



# **Sportsground Information Booklet**



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## Introduction

Welcome to the Central Coast Council Sportsground Information Booklet.

The purpose of this booklet is to outline to associations and clubs the procedures and conditions of the use of Council sports grounds. Additionally, it provides answers to many of the frequently asked questions raised throughout the season. We would welcome any comments on how this booklet can be improved to assist your club.

Important contact details are shown at the end of the booklet for you to refer to should you have any questions or problems throughout your season.

## Seasons

Council operates a 6-month season for both summer and winter sports.

The Winter Season commences on the first full weekend in April annually and concludes on the 3<sup>rd</sup> weekend of September - including all final series games. The Summer Season commences on first full weekend in October annually and concludes in 3<sup>rd</sup> weekend in March.

Grounds are closed and unavailable for use in between seasons for important maintenance works.

## Booking Procedures

- All sports ground applications are to be made on Council's official [Seasonal Allocation Request form](#) and are to be submitted by 30 July for the summer season and by 30 November for the winter season. Applications received after these dates may not be considered.
- Governing bodies are responsible for the completion and submission of all applications on behalf of the member clubs. Council will not accept applications from individual clubs unless no Central Coast association exists, or if special arrangements have been made.
- All sections of the application form are to be completed and must include up to date Public Liability Insurance. The certificate of currency must show the details of the Associations \$20 million public liability policy and **must list Central Coast Council as an interested party.**
- It is the responsibility of governing bodies to book sports grounds for finals to be held in March (summer season) and September (winter season). Grounds with turf wickets will not be available for use for winter season finals.
- While Council endeavours to meet all reasonable requests, there is no guarantee that sportsgrounds will be available to satisfy all user demands. It is the responsibility of the Club/Association to make alternative arrangements should the requested sportsgrounds be unavailable. In general, traditional ground users will be given preference for requested grounds for each season.

***Sportsground will be allocated by Council as soon as practicable after processing of applications.***

## Pre-season Bookings

- Clubs/Associations should not presume that pre-season activities will be automatically available on Council sportsgrounds. Council reserves the right to book sports grounds to other user groups for training, competitions and carnivals.
- However, associations may be able to book grounds not already in use for seasonal sport finals or necessary maintenance.
- Trial games and grading requests must be made in writing at least four weeks prior to the desired dates. Requests must come via the governing Association. Please note: Goal posts, cricket pitches and field markings may not be available prior the start of the season.
- Should a club wish to use portable goals they must be provided by the user Club/Association, be safely secured to the ground and must be removed from the sportsground at the end of each day. All goal posts must meet the Australian Standards.
- Fields, where available, will only be marked and goal posted for pre-season trial games if the game(s) involves a team from outside the Central Coast region. A fee for line marking applies.
- Bookings can be made by Association's on Council's [Seasonal Allocation Request](#) form.

## Pre-season Training

- Council has a limited number of sports grounds with multiple summer and winter users. Extensive pre-season training on sports grounds is not permitted.
  - 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.
  - Pre-season training is available for clubs under certain conditions:
  - 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.
  - Pre-season training will only be considered during the month of March (winter season) and September (summer season)
  - All pre-season training must be booked through Council (by Associations on behalf of clubs) and can only occur with the appropriate permission.
  - Clubs must respect the rights of the current users of the grounds. Current seasonal bookings will take precedence over fitness activities.
  - Players must wear sandshoes/running shoes. No footwear with studs/sprigs are permitted.
  - Players must conduct running sessions on the perimeter of ovals, away from the cricket pitches/diamonds/goal mouths and inner grounds.
  - No permanent posts are to be erected. This will be performed by Council prior to the start of the season unless otherwise arranged.
  - No line marking to be undertaken.
  - Clubs/Associations should not approach in-season users to arrange use of grounds for pre-season training, all pre-season training enquiries need to be directed to Council via the Association or governing body.
  - Clubs found to be causing damage to the oval will have their pre-season allocation cancelled
- Pre-season training is not permitted during times of wet weather.***

