



Sports Facility Users Guide

A guide for community sporting organisations

March 2023

Sports Facility Users Guideline Table of Contents

Bayside City Council

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List of Sportsgrounds



Baseball



AFL



Soccer



Athletics



Dog Obedience



Cricket

Sportsground	Address	Sports
A.W Oliver Reserve	Little Avenue, Hampton East	
Balcombe Park	Balcombe Road, Beaumaris	
Banksia Reserve	Oak Street, Beaumaris	
Beaumaris Reserve	Reserve Road / Cloris Avenue, Beaumaris	
Boss James Reserve	David Street, Hampton	
Brighton Beach Oval	South Road, Brighton	
Castlefield Reserve	Ludstone Street / Kingston Street, Hampton	
Cheltenham Park, East & West Ovals	Park Road, Cheltenham	
Cheltenham Recreation Reserve	Weatherall Road, Cheltenham	
Chisholm Reserve	Duncan Street, Sandringham	
Dendy Park – Athletics Track / Northern Pitch	Breen Drive, Brighton East	
Dendy Park - Lower Ovals	Breen Drive, Brighton East	
Donald MacDonald Reserve	Keating Street, Black Rock	
Destructor Reserve	Spring Street, Sandringham	
Elsternwick Park Oval 1	Glen Huntly Road, Brighton	
Elsternwick Park Oval 2	St Kilda Street, Brighton	
Elsternwick Park Oval 3 & 4	Head Street, Brighton	
Hurlingham Park 1 & 2	Nepean Hwy, Brighton East	
Moorabbin West Oval	Widdop Crescent, Hampton East	
Peterson Street Reserve West & East	Peterson Street / Highett Road, Highett	
Sandringham College – Highett Campus	Lansell Avenue, Sandringham	
Sandringham College – Holloway Road Campus	Holloway Road, Sandringham	
Shipston Reserve	Crawford Street, Cheltenham	
Sillitoe Reserve	Olive Street / Ludstone Street, Hampton	
Simpson Reserve	Fewster Road, Hampton	
Spring Street Reserve	Spring Street, Sandringham	
Trevor Barker Beach Oval	Beach Road, Sandringham	
Trey Bit Reserve	Jetty Road, Sandringham	
Tulip Street Reserve	Tulip Street, Sandringham	
Whyte Street Reserve	Whyte Street, Brighton	
William Street Reserve	William Street, Brighton	
Wilson Reserve	Outer Crescent, Brighton	



1. INTRODUCTION

1.1 Overview

The Bayside City Council Sports Facility User Guideline (SFG), forms the terms and conditions on which Bayside City Council sports facilities are used. This guide will define the responsibilities of both Council and sports clubs to optimise the use of facilities and the community benefits they provide.

1.2 Purpose

The purpose of the Bayside City Council SFG is to allow the users of Council's sports facilities to better understand the processes guiding the allocation and management of facilities and clearly define:

- Responsibilities of the user groups;
- Responsibilities of Council;
- Process for facility maintenance;
- A framework that prioritises use - that is equitable, transparent, easily administered; and
- Manages the sustainable use of sportsgrounds and facilities in Bayside.

1.3 Background

The SFG has been developed to ensure user groups understand Council's guidelines relating to use of sports facilities in Bayside.

This document is reviewed annually and should be read along with relevant Council strategies and policies including:

- Open Space Strategy 2011 - 2031
- Active by the Bay Recreation Strategy 2013 – 2022
- Alcohol Harm Minimisation Policy 2017
- Landlord Consent for Liquor Licenses Procedure
- Temporary Advertising Signs on Recreation Reserves 2005
- Bayside Sportsground Pavilion Improvement Plan 2013 (and 2019 review)
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Disability Action Plan 2021 – 2025
- Women's Charter Action Plan 2018 – 2020
- Bayside Tennis Strategy 2019 – 2028
- Recreation and Open Space Asset Management Plan (2016)
- Bayside Council plan 2021-2025

These strategies/policies are available on Council's [website](#).

1.4 Objectives

The following objectives provide the framework for the development of Council's SFG:

- To provide a comprehensive and easy to understand guide which clearly details the responsibilities of Council, sports clubs and other users;
- Details the categories of sportsgrounds and pavilions for the application of annual fees;
- Optimise participation in sport and recreation on Council owned or managed sportsgrounds;
- Ensure sportsgrounds and pavilions are allocated to clubs with sound governance structures, open membership, elected committees and a demonstrated commitment to social responsibility;
- Enable Council to address the needs of growth sports;
- Minimise over use of sportsgrounds with efficient facility allocation and elimination of inappropriate use; and
- To ensure the fees and charges reflect both the standard of the facilities and Council's annual maintenance costs.

1.5 Scope

This guideline applies to:

- The allocation of all Council managed sports facilities allocated seasonally and school bookings of sportsgrounds;
- Fee structure;
- Maintenance; and
- Conditions of use.

It does not apply to informal and unstructured recreational use by individual community members at sportsgrounds, commercial health and fitness providers nor does it supersede the leasing agreements of tenants that occupy Council premises under these arrangements.

The SFG will be reviewed annually and updated as required. Amendments may occur throughout the season if insurance and risk management issues arise or Council policy change effecting sportsground users.

1.6 Terms and conditions

The SFG details the terms and conditions of the agreement governing use of Council facilities. It is important that users read and fully understand all sections of the SFG. Any breach of these conditions may, at the discretion of Council, result in the use of the facility being withdrawn with no refund of fees paid.

The agreement for tenancy consists of the following key documents:

1. The Sports Facility Guidelines; and
2. Signed Tenancy Agreement.

1.7 Key Council contact

Requests regarding seasonal tenancy agreements are to be forwarded to:

Bayside City Council - Customer Service

Phone: (03) 9599 4444

Website: www.bayside.vic.gov.au/contact-us

Responsibilities include:

- Reporting of sportsground and building maintenance items;
- Graffiti/Vandalism;
- After hours support.

Clubs must be aware that all costs for calls to the after-hours number for non-emergency or user error issues (e.g. access to buildings during non-allocated times or club member forgetting key) will be invoiced the full cost of contractor time.

