

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

19 September 2017

Agenda Item 6.1 Sports Facility Use Policy

Attachment 1 Sports Facilities use policy - September 2017 115

GREATER SHEPPARTON CITY COUNCIL

Policy Number X.X

Sports Facility Use Policy

Version 1.0

Adopted Day Month Year

Last Reviewed Day Month Year

Business Unit:	Infrastructure
Responsible Officer:	Manager Parks, Sport and Recreation
Approved By:	Chief Executive Officer
Next Review:	1 July 2019

1. PURPOSE

This policy describes the way in which the Greater Shepparton City Council allocates sporting fields and associated facilities for hire.

2. POLICY PRINCIPLES

Council is committed to providing equitable allocation of Sporting facilities and defining responsibilities regarding their use by sporting and community groups taking into account, the following;

- Inclusion: encouraging a diverse cross section of the community to participate in sport such as women, juniors, people with special needs and Culturally and Linguistically Diverse (CALD) communities
- Responsibility: ensure sporting clubs are aware of their own and Council's role in the management, use and maintenance of Sporting facilities.
- Fairness; ensuring consistency and transparency in the allocation of Sporting facilities
- Partnership; a clear understanding of the partnership required to manage and maintain these highly valued community facilities.

2. OBJECTIVE

To provide equitable access and safe playing conditions for users while sustainably managing available sports grounds.

The objectives of the Sports Facility Use Policy are:

- To provide a responsible, consistent, transparent and equitable process for the use of Council sports fields and associated facilities.
- To provide agreed principles to prioritise use and management of sports fields and associated facilities managed and/or owned by Council.
- To assist Council in the allocation of sports fields and facilities when competing requests are received.
- To provide clear direction which is consistent with other Council policies, local laws and relevant legislation affecting the use of sports fields and facilities.
- To ensure Council is provided with adequate time for maintenance activities to sustain quality sporting facilities for use by the community.

3. SCOPE

This policy applies to sports grounds and associated facilities located within Greater Shepparton municipality which are owned and/or directly managed by Council, and doesn't include section 86 committees of management.

This policy must be adhered to by all seasonal and casual hire groups wishing to use any sports field and/or associated facility. While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community

groups private and commercial organisations who wish to apply for allocated use of a sports field and/or associated facility.

5. POLICY

5.1 Sustainability

Council will restrict field use in order to maintain safe field conditions and minimize maintenance at the end of each season.

If, during the season, the condition of the field deteriorates, Council may, at its discretion, reduce the hours or cancel the right of a user group to use a field for health and safety reasons.

Council will notify the nominated contact of the user group as soon as practicably should the need arise to reduce hours or cancel a booking. In the event that this occurs, Council will not be held responsible for relocating any user group.

5.2 Facility Allocation

Prior to the commencement of each season, information is sought about training and playing requirements for the forthcoming season.

Council officers will use the following hierarchy for prioritising facility allocation:

1. Major Events - Council endorsed major events will receive highest priority.
2. Level of competition - higher levels of competition will get preference.
3. Financial sustainability – users that can demonstrate financial viability and ability to meet financial obligations to Council will receive priority.
4. User groups with long term agreements with Council - User group that have long term usage at facilities will receive higher priority.

5.3 Contributions to Capital Infrastructure

Council aims to recognize and encourage organisations who contribute to capital improvements of Council facilities. Council may (at its absolute discretion) provide a reduction in hire fees for a specified period as an incentive to those users who contribute to capital improvement of sports fields and associated facilities managed and/or owned by Council.

User groups contributing toward capital improvements do so on the understanding that the facility remains in Council ownership and the Council will specify and manage all capital construction works. Any agreement in regards to capital contributions will be a formal agreement to ensure both parties are clear of their obligations.

5.4 Eligibility to Hire Fields

To be eligible to hire sports fields and associated facilities, user groups must have a public liability policy with a minimum of \$20 million coverage.

A user group will not be allocated keys or be given approval to access the allocated sports field or facility until the User Hire Agreement is received by Council's Sports Field and Facilities Booking Officer.

5.5 Pre-season and out of season booking requests

Booking of sports fields and/or associated facilities for pre-season training and trial matches may be accepted if:

- Ground conditions are acceptable.
- The 'in season' sport does not require the use of the sports ground and the 'home' club has given written approval.
- Maintenance activities are not programmed.

5.6 Fees and charges

The fees and charges for hire of Council sports fields and/or associated facilities are based on a star rating system with 5 star venues attracting the highest fees. Fees and charges are indexed annually in accordance Council's budget process.

The schedule of fees can be obtained from Council's website

5.7 Temporary Closure of Fields

Council reserves the right to close any sports field and/or facility 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.

Council will not be held responsible for costs incurred with a user group relocating to an alternative venue.

RELATED POLICIES AND DIRECTIVES

- Greater Shepparton Council Plan 2017-21
- Greater Shepparton Sport 2050 Strategic Plan
- Municipal Health and Wellbeing Action Plan 2017-21

RELATED LEGISLATION

- *Nil*

REVIEW

This Policy will be reviewed on an biennial basis by Greater Shepparton City Council's Sports Field and Facilities Booking Officer in conjunction with the Manager Parks, Sport and Recreation and Executive Leadership Team.

Peter Harriott
Chief Executive Officer

Date

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