

# **SPORTING GROUNDS AND FACILITIES ALLOCATION POLICY 2017**

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<b>Policy Reference No.</b>	POL/258
<b>File No.</b>	HCC15/362
<b>Strategic Objective</b>	5.3 Provide responsible and transparent governance, services and infrastructure which respond to and supports community needs.
<b>Adopted by Council</b>	11 December 2017
<b>Re-Adopted</b>	
<b>Date for Review</b>	September 2022
<b>Responsible Officer</b>	Manager Leisure Centres and Sport
<b>Department</b>	Leisure Centres and Sport

# SPORTING GROUNDS AND FACILITIES ALLOCATION POLICY

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## 1 POLICY STATEMENT

- 1.1 Hume City Council will allocate use of its sporting grounds and facilities to sports clubs/associations to improve physical, mental and social health and wellbeing outcomes for residents of Hume.
- 1.2 The Sporting Ground and Facilities Policy establish the eligibility and selection criteria to be applied when allocating use of Council's sports grounds and facilities to sports clubs/associations.

## 2 PURPOSE

- 2.1 To ensure a transparent and consistent approach to the allocation of sporting reserves and facilities to sports clubs/associations.
- 2.2 To provide guidance and direction to sports clubs/associations seeking allocation of a Hume sporting ground and facility.

## 3 SCOPE

- 3.1 This policy applies to all sporting clubs/associations seeking an allocation to utilise Council sporting grounds and facilities.
- 3.2 This policy does not apply to sporting clubs occupying Council sporting grounds and facilities under a current or pending lease or licence agreement.
- 3.3 This policy does not apply to school groups or applicants seeking casual allocations of sporting grounds and facilities.

## 4 OBJECTIVE

- 4.1 To provide a diverse range of opportunities for participation in sport, recreation and physical activity for Hume residents.
- 4.2 To improve physical, mental and social health and wellbeing outcomes for Hume residents by increasing participation in active sport, levels of physical activity and social connectedness.
- 4.3 To ensure that Council owned sporting grounds and facilities are occupied by inclusive, viable and sustainable sports clubs/associations.

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## 5 POLICY IMPLEMENTATION

**5.1** Council offers the following types of allocations to sports clubs/associations seeking to utilise Council sporting grounds and facilities.

- 5.1.1** Preseason Allocation
- 5.1.2** Winter Season Allocation
- 5.1.3** Summer Season Allocation
- 5.1.4** Annual Allocation
- 5.1.5** Finals Allocation
- 5.1.6** Casual Allocation

### 5.2 Applicant Eligibility Criteria

**5.2.1** To be eligible for an allocation to utilise a Council sports ground and facility applicants must:

- 5.2.1.1** submit to Council a fully completed Allocation Application Form by the Council advertised closing date;
- 5.2.1.2** have the majority of their membership base residing within Hume City;
- 5.2.1.3** be registered with a recognised State Sporting Association (SSA);
- 5.2.1.4** be legally incorporated and not-for-profit;
- 5.2.1.5** have an elected committee;
- 5.2.1.6** have no outstanding debt with Council or a SSA;
- 5.2.1.7** maintain a level of public liability insurance cover stipulated in the 'Conditions of Hire' Agreement;
- 5.2.1.8** not include references to the names of towns, suburbs, municipalities, cities or countries other than within Hume City in their club name.

### 5.3 Selection Criteria

**5.3.1** Council will consider the following selection criteria when determining allocations to applicants that meet the eligibility criteria:

- 5.3.1.1** The availability of a suitable sporting ground and facility;
- 5.3.1.2** The applicant's historical facility usage and their current membership and participation levels. Where existing clubs/associations demonstrate a sustained period of decline in membership and participation, Council reserves the right to either relocate the club/association to an alternative venue more suited to the clubs level of usage or approve a secondary allocation to maximise use;
- 5.3.1.3** The applicant's capital investment at a sporting ground and/or facility;
- 5.3.1.4** The percentage of the applicant's membership base residing in Hume City;

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## 5.3.1.5 The applicant's commitment to:

- a) welcoming, inclusive and respectful environment including the participation opportunities the applicant offers to juniors, females, members of culturally and linguistically diverse communities and residents of all abilities;
- b) participation in development workshops, and programs that promote social responsibilities e.g. Registration with Good Sports Program;
- c) implementing policies, programs and practices to ensure that the club provides a healthy environment for its members and continues to promote participation in its chosen sport;
- d) The applicant's past conduct. Applicants are required to maintain a record of good citizenship and will not demonstrate a history of substantiated complaints by local residents or other facility users.