Recreation Development Officer – Ebony Oliver

eoliver@bayside.vic.gov.au

Phone: (03) 9599 4370

Recreation Development Officer – Alan Webb

awebb@bayside.vic.gov.au

Phone: (03) 9599 4869

Responsibilities include:

- Allocation of sportsgrounds.
- Administration of tenancy agreements and casual bookings with associations.
- All electronic/key access issues.



2. VENUE USAGE / FACILITY ALLOCATION

2.1 Sportsgrounds

Application for use can be made subject to the nature of the use by:

- Seasonal tenant club;
- School bookings; and
- Finals/casual activity;

By signing the tenancy allocation letter, users agree to the terms and conditions outlined in that document.

2.2 Seasonal allocation

Seasonal Summer Allocations will open in late July of each year. On approval by Council, confirmation of allocation will be sent to clubs in September.

Seasonal Winter Allocations will open in late January of each year. On approval by Council, confirmation of allocation will be sent to clubs in March.

The Responsible Manager or delegated officer will be authorised to approve, modify, or revoke sportsground allocations at Council's absolute discretion.

2.3 Priority of user group allocation

To protect community access and sustain the life of its assets, Council must regulate the type and frequency of use of sportsgrounds. To achieve this, Council will apply a hierarchy that considers users' access to other sports facilities, the reliance on access to Council sportsgrounds for clubs ongoing viability and Council's level of responsibility in providing facilities for community sport.

Further, the use of sportsgrounds and/or associated facilities may be removed or restricted for both risk management issues, works and maintenance, managing the sustainable use of the sportsground(s), environmental factors, to improve individual club sustainability or other reasons determined by Council. Where a sportsground is unavailable, Council will endeavour to relocate the allocated user(s) to another sportsground(s), which may require modification of allocated use for both the displaced user(s) and the incumbent sportsground user/s.

If there is a need to prioritise contested use of sportsgrounds, Council will allocate use in the following order of priority:

Hierarchy Listing	Guiding Principles
<p>1. Council endorsed major events</p>	<ul style="list-style-type: none"> • These major events, which occur from time to time, have been assessed as providing a net benefit to the City of Bayside. • These major events may only be conducted on large open spaces or at specialist sports venues.
<p>2. Bayside community club sport matches – ‘in season’ matches affiliated by peak body (‘home and away’ and finals matches)</p> <p>3. Bayside community club sport training - ‘in season’</p>	<ul style="list-style-type: none"> • Community sporting clubs are highly reliant on access to Council managed sportsgrounds for their viability. • Council recognises that the responsibility for the provision of core sporting facilities to provide opportunities to play local club sport largely resides with local government.
<p>4. Bayside primary school competition - during school hours</p> <p>5. Bayside secondary school competition - during school hours</p>	<ul style="list-style-type: none"> • While funding the provision of school sports facilities is not the responsibility of local government, Council is supportive of reasonable school sports use of Council sportsgrounds. • As evidence based research indicates that lifelong patterns of being physically active is often learned and established in the pre and primary school years, preference of allocation will be given to primary schools over secondary schools.
<p>6. Bayside community club matches and training - pre-season</p>	<ul style="list-style-type: none"> • While recognising clubs’ desire to undertake ‘pre-season’ training, other options exist to facilitate pre-season training activities – e.g. indoor centres, gymnasiums, swim centres, running tracks.
<p>7. Bayside primary school training - during school hours</p> <p>8. Bayside secondary school training - during school hours</p>	<ul style="list-style-type: none"> • School training/physical education etc does not require the coordination or standard of sportsground facilities that are required for interschool matches and competition. • School training/physical education etc can be conducted at non Council sportsgrounds and facilities– e.g. school facilities. • Schools that have capacity on their own sportsgrounds, which the school elects not to use, will not be allocated use of Council sportsgrounds for non-competition purposes (eg training/physical education etc). • Peak community/club demand of Council allocated sportsgrounds occurs outside of schools hours. School allocation of Council sportsgrounds will be limited to school hours.
<p>9. Other Bayside community organisations</p> <p>10. All Others</p>	<ul style="list-style-type: none"> • Sportsgrounds form an important part of Bayside’s public open space network. Council acknowledges the importance of volunteers and the public good served by Bayside’s not-for-profit community sector. • Council will give preference of allocation to Bayside’s community organisations over commercial interests and non-Bayside organisations.

2.4 Assessment of applications for seasonal allocation for sports clubs

– Where two or more sports clubs have applied for a sportsground and officers are unable to facilitate shared use, the following assessment criteria shall be used, with the highest scoring club(s) given priority allocation.

– An application will not be considered for allocation where a club's application receives a 'no allocation' score.

Criteria	Score	Assessment Criteria	Guiding Principles
Historical use of facilities	10	Home ground of a Bayside home based club	<ul style="list-style-type: none"> • Council recognises the social and cultural importance of a club's historical connection with a home ground and will give priority to a home ground application over a non-home ground application. • Council will give preference to Bayside home based clubs over non-Bayside home based clubs. • The length of club's past tenure of a sportsground will be considered when assessing an application.
	5	Bayside home based club for more than five years	
	3	Bayside home based club for less than five years	
	1	Non-home Bayside based clubs for over five years	
	No allocations	Other clubs	
Tenancy Record	5	Good record	<ul style="list-style-type: none"> • Council recognises and supports the importance of clubs having good relationships with Council, co-tenants and the local community. • Council will take into account the pattern, number and severity of tenancy breaches and upheld complaints over the previous five years when assessing seasonal allocation applications. • Council will provide the club with written advice of upheld complaints and tenancy breaches.
	3	Fair record	
	0	Poor record (Responsible Manager to determine allocation status – i.e. restricted or no allocation)	
Financial Status	5	No outstanding debt with Council	<ul style="list-style-type: none"> • Clubs will not be considered for allocation if they have outstanding debts to Council and do not have a Council approved repayment plan in place. • Where Council has provided the club with a loan guarantee, the club must provide evidence that loan repayments are current prior to Council considering their application for allocation.
	3	Outstanding debt with a Council approved repayment plan	
	No allocations	Outstanding debt with Council with no repayment plan	
Division of sports seasons	5	In season application	<ul style="list-style-type: none"> • Council recognises that differences can arise when sporting clubs wish to use sportsgrounds outside of the traditional sporting season (i.e. 'in season'). • Using the State Government's determination for the division of sporting seasons as a basis for Council allocations, Council will allocate according to the traditional sporting
	3	Out of season application with no in season club contesting allocation	

