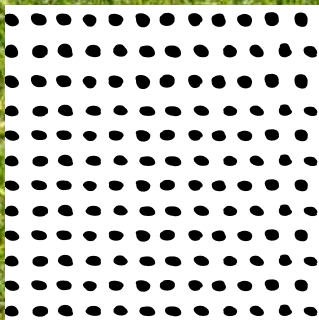


CITY OF SOUTH PERTH

SEASONAL APPLICATION GUIDE

2020



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Introduction

The City of South Perth recognises sporting clubs and community recreation organisations are a valuable part of a health vibrant community, as are the volunteers that devote so much time and energy to build and sustain their clubs. This guide includes details on how to apply for use of the City's sports grounds, conditions under which the sports grounds are allocated, as well as other information you club may find useful.

This information pack has been written for winter and summer sports. Where the information is different for the two sporting seasons, it is clearly defined. For queries on completing the forms or identifying the grounds, please call the Club Development Officer on 9474 0777 or email clubspirit@southperth.wa.gov.au.

Important Dates for Clubs

Summer sports seasons are to run exclusively between October 1 and March 31 inclusive. Winter sports seasons are to run exclusively between April 1 and September 30 inclusive. Pre-season training will be permitted subject to the approval of the incumbent organisation and the City.

Winter Season: Reserves in the City of South Perth are available for winter use from the following dates:

Season	Commencement of Training	Commencement of Match Play
2020	5 March	7 April
2021	1 March	3 April

Summer Season: Reserves in the City of South Perth are available for summer use from the following dates:

Season	Commencement of Training	Commencement of Match Play
2020/21	3 September	13 October
2021/22	6 September	9 October

Reserve Bookings and Reserve Information

The allocation of sports grounds is decided on a seasonal basis to ensure that everyone in our community can enjoy the benefits of participating in sport and recreational activities. This may include shared use of facilities by two or more groups at any time.

Seasonal hire entitles the hirer to two (2) training sessions (max 2 hours each session) and one game/match per week per team during the club's relevant season.

Reserve Booking Process

1. Complete the relevant booking form. Seasonal Active Reserve forms will be sent directly to clubs in December for the winter season and July for summer. Out of season, finals and other event booking forms can be requested from the Club Development Officer.
2. Submit completed booking forms to the Club Development Officer.
3. Once your booking forms have been received, they will be processed for availability and you will be sent a confirmation letter. Invoices will be sent once the club's fixtures/playing numbers have been confirmed. The misuse of any sports grounds outside of the stipulated times may result in the ground usage being revoked. The City is working towards having a complete understanding of the capacity of each reserve so please ensure that bookings made are accurate to how your club utilises the space.

Pre-Season Training

From 1 July 2018 seasonal users may have up to two sessions per week for **pre-season** subject to availability of reserves. If reserves are already booked with current season bookings, then areas outside of their bookings may be used with agreement of the club and City. One Month (4wks) pre-season can be catered for and expressions of interest for two months (8wks) can be made but not guaranteed. Fees, charges and conditions will apply.

If your club requires grounds for pre-season training, you will need to liaise with the current seasonal hirer and then book through the Club Development Officer accordingly. If an amicable agreement cannot be reached it will be the responsibility of the off season club to find an alternative venue.

Maintenance Period/Seasonal Changeover

The seasonal changeover period allows any reparation or maintenance works to be completed and goals to be removed or erected in readiness for the new season. Due to our large maintenance repair program, it is necessary to start works as soon as possible. During this time of maintenance no match play will be possible and training sessions limited.

In order to achieve a smooth seasonal changeover, all sports grounds within the City, clubs must provide an estimate of final training and match play dates to the City at least one month prior to seasonal changeover so works can begin as soon as possible. If this information has not been received by the requested date, approval for maintenance to start will be given which may cause major inconvenience to your club.

Goal Posts

The maintenance, installation and removal of goals are the responsibility of the City of South Perth. Goal posts will be installed during the maintenance period once the summer user finals have been completed

and prior to the commencement of the winter sports season. Goal posts will be removed after the completion of all winter sports.

Covering the cricket synthetic wickets

The City will be responsible for the covering and uncovering of the synthetic cricket wickets on sports ovals at seasonal changeover. This will be undertaken during the seasonal change over period.