## Sportsground Closures

- Council assesses the effects of wet weather and the condition of each sports ground from Monday to 2pm Friday. The website will be updated by 2pm weekdays.
- If Council determines the sports grounds are closed by 2pm weekdays, they cannot be used for training or competition purposes. This includes the area surrounding the sports grounds. Unauthorised use will result in fines to the user.
- After 2pm Friday and on the weekend, associations determine if sports grounds can be used safely and without damaging the playing surface. Council reserves the right to close sports grounds on weekends under special circumstances. Unauthorised use will result in fines to the user.
- 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 to ascertain current status of a sportsground.
- If there has been significant rainfall, or if there is rain forecast during your approved activity, it is the responsibility of the hirer to assess the sportsground regularly throughout your activity and make informed decisions about the ground status.
- Where a sportsground sustains damage as a result of poor decision making, the hirer may face fines and/or remediation costs.
- In addition, a sportsground may be closed indefinitely (with no alternate facility) following poor decision making because of safety risks.

## Sportsground Events

Council classifies an Event as having a high impact on the community with activities outside the normal seasonal competition days. These events must comply with Council's [Event Guidelines](#)

## Floodlights

- Should floodlight globes or fixtures fail to work for **competition**
  - Contact Council's after hours on 1300 463 954
- Should floodlight globes or fixtures fail to work for **training**
  - complete the form online [Report a Problem](#) or contact Council's Open Space and Recreation unit [openspacebookings@centralcoast.nsw.gov.au](mailto:openspacebookings@centralcoast.nsw.gov.au) requests will be actioned during business hours.
- For reasons of efficiency and economy, Council may carry out replacements of blown light bulbs or damaged fittings only when multiple repairs are required. This means that it may take up to 6 – 8 weeks for repairs to be carried out.
- Should clubs request an urgent replacement, they will be responsible for the costs incurred.

***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 will undertake the initial line marking once at the beginning of the season and advise Club/Associations once completed. Thereafter, it is the responsibility of the Club/Association to maintain line marking throughout the duration of the season.
- **The use of diesel, sump oil, growth retardants or herbicides i.e. “Round Up” on Council sportsgrounds is strictly prohibited.** The line marking fluids approved for use are Promura, Super turf, Omnycarb, Duramark, Simplicity or Fountain.
- Sportsgrounds are not to be marked for pre-season training or games without Council’s written approval.
- Unless contact is made by the Club/Association grounds will be marked out by Council as per the previous corresponding season. Any changes to the layout of any fields must be made in writing to be considered by Council, at least three months prior to start of season.

***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

- Clubs/Associations using sportsground canteens must ensure that the canteen is left clean and tidy after each usage in accordance with NSW Health Food Safety Standards. This includes wiping of all counters/surfaces, sweeping and mopping of floors after each use. If the cleaning is not satisfactory Council reserves the right engage a commercial cleaner at Club / Association expense.
- For food safety standards refer to [Food Safety Standards](#)
- Clubs/Associations are to ensure that all equipment and food/drinks are kept secure due to the possibility of other clubs utilising the canteen facility. Additionally, Council will not take any responsibility for goods or equipment stored in any recreation buildings, it is the responsibility of the ground hirer to have contents insurance.
- All canteen equipment is to be made available to the alternate seasonal user unless removed. Fixed items are available for all seasonal users.
- All electrical equipment used must be tagged and tested as per the [Safe Work Code of Practice](#) and will be randomly inspected for compliance and non-compliance notices distributed to Clubs/Associations.

## Amenities including Changerooms and storerooms

- Clubs/Associations are to ensure that equipment is not stored in toilets or changerooms as other user groups have access to these facilities. Additionally, Council will not take any responsibility for goods or equipment stored in any recreation buildings.
- Clubs/Associations are to ensure that all equipment is stored in the allocated container or storeroom areas, it is the responsibility of the ground hirer to have contents insurance.

## Gas Bottles / Cylinders

Gas cylinders are not to be stored within Council buildings (bin bays separate from the amenities building excepted). Any gas bottles found in a Council building will be removed and fines issued.

