The purpose of this Information Sheet is to outline to clubs, associations, schools and other user groups the procedures and conditions for the use of Council’s sports facilities. Additionally, it provides answers to some frequently asked questions.

Council, as the asset manager of sports facilities, will communicate with the public at large regarding the required terms and conditions of use. Council welcomes any comments on how the process can be improved to assist your organisation/club.

Should you have any questions or problems throughout your allocated season, please contact Council’s Sport & Recreation Officer on 6581 8111.

**ALLOCATION PROCEDURES**

Please click [Sports Facility Bookings](#) to complete an allocation request:

- It is the responsibility of each organisation/club committee to make requests on behalf of its members.
- It is the responsibility of each organisation/club to make alternative arrangements should the requested sports field be unavailable. While Council will endeavor to meet all reasonable requests there is no guarantee that sufficient sports fields will be available to satisfy all user demands. For seasonal applications, Council will perform an evaluation, once all applications are received prior to the start of the season, and allocate fields based upon organisations/clubs needs to ensure a fair and consistent approach for all organisations/clubs.
- All organisations/clubs are required to submit seasonal applications a minimum of six (6) weeks prior to the start of the respective season. Seasonal applications will receive an immediate email acknowledgment to confirm Council has received the application (please keep this for evidence of request). Seasonal applications will receive a response once all seasonal applications have been evaluated.
- Council requires detailed days and times of training and competition, with supporting evidence, to ensure no blanket allocation requests are lodged. No blanket bookings of sports fields and facilities will be accepted by Council. All requests will
- All organisations/clubs are required to submit pre-season and casual applications a minimum of fourteen (14) days prior to the required dates of use.
- Council reserves the right to allocate sports fields to other users for training, competitions, carnivals and private events.
- All bookings are to be made through Council’s online application process.
- Any alterations needing to be made to the approved seasonal allocation will require the submission of a new online application.
- For general sports field enquiries, as per the Customer Service Charter, Council will provide an acknowledgment or application receipt email, or complete response where possible, within ten (10) working days.
SPORTS SEASONAL DATES

The below dates are a guide to sports seasons which Council’s operational teams will have fields and facilities prepared for respective seasonal sports.

All user groups are encouraged to work collaboratively with Council and other user groups to achieve the best outcome for all sports.

COUNCIL SEASONAL ALLOCATION DATES

SUMMER SEASON: 1 October to 31 March
WINTER SEASON: 1 April to 30 September

TYPE OF USE

Seasonal: a long-term allocation of a sports field to a recognized incorporated club or other organisation for the primary purpose of conducting sports training and competition matches within the designated dates specified. Requests outside of the specified dates will be accepted as pre-season or casual applications only.

Pre-Season: a short-term allocation of a sports field not currently in use for other seasonal sport activities or maintenance to a recognized incorporated club or other organisation for the primary purpose of conducting pre-season training, games or grading. No designated pre-season period exists; however, Council will endeavor to allocate available facilities for a two week period prior to the start of a sports season only.

Casual: refers to a one-off booking of a sports field by a recognized club or other organisation for the primary purpose of conducting training, playing sport, or any recreational activity.

OUT OF SEASON TRAINING

Any dates outside of the designated sports seasonal dates above will be classified as out of season.

If access to a sports field and associated facility is required, out of season, Council will review the request on a case by case basis and seek to meet applicant’s needs. Fields will not be allocated, out of season, if already seasonally allocated to another organisation; if under a scheduled or emergency maintenance program; or if the field is deemed closed.

Council requests that organisations/clubs perform all out of season training at:

- Grassed area south of Oxley Oval (elevated area)
- Ashdown Reserve
- Blair Reserve
- Greenmeadows Reserve
- Beaches and suitably sized reserves (excluding Westport Park & Town Green)
- School Sports Fields (organisation/club to contact and book directly with the school)
- Wayne Richards Park Multipurpose Synthetic Sports Fields
PRE SEASON TRAINING BOOKINGS

- No goal posts, cricket pitches or field marking will be installed and/or prepared before the start of the designated season dates recognized in this document.

- Council reserves the right to allocate fields and associated facilities irrespective of historical usage. If an approval is provided, user groups may not necessarily be allocated their traditional venue for pre-season training, but provided an alternative location.

- User groups must respect the rights of current seasonal users of fields, and their respective assets (cricket pitches/goal squares etc.).