Criteria	Score	Assessment Criteria	Guiding Principles
	No allocations	Out of season application with an in season club contesting allocation (with justification)	<p>seasons.</p> <ul style="list-style-type: none"> In the absence of an application from an 'in season' club, Council may consider an 'out of season' application where there is sufficient sportsground capacity. (Also subject to clause 2.3)
Governance	5	Mandatory documentation provided	<ul style="list-style-type: none"> Council requires that clubs practice good governance and provide evidence of mandatory documentation. Clubs will not be considered for allocation unless the clubs provide the following: <ol style="list-style-type: none"> Evidence the club is an Incorporated Association; Certificate of currency for public liability insurance as stipulated by Council; Financial statements (previous financial year's profit and loss statement and balance sheet) and; Other documentation as stipulated by Council (e.g. club annual report, ground requirements and club training plan, food registration, liquor licence, Good Sports accreditation, risk management etc).
	No allocation	Mandatory documentation not provided	
Hierarchy of sportsgrounds	5	Allocation consistent with sportsground classification	<ul style="list-style-type: none"> Council sportsgrounds are classified as local, district or regional which provide different standards of sports facilities (e.g. pavilions, sportsgrounds, parking etc). Preference will be given to a club's allocation (based on club size or level of competition) where the allocations are consistent with the sportsground's classification.
	3	Allocation one level above or below sportsground allocation	
	0	Allocation two levels above or below sportsground classification	
Ground Capacity	5	Optimal use	<ul style="list-style-type: none"> To maximise opportunities for participation, Council aims to achieve optimal and sustainable use of sportsgrounds (i.e. achieving full capacity of use while preserving satisfactory sportsground conditions). Council will evaluate a club's capacity to achieve optimal and sustainable sportsground use by assessing the application against what Council determines to be capacity usage of the sportsground. Note: Council will 'cap' use of sportsgrounds by allocated
	3	Minor over use or under use	
	1	Moderate over use or under use	
	0	High over use or underuse	

Criteria	Score	Assessment Criteria	Guiding Principles
Capital works investment	10	Capital investment over \$50,001	<ul style="list-style-type: none"> • Council recognises the positive community benefits when sporting facilities have been developed, renewed or upgraded. • Council acknowledges the significance of a club choosing to invest monies into community/Council infrastructure. • Priority of allocation will be given to clubs that have made significant financial contributions to Council sporting facilities at the allocated sportsground within the past five years.
	6	Capital investment between \$30,001 and \$50,000	
	2	Capital investment between \$10,001 and \$30,000	
	1	Capital investment under \$10,000	
	0	No capital investment	
Under-represented target group participation	5	3 or more target group teams	<ul style="list-style-type: none"> • Council recognises the social and physical wellbeing benefits that come from participating in community sport. Council encourages clubs to provide welcoming and supportive environments for all people. • Preference will be given to clubs that demonstrate providing participation opportunities for under-represented target groups (e.g. females, people with disabilities, CALD, older adults)
	3	2 target group teams	
	1	1 target group teams	
	0	No target group teams	

2.5 Application process for tenant clubs



Step 1

Seasonal sportsground applications are sent to clubs electronically. Clubs must ensure they fully read and understand all information provided and the obligations imposed on the club if their application is successful.



Step 2

The club submits the tenancy application to Council with all required documentation by the due date. Applications will not be considered until all mandatory documentation has been received by Council. Clubs will be advised if there are any items missing from their application.



Step 3

Applications are assessed against this document. Clubs with outstanding debts owed to Council will not have their applications considered until all debts are paid in full or a payment plan is approved.



Step 4

All clubs will receive written notification of their allocation. If a club is dissatisfied with their allocation they may contact Council to discuss further. Allocation offers must be acknowledged and signed by clubs prior to formal or organised use of Council owned or managed sporting facilities.

2.6 Pre-season and finals training (outside allocation dates)

Clubs requiring use of facilities for pre-season or finals training must seek approval by completing the relevant online application form(s) (finals use of both pavilion and sportsground is not included in seasonal allocations and must be applied for separately).

Clubs should not plan any activities or special events until they have received written approval from Council. A club that uses a facility outside its allocation without Council's consent will be liable for any damage that may occur. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

Club requesting use of a sportsground for training or practice matches outside its seasonal allocation may incur charges for use.

Clubs are not permitted to use facilities for finals training until approved. No pre-season training matches will be permitted on sportsgrounds that are being used to host finals or have not been prepared for the following season.

Pre-season access - Winter 2023:

Applications OPEN: Wednesday 21 December 2022

Applications CLOSE: Monday 23 January 2023

Pre-season access starts: Monday 30 January 2023

Pre-season access - Summer 2023: (subject to change)

Applications OPEN: Monday 10 July 2023

Applications CLOSE: Monday 7 August 2023

Pre-season access starts: Monday 14 August 2023

*All dates are subject to current club usage.

Clubs may apply for a maximum of 2 sessions per week, with a maximum of 2 hours per session, subject to ground assessments and availability.

2.7 Practice matches & club organised games

Clubs wishing to use a sportsground outside of the signed tenancy period (e.g. practice or social matches, club organised games, tournaments or like events), must request access in writing to the Recreation Development Officer at least 10 working days prior to the proposed date. Additional fees may apply. Maintenance work, use of sportsgrounds for finals matches and training will take precedence over requests for pre-season use.

2.8 Tenancy agreement

Clubs are reminded that approval extends only to the days and times allocated and any use outside this approval will be deemed unauthorised and may jeopardise insurance policies held by the club. Activities deemed to be outside of typical club matters (training, competition, regular social activities) need to be approved directly by Council (refer to 2.19 for details). This allocation is subject to the Clubs adherence to the Conditions of Occupancy contained within this document and all relevant Local, State and Federal laws. Resolution of matters relating to infringement notices issued under a Local Law will be processed in accordance with the Local Law.

