

Policy:	Allocation and use of sports grounds
Department:	Assets
Approved by:	Policy and Services Committee
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1. Purpose

To provide a framework for a consistent approach to the ongoing and seasonal use of Council's sports grounds. Council aims to do this in a fair and equitable manner in order to accommodate the requirements of the District's sporting clubs and organisations. This policy enables Council to manage the use in a responsible manner so as to ensure the quality of the grounds.

2. Conditions of allocation (seasonal use)

- 2.1 Clubs and other sporting organisations using, or wishing to use sports grounds on a seasonal basis may apply to Council for a Permit at any time. Previous seasonal users will be contacted approximately one month prior to the start of their normal season to determine if continued use is required and invited to make a further application.
- 2.2 Applications must be made on the prescribed form, giving an indication of player/team numbers, days and times it is anticipated the grounds will be required and the activities proposed. It is acknowledged that clubs may not have finalised their league schedules at the stage of applying so the days and times of requirement will be "best guess" based on anticipated requirements.
- 2.3 Where there are winter and summer codes using the same grounds and there is an overlap of days/times requested, Council will expect these clubs/organisations to have liaised in advance of their applications to ensure there is no conflict. This is becoming more of a necessity as codes seek to extend their seasons for one reason or another and impinge, in some cases unreasonably, on the other code. If it appears there has been no such liaison Council will request it and this may delay approval.
- 2.4 Council will give due consideration to each request and issue a "Permit to Use" outlining the approved days, times and activities (practice or match play) and the Conditions of Use.
- 2.5 A fee shall be applicable depending on the sports code and as determined by Council's Fees and Charges set each year. This fee must be paid upon receipt of the Permit and an invoice.

3. Conditions of allocation (casual use)

- 3.1 Casual users wishing to utilise a sports ground for a one-off or irregular event (being of a sporting nature or otherwise) may apply to Council for a Permit at any time.
- 3.2 In the first instance Council will determine if the proposed use is appropriate for the ground applied for and not likely to cause any undue wear and tear.
- 3.3 If the proposed use is considered appropriate, Council will advise the applicant and, if the subject ground is permitted to a seasonal user, request it/them to liaise with that user and provide a letter of support from such user.
- 3.4 If there is no reason to withhold approval, Council will issue a "Permit to Use" outlining the approved days, times and activities and the Conditions of Use.

- 3.5 A fee shall be payable depending on the sports code or event and as determined by Council's Fees and Charges set each year. This fee must be paid upon receipt of the Permit and an invoice.

4. Conditions of use (all use)

- 4.1 Notwithstanding the grant of a Permit, the use of the sports grounds is always subject to Council's control through the Parks and Reserves Officer and, as outlined below under "Ground Closures", there will be times when Council may close the grounds. In such circumstances, no use is permitted although Council may allow conditional use (for example practice only by junior teams in a certain area of the sports ground).
- 4.2 Notwithstanding the grant of a Permit, Council reserves the right to take over any sports ground for any important local, regional or national event of which due notice was not given at the time of issuing the Permit.
- 4.3 The grounds must be left in a clean and tidy condition at the conclusion of each day's activities.
- 4.4 No fixed infrastructure may be erected on the grounds for the duration of the Permit without the prior approval of Council. This includes lighting, goal posts, "dugouts", shelters or other similar structures. All such approved structures must be maintained in a clean, sound and safe condition to the satisfaction of the Parks and Reserves Officer.
- 4.5 The permit holder shall be responsible for the installation and dismantling of all temporary facilities such as goals/nets, flags and other operational material/equipment.
- 4.6 The permit holder shall be responsible for marking or otherwise delineating playing areas, (including turf and artificial playing fields and hard courts) subject to the conditions set out below under "Sports Ground Line Marking".
- 4.7 Permit holders may not carry out any maintenance or remedial works on the grounds without first obtaining the consent of Council's Parks and Reserves Officer.
- 4.8 Permit holders must maintain for the duration of the Permit, public liability insurance in the minimum sum of \$2, 000,000 (two million dollars).
- 4.9 Council reserves the right to attach any other conditions to a Permit that may be appropriate to the time, sport or event.

5. Ground closures

Grounds will be closed or have their usage restricted if it is considered that immediate continued use would produce damage to the field(s) to such an extent that it that would render it/them unsafe or unusable for future games within the same season. When this situation arises, on the authority of the Parks and Reserves Officer, Council officers or maintenance contractors will place "Ground Closed" signs on the grounds and all seasonal or casual users will be obliged to stay off the grounds until further notice. Any club or person removing or ignoring such signs may find their permit to use the fields cancelled for the remainder of the season or, potentially, longer.

6. Sports ground line marking

Line marking of turf sports grounds is an activity that regrettably is often carried out poorly and results in damage to the field that is extremely difficult, time consuming and expensive to remedy. To prevent this, the following conditions apply:

- No herbicide shall be used prior to line marking.
- No waste or diesel oil combinations are permitted to be used. This is environmentally unacceptable and results in dangerous ruts where the grass cover has been destroyed.
- Line marking must be completed using an approved turf line marking solution or diluted acrylic paint that is free of anti mould agents such as simazine.

- The plant growth regulator PRIMO MAXX (trinexapac – ethyl) may be added to the marking solution at a rate of 2ml per litre of line marking paint so as to provide additional life of the markings.
- Any mowing/cutting prior to line marking shall not be to a height of less than 20mm. and clippings must be removed from the site.