- Active seasonal allocations, maintenance, and Major Events will take precedence over pre-season training, pre-season games, and pre-season grading requests.

- Pre-season allocations may be restricted to venues identified by Council. Council reserves the right to reject pre-season training, games, trials and galas due to current seasonal allocations and facility maintenance.

FIELD CLOSURES

- For all training, competition and school sport, from Monday to Friday inclusive, Council will determine whether sports fields shall be closed due to the effects of wet weather; the current field condition; and predicted climatic conditions.

- Inspections will be completed before 3pm daily (Monday to Friday) and updated on Council’s website.
  - Although deemed ‘open’ sporting groups have a duty of care responsibility to inspect fields for suitable play, even when a field has been deemed open by Council
  - Fields deemed ‘closed’ on a Friday will remain closed for the weekend
  - Fields deemed ‘open’ on a Friday are then the responsibility of the user group to assess for the suitability of play. Any damage caused due to play in wet weather will be invoiced back to the user group.
  - Fields deemed ‘closed’ remain closed until further inspected and updated on the council website.

- Updated information on sports field closures is available on Council’s website - [Sports Field Closures](#)

- Any excessive damage caused to sports fields from inappropriate or early access use by user groups becomes their responsibility. Council will invoice the responsible user group for damage caused to sports fields, where such damage is considered to be excessive and greater than would be expected from normal wear and tear. Council’s decision on whether excessive damage has been caused shall be made by experienced staff and shall be final.
FIELD MARKINGS

- Council will mark sports fields at the beginning of the season and maintain thereafter as part of a scheduled maintenance program.
- Sports fields are not to be marked by any other party without Council’s written approval.

SPORTS FIELD LIGHTING

Sports field lighting provided by Council is intended to provide access and opportunity to train and/or play night fixtures. Not all council sports fields have Lux levels appropriate to train for and/or play night time large ball or small ball sports in accordance with Australian Standards. It is incumbent on the user group to check with Council’s Sport and Recreation Officer on the lighting coverage prior to commencing any night time activities. The field requested must have the correct Lux level illuminance provision relative to the purpose requested on the application.

Sports field lighting is a user pays system, for detailed costs please check Council’s schedule of fees and charges. User groups will be responsible to cover costs incurred by operating lights, including associated costs if not turned off.

Clubs are required to submit a request to use sports field lighting prior to each season - Sports Field Lighting Request.

Should sports field lighting globes or fixtures fail to work, or may require re-aiming, please follow any of the below instructions.

- Between 8.30am and 4.30pm call Council on 6581 8111
- For after-hours emergency access (no lights working only) call Council on 6583 2225
- Click here to report an issue online.

KEYS and LOCKS

- Council will provide a reasonable two (2) sets keys for each user group upon receipt of a key allocation request form. These keys CANNOT be duplicated. Extra keys can be organised at cost to the user group; however, Council will restrict how many will be issued to any one organisation/club.
- Keys are to be returned within one (1) week of the conclusion of each allocation - failure to do so may result in re-keying of the facility.
- User groups will be responsible for the cost of replacing ALL padlocks or re-keying of facilities should keys be lost/stolen or not returned to Council when requested or due.
- Council padlocks on Council facilities are not to be removed and replaced with user groups own padlocks. Should this occur, Council will remove and replace all unauthorised padlocks at the cost to the user group. If this continues to occur, it may result in cancellation of current allocations and/or affect future allocation requests.
- No padlocks are to be put on any council amenities. Any padlocks placed on these assets will be cut off, and a call out fee will be charged for the removal and replacement of such locks. If this continues to occur, it may result in cancellation of current allocations and/or affect future allocation requests.
ACCOUNTS

• Port Macquarie Regional Sports Stadium is a fee for service venue and Council will invoice each user for all associated fees and a bond. Please, do not make any payments until an invoice has been received unless an agreement is in place with Council.

• Wauchope Indoor Sports Stadium is a fee for service venue and Council will invoice each user for their allocation. Allocations can be cancelled up to seven (7) days prior to the date of use. Cancellation within seven (7) days will be invoiced as if used.

• For the use of lights, Council will invoice seasonal user groups on a quarterly basis and casual users at the conclusion of an allocation; failure to meet the lighting costs will impact on future lighting allocation requests.