Line Marking

The marking of sports grounds are the responsibility of the incumbent club using the ground during the allocated sports season. Only commercially available grass line marking liquids containing PVA ingredients which are environmentally friendly and safe to use will be permitted in the marking out of playing field dimensions. The use of herbicides, creosote, kerosene, diesel, oil or any other substance which will result in an adverse affect to the turf will not be permitted. Any club who uses such substances will be required to carry out the necessary remedial work as determined by the City's Parks Team to rectify the situation.

Sports Oval Floodlights

Unless otherwise approved by the City:

- Sports ground floodlighting will only be considered at designated sports ovals within the City.
- The Australian Standard recommendations for sports lighting will provide the standard requirements for sports lighting in the City
- Floodlighting will provide either training purposes or competition match play; or a combination of both, as determined by the level of play required at each sporting oval.
- The need and priority of sports floodlighting installation, provision, upgrade and replacement will be determined by the City.
- Priority of lighting will be higher for activities that are shared by multiple user group.
- Consultation with local residents will be determined by the proposed level of change to the current floodlighting provision or where new provision is proposed and there is a potential impact to nearby residential amenity. If a need for community consultation is required and where not addressed through a Development Application process then a consultation process with be undertaken.
- Costs and usage of City managed flood lights will be in accordance with the City's Annual Fees and Charges schedule based on 100% cost recovery.

Fees & Charges

The cost of hire is determined in accordance with the City's Schedule of Fees and Charges. The Schedule is reviewed annually. A copy of the current fees and charges are included in this guide.

Conditions of Hire

The City maintains a number of ovals, parks, reserves and facilities that are regularly used by corporate groups, sporting groups, social groups, informal groups and/or individual, which are available for hire. The use of the City's reserves and facilities is largely governed by the City's Public Places and Local Government Property Local Law 2011.

Use of pavilions, change rooms and/or toilets within a sports pavilion on sports grounds must be arranged with the pavilion lessee of that ground where applicable, or, in the absence of a lessee, the City. All clubs controlling change rooms and pavilions are required in the event of hire of the grounds that the change rooms must be made available to the hirers. The clubs are permitted to charge for the cost of cleaning and other expenses and to impose a bond against possible damage.

All outstanding monies in relation to previous season ground allocations must be paid prior to the commencement of the season. Failure to do so will result in the loss of the ground for that season. Costs associated with the cleaning of the club rooms on a weekly basis will be the responsibility of the incumbent club in addition to all and any lease or permit clauses.

Should any other club, organisation and/or association approach any sporting club for use of the ground on any day it is not being used, it must be directed to the City and on no account must private arrangements between clubs and or groups be made.

Looking after your field

Each year, the City spends a considerable amount maintaining the various sporting grounds for clubs to use. This includes reticulation, mowing, fertilizing, top dressing and a number of other practices which the City's Parks Team undertake to keep the fields in the best possible condition. There are also a number of things that sporting clubs can do to help keep the fields in top condition over the course of your season including:

- Moving training around the fields – in particular, try not to train in the goal squares/centre squares as they are high wearing spots on the fields
- Setting up a sacrificial training area off the main playing pitches
- Doing high intensity training, such as agility drills off the main playing pitch and not in central areas.

Temporary Closure of Reserves

The City reserves the right to close the area or relocate a club to complete capital works, maintenance and/or urgent works. All attempts will be made to provide clubs with at least seven (7) days' notice.

Facilities

Lease

Lease agreements are used to provide sports clubs and/or associations with exclusive occupancy of Council sports facilities for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions. Leases are generally issued for a 5 year period. Clubs with lease agreements have greater exclusivity to facilities when compared to other arrangements and therefore have greater revenue generation potential. This also means that there are higher expectations on maintenance and upkeep of facilities.

Management licence

A management licence provide a sports club and/or association with a permit to use a facility on a seasonal basis (winter runs between April-September and the summer season is October-March). Management licences do not provide user groups with exclusive occupancy rights to the facility. Management licence periods are also generally a five year period.

Building maintenance requests

Requests for maintenance will be attended to as soon as practicable. All maintenance requests can be made to the Club Development Officer or through the City of South Perth's Report It app.

Cleaning

It is the responsibility of the club to keep the club room, change rooms, toilets and sports grounds clean and tidy. Cleaning and disposal of rubbish must be undertaken after every match and training session. Failure to keep the grounds, facilities and buildings tidy could result in the immediate cancellation of a club's allocated ground use.