2.9 Club sportsground usage requirements and inspections

Clubs are required to program their activities on sportsgrounds in a sustainable manner that assists Council in delivering high quality surfaces for community use. Clubs should be proactive in this manner utilising strategies such as the rotation or training activities across the whole playing surface and avoiding high-use and worn areas where possible.

Each month Council's Open Spaces team undertake assessments of the condition of each sportsground managed by Council. These assessments and recommendations are reported to the Recreation & Events team which may result in restricted use and/or closures. Council reserves the right to change any allocation due to ground conditions, risk assessment and possible safety issues – where possible Council will offer an alternate sportsground.

2.10 Casual bookings (tenants only)

Casual bookings provide temporary access to Council facilities for an agreed period of time outside of the times allocated to seasonal tenants.

Approval will be subject to the application being received via the appropriate form at least ten working days prior to the first date requested. Casual bookings will be charged in accordance with the Council adopted Fees and Charges Schedule.

2.11 Pavilions

Pavilions are provided to support sportsground activities. Allocations will be made on a seasonal allocation basis. By signing the seasonal allocation form, clubs are agreeing to the conditions of use as outlined in this document.

Pavilion must be kept in a clean and tidy condition, including changerooms with Council staff undertaking regular inspections to ensure clubs are meeting this condition of tenancy.

The allocation of pavilions will be based on access times as detailed in clubs approved tenancy allocation. Council reserves the right to place other user groups within the pavilion during any non-allocated times.

2.12 Emergency access gates

Please be aware of the emergency access points at your allocated sportsground. Emergency access points are marked by signage: 'Emergency Access Only Do Not Block Entrance Fines Apply'. Should these access points be blocked please report to Council's Customer Service team on (03) 9599 4444.

All clubs are issued with a 16.2C key which opens emergency access gates. Please ensure all ground managers are aware of the location of this key on-site.

2.13 Padlocks/locks

No foreign locks or padlocks are permitted within any Council amenity. Any foreign padlocks or locks found on Council amenities will be removed and the club will incur any on charge fees associated with the removal. If a new Council padlock has been replaced and club does not have key access, please call Recreation Development Officer who will organise club with new key or remove if required. Please **do not** cut padlock.

2.14 Change in use

Clubs must make realistic allocation requests based on club size and reasonable usage for the level of competition they support. Council must be notified of any allocation that is no longer required. Any facilities that are not allocated to its full potential may be made available to other users.

2.15 Late tenancy applications

Tenancy applications lodged after the due date, will be considered as a new club and treated accordingly under 2.4 of these guidelines.

2.16 Sub-letting of facilities

No club shall sub-let any part of a sportsground and/or any part of the pavilion during the allocated period. Non-compliance may result in a formal breach of the tenancy agreement and could result in Council withdrawing access to the facility.

2.17 Seasonal handover and off-season storage

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club within a reasonable time period from the club's last competition date or as directed by Council. Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council. The club will be held responsible for any associated costs. Outgoing Clubs must remove all equipment/goods from the pavilion during off season periods unless they are tenants of a new pavilion with dedicated year round storage. Clubs are responsible for organising alternate off season storage solutions.

Clubs allocated use of newly constructed pavilions must adhere to any additional requirements as directed by Council such as steam cleaning and professional cleaning of wet areas.

2.18 Fees and charges

Each sportsground and pavilion is categorised according to its current standard and charged according to these categories. Costs associated with the use of sports infrastructure are heavily subsidised by Council to encourage an active and engaged community.

Category details and associated charges are reviewed annually and are listed in the endorsed annual budget available on Councils website.

2.19 Holding an event

Council encourage opportunities for your members and their families to become engaged in club activities. Events and other activities that require external infrastructure or reasonably vary from what the public observes as typical training, competition or club social activities must be approved by Council. When planning your event, please ensure you have met all of the compliance items involved in hosting an event on Council Land. Activities including infrastructure such as a jumping castle, pegging something into the ground or filming of any kind require a permit, visit Councils website or contact Council Event Officer 9599 4444 for information on holding an event in Bayside.







3. FACILITY CLASSIFICATION

3.1 Sportsgrounds classification criteria

Variations exist in the standard of sportsgrounds and in the requirements of clubs throughout the municipality. These variations have been classified so that a lower standard of sportsground is assessed at a lower rate than the sportsground of a higher standard. The classifications will be reassessed over the life of the SFG as sportsgrounds are upgraded. Each sportsground has been evaluated to four standard classifications.

The classification of each sportsground forms the basis on which the fees are determined.

The criteria on which the sportsgrounds are classified include:

CLASSIFICATION	DEFINITIONS
	<ul style="list-style-type: none"> • Grounds capable/suitable of housing highest levels of competition sport • Fully reconstructed playing surface including both irrigation and drainage • Intensively maintained with quality grass surface • Sportsground lighting
	<ul style="list-style-type: none"> • Higher levels of competition sport • Good quality grass surface with irrigation, and reasonable drainage • Sportsground lighting
	<ul style="list-style-type: none"> • Domestic levels of competition sport • Reasonable quality grass surface with irrigation and limited drainage • Limited or no sportsground lighting
	<ul style="list-style-type: none"> • Lower level domestic or junior levels of competition sport • Reasonable playing surface with limited or no irrigation • No sportsground lighting.