FEES

• Where fees are applicable they will be charged directly to the organisation/club. All fees and charges have been endorsed by Council and can be found in Schedule of fees and charges.

• Use outside the permitted hours/days listed in approved allocations may result in increased charges or cancellation of any approval(s).

• Any unpaid fees and charges may result in Council placing the accounts in the hands of debt recovery. User groups will be invoiced for their outstanding amount and the costs associated with debt recovery.

• Failure to pay fees may result in the exclusion from all Council facilities and/or relocation to another field.

CANTEENS

• Some canteen facilities are operated by a seasonal user group. Casual users remain permitted to utilise these canteen facilities. Arrangements will need to be made with the respective user group.

• Where facilities have multiple user groups, users must work collaboratively in the space. It is suggested each user group provide;
  
  ▪ A lockable fridge
  ▪ Padlocks to lock any allocated storage cupboards

• No items of perceived value are to be left in storage at the canteen. This is to help reduce motivation for break and enter of the premises.

• Fridges and other electrical items are not to be operated out of allocated approval dates.

• It is the responsibility of the Approved user to ensure the following;
  
  ▪ Tagging and testing of all electrical appliances - Workcover electrical inspection and testing
  ▪ Food Handling - Health hygiene for food handlers

• Council reserves the right to provide access to canteen facilities for major events. User’s will be required to remove all stock and provide the use of canteen amenities, fixtures
and appliances within a reasonable amount of times and prior to the event.

• User’s will have one (1) week at the conclusion of their season to vacate and clean the premises. Facilities are to be left clean and tidy as per Canteen handover audit.
  ▪ Where canteens are deemed by Council as not clean and tidy, Council will employ a contract cleaner at the cost of the User.
  ▪ Any remaining stock will be removed by Council, at the cost of the User.

CHANGE ROOMS

• Change rooms can be accessed by any authorized organisation/club upon application. Change rooms are not exclusively allocated to organisations/groups as part of a seasonal approval.

• All organisations/clubs are required to have the change rooms cleaned following use. Failure to effectively clean the facilities will result in Council employing a cleaner and invoicing the organisation/club.

LIAISING WITH COUNCIL

• Each organisation/club should designate one person to liaise with Council on issues associated with the use of Council sports facilities.

• Council’s Sport and Recreation Officer should be each organisations/clubs first point of contact, and can be contacted on 6581 8111.

• For any after-hours emergencies (outside 8.30am to 4.30pm) call Council’s out of hours call centre on 6583 2225.
1. This agreement applies to any fields and facilities described in the allocation approval; only the sport/type of activity stated in the allocation application is permitted to be performed.

2. The approved user must pay all applicable fees, charges and/or any monies payable to the Council in full by the due date upon receipt of an invoice.

3. The approved user is not authorized to sublet the field/facility to any other body unless provision is provided in a lease arrangement approved by Council.

4. The approved user is authorized to use the field/facility only during the dates and times nominated in the allocation approval.

5. The approved user is not authorized to commence any activities prior to 7.00am on any day, without express permission from Council within the allocation approval.

6. The approved user must cease all field activities prior to 10.30pm on any night.

7. The approved user must co-operate with other approved users and users of the field/facility.

8. The approved user must ensure that the field/facility and the surrounds are kept clean, neat and tidy at all times. Immediately after each usage, the approved user must leave all sports fields and facilities in a clean and tidy condition. Any costs incurred to clean or restore any damage to a sports field or facility, as a result of activities, is to be borne by the approved user.

9. The approved user is responsible for performing a safety inspection of all facilities including (but not limited to) playing surface, surrounds, car park, buildings, irrigation systems, fencing goal posts, structures and associated amenities prior to each use of a field/facility. This inspection is to ensure fields/facilities are free from obstacles or hazards and to allow the user to take all reasonable steps to satisfy itself that there is no reasonable risk of injury from the field/facility to any person participating in the approved users’ activities. This applies to each training and competition session. Playing surfaces deemed unsafe must not be used until repaired. To report an issue to Council click here.

10. The approved user must observe the closing of the field/facility on-site notice. To check if a field is open or closed click here.

11. The approved user must review Council’s website in the event of wet weather to confirm if Council has closed the field/facility. The website will be regarded as the standard medium for field closures. Where a field closure sign is contradictory to the website, the website will take precedence. Council reserves the right to pass on any fees associated with repatriation of fields damaged during wet weather use if the field was utilised by a user when deemed closed by Council.

