

City of Cockburn



Sports Ground Seasonal Allocation Guide

Winter 2012

All sporting clubs in the City of Cockburn intending to use sporting reserves must complete a seasonal allocation form.

Information regarding the use of the City's Reserves and your application to use them is contained within the guide.

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Seasonal Ground Allocation for Sporting Clubs

General Information

Application forms must be completed and returned to the City of Cockburn if your club wishes to apply for use of any of Council Reserves during the relevant sporting season. The sporting seasons are defined as:

Winter Season: 1st April – 30th September.
Summer Season: 1st October – 31st March.

All correspondence regarding Sports Ground Seasonal Allocations should be addressed to:

**Recreation Services
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965**

The 'Application to hire City of Cockburn Reserves – Licence' form must be returned by the following dates for the relevant season:

Winter Season – Last working day in January

Summer Season – Last working day in August

Your booking is not approved until the City of Cockburn has received a completed Application and a confirmation letter has been issued.

Recreation Services will endeavour to accommodate all sporting ground applications; however there may be some instances where it is not possible to provide a club with their exact request. In those circumstances, the relevant club will be contacted to discuss alternate arrangements.

A number of factors are considered when determining the seasonal ground allocations:

- ⇒ The number of groups requesting use of the reserve
- ⇒ Past payment history
- ⇒ Condition of the reserve
- ⇒ The impact of the activity on the reserve.

Who to contact in Recreation Services at the City of Cockburn

Recreation Services have recently undergone a number of staff and structural changes. Below is some information about the officers in Recreation Services who you may contact for various issues.

To ensure a timely response to your queries and club related matters, please contact the most relevant officer. For the majority of club related issues the Recreation Development Officer or Club Development Officer will be the first point of contact for your club.

recreation@cockburn.wa.gov.au

Recreation Services Coordinator

Ph: 9411 3438

Email: alacquiery@cockburn.wa.gov.au

Responsibilities: Strategic Sport & Recreation Planning
Lease agreements
Facility Development & Project Management
Maintenance & Reserve Issues

Recreation Development Officer

Ph: 9411 3654

Email: bmcnally@cockburn.wa.gov.au

Responsibilities: Ground Allocation
Casual bookings of Active reserves
External Event Applications
Maintenance Issues
Recreation Events – Bike Week, Bibra Lake Fun Run
Funding programs - Kidsport & Travel Assistance Grants

Club Development Officer

Ph: 9411 3676

Email: estinton@cockburn.wa.gov.au

Responsibilities: Club Development – *Champion Clubs Program*
Clubs link with Department of Sport & Recreation
Club Resources & Database
Sports Equipment Grant

Bookings Officer

Ph: 9411 3432

Email: nwilson@recreation.wa.gov.au

Responsibilities: Booking of Community Halls and Centres
Booking of passive reserves & parks

Community Centre Project Officer

Ph: 9411 3404

Email: jmigliore@cockburn.wa.gov.au

Responsibilities: Regular Community facility hirers
Community halls and centre activity development.
Maintenance issues in the absence of the Bookings Officer

Liaison with the City

The City of Cockburn recognises the important contribution made by club officials of the various sporting organisations to the wider community, but is also aware of the annual changes in personnel that occur. Some simple steps can assist communication and should be recommended to your club committee:

- ⇒ Obtain a PO Box to ensure information is received irrespective of changes in committee membership. It is also important that this box is cleared regularly, even during your off season.
- ⇒ Nominate one person responsible for liaison with the City (it may or may not be the person responsible for this booking application). This person should be easily accessible during business hours as a contact to avoid numerous members giving and receiving different messages. **Responses to all correspondence will be directed to the person nominated as the contact for the club.**
- ⇒ Provide an email address of the main contact person on the application form as the City often receives information from other organisations such as the Department of Sport and Recreation or Sports medicine by email which can be forwarded to the club.
- ⇒ Advise the City of any up and coming events.
- ⇒ Advise as soon as possible of any damages or maintenance required at the facility/reserve.

Booking Changes, Special Events, Windups, etc.