## 5.3.1.6 The applicant's history of:

- a) maintaining allocated facilities in a clean and tidy manner;
- b) paying fees and charges on time;
- c) submitting complete and accurate allocation applications;
- d) adhering with directions given by Council Officers.

## 6 DEFINITIONS AND ABBREVIATIONS

### 6.1 Annual Allocation

**6.1.1** An allocation to a club/association to utilise a Council sporting ground and/or facility at agreed times throughout the whole year. Annual allocation agreements are generally between 1 April and 31 March.

### 6.2 Allocation

**6.2.1** An allocation is an agreement between Council and a club/association to utilise a Council sporting ground and/or facility that does not fall into the category of a lease or licence.

**6.2.2** An allocation allows a club/association non-exclusive use of a sports ground and/or facility at specific agreed times. Allocations can be annual, seasonal or casual in nature.

### 6.3 Casual Allocation

**6.3.1** An allocation to a club/association, community group, school or commercial sporting provider to utilise a sporting ground or facility on a single occasion for a pre- determined fee.

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- 6.3.2** Seasonal allocation requirements are prioritised over casual allocations and are also subject to ground availability and condition.
- 6.4** Finals Allocation
- 6.4.1** An application process available to State Sporting Association's, Leagues and Associations to utilise Council sporting grounds and/or facilities to conduct finals matches for their respective summer or winter competitions.
- 6.5** Lease
- 6.5.1** A Lease grants a tenant exclusive possession of a Council property and gives the tenant a proprietary interest in the Council Property which is binding on third parties.
- 6.5.2** Under a Lease a tenant is able to assign or transfer its interest to a third party and the lease runs with the land.
- 6.6** Licence
- 6.6.1** A licence gives a licensee a non-exclusive contractual right to occupy the licensed area and does not give a licensee an interest in the licensed area but a right enforceable in contract only.
- 6.6.2** Under a Licence the licensee cannot assign or transfer to a third party. A licence is applicable and specific to the Licensee named on the Licence arrangement only.
- 6.7** Pre-season Allocation
- 6.7.1** A restricted allocation to a club/association to utilise a Council sporting ground and/or facility at agreed times prior to the commencement of the competitive scheduled winter sporting season for the purpose of sports training and physical preparation for the winter season.
- 6.7.2** Pre-season allocations generally occur between October 1 and March 31.
- 6.8** Sporting Grounds and Facilities
- 6.8.1** Council owned sporting infrastructure available for allocation including Australian Rules football and cricket ovals, soccer, rugby, hockey and lacrosse pitches, softball diamonds, athletics tracks and associated pavilions and sporting infrastructure.
- 6.9** State Sporting Association (SSA)
- 6.9.1** A pre-eminent governing body for a sport in Victoria.
- 6.10** Summer Season Allocation
- 6.10.1** An allocation to a club/association to utilise a Council sporting ground and/or facility at agreed times between the period of October 1 and March 31.

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## 6.11 Winter Season Allocation

**6.11.1** An allocation to a club/association to utilise a Council sporting ground and/or facility at agreed times between the period of April 1 and September 30.

## 7 RELATED DOCUMENTS

7.1 Council Plan 2017-2021

7.2 Council Leisure Strategy 2013-2018

7.3 Lease and Licence Policy (CP2014-08-01)

7.4 2017 Conditions of Hire (Hume City Council Recreations Reserves and Pavilions)

7.5 Fees and Charges Policy

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