12. The approved user is liable for any associated costs to rectify any damage to the field/facility during periods of hire.
13. At the time of submitting an application for use of Council fields and facilities, users are required to provide a valid Certificate of Currency. Council’s insurance provider advises the level of coverage and the terms required to reduce risk to Council. Unfortunately an event cannot be formalized unless these requirements are shown on the Certificate of Currency.

- **Limits of Protection**
  - Public Liability - $20,000,000 (minimum).

- **Inclusion Terms**
  - Port Macquarie Hastings Council listed as either an Interested Party, or Insured Principal for Council’s respective rights and interests, and
  - Business Description which states what activities are covered under the policy.

14. The approved user is responsible for property insurance covering all equipment and contents owned by the Approved user used and/or stored at the facility.

15. The approved user is responsible for any equipment and/or goods stored in Council assets.

16. The approved user must remove all equipment and/or goods stored in any Council assets during periods of inactivity. Use of the canteen is not exclusive. If the area is not cleaned out within one (1) week of the last date of hire, Council will charge a cleaning fee and anything left will be disposed of.

17. The approved user must ensure that all access points to fields and facilities are locked and secured at all times when not in use; and that all service ducts and emergency exits are kept clear at all times.

18. The approved user must endeavor to take every possible steps/means to control the players, spectators and visitors at the field/facility.

19. Motor vehicles are not permitted on any fields unless specifically authorised by Council. The approved user is responsible for controlling parking; ensuring all vehicles are parked correctly within the areas provided; and that no vehicle is parked on any grassed areas or in front of any driveways.

20. The approved user must notify the licensor (Council) of any events that might be out of normal activities and are expected to generate larger than usual crowds and any extra noise. In this circumstance the approved user will need to ensure their insurance covers the expanded activities. Council will not accept any expanded activities without adequate insurances.

21. During periods of seasonal allocation, the approved user is responsible for ensuring all canteen facilities, fixtures and fittings meet all relevant regulations and are kept clean and tidy. For more information see:
   - Workcover electrical inspection and testing
   - Health hygiene for food handlers

22. The approved user may only place advertising in situ with Council’s written approval, and must not promote any alcohol or tobacco products on any Council owned or managed assets.

23. The approved user must obtain express permission from Council, and the appropriate permit from the Licensing Court of NSW, for the sale and/or
consumption of alcohol at Council facilities. Sale and/or consumption of alcohol will not be considered at facilities where minors are training or playing. Consumption of alcohol from glass bottles is strictly prohibited.

24. Approved users must adhere to Council’s Smoke Free Outdoor Areas Policy at all times.

25. The approved user is not permitted to charge entrance fees to persons or vehicles at any of Council’s fields/facilities without the express permission of Council, with the exception of Port Macquarie Regional Sports Stadium.

26. The approved user must not use amplified sound systems, or amusement devices, without the prior consent of the licensor (Council). This requires the completion of a Section 68 Permit.

27. The approved user must obtain licensor (Council) consent prior to the erection of temporary buildings, shelters, tents, marquees, stalls.

28. The approved user must report to the licensor (Council) all maintenance and repairs required at the field/facility.

29. The approved user must obtain licensor (Council) consent prior to carrying out any works, alterations and improvements to fields and facilities using the following online form: Sporting Facility Upgrade Form.

30. Either party (Council or the Approved user) may cancel the agreement in writing with notice of no less than one month. Council will not back date cancellations.

31. Condition 30 (above) does not apply if the approved user breaches any Term or Condition of the agreement. In such a case, Council reserves the right to terminate any existing approval at any time; considering the nature of the breach.

32. The approved user must accept that any approval is subject to the right of Council altering the charges and conditions at any time.

33. No padlocks are to be put on any council amenities. Any padlocks placed on these assets will be cut off, and a call out fee will be charged for the removal and replacement of such locks.

34. The approved user is required to report all problems and damage on sports fields that require attention to Council the next working day, on 6581 8111 or using the Report an Issue online reporting tool.

35. Noise levels are to meet Environment Protection Authority requirements. See NSW EPA for more information.

36. Gas bottles are not to be stored in Council buildings.

37. Any organisation or club found to be causing damage to sports fields and facilities will be invoiced and may have their existing approval cancelled by Council.