## Sale of Alcohol

- Clubs can apply to NSW Office of Liquor & Gaming for a liquor licence to enable clubs to sell alcohol at sports events.
- Clubs must seek Council's approval through their Association prior to making application to the NSW Office of Liquor & Gaming for a liquor licence.
- In order to be considered for approval Clubs should be registered with the Good Sports Organisation which is an initiative by the Australian Drug Foundation to assist sporting organisations with implementing responsible alcohol management practices.
- Involvement with the organisation is free and will assist your club to manage alcohol responsibly and provide a safe environment for your members and visitors. In turn this creates a more positive community image of the club, encouraging more people to become involved - generating more diverse streams of revenue for the club. For more information visit [Good Sports](#)
- A full copy (all pages) of the NSW Office of Liquor, Gaming and Racing Liquor Licence Application Form must be provided to [openspacebookings@centralcoast.nsw.gov.au](mailto:openspacebookings@centralcoast.nsw.gov.au) including: all event dates, RSA license details of Licensees and persons serving liquor, purpose, venue and location, start and end time of the function, and start and end time of liquor being sold.
- Without the above information Council cannot support your application.
- It is the responsibility of the licensee and the Clubs/Association to ensure compliance with liquor laws and RSA principles in particular - responsible service that does not encourage excessive drinking and abuse of alcohol.
- Liquor may only be sold at the function for which the licence was approved, or at other functions approved by the NSW Office of Liquor, Gaming & Racing.
- All liquor must be consumed on licensed premises (i.e. the place where the function is being held). Liquor cannot be taken away from that location. Clubs must have a designated fenced area that is separate from the main area.
- Signs must be displayed at bars and counters advising that it is an offence to sell liquor to/or obtain liquor on behalf of a minor.
- The licensee must ensure that the Section 632 signs are covered for the duration of the event and are uncovered on completion of the event.
- Under NO Circumstances does Council allow the sale or consumption of alcohol during training allocation or for any junior events.
- No glass bottles/containers are permitted on sportsgrounds. The consumption of alcohol is permitted within a building at a sportsground subject to the issuance of a Functions Licence from the Licensing Police. Under the Liquor Act 1982 Section 114 (4) a person shall not give or sell alcohol to a person under the age of 18 years. Secondary supply laws apply to all people who may be at the venue, both the user and all spectators in attendance.

***NB: NO provision for sale or consumption of alcohol is permitted until formal approval has been received from Council.***

## Waste Management

Provision, emptying and removal of extra litter bins is the responsibility of the hirer. Council will supply a minimum number of litter bins only. Should additional bins be required, please email [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au).

To minimise vandalism, additional litter bins (not on a stand) are to be locked up in bin bays/ toilets/ changerooms at the closure of each day's activities.

Clubs/Associations using sportsgrounds are responsible for ensuring grounds are left clean and clear of litter after each use. Special attention should be given to clearing small rubbish such as lolly wrappers, empty drink bottles and strapping tape. Clubs/Associations will incur a cleaning fee if sportsgrounds are left in an unacceptable condition.

## Electrical Requirements

- Where flexible extension cords are used to provide power, a core balance earth leakage circuit breaker having a rated tripping current not exceeding 30ma shall be installed at the first point of supply to protect the equipment and the user.
- Double adapters and 3-pin plus adapters (piggy back) are not to be used.
- Flexible extension cords shall be supported above the ground so as to provide clear access for personnel. This does not apply within a distance of 2 metres from where the power is to be used.
- All electrical equipment used must be tagged and tested as per the SafeWork Code of Practice and will be randomly inspected for compliance with non-compliance notices distributed to Clubs/Associations.

## Liaising with Council

Only designated persons from each Association/Club should liaise with Council on issues associated with the use of Council sportsgrounds.

For non-urgent matters on Council sportsgrounds complete the form online [Report a Problem](#)

In situations where urgent and immediate maintenance is required (e.g. Safety, blocked toilets, irrigation malfunctions) on Council sportsgrounds, report to 1300 463 954 as soon as practicable.

***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.***

## Fees

Sportsground users will be charged in accordance with Council's adopted fees and charges.