3.2 Sportsgrounds classification list

CLASSIFICATION	A	B	C	D
A W Oliver Reserve		✓		
Balcombe Park				✓
Banksia Reserve	✓			
Beaumaris Reserve	✓			
Boss James Reserve	✓			
Brighton Beach Oval	✓			
Castlefield Reserve	✓			
Cheltenham Park (East)				✓
Cheltenham Park (West)		✓		
Cheltenham Recreation Reserve	✓			
Chisholm Reserve	✓			
Dendy Park (Lower)	✓			
Dendy Park (North)		✓		
Destructor Reserve		✓		
Donald McDonald Reserve	✓			
Elsternwick Park (Oval 1)	✓			
Holmes-Todd Oval (formerly Elsternwick Park Oval 2)	✓			
Elsternwick Park (Oval 3, 4)			✓	
Hurlingham Park (Oval 1)		✓		
Hurlingham Park (Oval 2)			✓	
Moorabbin West Reserve	✓			
Peterson Street Reserve Lower		✓		
Peterson Street Reserve Upper		✓		
School Grounds				✓
Shipston Reserve	✓			
Sillitoe Reserve	✓			
Simpson Reserve	✓			
Spring St Reserve	✓			
Trey Bit Reserve				✓
Tulip St Reserve (Baseball)		✓		
Whyte St Reserve			✓	
William St Reserve		✓		
Wilson Recreation Reserve			✓	

3.3 Pavilion classification criteria

Sport pavilions have been evaluated and given a classification according to standard and the ability of the venue to accommodate competition. The criteria include the following:

- Usage suitability and requirements;
- Change room facilities including players, umpires, first aid facilities and public toilets;
- Community space – size, standard, ability to generate income;
- Kitchen Facilities;
- Accessibility;
- Storage;
- Risk – security lighting, DDA, etc.

3.4 Pavilions classification list

PAVILION	A	B	C
A W Oliver Reserve	✓		
Banksia Reserve	✓		
Beaumaris Reserve	✓		
Boss James Reserve	✓		
Brighton Beach Oval	✓		
Castlefield Reserve	✓		
Cheltenham Park	✓		
Cheltenham Recreation Reserve	✓		
Chisholm Reserve	✓		
Dendy Park Athletics Pavilion		✓	
Dendy Park Lower Pavilion	✓		
Destructor Reserve	✓		
Donald MacDonald Reserve	✓		
Elsternwick Park Oval 1	✓		
Holmes-Todd Oval Pavilion (Formerly Elsternwick Park Oval 2)	✓		
Hurlingham Park	✓		
Moorabbin West Reserve		✓	
Peterson Reserve Oval Lower (South)			✓
Peterson Reserve Oval Upper (North)			✓
Peterson Reserve Social Space		✓	
Shipston Reserve	✓		
Sillitoe Reserve			✓
Simpson Reserve	✓		
Tulip St Reserve (Baseball)	✓		
William St Reserve	✓		

3.5 Payment of fees

An invoice for tenancy fees will be issued to clubs within 8 weeks of the commencement of the season. Any club that does not pay by the due date and does not make arrangement for payments will be considered as non-paying.

3.6 Non-payment of fees

Fees and Charges are due within 30 days of issue.

Clubs that do not meet the payment conditions may not be eligible for future allocation of any Council owned or managed facilities.

Any club that believes it has a genuine reason for not being able to meet its financial obligation should contact Council in writing without delay to set up a payment plan or risk non-allocation.

Where debt collection is required by Council to resolve accounts the club will incur the full cost of debt collection upon further application for sportsground use



4. CLUB RESPONSIBILITIES

4.1 Utilities

Clubs are responsible for paying all utility charges related to their seasonal use and the management of changeover of accounts between tenants. Costs associated to pavilion security lights are to be covered by clubs. Where Clubs share facilities, each club will be responsible for a percentage of the utility charge and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, Council will negotiate this percentage. In such cases, Council's decision will be final.

4.2 End of season cleaning

At the end of each seasonal tenancy Council contractors will inspect pavilions identifying maintenance issues, assessing cleanliness and safety. A table outlining maintenance responsibilities of clubs and Council is provide under the Pavilion Maintenance Schedule (Part 8). Should it be found that clubs are not meeting obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council may rectify the issue at club's expense and/or clubs may not be considered for allocation. Clubs will be charged in full for remedial work incurred through deliberate damage, including damage by visiting clubs.

4.3 Sportsground lighting - Timers

All new sportsground lighting systems are operated by timers preventing Clubs from using lighting outside of allocated hours. Timers will be set in accordance with allocated tenancy hours.

Sportsground lighting is not permitted to operate after 9pm, unless prior written approval has been granted by Council. Approval for extended use will only be granted where Council is confident there will be minimal impact to nearby residents. The use of sportsground lighting for night competition matches is only available with Council approval at designated venues where appropriate lux level for community based competition purposes is available.

The use of sportsground lighting for social functions is strictly prohibited.

4.4 Good Neighbour Program

Bayside City Council want to ensure that both tenant sporting clubs and local residents are both able to enjoy the use of sportsgrounds. Common areas of conflict affecting sportsgrounds include parking, noise levels, and inappropriate use of sportsground lighting and disruptive departures from the reserve.

Council supports the 'Good Neighbour' program and encourages improved relationships between sports clubs and surrounding residents.

Council encourages clubs to circulate a copy of the club social calendar and typical weekly activities with details of a club contact person to local residents early in tenancy periods, so they are aware of major events.

4.5 Pavilion access for community groups

Community groups may apply for pavilion use outside of allocated seasonal tenant timeframes. An agreement with Community group(s) may be arranged and Clubs will receive notification by a Recreation Development Officer. As per section 2.11, pavilions must be consistently kept in a clean and tidy condition for all user groups.

4.6 Breach of tenancy

Council reserves the right to suspend or revoke a club's Seasonal Tenancy Agreement at any time if the conditions of this agreement are breached. Where a club fails to comply with the terms of this agreement the following course of action may be applied.

- Club(s) will be contacted regarding any issues that Council become aware of;
- The club will be given an opportunity to rectify any issues and provide the clubs account of event;
- If a club does not respond in an appropriate and timely manner to Councils enquiries, and subject to the severity of the complaint, Council may consider revoking tenancy of the facility;
- Should a club fail to rectify an issue future allocations may be at risk;
- Clubs will be provided with formal advice from Council of any breach of tenancy which will be noted against the club's tenancy record as in clause 2.4 of this document. Any costs associated with damage to sportsgrounds, pavilions of neighbouring properties will be charged to club.

4.7 Socially responsible club practices and sustainability

Sports clubs are prominent stakeholders in communities and as such should be aware of their responsibilities to the members of the public that they serve through their activities, particularly in respect to juniors and young people.

