



Seasonal Sportsground Hire Guidelines



Town of
Cambridge

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Seasonal allocations

The period allocated for the respective sporting seasons are:

Summer Sports: First Saturday in October to the last Sunday in March

Winter Sports: First Saturday in April to the last Sunday in September

Training

Subject to reserve availability. Official commencement dates for training are:

Summer Sports: 1st October

Winter Sports: 1st April

Times

Training and Games must conclude by 9pm.

Training on weekday mornings is available upon approval.



Fixtures

Fixtures must be presented to Town Staff prior to the commencement of the season and any subsequent alterations also advised to Town Staff. Failure to do so may result in a double booking and the Town will give priority to the booking first registered.

Office bearers

Please forward a list of office bearers and fixtures as soon as they become available.

Pre-season bookings

If clubs require a reserve for pre-season training or games, they must contact the Town. If the booking is outside of the respective sports season a casual hire fee will be applied to the booking.

Events/registration days/windup

Clubs must notify the Town of intention to hold events such as registration or wind-ups. A separate and additional application may be required for these events.

Lighting

Temporary or portable lights are not permitted on Town reserves.

Goals/equipment

Subject to ground availability. Goals and other sporting equipment (e.g. sight screens) may be erected three weeks prior to the commencement of the season and must be removed from the reserve at the conclusion of the season.

Any goals or equipment left on the reserve at the end of the season may, without notice, be removed and stored by the Council and all costs charged to the respective club.

Changerooms

Change rooms are to be left in the same conditions in which they were found. All rubbish and equipment is to be removed and all doors and gates are to be re-locked and left secure. Change rooms are not provided for use as storage areas. Any club property left in change rooms may without notice be removed and disposed of by the Council.

Ground markings

Ground markings are the responsibility of the hirer. Approved marking materials are:

- Whiting
- Acrylic paint (full strength or diluted)
- Cut back bitumen

It is recommended that white acrylic paint be used for crease markings on synthetic turf wickets.

Any enquiries concerning ground markings should be referred to the Town's Parks and Natural Environment Team.

Turf management practices

Ovals within the Town are showing signs of considerable wear and tear and need to be carefully monitored and managed. Please ensure that coaches within a club 'rotate' the playing fields during training and match days to minimise the wear and tear of turf on all of the Town's sporting fields.

Support in relation to this matter is appreciated to minimise the areas that require re- turfing. Any excess re-turfing costs will be met by the club.



Key procedures

Should you require keys to access any facilities, the following procedures and conditions will apply for key collection:

- One person must be nominated as the key holder and will be required to sign for the key. Keys will not be issued in bulk.
- It is the responsibility of the nominated person to ensure the venue is secured adequately at the conclusion of each use. Failure to secure the venue will result in your organisation being held responsible for any damage to or loss of the Town's property.
- Should the nominated key holder change for any reason the key must be returned to the Town for re-issue to the newly nominated person.
- One key only shall be issued to each club free of charge. If an additional key is required, please contact the Town.
- The Town requires the return of the key(s) upon conclusion of the season. The keys remain the property of the Town of Cambridge.

Vehicle Access

- Permission is granted for a vehicle to access the approved reserve for the purpose of transporting equipment on and off and line marking.
- Parking a vehicle on a reserve is an offence under the Town of Cambridge Parking Facilities Local Law and the Town's Officers may issue infringements to any illegally parked vehicles.
- The Hirer is responsible for the vehicle access to the reserve. The driver must:
 - Not exceed a maximum speed limit of 25 kph, at all times.
 - Ensure seat belts are worn by all persons in the vehicle at all times, whilst the vehicle is being driven on the reserve.
 - Ensure that the vehicles' lights and hazard lights are operational, switched on and clearly visible.
 - Be aware of all people and structures on the reserve and drive a 'reasonable distance' away from any person on the reserve.
 - Be aware of vehicle 'blind spots' and take precautions so that these 'blind spots' are minimised whilst operating the vehicle.

Marquees

- Club Marquees up to 3x3m are permitted on the reserves.
- 3x 3 m marquees must be adequately weighed down and not be pegged into the reserve.
- Marquees over 3x3 m require structural compliance.

Signage

The following conditions apply to the temporary placement of signs on the Town's sporting grounds/reserves:

- The erection of signage on the Town's reserves is subject to the Town's prior approval of style, dimensions and location being obtained.
- The sign may be placed 6 weeks prior to the start of the respective sporting season, per the Town's seasonal hirer arrangement (Summer - 1st October - 31st March and Winter - 1st April - 30th September), and will need to be removed 2 weeks after the respective sporting season concludes.
- If the sign is not removed two weeks after the respective sporting season concludes, the Town will remove it and on-charge such a cost to the sporting club in accordance with the Local Government Act 1995
- The location of the sign must not pose a pedestrian or traffic safety hazard and should be at least 3 metres from any adjacent infrastructure or trees.
- Signs must not have sharp edges or corners.
- Signs will be permitted on each club's respective home ground ONLY.
- The maximum dimensions of these signs shall be 1000mm X 600mm.
- Signs are to be adequately secured to posts and must be dug into the ground by hand to avoid damage to reticulation and other services.
- No advertising material is to be placed on the sign, the focus of the sign is to recruit players and advise of training and playing times.
- All costs pertaining to the sign (including installation, removal and any damage caused to Town and other service providers assets) will be at the sporting club's expense.

Damages

Clubs are requested to advise the Town immediately of any property damage or other items needing repair.

After hours

The Town's after-hours number is 9347 6000. After hours calls are to be restricted to emergencies only.

Contacts

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| Club Development, seasonal bookings | 9285 3125 |
| Customer Service | 9347 6000 or mail@cambridge.wa.gov.au |