## Infringement Procedures

Should associations/clubs be found to be using sports grounds and/or facilities contrary to the conditions identified in this booklet, the following penalties apply:

- |             |   |
|-------------|---|
| 1st Offence | Written warning from Council will be issued. A fine may also be imposed.  |
| 2nd Offence | Association will be suspended from using the sports ground for 7 days. This will include competition matches. A fine will also be imposed.  |
| 3rd Offence | Association will be suspended from using the sports ground for 14 days. This will include competition matches. A fine will also be imposed. |

All subsequent offences will incur an additional penalty of 7 days and a fine.

## Keys and Padlocks

- Keys will be issued to the Associations. Council will not issue keys to individual clubs unless no Central Coast association exists, or if special arrangements have been made.
- A refundable bond for keys is payable by each Association/ Club for the season. An invoice will be issued and payment is required prior to collection of the keys. Key bond refunds are processed at the end of the season when all keys are returned.
- Keys for sports grounds can be arranged by contacting:  
[Openspacebookings@centralcoast.nsw.gov.au](mailto:Openspacebookings@centralcoast.nsw.gov.au) one week prior to the commencement of the season.
- Keys must be returned within two weeks after the end of the season.
- Association/clubs will be responsible for the costs of replacing ALL keys and / or locks should they need to be replaced.

## Accounts

- The Council will invoice each Club/Association for seasonal ground fees. The invoice will detail training and competition fees. Please do not make any seasonal payments until an invoice has been issued.
- It is the responsibility of the Association to invoice clubs and make payments to Council. No payment will be accepted from clubs where an Association exists on the Central Coast.
- If a field is booked for Saturday and Sunday usage throughout, even if a club only utilises the field one of those days—they will be invoiced for 2 days. Block booking of fields is stopping other sporting groups, social and schools from booking fields, therefore if you book it, you will be invoiced for it.
- Any alterations made to the initial seasonal booking must be made in writing to Council by the association/club. Council will allow the initial bookings to be changed up to the end of the FOURTH WEEK, after the commencement of the season. After that time any cancellations will not attract a reduction in fees.
- Should you have a problem with your account please Council's Credit Management Team  
[CreditManagement-Team@centralcoast.nsw.gov.au](mailto:CreditManagement-Team@centralcoast.nsw.gov.au)
- Any Association who has an overdue account will not be allocated any future use of Council grounds for the following seasons unless all accounts are up to date and / or special arrangements have been made with Council's Credit Management.

## End of Season

- To assist with the effective changeover of seasons, it is the responsibility of the Associations to notify Council's Open Space and Recreation unit on a weekly basis at finals time, when fields are no longer required for the rest of the season.
- Goalposts will be removed from sportsgrounds where finals are not being held.
- Keys are to be handed back to Council no later than 2 weeks after the conclusion of the season.
- Photos of the canteen and storeroom/s are to be submitted to council via email [openspacebookings@centralcoast.nsw.gov.au](mailto:openspacebookings@centralcoast.nsw.gov.au) as evidence of the amenities being left clean and tidy.
- If this evidence has not been provided and Council is required to arrange cleaning all costs will be forwarded to the association / user group.

## Conditions of Use for Council Sportsgrounds

- The hirer is required to undertake/complete a risk assessment and inspect all playing surfaces prior to the commencement of play to ensure the surface is in a safe condition for use. This applies for each training and competition session. Playing surfaces deemed unsafe must not be used until repaired. Club/Associations are to notify Central Coast Council the next business day of any faults.
- Activities are to cease at the specified booking time at the latest unless another time is approved. Noise levels are to meet Environment Protection Authority requirements.
- The hirer has no authority to sub-let any part of the sportsground.
- The sale of food and drinks is to comply with Council's Health Services Section regulations. All food stalls are to be licensed by Council.
- The hirer is to be responsible for the safe and orderly behaviour of any audience attracted by the activities provided. The hirer must take suitable precautions to ensure the safety of the spectators and must always endeavour not to disturb or inconvenience the general public.
- The location of all temporary structures including stage, portable toilets or temporary fences must be approved by Council.
- Fires are prohibited on sportsgrounds.
- Advertising signs require the written approval of Council and will be in accordance with the relevant code.
- Motor vehicles are not permitted on grassed areas **unless specifically authorised**.
- Modifications or alterations to any facility on the sportsground will not be permitted without approval from Council. Please contact our office [openspacebookings@centralcoast.nsw.gov.au](mailto:openspacebookings@centralcoast.nsw.gov.au)
- Under no circumstances are there to be structures set up on the turf wicket area of Council grounds.