City of South Perth staff may inspect the grounds at any time. If the inspection reveals a need for any extra cleaning or repairs, then this work must be satisfactorily completed with 48 hours of cleaning issues and 3 weeks for repairs. Incomplete work will be carried out by the City and the full cost invoiced to the club.

Changeover between seasons

As some clubs may use the premises seasonally, it is essential that the changeover is completed by the end of the season/period. It is preferred that a grace period of 2 (two) weeks either side of the season/period is allowed for to ensure a smooth changeover between clubs/lessee's. At the handover

the premises must be in good working order in all respects and clean and free from rubbish and occupancy wear and tear. The City must be notified of when changeover meetings are occurring and may attend. Keys to the building provided by the City must be returned to the City at the end of the lease period and/or exchanged during handover.

Club Development

The City of South Perth has a dedicated Club Development Officer who assists sport and recreation organisations to develop and thrive in the community.

The Club Development Officer aims to:

- Increase club profiles and development opportunities
- Improve self-management of clubs through training
- Provide club support and networking opportunities
- Strengthen relationships between the City and clubs
- Assist in club sustainability
- Provide clubs with grants and funding opportunities.

The key focus areas of the club are:

- Education and facilitation – self management seminars and workshops
- Communication – access to newsletters, flyers, calendar of events and email networks
- Funding

Sponsorship & Funding

Individual Development Program

The Individual Development Program is open to individuals who are residents of the City of South Perth and have been selected to represent the state or country in interstate or international championships, competitions or significant cultural, academic or community service activities.

The maximum grant that may be awarded in this category is:

- \$200 for interstate travel/accommodation
- \$300 for international travel/accommodation.

Community Funding Grants

Community Funding Grants provide grants of up to \$5,000 available throughout the year (until the pool of funds is exhausted) for both non-incorporated and incorporated community organisations.

Applications must be submitted at least eight weeks prior to the project start date.

Kidsport

The DSR KidSport program enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. To find a club within the City of South Perth or beyond visit the Department of Sport and Recreation website.

Applications for KidSport are due prior to attending your first game/session. Fees will NOT be paid retrospectively.

Eligibility criteria

- Applicant must be aged 5-18 years
- Applicant must have a health Care Card or Pension Concession Card
- Applicant's primary place of residence must be in the local government area that they are applying to (exceptions may apply)
- It is preferred that applicants register with a club that is in their local government area.

More information

- Funding will cover the cost of fees to join the nominated sport or recreation club (this may include other or related costs as identified by the club)
- Maximum of up to \$150 per child
- Applicants can only receive funding once a year
- Fees are only for the nominated registered season
- No limitation to applications per family as long as criteria is met.

Club Spirit Newsletter

To keep the community up to date with sport and recreation information, the City produces the Club Spirit newsletter every two quarter.

If you are a local club or association in the City of South Perth and would like to keep up to date on sporting information, sponsorship, fundraising and grants in your City, subscribe to Club Spirit.

Insurance & Documentation

Public liability insurance

The City requires clubs to have public liability insurance to the minimum value of \$10 million to insure against damage to the property or bodily injury that may be suffered by any person by any reason of an accident and happenings in any way connected with or arising out of the hire of the premises. The club is required to provide a copy of their insurance when submitting a ground booking application. This is for the protection of the club in the event of legal action.

Contents insurance

The club is solely responsible for insurance of all contents, stock and fittings for their replacement value in the stated premise for the duration of the lease. Therefore it is important to have adequate contents insurance that covers all probabilities so that club does not find itself in financial difficulties if under insured.

Professional indemnity insurance

Clubs take out this insurance to cover their coaches and trainers and any other persons giving professional advice or imparting skills. This type of policy protects persons for claims made against them for negligent acts, advice, instructions or omissions during their work.

Proof of incorporation

A current copy of your club's certificate of incorporation must be provided. Being incorporated gives your club legal status and provides some protection for club members from debts and liabilities that may be incurred by the club. If your club is not incorporated, contact the Department for Consumer Protection. All sporting clubs are required to be incorporated and failure to do so may result in loss of the use of a ground/s.

