



Dear

Field Allocation For Seasonal Hire

Application form/s for allocation of fields are attached. Please provide details of the times required by your Club for training and/or match play. Fields will be allocated on an equitable basis. **Council will not accept any claims made for public liability unless a formal booking has been made.** Any conflicting bookings will be referred to Council's Parks Manager for resolution.

INSURANCE

Current Public Risk Insurance Cover shall be provided. Such policy must be for at least \$10,000,000 cover (Australian Dollars or greater value), **shall name SHOALHAVEN CITY COUNCIL and the MINISTER ADMINISTERING THE CROWN LANDS ACT as Principals or beneficiaries** and indemnify these individuals/organisations from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the activities approved under this permit.

Proof of this insurance policy (a copy of the Certificate of Currency), supplied by an APRA authorised insurance provider, is to be submitted to the Director Community & Operations with the field allocations form(s). Council's Insurance Manager will approve or disapprove the insurance provider.

CANTEENS

Council has begun a rolling program of canteen upgrades. All canteens will be upgraded to comply with health regulations. Clubs using canteen facilities are responsible for cleaning and keeping the canteen in an acceptable condition. Canteens should be cleaned at the conclusion of each use. The use of portable gas barbeques in canteens is not permitted.

CHANGE ROOMS

Council staff will clean toilets on a regular basis. Clubs are responsible for sweeping out of change rooms and removal of rubbish during the season.

ELECTRICAL APPLIANCES

Any electrical appliances used in Council Buildings must be safe, and regular inspections should be carried out to ensure their safety.

LIGHTS

Fees for the use of lights will be charged at the end of the season, **based on the hours appearing on the attached form**. If significant changes occur to the training schedule or time is lost due to bad weather, or if less time is used for any other reason. **A log must be kept to support any request for adjustment**. In some cases, the hourly rate will have changed due to increases in the power of the lighting on the ground.

FIELD MARKING

The use of herbicides for line marking is not encouraged, although it is not prohibited. Herbicides should only be used for the **first marking of the season** and at half the recommended strength. Severe damage has been caused to some grounds by the inappropriate use of herbicides. Clubs may be charged for the repair to damage caused by inappropriate use of herbicides **OIL MUST NOT, under any circumstances, be used for ground marking**.

GOAL POSTS

Clubs are responsible to ensure that goal posts are in a safe condition. Posts should be inspected annually by a competent person. The inspection must include the below-ground section to a depth of at least 300mm. This can be done either by removing the goal posts from the ground, or excavating to a depth of 300 mm around the post. The posts should be regularly painted to protect them from corrosion. Defective or suspect posts should be removed immediately.

PORTABLE SOCCER GOALS

Goals must comply with the Australian Standard HB227-2000. Copies of this Standard were provided to all Soccer Clubs. **Goals must be secured in accordance with the Standard**. Random checks will be carried out during the season.

ADDITIONAL USE OF FIELDS

Any pre season or other matches outside the draw must be booked on the Casual Hirer form also available on this site. Please note that fields will not be allocated where monies are outstanding for the previous year's lighting fees. If you need any further information about this matter, contact Gary Girdlestone, Sportsgrounds Officer on 4429 3425.

Yours faithfully



Gary Girdlestone

Sportsgrounds officer



*Community and Operations Group
Serving the Sportspeople of the
Shoalhaven*

SEASONAL APPLICATION FOR THE USE OF SPORTS GROUNDS

Privacy Statement

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Public Information Officer, Shoalhaven City Council.