## Temporary fencing / roped off area

The following conditions apply:

- Flagged bunting is the preferred method of temporary fencing;
- Roping off fields must only occur shortly before the commencement of competition and must be taken down immediately after event;
- When using temporary fence panels, weighted block feet are to be used when joining panels, star

pickets are strictly prohibited.

Rope must be adequately highlighted by brightly coloured ribbon and long enough to be highly visible, tied at no less than one meter along the full length of rope.

## **No Smoking Policy**

Central Coast Council adopted a policy in March 2005, 'No Smoking Policy - Public Places and Council Owned Land' A5.08. The policy addresses the ways in which Council will reduce harm to the community from passive smoking through the introduction of smoke free sportsgrounds in Gosford City.

The *Tobacco Legislation Amendment Act 2012* was passed by the NSW Parliament on 15 August 2012. The *Smoke Free Environment Act 2000* has been amended to ban smoking in the following outdoor places from 7 January 2013;

- Within 10 metres of children's play equipment in outdoor places
- Spectator areas at sportsgrounds or other recreational areas used for organised sporting events
- Within 4 metres of a pedestrian access point to a public building

Council has declared smoke free zones in the following areas:

- Within 10 metres of all children's play areas and facilities for the use of children.
- All playing fields, sporting grounds, recreation reserves, beaches and foreshore reserves.

All Clubs/Associations using Council's sportsgrounds are obliged to respect the No Smoking Policy and the *Tobacco Legislation Amendment Act 2012*. No Smoking Policy template and support information can be supplied by Council to assist Clubs/Associations and in adhering to Council's No Smoking Policy and the legislation.

## **Voluntary Work and / or Club Funded projects**

Clubs/Associations with volunteers undertaking any capital works, in kind or full funded projects on Council's sportsgrounds must ensure they comply with Council's SafeWork requirements. Any works minor or major require Council permission and a copy of all relevant certificates of any person undertaking such duties should be provided to Council prior to any works commencing.

## **Grants and Programs**

A number of grants are available that provide financial support to Clubs/Associations wishing to undertake capital improvements to facilities and for representative training and competition. Associations/Clubs are required to contact Council prior to making any application that will involve construction of any works on a sportsground for advice and approval. Additional information can be obtained by contacting [openspacebookings@centralcoast.nsw.gov.au](mailto:openspacebookings@centralcoast.nsw.gov.au)

## Council Contact Information

Issue	Area	Contact details
<ul style="list-style-type: none"> <li>• Allocations and Bookings:</li> <li>• Floodlighting</li> <li>• Line marking</li> <li>• Special events</li> </ul>	Open Space and Recreation	E: <a href="mailto:openspacebookings@centralcoast.nsw.gov.au">openspacebookings@centralcoast.nsw.gov.au</a>
<ul style="list-style-type: none"> <li>• General enquiries</li> </ul>	Customer Service	E: <a href="mailto:ask@centralcoast.nsw.gov.au">ask@centralcoast.nsw.gov.au</a> P: 1300 463 954
<ul style="list-style-type: none"> <li>• Building maintenance</li> <li>• Vandalism</li> <li>• Electrical maintenance</li> </ul>	Report an Issue	Online: <a href="#">Report an Issue: Click here</a>
<ul style="list-style-type: none"> <li>• Sale of food</li> </ul>	Environmental Public Health Officer	E: <a href="mailto:ask@centralcoast.nsw.gov.au">ask@centralcoast.nsw.gov.au</a>
<ul style="list-style-type: none"> <li>• Urgent maintenance</li> </ul>		P: 1300 463 954