



Sportsground Information Booklet



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Introduction

Welcome to the **Central Coast Council Sportsground Information Booklet**.

This booklet outlines procedures, conditions, and responsibilities for the use of Council-managed sportsgrounds. It also answers common questions raised throughout each sporting season.

We welcome feedback to help improve future editions. Contact details are listed at the end of this document.

Important: A representative from each club must sign the confirmation form before seasonal keys will be issued. This form will be provided to your Association ahead of key distribution.

Seasons

Council operates on a **six-month seasonal basis**:

- **Winter Season:** Starts the first full weekend of April and ends the third weekend of September (including finals).
- **Summer Season:** Starts the first full weekend of October and ends the third weekend of March.

Note: Grounds are closed between seasons for essential maintenance.

Booking Procedures

- All sportsground bookings must be submitted via Council's **Seasonal Allocation Request Form**.
 - **Summer Season applications** are due **30 July**.
 - **Winter Season applications** are due **30 November**.
 - Late submissions may not be accepted.
- Applications must be submitted by the sport's **governing association** on behalf of its member clubs, unless special arrangements are made, or no local association exists
- Applications must include:
 - completed application form
 - current **Public Liability Insurance Certificate of Currency** for \$20 million
 - certificate must name **Central Coast Council as an interested party**.
- Governing associations are also responsible for booking finals venues:
 - Finals in **March (summer)** and **September (winter)** must be pre-booked.
 - **Turf wicket grounds** are not available for winter season finals.

Commented [AK1]: There needs to be reference made in this section to the new sportsground allocation policy procedure.

Note: While Council aims to meet all reasonable requests, ground availability is not guaranteed and will be processed as per Councils Sportsground Allocation Policy.

Grounds will be allocated as soon as applications are processed.

Pre-season bookings

- Pre-season ground use is not automatically available on Council sportsgrounds. Council may reserve the right to allocate fields to events, carnivals, or other user groups.
- Associations may request use of unallocated grounds. Trial and grading game requests must be submitted in writing **at least four weeks** prior via the governing body.
- Goal posts, cricket pitches and field markings as well as specific field allocations may not be available prior the start of the season.
- Field setup for trial games (goalposts, markings) are only available if a team from **outside the Central Coast** is involved. **Fees apply.**
- **Portable goals** must:
 - be supplied by the club
 - be properly secured
 - be removed daily
 - meet **Australian Safety Standards for the specific sport.**
- All sportsground bookings must be submitted via Council's **Seasonal Allocation Request Form.**

Pre-season training

- Pre-season training is subject to weather conditions.
- Ground availability in pre-season periods is limited. Extensive pre-season use is discouraged to maintain surface quality across the season.
- Associations/clubs are encouraged to consider training at alternate venues for pre-season activities. However, passive areas of some sports grounds may be available upon request.
- Council will provide pre-season training locations to associations, which associations can then distribute among their clubs based on ground condition and availability.
- Pre-season training activities are identified as non-contact, fitness activities only. Ball skills are included but not pre-season or trial games. These activities do not include the use of floodlights.
- Associations may request passive areas for **fitness-based** activities (non-contact, no floodlights, no games).
- Training periods:
 - **Winter season:** From **February**
 - **Summer season:** From **September**

- Guidelines:
 - All requests must come via the Association.
 - Current seasonal users have priority.
 - Only sandshoes/running shoes allowed – no studs or sprigs.
 - Activities must avoid central areas, pitches, diamonds, or goalmouths.
 - No permanent structures (posts) or line marking permitted, unless previously arranged.
 - Unauthorised use may result in fines and revoked bookings.
 - No lights are available for pre-season training.
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Sportsground closures

