not allocated on a first come first served basis. In granting bookings for sporting facilities on a seasonal basis, Council will take into account a user groups' previous history of use. Council sports grounds usually have a main user group in the summer and a main user group in the winter season.

Please be aware that main user groups do not have exclusive use of facilities during the summer/winter seasons. Exclusive use is for the "specific booking times" during the season.

User groups wishing to begin pre season training outside their official season start date need to submit an oval booking form and evidence of current Public Liability insurance to Council. Council will then assess the request and advise them accordingly. **(Refer 12).**

## 6. SEASONS

Summer Season: Begins 1st October  
Finishes 3rd week of March

Winter Season Begins 1st April  
Finishes 31<sup>st</sup> August

The ovals are closed for use in September and the last two weeks of March.



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## 7. SEASONAL BOOKING REQUESTS

- Summer Codes are required to submit booking requests for sports ground allocations in the month of June.
- Winter Codes are required to submit booking requests in the month of February.

## 8. CLOSURE PERIODS

Sporting Clubs/User Groups are reminded that sports grounds will be **closed** for the **last two weeks of March** and **September** (month) for **rest** and **renovations**.

## 9. FEES & CHARGES

Charges may apply to those wishing to use floodlights and other items. Please ask when making a booking whether there are fees or charges associated with your booking.

## 10. ELECTRICITY & TELEPHONE

Sporting clubs are responsible for paying the utility charges related to their seasonal use (electricity/telephone). Clubs are to contact utility companies at the beginning of each season to make the necessary arrangements.

## 11. BOOKINGS (GENERAL)

Booking forms will need to be signed by either the club secretary or club president prior to submission.

Evidence of current Public Liability insurance is required when booking forms are submitted to Council.

Council does not allow for blanket bookings of a facility nor does it allow sub - letting of a sporting facility by a club, unless written permission is obtained from Council to do so.



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Any sporting club deemed to be submitting a blanket booking will have their booking rejected.

Council reserves the right to refuse or cancel any application/booking.

## **12. PRE-SEASON TRAINING**

User groups seeking the use of sporting facilities for pre-season training must first obtain the consent of the user group that has the current booking. **(Refer 5 previous)**.

Pre-season training and “friendly” matches may not take place on grounds without an authorised booking and evidence of current Public Liability insurance.

## **13. LINE MARKING**

Seasonal user groups are responsible for their own line marking. Casual users wishing to line mark must obtain written permission from Council to do so. Only purpose made line - marking paint is to be used.

## **14. IRRIGATION OF GROUNDS**

Only Council grounds staff are permitted to activate irrigation systems on Council sporting grounds. Many irrigation systems at Council sports grounds are automated and are pre programmed to irrigate during the times allowed by Sydney Water. User groups are reminded that water restrictions are currently in place. For more information regarding water restriction and irrigation of sporting grounds please call ph 4780 5709.

## **15. GOALPOSTS**

Council provides, installs and maintains the goal posts at its sports grounds.



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Clubs are not permitted to remove goal posts unless written permission is obtained from Council to do so.

Goal post nets are the responsibility of soccer clubs. Council does not provide or maintain goal post nets.

All goal posts must comply with relevant Australian Standards.

### **16. MAINTENANCE**

If you have a maintenance related issue please call Councils' **Customer Call Centre ph 4780 5000**.

### **17. COVERING OF CRICKET WICKETS**

The covering and uncovering of cricket wickets is undertaken during Council's March & September maintenance periods by Council grounds staff. Sporting Clubs are not permitted to cover or uncover cricket wickets.

### **18. REQUESTS FOR IMPROVEMENTS**

Requests for improvements that do not relate to general maintenance should be made in writing and addressed to the General Manager Blue Mountains City Council.

### **19. COUNCIL'S CAPITAL WORKS PROGRAM**

Capital works are projects that involve the planning and construction of new assets or improvement of existing assets. Council's Capital Works Program (CWP) is a program of capital projects that have been adopted and formally approved by Council.

Sporting groups wishing to apply for Capital Works funding can now do so themselves via Councils website [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au). Alternatively you can call ph **4780 5709** for more information.



## PART 2 CONDITIONS OF USE

### 1. RUBBISH REMOVAL

Sporting grounds and buildings must be left in a clean and tidy state. User groups are responsible for ensuring the grounds and amenities are clean before departure. In the event this condition is not met, Council may undertake the work and costs incurred will be charged to the user group. **This includes removal of all plastic drink containers and sports tape.**

### 2. GLASS

Glass containers are not permitted on sports grounds and related facilities other than those for use inside the canteen area.

### 3. GROUND CLOSURES

Any use of playing surfaces that have been closed will result in a \$200 fine and/or may result in bookings being suspended for a period of seven days. To check whether a sport ground is closed (especially due to wet weather) phone ph **4780 5617**.

### 4. GROUND MAINTENANCE

Council is responsible for the maintenance of its ovals. Sporting Clubs are only permitted to undertake maintenance and/or improvements to sports grounds after negotiation and written permission from Council. This includes, but is not restricted to, turfing, weed spraying, aeration and fencing work.

### 5. BUILDING MAINTENANCE / IMPROVEMENTS

User groups are required to contact Council regarding any building improvements and/or building maintenance issues. Permission may be granted for clubs to undertake maintenance and upgrades subject to negotiation and written permission from Council.



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Any building and/or electrical work found to have been carried out by or on behalf of any user group without written permission from Council may be removed and/or repaired by Council. All costs associated with any such rectification work will be charged to the user group. Failure to pay Council for any rectification of unauthorized works may lead to the sporting club or user group responsible having their booking/user rights revoked.