If a club wishes to make any changes to their seasonal allocation, or they wish to hold any special events outside of their normal seasonal allocation (such as windups and fundraisers), the following must be adhered to:

- ⇒ The City's Recreation Development Officer must be contacted to check availability of times for venues and grounds.
- ⇒ Appropriate forms for venues and reserves must be completed and returned to the City providing notice of up to 6 weeks for confirmation of booking.
- ⇒ Where a conflict of times occurs, the City will allocate fields and facilities on a *first come-first serve* basis.
- ⇒ It is recommended that where more than one club is using a facility during the season, discussions are held between the clubs prior to contacting the City of Cockburn.
- ⇒ The City reserves the right to withhold or permit bookings at anytime.

Booking of Reserves

Sporting clubs may not under any circumstance book the City's reserves for any activities such as school sports carnivals or invitational matches outside of the ground allocations given to the club at the start of the season. All bookings for the City of Cockburn's reserves must be directed to the City's Recreation Development Officer on 9411 3654.

As a matter of process, where an application for a field has been made by a school or other third party to use a field for an event, the City will contact the relevant in-season club to provide canteen services and/or make available the changeroom facilities.

Schedule of Fees and Payments

Payment for reserve and facility use is in accordance with the City of Cockburn's **Fees and Charges** Schedule 11. The amounts shown are in dollar values per player per season and are GST inclusive.

Seniors Fees and Charges

⇒ Grass surface, match and training	\$44.00
⇒ Grass surface, training	\$24.00
⇒ Grass surface, match	\$22.00
⇒ Hard Court surface, match and training	\$30.00
⇒ Hard Court surface, training	\$18.00
⇒ Hard Court surface, match	\$15.00
⇒ Clubrooms	\$ 4.00
⇒ Change rooms	\$ 4.00

Juniors Fees and Charges

⇒ Junior Player	\$2.80
⇒ Clubrooms	\$1.00
⇒ Change rooms	\$1.00

Seasonal Hire fees entitle the sporting club to use of the sporting reserve for up to three (3) training sessions per week and one (1) day of fixtured games.

***N.B. Where a club nominates to have more than 3 training and 1 match session in their seasonal allocation, a pro-rata fee will apply to those additional sessions.**

All sporting clubs will, during their season, receive a ***Sporting Clubs Survey Form*** asking to identify the number of players their club has. An invoice for the season allocation will be forwarded approximately two (2) months after receipt of the *Sporting Clubs Survey Form*. Verbal confirmation of club numbers will not be accepted. In the absence of the *Sporting Clubs Survey Form*, the City will estimate the number of players at the club and invoice accordingly.

Services Provided for Seasonal Hire Fees

The payment of the Seasonal Hire fees entitles the club to the following facilities if available:

Grass and Hard Court Fees

- ⇒ Use of the playing surface as per the application form
- ⇒ Use of Public toilets (where available)

As of 2009/2010 financial year a new fee has been introduced for clubrooms and changerooms per player. This fee entitles the club to access changerooms, clubrooms, kitchens and storage and also includes electricity and water consumption for the season. This only applies to those clubs under a seasonal licence. Clubs under a lease or management agreement are exempt from paying this fee.

Floodlighting is a separate charge and all electricity consumption resulting from floodlighting will be invoiced directly to the club during the season. Invoiced amounts will reflect meter readings for floodlighting.

Ground Markings and Maintenance

Ground Markings

An initial ground marking will be undertaken by the City of Cockburn at the start of the season. The clubs must indicate what markings they require on the 'Application to hire City of Cockburn Reserves' form along with a diagram indicating approximate location on the field.

**** Note: The City will NOT do an initial line marking if Ground Allocation form is not received by the specified due date.**

The City will pay 75% of the total initial line marking cost and clubs will be required to pay the remaining 25% which will be invoiced with your ground fees later in the season. Ground markings after the initial mark up are the responsibility of the sporting club using the reserve. No ground markings may be done prior to the start of the season without written permission from the City of Cockburn. Contact the Recreation Services Coordinator for more details.

Acceptable line marking agents:

- ⇒ Water based paint
- ⇒ Plastic paint
- ⇒ Hot water
- ⇒ Steam
- ⇒ Cutback Bitumen

*N.B. If the club is using paint to mark lines, it is not recommended that paints with a high UV protection are used as repeated application will damage the playing surface.