- **Council assesses sportsgrounds Monday to Friday**, with updates posted by **2pm each weekday** on the website.
 - If Council closes grounds, **they cannot be used under any circumstance**, including nearby areas. Breaches will result in fines.
 - From **2pm Friday onwards**, the decision is up to the **association**, based on safety and risk of surface damage.
 - Any damage caused through poor decisions may result in:
 - fines
 - remediation costs
 - indefinite closure of the ground.
 - Clubs must monitor conditions during wet weather and make informed decisions.
 - Council reserves the right to close sports grounds on weekends under special circumstances.
 - Where a sportsground is deemed closed, this means the sportsground is closed for all activity with no exceptions, this includes the area surrounding each sports ground.
 - Coaches/players/parents should contact their association/club committee if unsure of a sportsground status.
 - If there has been significant rainfall, or if there is rain forecast, it is the responsibility of the hirer to assess the sportsground regularly throughout your activity and make informed decisions about the status of the ground.
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Sportsground events

Events outside standard competitions (e.g., gala days, presentations) are classified as '**high impact**' and require an **Event Application**. See: [Event Booking - Special Event Application](#).

Floodlights

- **Competition light failures:** Call **Council After Hours:** 4306 7900.
- **Training light failures:** Use Councils online [Report a Problem tool](#) form.

Note: Repairs may take 6 to 8 weeks depending on weather and workload. Urgent repairs requested by clubs may be charged additional fees.

- Lights must be turned off when not in use. Repeat failures may result in permanent changes to allocations.
- Weekend competition light needs must be submitted by **Wednesday prior** to the match / event.

NB: Afterhours call out fees may be charged to Club/Associations where the call out was not an emergency or if no fault is found in the equipment/supply.

Field / line markings

- Council provides **initial line marking** on fields two weeks before the commencement of the season.
- Council will undertake initial line marking on fields where permanent council placed goal posts are installed (and/or for senior sports without posts) once prior to the beginning of the season and advise Club/Associations once completed.
- Ongoing maintenance of markings is thereafter **responsibility of clubs/associations**.
- Additional line marking requests incur a fee, two weeks' notice and are subject to availability.
- Approved marking products: Promura, Superturf, Omnycarb, Duramark, Simplicity or Fountain.
 - Use of unapproved substances (e.g., diesel, Roundup) is prohibited and will result in full remediation costs.
- Requests for changes to field layouts must be made **three months prior** in writing.

NB: Where the dimensions of playing fields are changed, it is the responsibility of the Club/Association to provide information to Council to meet the new requirements as set out by the governing body.

Canteen usage

- Canteens may be shared among clubs / associations or user groups. Each club must:
 - leave the canteen clean (wipe surfaces, mop, sweep) after each use
 - secure food and equipment
 - comply with **NSW Food Safety Standards**.
- Tag and test all electrical equipment (every 12 months) as per the [Safe Work Code of Practice](#). Equipment may be randomly inspected for compliance, with non-compliance notices distributed to Clubs/Associations.
- Items that belong to sporting codes should be tagged and tested every 12 months by the owners.
- Council accepts no liability for stored items.

- Clubs/Associations are to ensure all equipment, food or drinks are kept secure due to the possibility of other clubs utilising canteen facilities.
 - Clubs should hold **contents insurance**.
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Amenities - Including changerooms and storerooms

- Equipment must not be stored in toilets or shared areas.
 - Storage is limited to **allocated areas only**. Clubs must clean amenities after use.
 - All break-ins must be reported to police and Council.
 - Council will conduct end-of-season audits. Unclean facilities may result in a **cleaning fee**.
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Gas bottles / cylinders

- Gas cylinders must **not** be stored in Council buildings (bin bays separate from the amenities building accepted). Any gas cylinders found will be removed and disposed of.
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Sale of alcohol

Sporting clubs **must follow all relevant liquor licensing laws and Council requirements** when selling alcohol at events.

The Liquor Act 2007 and the Gaming and Liquor Administration Act 2007 are in place to ensure alcohol is sold responsibly and clubs need to meet these obligations.

Requirements:

- **Obtaining approval for a liquor licence:**
Clubs must apply for a liquor licence through NSW Independent Liquor & Gaming Authority.