We as the hirer agree to the following conditions being met and fulfilled by our organisation:-

- Allocation for season hire will be based on applications forwarded to Council or the Management Committee by the date quoted on the attached letter.
- Applications made after this date will be given lower priority.
- Allocation will not be made to clubs that do not submit an application form.
- If an application is not made Council may consider the use of the grounds to be illegal and refuse to recognise any claims
- Assessment of the suitability of the playing surface for all intended use **prior to the commencement of play.**
- Grounds shall not be used if too wet as it is considered that undue damage could be caused to the playing surface
- Sporting bodies must inspect structures, goal post, in-ground sprinklers, etc. for safety **prior to use of the sports ground.**
- Any unsafe facilities/grounds should not be used, and should be reported to Council immediately
- Playing fields, surrounds, toilets and change rooms are to be left in a clean and tidy condition. This includes picking up of all rubbish, football tape, papers, chip bags, etc.
- No vehicles are to be driven on the grounds.
- Council's decision will be final on the allocation of facilities.
- Fees will be charged for use of floodlights. All fees are in accordance with Council's advertised Fees and Charges.
- Lighting fee will be charged for hours booked, any amendments must be supported by a detailed log of actual usage.
- Portable soccer goals **MUST** be secured in accordance with Australian Standard HB227-2000
- Council's building insurance does not cover items owned by sports clubs. **It is the club's responsibility to insure your equipment**
- Clubs using grounds controlled by a Management Committee should submit this form to the Management Committee booking officer and confirm the booking with the management Committee. A copy should be provided to Council.



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Section 1 – Hirer’s Details			
Type of hire: (please tick)	<input type="checkbox"/> Summer Season Hire	<input type="checkbox"/> Winter Season Hire	
Name of club/ association:			
Name of affiliating association:			
Postal Address (PO box):			Postcode:
Mr/Mrs/Miss/Ms	Name:		
Number of registered players:		Number of teams:	Jnr ____ Snr ____

Section 2 – Ground Information	
Sportsground Name:	<input type="checkbox"/> Number of Fields _____
Amenities required:	<input type="checkbox"/> Toilets <input type="checkbox"/> Change room <input type="checkbox"/> Canteen <input type="checkbox"/> Other _____
Other Facilities	_____

Hirers must complete all relevant pages of the form or their application will be considered invalid.

Section 3 – Insurance	
Please attach a copy of the Certificate of Currency for the Public Liability Insurance Policy. Council must be identified in writing on the above policy as an interested party.	
If your Public Liability Insurance is held through a governing body, (ie District Association) please indicate which body.	
Copy attached <input type="checkbox"/>	



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Section 4 – Seasonal Hire Requirements				
Training starting date:		Finishing date:		
First day of competition:		Last day of competition:		
Christmas break – last date:		Restart date:		
Other special events: (including presentation day)	Please Note: At Least 14 days notice should be given for all special events.			
Field Number or description (eg cricket nets) _____				
Details:	Time Start	Time Finish	Activity T - training C - competition	Floodlight (hours needed)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

It will be considered that Floodlight use commences at 5.30 pm during the winter season, any changes to floodlight usage must be supported by a log of actual use.

Please complete a new page for each field (this page should be photocopied if required)

Send to: Sportsgrounds Officer Shoalhaven City Council, PO Box 42 Nowra 2541

Or your Management Committee booking officer.

For assistance with this form please phone (02) 44293425

Section 5– Hirer Contact Information			
COMMITTEE MEMBERS			
(Please indicate primary and secondary contact persons next to their title/position)			
President:			
Mr/Mrs/Miss/Ms	Name:		
Phone number (home):		Phone number (work):	
Phone number (mobile):		Fax number:	
Email address:			
Secretary:			
Mr/Mrs/Miss/Ms	Name:		
Phone number (home):		Phone number (work):	
Phone number (mobile):		Fax number:	
Email address:			
Treasurer:			
Mr/Mrs/Miss/Ms	Name:		
Phone number (home):		Phone number (work):	
Phone number (mobile):		Fax number:	
Email address:			

Section 6 – Agreement Form	
<p>The duly elected officials of _____ (insert club/association name)</p> <p>have read all conditions included with the Shoalhaven City Council's Hire of Playing Fields application and fully understand their meanings. The club/association agrees to abide by all of the conditions. The club has taken out insurance naming and identifying Shoalhaven City Council in accordance with the attached letter and agree to keep the Policies current at all times during the term of this agreement, and any other period of use which may fall outside any specified period of use.</p>	
Date:	
Title/Position:	
Name:	
Signature:	