

# THE CLUB KIT

A Guide for Sports Clubs in Darebin



## Mayor's Message

Darebin City Council places a high value on a healthy and active lifestyle and recognises the benefits of physical activity to community health and wellbeing. Council plays a primary role in providing facilities and support to sports clubs that work with Council to achieve Darebin's five Leisure Strategy Priorities.

- Leadership and Engagement
- Community Wellbeing
- Liveability and Regeneration
- Celebration and Participation and
- Environmental Sustainability



Council recognises that running a sports club is becoming more demanding and complex, especially for volunteers who lead busy lives. Council values the commitment of individuals and clubs who are the backbone of community sports. *The Club Kit* has been compiled to assist clubs to steer their way through the complexities of club administration.

*The Club Kit* has drawn on information from a range of resources and documents. It is designed to provide basic but relevant information. It also aims to act as a conduit, so clubs can easily access more detailed information.

*The Club Kit* is a constantly changing document. It is presented in a folder/loose leaf format and an electronic format so additions and alterations can be easily made. The guide is also available on Council's website [www.darebin.vic.gov.au/sportsclubs](http://www.darebin.vic.gov.au/sportsclubs)

I hope that you find this guide helpful in developing your club to be the best that it can be, while contributing to the City of Darebin's vibrant and active sporting community.

**Darebin Mayor, Councillor Vince Fontana**

## **Disclaimer**

We wish to advise that every effort has been made to ensure that information contained in this document was accurate at the time of printing. Even though every effort has been made to retain the integrity of the information presented, Darebin City Council accepts no responsibility for any inaccuracies in this guide.

The material contained in this publication is general comment only and neither purports, nor is intended to be advice on a particular matter. The reader should not act on the basis of anything contained in this publication without seeking independent professional legal advice. The intent of this statement is to exclude liability for any opinions, advice or information contained in the publication.

Darebin City Council does not authorise the copying or duplication of information contained on the CD, *The Club Kit – A Guide for Sports Clubs in Darebin*.

## How to Use the Guide

*The Club Kit* has been designed to provide an easy to use reference tool for busy volunteer sports club administrators. The guide is published in both electronic (refer to the enclosed CD) and hard copy format and updated versions will be issued on an as-needs basis.

Amendments and updates to the electronic copy will be found on Council's website. This will contain the most current information and is worth consulting regularly, especially when applying for, or looking for new grants.

[www.darebin.vic.gov.au/sportsclubs](http://www.darebin.vic.gov.au/sportsclubs)

## Acknowledgements

Darebin City Council acknowledges the contribution of information and support of the organisations listed below. Without their material the production of the guide would not have been possible.

- Australian Drug Foundation
- Australian Government
- Australian Quadriplegic Association
- Australian Sports Commission
- Cricket Victoria
- Department of Justice – Responsible Alcohol Victoria
- Disability Sports Victoria
- Good Sports
- GrantsLINK
- Our Community
- Philanthropic Trust
- Play By The Rules
- Quit Victoria
- SCOPE Victoria
- Sport and Recreation Victoria
- Sports Cover Australia Pty Ltd
- SunSmart
- The Victorian Women's Trust
- VicHealth
- VicSport
- Victorian Network on Recreation and Disability
- Victorian Sport and Recreation Association of Persons with an Intellectual Disability
- Wheelchair Sports Victoria

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Website: [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

**For a larger print version, call 8470 8888**

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# ABOUT DAREBIN

Section 1



# About Darebin - Contents

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## About Darebin

The City of Darebin covers an area of 53 square kilometres and is located north east of Melbourne's CBD and is bordered by Darebin and Merri Creek to the east and west. Suburbs include Northcote, Alphington (part of), Fairfield, and Thornbury to the south, Preston Central, Reservoir, Kingsbury, Bundoora and Macleod (part of) to the north.

There are over 800 hectares of parkland within the City, which contains a diverse range of open spaces, ranging from 100 smaller, local parks and reserves up to major regional parklands such as the All Nations Park in Northcote, Edwardes Lake Park in Reservoir, Darebin Parklands in Fairfield and Bundoora Park in Bundoora.