### **6. APPROVALS**

The use of amplifiers, generators, starting pistols, the establishment of any temporary stall, the erection of temporary building, i.e. tents, marquees and the operation of any amusement equipment are prohibited unless written approval by Council is granted.

### **7. GROUND CONDITIONS**

It is recognised there is a mutual obligation to ensure playing surfaces are safe.

BMCC will endeavour to provide, within its limited resources, playing surfaces that are fit for the intended purpose.

User groups are however responsible for checking the condition of the grounds prior to use to ensure they are safe. BMCC will not accept any responsibility for injuries caused due to circumstances outside its control (including vandalism, broken glass).

### **8. VEHICLES ON SPORTS GROUNDS**

The parking or driving of vehicles on Council sports grounds surfaces is prohibited (the only exceptions being ambulances and associated services, BMCC maintenance staff and associated contractors).



## **9. RESTRICTING ACCESS TO GROUNDS**

Permission for closing off and restricting access to Council sporting grounds for the purpose of charging spectators to watch sporting matches must be obtained in writing from Council. Consent will only normally be granted for finals or semi final matches.

## **10. TEMPORARY CLOSURE OF GROUNDS**

Grounds may be closed due to rain where use may be detrimental to the conditions of the playing surface. Grounds may be closed due to capital works upgrades and grounds will be closed during the March & September maintenance/rest and renovation periods.

## **11. EXCLUSIVE USE**

Sports grounds are not for the exclusive use of certain sporting clubs nor (unless there is a lease in place stating so) are the buildings i.e. as clubrooms. Only for approved specific hours booked through Council does exclusive use prevail.

## **12. RISK MANAGEMENT/INSURANCE**

Council's Risk Management Policy requires sporting clubs, schools and other organised user groups to obtain Public Liability Insurance. Documental evidence of appropriate Public Liability Insurance indemnifying Council against all claims arising from the booking and subsequent use of its facilities to the value of \$10 million is required. Council's Public Risk Insurance Policy does not extend to cover individuals/clubs/organisations/associations for accidental death/bodily injury and/or loss or damage to property arising out of the use of its facilities.

## **13. PUBLIC LIABILITY INSURANCE**

Proof of Public Liability insurance must be submitted to Council with each booking request. The policy must be current for the booking period requested. Bookings submitted to Council without



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proof of current Public Liability Insurance will be returned to sender, no tentative booking or otherwise will be made by Council.

## **14. LOSS OF ALLOCATION**

Council appreciates that sporting clubs/users groups are generally conscientious in regards to their use of Council sporting facilities. Sporting clubs/user groups are reminded that disregard for the conditions of use could result in usage privileges being diminished or revoked.

### **This includes:**

- Failure to provide current Public Liability insurance;
- Failure to observe closures such as rest/renovation periods and ground closures due to wet weather;
- Failure to remove rubbish from grounds after use and;
- Failures to adhere to the guidelines set out in this document.

## **15. SECURITY & ACCESS**

Keys made available to casual hirers of Council sporting facilities must be returned within 24 hours of use.

## **16. KEYS / SEASONAL USERS**

Clubs are responsible for the keys allocated to them by Council.

## **17. KEY REGISTERS**

Records of the location of all keys must be maintained by sporting clubs/user groups and available for access by Council Officers if requested (Council may request to undertake an audit of keys issued). Clubs will be required to comply with all requests by Council Officers in this regard.



## **18. BUILDING SECURITY**

Buildings must be secured when not in use.

## **19. LOST KEYS**

Lost keys should be reported to Council. A lost key will result in facilities lock/s being replaced. Costs for this replacement will be charged to the sporting club/user group.

## **20. UNAUTHORISED CHANGING OF COUNCIL LOCKS**

Changing of locks is not permitted unless written permission from Council has been granted. Council shall at all times be able to access every amenity facility if required.

Should a non-approved lock be fitted to a facility by a sporting club / user group, the lock will be removed and replaced by Council at the sporting clubs expense.

Sporting clubs/user groups should contact Council should any problems arise in regards to security.

## **21. CANTEENS**

In general, sporting clubs have seasonal use of canteens. Any group (including schools) wishing to use a canteen must contact the seasonal user to negotiate access. Such requests must be made at least 7 days prior to the day required (preferably sooner).

## **22. RESPONSIBILITY OF CANTEEN STOCK**

Sporting clubs are responsible for stock left in canteens.

## **23. LOCKABLE STORAGE**

Council does not provide lockable storage for users groups. Any user group wishing to create such storage facilities in a canteen must contact Council and obtain written permission/approval.



## **24. ERECTION OF SIGNAGE OR BANNERS**

A permit from Council is required should any sporting club or user group wish to erect any advertising sign or banner.

## **25. ERECTION OF TEMPORARY FENCING**

Written approval must be obtained prior to the erection of any temporary fencing.

## **26. CONSUMPTION OF ALCOHOL**

The consumption of alcohol within sporting ovals is **only permitted** with written permission of Council.

## **27. SALE OF ALCOHOL**

The sale of alcohol without a license is prohibited. Application to sell alcohol must be lodged for permission, accompanied by written consent and approval from the Police and Liquor Licensing Court of NSW.

## **28. STORAGE OF SPORTING EQUIPMENT**

Sporting clubs and user groups are responsible for any items left in a sporting facility. Users will be required to remove any items that may be deemed a health and safety issue.

## **29. LONG TERM STORAGE OF EQUIPMENT**

User groups no longer actively using a sports facility must ensure all equipment and related items are removed from storage areas previously provided.