Prohibited line marking agents:

- ⇒ Lime
- ⇒ Chalk

- ⇒ Oil or Creosote
- ⇒ Herbicides (such as Roundup)

Use of prohibited line marking agents will result in an \$80 fine being issued in accordance with local laws. Please refer to local law Part III Division 2 3.3 (s) which states:

A person shall not on a reserve, foreshore or beach: climb, injure, cut, break, deface, pull up, pick, remove or destroy any tree, tree guard, shrub, flowers, grass or plant of any kind or description or; without the written consent of the Council or an authorised person, plant any such thing or sow any seeds.

A field which has been adversely affected by the application of line marking agents, will, at the discretion of the City's Parks department, be closed down for scheduled sporting activities until safe to play on. The relevant State Sporting Association and fixturing body will be notified of all field closures.

The City of Cockburn currently uses Sports Circuit Linemarking who may be contacted on 0422 126 221.

Reserve Maintenance

The City reserves the right to undertake ground maintenance at anytime throughout the year. The City will provide a minimum of one weeks notice to clubs if any maintenance is scheduled and alternative grounds may be required for training and competition. The City will endeavour to make ever effort to minimise the impact to the clubs when undertaking reserve maintenance however they may be instances that may cause disruptions that are not controlled by the City.

Cleaning and Maintenance

Except as otherwise specified in a Lease or User Management Agreement, the City will undertake repairs and maintenance to the facilities.

If your club is aware of any maintenance or repair issues requiring attention, please fill in the attached form or visit www.cockburn.wa.gov.au/Clubs and return completed form to recreation@cockburn.wa.gov.au or contact the Recreation Development Officer or Recreation Services Coordinator.

It is the hirer's responsibility to ensure that the facilities are kept clean at all times. The following cleaning duties are the responsibility of the clubs:

- ⇒ **Sweep floors**
- ⇒ **All rubbish, i.e. food scraps, drink containers, food wrappers and general litter is disposed off appropriately.**
- ⇒ **Toilets are left in a clean, tidy and hygienic condition*.**
- ⇒ **Kitchens and kiosk surfaces are clean and free of food debris.**
- ⇒ **General rubbish around the facility and on the playing fields is removed.**

** It is the responsibility of the clubs to provide their own toilet paper, soap, etc in the changerooms.*

The City will be undertaking a regular inspection of all sporting facilities to ensure cleanliness to an acceptable standard. Those facilities not in clean and tidy state will be cleaned by the City's contract cleaners. If contract cleaning is required, the club will be invoiced for the cost of cleaning. Where more than one club is using a facility in season, the cost will be equally divided between the clubs.

Alcohol

No alcohol is to be consumed in or on any City of Cockburn facilities or reserves without written permission from the City.

Under City of Cockburn Policy **ACS10 – Criteria for Agreements for Management of Council Club/Changerooms** liquor licences will not be granted except where a club has a current lease agreement.

Where a club wishes to have a liquor licence, they must first receive permission from the City of Cockburn and then make application to the Department of Racing Gaming and Liquor.

If a club does not have a lease arrangement with the City, it will be allowed to obtain occasional liquor licences for special functions such as fundraisers, etc. at the discretion of the City.

Pre Season Training

Permission to conduct pre-season training may be given at the discretion of Recreation Services. There is no additional cost for pre-season training, however no days/times will be reserved and those clubs doing pre-season training must modify their schedule around summer season activities and any Parks maintenance activities.

Insurance

All clubs and associations must be covered by appropriate levels of public liability insurance. The City of Cockburn has Public Liability Insurance Cover, however this only covers the facilities and other infrastructure, and it does not in any way cover activities by the club or association. A copy of your Certificate of Currency must be submitted along with the *Application to Hire City of Cockburn Reserves – Licence*.

The City of Cockburn insists that it is the clubs responsibility to check all active reserves prior to games. A 'Match Day Checklist' is a great way that clubs can be sure that the reserve is safe for play. Also, this allows clubs to keep any records for insurance purposes. If clubs do have problems with active reserves they need to contact recreation services on 9411 3654.

Conditions of Hire

1. BOOKING APPLICATION

All applications must be completed in full on the *Application to Hire City of Cockburn Reserves - Licence* form and returned to Recreation Services, City of Cockburn, PO Box 1215, Bibra Lake DC WA 6965.

2. CONFIRMATION OF BOOKING

All applicants must follow the procedures outlined in the *Sports Ground Seasonal Allocation Guide*.

The Hirer will be responsible for ensuring the use of the Facility and/or Reserve complies with the approved purpose and all other conditions of hire.