Council requires clubs to be proactive in delivering their activities in a socially responsible way, whether it be relating to club governance, alcohol management (where applicable), awareness and addressing of social issues such as mental health, healthy food provision and other best practices as championed by initiatives such as The Good Sports Program and Council's WAAA strategy.

Council is also committed to improving environmental outcomes and encourages allocated users to sustainably manage the use of sportsground facilities, including water, energy, waste minimisation and recycling.

4.8 Waste management

Clubs are responsible for keeping their facility clean and presentable. Each sportsground has bins provided for the general public that are emptied by Council contractors.

Clubs are also allocated bins for their exclusive use. Bins should be secured within the provided bin enclosure to prevent bin theft or damage. Should your bin be stolen, please contact Council's Customer Service to request a replacement.

Bins must be placed out on the curb side the night prior to collection and should be taken in the day of the collection.

Hard rubbish removal is not available for clubs to dispose of unwanted equipment.

4.9 Reporting sportsground or building maintenance issues

Tenant clubs must report all building or sportsground maintenance items to Council via (03) 9599 4444 or via *report an issue* on Council's website. Reports are logged and allocated to the appropriate department for inspection and during your call you will be issued with a job number which will allow you to follow up on status of the job if required.

Please do not report any building or sportsground items directly to the Recreation and Events team.

4.10 Council liaison

To ensure that efficient communication is maintained with Council during a club's tenancy, Council requests that a key representative is nominated as the Council Liaison for the club (it is suggested this be committee office bearer such as the President or Secretary). This representative will be the key contact with Council staff for all matters pertaining to the use of facilities. Council's Recreation Liaison Officer should be notified immediately of any change to the representative or contact details.

Most correspondence from Council (including updates on ground conditions, maintenance issues, tenancy issues throughout the season) will be sent via email so it is vital that the contact has readily accessible internet access, in the case that some information is sent at short notice. It is expected that the club representatives will pass on all information to relevant club personnel.

4.11 Line marking

All marking of lines for competition purposes is the responsibility of the Club. Council will arrange for the initial marking of sporting fields at the beginning of each relevant season to ensure compliance. All line marking should conform to the relevant sporting association guidelines both in relation to ground dimensions and ensuring adequate safety run-offs from boundaries (Council requires 4m minimum from all fences/obstructions). Line marking must be carried out using a suitable marking paint. Lime, roundup or other substances that damage or kill grass cannot be used. Costs associated with the reinstatement of damaged turf caused by the use of products not recommended for line marking will be charged to the club. Clubs are not permitted to paint logos on sport fields unless Council provides permission.

4.12 Store of equipment in off-season

Outgoing clubs must remove all equipment/goods from the pavilion during off season periods. Clubs are responsible for organising alternate storage solutions if items cannot be stored in designated areas onsite.

4.13 Smoking at pavilions and junior sport

The tenant club must ensure compliance with Council's smoke-free policy which prohibits smoking in any Council owned building, including pavilions. Smoking is also banned within 10 metres of a sporting venue that is an outdoor public place during an organised underage sporting event. This includes training or practice sessions to prepare for an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session.

4.14 Building modifications

Clubs are not permitted to modify any part of a Council building without the express written consent of Council. Clubs will be held liable for any and all costs associated for reinstating Council buildings due to unapproved club modifications. Please contact Council's Recreation Development Officer for more information regarding building modifications.

4.15 Alarms and CCTV

Clubs are responsible for the installation (subject to Council approval) and maintenance of any alarm system. Clubs are required to immediately inform Council of any changes to alarm codes. All enquiries regarding CCTV should be directed to Council's Recreation team.

4.16 Business/Strategic planning

It is recommended that clubs develop 3 - 5 year business plan that sets out the club's aspirations and financial targets. Many associations provide strategic planning resources that can be used as templates for club plans.

Alternatively, Council's Recreation Development Officer can assist clubs with the development of these plans.

4.17 Scoreboards

The installation, maintenance and replacement of scoreboards is the responsibility of the tenant Club(s). The tenant club will be responsible for providing a written proposal to Council for consideration and approval of any changes being considered to the scoreboard.

4.18 Advertising signage

Clubs are not permitted to erect permanent advertising on pavilions or sportsgrounds. Temporary advertising for match days and other club activities must be installed and removed at the conclusion of proceedings in accordance with Council's Temporary Advertising Signs on Recreation Reserves 2005 policy.

4.19 Disability Discrimination Act

Council's commitment to provide disability access in all Council owned or managed premises requires tenants to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and the Equal Opportunity Act.

4.20 Portable goals

Tenant Clubs are responsible for ensuring that all portable goals used at Council facilities comply with the Australian Standards relevant to their manufacture, installation, use, storage and maintenance. Visit the product's safety websites to see a copy of these Standards. When in use, portable goalposts must be anchored correctly and regular checks should be conducted throughout the user group's season to ensure ongoing safety. During the winter tenancy period, storage of portable goals should be off-field, location rotated regularly to assist with ground maintenance. Do not store goals on wickets. During the summer tenancy period, portable goals must be stored away in club storage areas.

4.21 Infrastructure on sportsgrounds

Sportsground infrastructure refers to the hard-built infrastructure that supports training and competition needs of seasonally allocated sports clubs e.g. nets, lights, coaches boxes etc. Please view sportsground maintenance items Club v Council in section 8 of this document for maintenance responsibilities of these items.

4.22 Maintenance of turf wickets

Council undertakes the pre-season maintenance required for the preparation of a turf wicket table, consistent soil density and soil type. Clubs are responsible for all maintenance and preparation of wickets during the season.

4.23 Replacement of synthetic surfaces

Tenant clubs are responsible for ongoing maintenance and replacement of any synthetic or specialised sports surface (i.e. en-tout-cas for baseball diamonds, synthetic cricket pitches).

4.24 Cricket wicket rollers and covers

The purchase, storage and ongoing maintenance of cricket wicket rollers and covers is the full responsibility of the club. These items should not remain on sportsgrounds when not being utilised for their specific purpose.

4.25 Removal of equipment from sportsgrounds and surrounds

All equipment must be removed from sportsgrounds and surrounds at the conclusion of each session to community users are not disrupted and maintenance can occur safely. It is recommended that the use of metal pegs is avoided due to the damage it can cause to maintenance machinery and potential hazard they present to general park users. Please consider the use of coloured plastic pegs.