The City of Darebin is socially, economically, culturally and demographically diverse, with recent official population estimates at 135,000, making Darebin one of the largest municipalities in Victoria.

### 1.1 People of Darebin

- One in four Darebin residents were born in a non-English speaking country. The major contributing countries are Italy, Greece, China, the United Kingdom and India.
- Over one-third of Darebin residents speak a language other than English at home. The most common being Italian, Greek, Arabic, Mandarin and Macedonian.
- One in five Darebin residents is over 60 years of age. This is in line with Australia's aging population.
- Over one in 10 Aboriginal and Torres Strait Islander Melburnians live in Darebin, totalling approximately 1,110 residents, which is the largest representation of this group in Melbourne.
- One in four Darebin households earns less than \$500 per week, which indicates they experience a relatively high level of disadvantage.
- Almost one in five Darebin residents has a disability. This affects 25,000 residents including children, adolescents, adults and senior citizens.

### 1.2 Darebin's Leisure Provision

Sport and recreational activities are a vital part of community life providing outlets for social, physical and mental health and wellbeing. Council has worked closely with the community and stakeholders to develop a ten-year Leisure Strategy which provides a vision and strategic direction for Darebin's leisure future.

The results of our research, undertaken during the development of the strategy, tells Council we can expect to see a decline in leisure participation rates from 76% to 56%. Darebin City Council is committed to reversing this trend of declining activity in Darebin through the

development of five Leisure Strategy Priorities. These priorities will assist Council to work towards a goal of reaching the state average in leisure participation by 2020.

### **Our Vision**

To create an inclusive environment where our diverse community can experience physical and mental wellbeing by participating in sustainable sport and recreation activities.

### **Our Strategy**

The *Council Plan 2009 - 2013* and the strategies and principles within it, have formed the framework for the Leisure Strategy. Based on the Council Plan the following five priority areas have been identified:

Priority 1 Leadership and Engagement

Priority 2 Community Wellbeing

Priority 3 Liveability and Regeneration

Priority 4 Celebration and Participation

Priority 5 Environmental Sustainability

The Leisure Strategy will guide Council in its decision making and planning of leisure services and facilities for the next ten years and should be read in conjunction with the Leisure Strategy four-year Action Plan.

A copy of the Leisure Strategy 2010-2020 and the Four Year Action Plan 2010-2014 are included in *Section 6 – Forms & Policies* of this document.

### **Darebin's Places and Spaces**

- over 120 sports clubs
- over 120 recreation clubs/organisations
- 803 hectares of open space including 63 sporting reserves, walking/cycling trails and parklands
- State lawn bowls, cycling and soccer centre
- premier soccer, cricket and football facilities
- 51 sport and community pavilions
- two leisure centres
- two golf courses
- 98 playspaces
- 10 tennis facilities
- athletic track
- 2 cycling velodromes
- 3 youth spaces and skate facilities
- 2 community indoor sports centres
- 4 libraries
- 5 community halls
- 5 senior citizen centres
- 7 neighbourhood houses

## **Services and Programs**

### **Access for All Abilities**

Access for All Abilities is a state-wide program, funded by the Department of Planning and Community Development that works with the community to develop inclusive sport and recreation opportunities for people of all abilities. The Access for All Abilities Coordinator works in partnership with local sports clubs, State Sporting Associations, sport and recreation organisations, community health, education and community groups.

### **Social Sports for All**

Social Sport for All is a pilot project, funded by VicHealth, to create sport opportunities to people who generally do not participate in regular physical activity. The project aims to promote the social and health benefits of participating in sport and recreation activities.

### **Community Recreation Facilitator Program**

The Community Recreation Facilitator Program is funded by the Department of Human Services Disability Respite. The program coordinator works with adults with a disability to link them to sport and recreation opportunities in the community.