Alcohol

The consumption of liquor on public property and in City facilities is prohibited except where the City gives consent, through the completion of relevant application forms and acceptance of standard conditions set under City management practices and procedural documentation. This consent is aligned with the City's Public Property Local Law 2011 and Liquor Licensing Amendment Act 1988, Section 48, which allows club and restricted club licences to be issued to facilities including clubs, institutions and other incorporated bodies. The club organiser is required to make application to the Director of Liquor Licensing who will forward a copy to the City for its records.

The club or organisation is responsible for the safety of people using the facility and for ensuring alcohol is served in a responsible manner. The lessee/licensee must ensure that people serving or consuming alcohol are over the age of 18 years, suitably trained and cease serving alcohol by midnight with all

functions concluding by 1am. If written application has been made to the City for an extraordinary function, the City may, at its discretion, permit changes to the service and finish times. The lessee/licensee must ensure that when the premises are hired by a sub-lessee, an occasional licence is obtained if alcohol is being sold at the premises.

Acceptable behavior

During the times the club occupies the change rooms and playing fields, it will be responsible for the conduct of persons partaking in its activities, particularly in the evenings when facilities are used for training.

Damage to property

The club will be held responsible for any damage to internal City of South Perth property by its members or by visiting teams and supporters. Vehicles are not to be driven on the reserve for any reason. If it is found damage has been made to the grounds through club activities the club will be responsible for the cost of reparation. The Club Development Officer must be made aware of any damage as soon as practical.

Food permits

All clubs that use kitchen facilities need to obtain a food permit unless authorized by the City's Environment Health department. For more information, contact the City's Environment Health Department in 9474 0777.

Keys/Swipe cards

If additional keys/swipe cards are required please let the Club Development Officer know. Fees and charges apply. All keys must be paid for before collection. Clubs are NOT permitted to cut their own keys.

Noise

All efforts should be made to ensure that club members leave the area in a quiet and orderly manner. Tooting of horns, excessive revving of car engines, shouting, loud singing and swearing are not allowed.

Smoke free policy

Smoking in any facility under the care, control and management of the City of South Perth is prohibited. Consistent with City management practices aligned with the City's Public Property Local Law 2011 and Tobacco Products Control Act 2006, all City buildings are deemed to be non-smoking areas and lessees/licensees are required to acknowledge and enforce this policy during their period of occupancy. Please be aware that there is to be no smoking within 5 metres of any entrance, air intake and/or opening to any City owned/managed facility, under the same Act as above.

Waste Management

The disposal of waste is the responsibility of the clubs. Clubs need to ensure that excess rubbish is removed from the playing surface, surrounding areas and outside the clubroom area at all times, particularly after each event and/or game. Clubs needs to ensure a high level of cleanliness is maintained both inside and outside the pavilion and sports ground.

Signage

The City supports the principle of advertising/sponsorship on sporting grounds to assist sporting organisation's offset operational costs. An annual advertising fee is applicable. Upon receipt of all permits for the proposed sign(s) the Senior Booking Officer is authorized to issue a permit under the relevant policy without reference to the City. Approval will be granted on the reserve only and not on any part of the external part of the building. This excludes use of Sir James Mitchell Park and adjacent areas to the Swan and Canning Rivers, any buildings, permanent signage, and the Collier Park and Royal Perth Golf Courses. Incorporated Not for Profit community groups may seek this advertising approval for Sir James Mitchell Park under the same Policy. The conditions for advertising/sponsorship and/or signage is detailed in the City's Advertising on Reserves Policy.

Liaising with City of South Perth

It is preferred one designated person from each club liaise with the City of South Perth. This designated person will generally be the nominated contact provided on the Seasonal Application for the use of the City's reserves during the relevant sports season.

In situations here urgent and immediate maintenance is required, please contact the City's Club Development Officer on 9474 0854 Monday to Friday 8.00am – 4.00pm.

Outside of these hours, for urgent/emergency requests, please contact the City's after hours number 9474 0777.

Useful Contacts

Club Development Officer

Tel: 9474 0854

Email: clubspirit@southperth.wa.gov.au

Responsibilities:

- Primary contact for club enquiries
- Management of the Club Development Program
- Seasonal Sporting Ground Allocations
- Casual bookings of sporting grounds
- Maintenance Issues
- Kidsport

Bookings Office

Tel: 9474 0777

Email: bookings@southperth.wa.gov.au

Responsibilities:

- Booking of community halls and pavilions
- Booking of passive reserves and parks.