4.26 Victorian Child Safe Standards

All organisations in Victoria that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.

The [Child Safe Standards](#) are minimum compulsory standards for all organisations that interact with children and young people. The Standards aim to prevent abuse through a focus on cultural change and help to protect children from the risks of abuse.

On 1 July 2021 the Victorian Government announced new Child Safe Standards to more closely align with the [National Child Safe Principles](#). The [New Standards](#) come into effect on **1 July 2022**.

Contact the Commission for Children and Young People for more information and to view the new Standards

Telephone: 1300 782 978 or (03) 8601 5281 or Email: contact@ccyp.vic.gov.au.



5. COMPLIANCE ITEMS

5.1 Food Registration

The Victorian Food Act 1984 specifies that anybody who prepares, stores or sells food has a legal obligation to be registered with local government and if required, use a food safety program to ensure they prepare, store and transport food in a safe and suitable manner.

All sporting clubs selling food must be registered as a food business with Council's Environmental Health Services team. For more details on food registration and which category your club falls under please contact the team via (03) 9599 4444.

5.2 Incorporation

All user groups must be Incorporated under the Associations Incorporations Act, or come under the auspices of an incorporated organisation. Incorporation creates a legal identity for user groups separate from that of their members (i.e. protects individuals from legal liability). For more information on how to become incorporated, groups should contact Consumer Affairs Victoria on 1300 55 81 81

5.3 Liquor licence

Clubs wanting to sell and/or serve alcohol on their premises must hold an appropriate liquor licence. The licence controls the way alcohol is sold and distributed to your members and guests. Clubs shall not permit the sale or consumption of liquor within Council facilities without Council permission (landlord consent) and proof of a current approved liquor licence. Clubs must seek Council's consent (see landlord Consent for Liquor Licenses Procedure 2016) prior to liquor licence applications being submitted to the Victorian Commission for Gambling and Liquor Regulation. Compliance with this procedure and participation in the Good Sports program is a condition of tenancy.

5.4 Insurance

Council holds its own Public Liability Insurance covering its liability. The activities of independent bodies, publicly elected committees and sporting bodies etc. that occupy Council owned facilities are not protected by Council's Public Liability Insurance. Each club must hold its own Public Liability Insurance and must ensure that it remains current for the duration of the nominated term of use. The insurance policy must be listed in the name of the user group and with an insurer approved by Council to a value of \$20 million (minimum) and \$10m personal indemnity in respect of any one single event (or such greater sum as the Council may reasonably require). A Certificate of Currency of insurance must be provided as part of the tenancy allocation process. Clubs without current insurance will not be considered for tenancy.

5.5 Good Sports

The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking. Good Sports is the largest health initiative in Australian sport and is kicking goals in every state and territory. It is a condition of tenancy that all clubs holding a liquor licence participate in this program and have a current accreditation certificate.

5.6 Annual reports

As part of each tenancy agreement, Clubs are required to provide Council with a copy of the latest annual report and financial statements (balance sheet, profit and loss).

5.7 Other documentation and requirements

Council may require other documentation as necessary including items such as risk management policies, ground/pavilion requests and club training plans. From time to time Council may require representation from tenants for mandatory club training or other forums.



6. ELECTRONIC ACCESS KEY

6.1 Electronic access systems

From October 2014 all Bayside City Council sports pavilions (excluding those due for redevelopment) were fitted with the SALTO electronic access system.

Access passes are issued to Clubs.

The conditions of access pass allocation are:

- Under no circumstances are electronic passes to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person(s) nominated on the signed access agreement.
- Non-compliance may result in the suspension and/or withdrawal of sportsground and pavilion usage.
- Details of changes in possession of an access pass are to be forwarded to Councils Recreation Liaison Officer.
- Padlocks with a 16.2C lock are not to be removed or changed from designated doors/chains. Any replacement of padlocks will attract fee for replacement of \$500.

Five access passes per pavilion will be provided to clubs. (additional passes can be purchased at \$100 per pass) Access to buildings is restricted to approved allocation times only – please refer to your tenancy confirmation letter for details, two nominated representatives from each club will be provided with broader access (7am – midnight) to ensure deliveries can be met and any incidental club tasks can be accommodated. This access does not construe full tenancy for club activities.

Each building has been divided into zones to enable clubs to secure areas of the building such as bars and storage areas. Zones for each individual pass holder are to be nominated via the online application form. Access passes will only operate during the home and away tenancy period – clubs successful in making finals will need to advise the Recreation Liaison Officer via email and the expiry date will be extended accordingly.

Damaged or stolen/lost electronic padlocks.

Clubs will incur the full cost to replace lost/stolen or damaged locks. Replacement of electronic padlocks is \$1700 per lock.

6.2 How to apply for passes

Prior to commencing the online application, please ensure that you have following details for each applicant:

- Name
- Position held at club

- Phone Number
- Email Address
- Number of pavilions each applicant requires access to
- Zone required for each applicant
- Type of access card required; and
- Which 2 club representatives of the club will have extended access (7am – midnight)

Access to multiple pavilions can be provided on one tag – please nominate this requirement on the application form, If you require more than 10 card holders, please submit a second application form. Pass holders and access requirements can be changed - simply email the Recreation Liaison Officer with the specific request and the changes will be made. Clubs are supplied with details of access and it is the tenant club's responsibility to confirm that the access provided to individual pass holders is reflective of the requests made.

Lost, damaged or stolen access passes must be reported to Council immediately. Council will on charge the cost of a replacement pass to the club. Damaged Salto passes are to be returned to Council before a replacement pass is issued.



Learn more about the electronic locking system via the links to Council's tutorial videos below:

- **Sporting pavilion lock system overview**
- **How to activate or update your system access card.**
- **How to use the electronic padlocks**
- **How to use the electronic cylinder locks**
- **How to use a key ring pass or access card on doors**
- **How to keep high-use areas unlocked**

Click here to apply.



7. DEFINITIONS

Access – The degree to which a facility can be used

Agreement – The “agreement” consists of the relevant completed application forms and the signed tenancy documentation that is distributed on receipt of the application forms.