Any hirer granted approval to use a Council Facility and/or Reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group except with written permission from the City of Cockburn.

3. SCHEDULE OF FEES

Compliance with the City's *Fees and Charges* form part of these conditions.

4. USAGE TIMES

Approval to use a Council Facility and/or Reserve applies only to the times and dates outlined on the *Application to Hire City of Cockburn Reserves - Licence*.

At no time is any club activity to extend beyond 1am.

5. CONSUMPTION OF ALCOHOL

The hirer must comply with provisions of the *Liquor Licensing Act 1988*.

Alcohol may not be consumed on any reserve or any facility without written permission from the City of Cockburn.

6. SMOKING

Smoking is strictly prohibited in all Council facilities. Smoking must be restricted to outdoor areas only and any discarded butts disposed of appropriately.

7. INSURANCE

All seasonal reserve hirers must have Public Liability Insurance Cover. A certified copy of a Certificate of Currency must accompany the *Application to Hire City of Cockburn Reserves - Licence* form.

8. CLEANING

It is the responsibility of the Hirer to leave the facility and immediate surrounds clean and tidy. All food scraps, rubbish and general dirt is to be cleaned up at the end of each day. Changerooms are to be kept free of dirt and debris and all kitchen surfaces are to be cleaned after use each day. Seasonal hirers are responsible for ensuring that all wet areas including toilets and showers are cleaned and also the replacement of consumables such as toilet paper and soap. Spectator areas must be cleaned of all rubbish at the conclusion of all match fixtures.

9. DAMAGE

Please ensure that any notable damage is reported prior to the commencement of your playing season. All damage is to be reported to the City during business hours (Monday to Friday).

The driving of nails, tacks, screws, etc into walls or furniture is prohibited.

Sporting clubs will be invoiced for the repair of any damages to the facility that can be directly attributed to the club's members or through failing to secure the premises after use.

10. SECURITY

The hirer will ensure that all lights are turned off and any doors, windows and gates are locked at the end of each use.

11. COMPLIANCE WITH LEGISLATION

The hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the *Environmental Protection Act 1986*, the *Environmental Protection (Noise regulations) 1997* and *Health Act 1911*.

12. COMPLIANCE WITH LOCAL LAWS

The hirer must ensure compliance with the City of Cockburn's local laws.

13. SPECIAL EVENTS

All special events outside the seasonal hire times must be booked through the City of Cockburn Bookings Officer and abide by any special conditions as indicated by that officer.

14. TENTS/MARQUEES

No tent or marquee is to be erected at any facility, reserve or public open space area without obtaining prior written consent from the City.

No stakes and/or pickets are to be placed into any part of the ground without the City's written consent in order not to damage reticulation.

Any repair of damage to the City's reticulation will be at the expense of the hirer.

15. LINEMARKING

All line markings on reserves are the responsibility of the hirer. The only approved line marking agents are those outlined under the appropriate section of the *Sports Ground Seasonal Allocation Guide*. Use of any other line marking agents without written consent of the City is a breach of conditions.

16. SIGNAGE

No signage is to be erected at a Council facility and/or reserve without prior written approval from the Manager, Parks.

17. STORAGE

Any items left by the hirer at a Council facility and/or reserve run the risk of being utilised by other parties. The City accepts no responsibility for use, damage or theft of these items. High-pressure storage systems such as barbecue gas bottles must not be stored in Council facilities. All chemicals, including: paint, kerosene, cleaning fluids, etc must be stored in correctly labelled containers.

18. SPECIAL CONDITIONS

The hirer acknowledges that any special conditions set out in the booking confirmation shall apply and be incorporated in this agreement. In the event of any conflict between these conditions and the special conditions, the latter shall take priority.

PLEASE NOTE: You are required to sign a declaration as part of your booking application that you have read, understood and agree to the conditions of hire stated above. Please ensure you have read them thoroughly.

GROUND/BUILDING (MINOR) MAINTENANCE REQUEST FORM

CLUB: _____

RESERVE: _____

POSTAL ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ (DAY) _____ (MOBILE)

EMAIL ADDRESS: _____

Ground Maintenance Requests

Please list any ground maintenance requests below

Building Maintenance Requests

Please list any ground maintenance requests below

Other Maintenance Requests

Please list any ground maintenance requests below

Please return your requests to Recreation Services
recreation@cockburn.wa.gov.au