Other Leisure services and programs include:

- School holiday programs
- Family trips
- Community grants
- Sports club seminars
- Walking groups
- Club advice and support
- Youth programs and activities

If your club is interested in finding out more about the services and programs listed above, please contact the Leisure Services on 8470 8305 or email [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)

### **Festivals and events**

- Darebin Music Festival
- Ganesh Chaturthi
- Darebin Community and Kite Festival
- Carols in All Nations Park
- Homemade Beer and Wine Festival
- Summer Events Program
- All Nations Soccer Cup
- Darebin Seniors Festival
- Festival of Light and Friendship

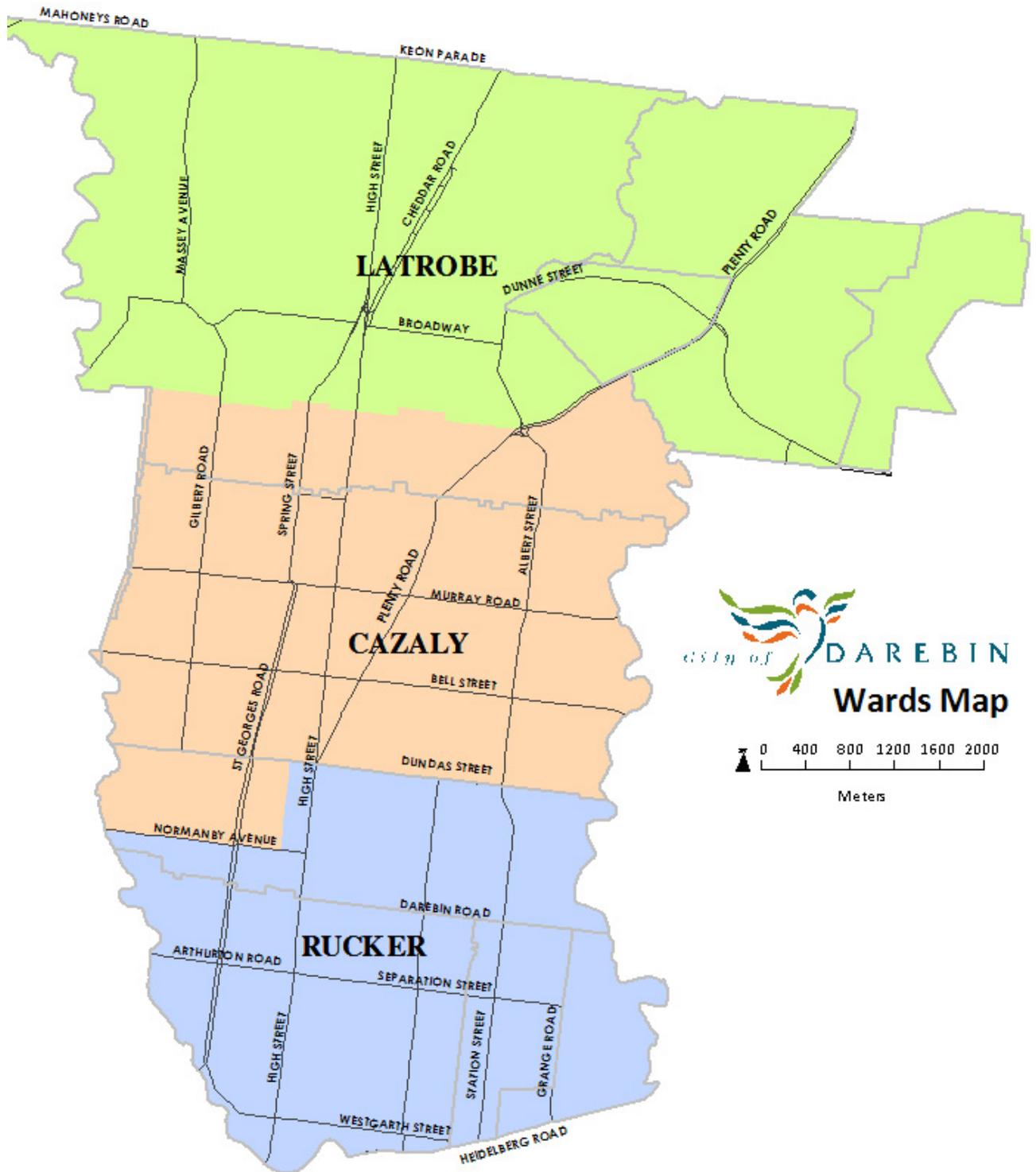
## 1.3 Your Local Government

The City of Darebin provides a leisure services unit that provides support for sport and recreation clubs in Darebin. To contact Leisure Services please phone 8470 8305 or email [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)

The City of Darebin encourages sports clubs to develop an understanding of the workings, direction and purpose of Council and local governments, by accessing the following resources:

|   |  |
|---|--|
| City of Darebin Council Plan 2009-2013  | The Council Plan is Council's statement about what it stands for and its promises to the community about what it is going to do during the term. It can be accessed from the Council homepage <a href="http://www.darebin.vic.gov.au">www.darebin.vic.gov.au</a> →Documents and Projects.  |
| Council and Planning Committee Meetings   | Residents and ratepayers are welcome to attend City of Darebin Ordinary and Planning Committee Meetings of Council. An extensive community consultation program has been developed to allow all residents, members of community groups, businesses and other interested parties to share their ideas or discuss issues that require a Council decision.<br>A Public Question Time forum is incorporated into each ordinary meeting of the Council. The Public Question Time commences shortly after 7pm and is located at the Darebin Council Chamber, 350 High Street, Preston. A list of all meetings can be found on Council's website <a href="http://www.darebin.vic.gov.au">www.darebin.vic.gov.au</a> →Your Council →Council and Planning Committee Meetings. |
| City of Darebin Leisure Strategy 2010-2020  | This is a 10-year plan that provides a broad framework and vision for identifying and addressing the key leisure needs of the Darebin Community. A copy can be downloaded from <a href="http://www.darebin.vic.gov.au/leisurestrategy">www.darebin.vic.gov.au/leisurestrategy</a>  |