CALD – Culturally and Linguistically Diverse

Casual use – Informal use of a facility by a person or group, on a “one-off” or irregular basis.

Club – The incorporated body of people, herein applying for tenancy of a Sportsground.

Council – Bayside City Council, including its staff and contractors.

Festival/event – An activity, public or private, whereby a gathering of more than 50 people is organised and which uses a public thoroughfare or public amenity for activities other than its dedicated purpose (this requires a permit).

Gecko cover – A cricket wicket cover placed on grounds at the end of the summer season period to enable safe and full utilisation of sportsground for winter tenants.

Home ground – The primary sportsground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.

Juniors – An age category of players aged 18 years and under.

Non-seasonal use – The use of a sportsground outside of the defined allocation agreement for activity such as pre-season training and practice matches, finals training and matches. Such usage is to be applied for separately by the seasonal tenant and may incur additional charges.

Pavilion - A building connected with a sportsground, which may be used in conjunction with the use of the sportsground.

Practice nets/batting cages – Caged areas for cricket / baseball batting practice.

Salto (electronic locks) – Electronic access and locks installed on Pavilions.

School use – Any school granted permission to use a sportsground during school hours.

Seasonal allocation – An agreement between a user group and Council for use of a sportsground during the given season.

Summer allocations – From 01 October to end of home and away season.

Winter allocations – From 01 April to end of the home and away season.

Seniors – An age category of players aged 18 years and over.

Sportsground – An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Synthetic Surface – Hard wearing surface (not turf), such as rubber or carpet.

Synthetic Wicket – A synthetic cricket wicket with concrete base.

Temporary Allocation – A sportsground allocated to a club when the club's primary sportsground has been closed due to unsuitability or redevelopment works.

Training – Non-competitive activities undertaken to prepare participants for competition.

Turf Wicket – A prepared grass wicket generally used for high-grade cricket competition.

User Group - A group of people who have been granted a seasonal or casual allocation. This includes sports clubs, community organisations, schools, sport associations or other groups.



8. PAVILION & SPORTSGROUND MAINTENANCE GUIDELINES

8.1 Pavilion maintenance items Club v Council

EXTERIOR	Maintenance items	Council Responsibility	Club Responsibility
	Cleaning (pavilion and grounds)	(inspection undertaken post season)	ALL
	Painting (excluding club signage)	✓	
	Roller shutters, grills	✓	(repair to be charged to club if deemed at fault)
	Guttering, downpipes, stormwater drains.	✓	
	SALTO - Keys, locks, cylinders, and padlocks; battery changes.	✓	Repairs due to club damage OR foreign locks cut off. Costs of repairs to be charged to clubs.
	Security lighting	✓ (outside pavilion)	
	Roof repairs/replacement	✓	
	Security cameras, alarms		✓ (Internal only. External = No unless approved by Council)
	Plumbing maintenance (blockages, repairs and replacements)	✓	(repair to be charged to club if deemed at fault)
	Public toilets	✓	
	Structural maintenance (including footings, foundations, stumps, windows, walls, external doors)	✓	
	Club signage		✓
	Graffiti	✓	
	Vandalism	✓	
	BBQ (unless in park)		✓

INTERIOR	Maintenance items	Council responsibility	Club responsibility
	Cleaning		ALL (includes professional/ steam cleaning)
	Cyclical Painting	✓	
	Floors and floor coverings	Changerooms & non-social rooms - repair due to wear and tear	Social room/bar area - Repair due to club damage (liaise with Council on replacements)
	Electricity supply mains, switchboards	✓	
	Doors	✓	
	Electrical wiring, power points, light fittings	✓	
	Exit signs and Emergency lighting	✓	
	Replacement of globes	✓	
	Fire prevention e.g. Smoke alarms, fire hoses	✓	
	Fittings	✓	
	Fixtures	✓ (hard wired to building)	✓ (all other)
	Equipment		✓
	Heating and Air Conditioning- Repairs		✓ (Council managed repairs at club cost)
	Heating and Air Conditioning – Replacement	✓ (In Social Room ONLY)	
	Hot Water service	✓	
	Grease traps	✓	
	Roof/Ceiling repairs	✓	
	Water leakage	*case by case - to be advised by Council	
	Window fittings (e.g. blinds)		✓
	SALTO - keys, locks, cylinders and padlocks; battery changes.	✓	Repairs due to club damage or the cutting off of foreign locks to be charged to clubs.
	Vandalism (club inflicted)		✓
	Bar equipment - repair and replace		✓
	Cool Room		✓
Gym - installed by club		✓	
Hot Water Urn	✓		
Pest Control	Possums, birds	Rats, mice, insects	
Canteen/Kitchen appliances/items		✓	

8.2 Sportsground maintenance items Club v Council

Maintenance items	Council responsibility	Club responsibility
Coaches boxes	✓ (Graffiti removal only)	✓
Cricket pitch synthetic		✓
Cricket pitch Gecko covers (install & remove)	✓	
Cricket Pitch Rollers		✓
Line Marking	✓ (Initial line marking only)	✓ (Re-marking)
Fencing and gates	✓	
Football (AFL and Soccer) goal posts	✓ (Permanent posts installation and removal)	✓ (Temporary posts)
Scoreboard - install and maintenance		✓ (requires Council approval)
Club scorer box		✓ (requires Council approval)
Sirens		✓ (requires Council approval)
Sportsground maintenance (i.e. mowing, top dress)	✓	
Turf wicket maintenance	✓ (Preparation in September, prior to Summer season)	✓ (ongoing and throughout season)
Sportsground watering, irrigation and sprinkler controls	✓	
Flagpoles		✓
Signage (reserve signage)	(as approved and installed by Council)	✓ (erected in conjunction with club activities only)
Cricket nets & batting cages	✓ (replacement)	Clubs to maintain, including synthetic replacement.
Synthetic areas		✓
Safe storage of portable goals		✓
Cricket net/batting cage power outlet	✓	
Crushed rock/ground maintenance - baseball grounds	✓	
Sportsground lighting	✓ (timers)	✓ (ongoing maintenance and globe replacement)





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