NSW Liquor & Gaming Authority will advise Council they have received an application and seek comment from Council prior to determination.
- **Suggested supporting information to include with your application:**

Consumption Zone Mapped on site plan:
Alcohol must be consumed only within the licensed consumption area.

- **Prohibited uses:**

Alcohol sales and consumption are not permitted during:

- training
- junior competitions.
- **No alcohol can be sold or consumed until a liquor licence has been obtained.**
- **No glass bottles or takeaway consumption is permitted.**

Tips and support for managing alcohol can be accessed from [Good Sports](#), a national program that helps sporting club committees progressively change the way they manage alcohol within club grounds and associated functions.

Waste management

- Council provides a **basic allocation of litter bins** only. Additional bins are the **responsibility of the hirer**.
 - To request extra bins, complete the [Event Bin Application Form](#) and email it to ask@centralcoast.nsw.gov.au
- Extra servicing of bins will incur a **fee as per Council's Fees and Charges**.
- To prevent vandalism, **additional bins must be locked away** in bin bays, male changerooms or waste enclosures after daily use.
- Clubs/Associations must **leave grounds clean and free of litter** after each use.
 - Special attention should be paid to items such as lolly wrappers, bottles, and strapping tape.
 - Cleaning fees will apply if grounds are left in poor condition.
- **Bulk kerbside collection services are not provided** to sporting groups.

Personal equipment must not be stored in waste enclosures.

Electrical requirements

- All extension cords must be protected by a **30mA earth leakage circuit breaker** at the first supply point.
 - **Double adapters and piggyback plugs are prohibited.**
 - Extension cords must be **suspended above ground**, except within 2 metres of the usage point.
 - All electrical equipment must be **tagged and tested** in accordance with the SafeWork Code of Practice.
 - Equipment may be randomly inspected; non-compliance notices will be issued where applicable.
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Liaising with Council

- Only **designated representatives** from each Association may communicate with Council regarding sportsground use.
- For **non-urgent issues**, use Council's online [Report a Problem tool](#) form.
- For **urgent maintenance** (e.g., safety issues, blocked toilets, irrigation failure), call Council **4306 7900** as soon as possible.

Note:

After-hours callouts may incur a fee if:

- the issue is not deemed an emergency
 - no fault is found.
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Fees

All sportsground users will be charged in accordance with Council's adopted Fees and Charges.

Infringement procedures

Breaches of the terms in this guide will result in the following penalties:

- **First offence**
 - Written warning
 - Possible fine and remediation costs
- **Second offence**
 - 7-day suspension from the facility (including competitions)
 - Fine and remediation costs
- **Third offence**
 - 14-day suspension from the facility (including competitions)
 - Fine and remediation costs
- **Further offences**
 - Additional 14-day suspensions
 - Ongoing fines and remediation charges

Keys and padlocks

- Keys are issued to **Associations only**. Clubs will not be issued keys unless no association exists, or special arrangements have been approved.
- A **refundable key bond** must be paid prior to key collection.
- **Key arrangements** can be made by emailing openspacebookings@centralcoast.nsw.gov.au at least **two weeks before the season starts**.
- **Keys must be returned within two weeks** of the season's end, or a re-keying fee will apply.
- Associations are liable for the **cost of lost keys or lock replacements**.

Accounts

- Council will issue **invoices to Associations or Clubs** for seasonal training and competition bookings.
 - Do **not make payments** until an invoice is received
- **Associations are responsible for managing payments** to Council on behalf of their member clubs.
 - Council does not accept payments from individual clubs where an Association exists
- Fields booked for **both Saturday and Sunday** will be **charged for both days**, regardless of single-day use.
- **Seasonal booking changes** must be submitted **in writing** within the first **four weeks** of the season.
 - No fee reductions will be provided after this period
- For account issues, contact:
CreditManagement-Team@centralcoast.nsw.gov.au

Associations with **overdue accounts** will not be allocated sportsgrounds in future seasons unless debts are cleared, or an arrangement is in place.

