

SPORTING GROUNDS AND FACILITIES ALLOCATION POLICY 2017

Policy Reference No.	POL/258
File No.	HCC15/362
Strategic Objective	5.3 Provide responsible and transparent governance, services and infrastructure which respond to and supports community needs.
Adopted by Council	11 December 2017
Re-Adopted	
Date for Review	30 June 2026
Responsible Officer	Manager Active Living
Department	Active Living

SPORTING GROUNDS AND FACILITIES ALLOCATION POLICY

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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