End of season

- Associations must advise Council **weekly during finals periods** when fields are no longer needed.
- Goalposts will be removed from grounds where finals are not occurring.
- **Keys must be returned within two weeks** of season end to avoid a re-keying fee.
- **Photos of cleaned amenities** (canteens, changerooms, storage areas) must be emailed to openspacebookings@centralcoast.nsw.gov.au.
 - If facilities are left unclean and no photographic evidence is provided, **cleaning charges will apply**.

End-of-season presentations require a [Casual Open Space Booking Enquiry Form](#) | Central Coast Council to be submitted.

Conditions of use for Council sportsgrounds

- A **risk assessment and surface inspection** must be conducted prior to each session. Unsafe surfaces must not be used. Notify Council of hazards.
- All activity must **cease by the booked time**. Noise must comply with EPA requirements.
- Hirers may **not sub-let** any part of the grounds.
- All food and drink sales must comply with Council health regulations.
 - Mobile food vendors (e.g. coffee vans) must complete a [Temporary Mobile Food Business Notification Form](#).
- The hirer is responsible for the **safe and respectful behaviour of attendees**.
- All **temporary structures** (e.g., stages, toilets, fencing) must be approved by Council.
- **Open fires are strictly prohibited**.
- **Advertising and sponsorship signage** must be approved and **temporary in nature**.
- **Vehicles are not permitted on grassed areas** unless authorised.
- No modifications may be made to facilities without **prior written Council approval**.
- **No structures may be placed on turf wicket areas**.
- Cricket users must follow the **Council-issued wicket agreement**.
- The use of **balloons, glitter, confetti, glow sticks, tinsel or streamers** is prohibited at all Council sporting venues.

Temporary fencing / roped-off area

- **Flagged bunting is preferred** for temporary fencing.
- Fields may only be roped off **immediately before play** and must be **removed afterward**.
- If using temporary fencing panels:
 - use **weighted base feet**
 - **star pickets are not permitted**.
- Ropes must be clearly visible with **brightly coloured ribbon** tied at least every metre.

No smoking policy

Council's No Smoking in Public Places and Council Land policy prohibits smoking:

- within **10 metres** of children's play equipment

- in **spectator areas at sportsgrounds**
- within **4 metres** of building entrances
- at all **playing fields, reserves, beaches, and foreshores**.

Council can provide a **No Smoking Policy template** to assist with club compliance.

E-Cigarettes and smoke-free laws

Use of e-cigarettes (vaping) is banned in all smoke-free areas under the **Smoke-free Environment Act 2000**, including:

- all enclosed public spaces
- 10 metres from play equipment
- spectator areas at sportsgrounds
- public transport stops/platforms
- within 4 metres of building entrances
- outdoor dining areas
- inside vehicles carrying children under 16
- all public transport (including trains, buses, ferries).

Private organisations may also establish their own smoke-free policies.

Voluntary work and/or club-funded projects

- Clubs undertaking capital works or volunteer projects must **obtain prior Council approval**.
 - All works must meet **Council and SafeWork NSW requirements**.
 - Provide copies of all **certificates and licences** for anyone undertaking the work.
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Grants and programs

- Clubs/Associations seeking grants for capital works or representative programs must **consult with Council before applying**.
- For advice and assistance, contact:
openspacebookings@centralcoast.nsw.gov.au

Council Contact Information

Issue	Area	Contact details
<ul style="list-style-type: none">• Allocations and bookings• Floodlighting• Line marking• Special events	Open Space and Recreation	E: openspacebookings@centralcoast.nsw.gov.au
<ul style="list-style-type: none">• General enquiries	Customer Service	E: ask@centralcoast.nsw.gov.au P: 4306 7900
<ul style="list-style-type: none">• Building maintenance• Vandalism• Electrical maintenance	Report an Issue	Online: Report an Issue: Click here - working
<ul style="list-style-type: none">• Sale of food	Environmental Public Health Officer	E: ask@centralcoast.nsw.gov.au
<ul style="list-style-type: none">• Urgent maintenance		P: 4306 7900