| Victorian Government- Department of Planning and Community Development: A Guide to Local Government | To help Victorians understand more about local councils and their role, a guide has been put together to provide information about how councils work, how they make decisions, what their key functions are, how they are funded and much more. To access this guide please visit <a href="http://www.localgovernment.vic.gov.au/theguide">www.localgovernment.vic.gov.au/theguide</a>   |

1.4 Map of Darebin and Ward Boundaries



1.5 Councillors

Cr. Stanley Chiang



Ward: La Trobe  
Ph 9481 7283  
Fax 9261 4843  
or Surgery Ph: 9484 5514  
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# GROUNDS & FACILITES

Section 2



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## **Grounds and Facilities**

### **2.1 Allocations and Use**

#### **Facility Allocations**

Sports reserves facilities will be allocated via four types of agreements:

- Lease agreement
- Licence agreement
- Seasonal agreement
- Casual use

#### **Lease Agreement**

Lease agreements are used to provide sports clubs and/or associations with exclusive occupancy of Council sports facilities for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions. Lease periods will be subject to negotiation, although the club/s is generally issued a 5-10 year period.

Due to the exclusive nature of this agreement, a lease agreement is only issued in exceptional circumstances.

#### **Licence Agreement**

A licence agreement provides a sports club and/or association with a permit to use a facility for an agreed purpose for an agreed period of time. Licences do not provide user groups with exclusive occupancy rights to the facility. Licence periods will be subject to negotiation although a maximum term of up to three years would be expected.

#### **Seasonal Agreement**

Seasonal facility allocations are made for the period of the club's home and away season, which will correspond with the seasonal dates (guided by State association fixtures). These are:

- Winter season - first Saturday in April to last Sunday in August
- Summer season - first Saturday in October to last Sunday in February (seasonal dates are on occupancy form)

A seasonal occupancy application form is sent out from Leisure Services and must be submitted by the closing date, which is approximately two months before the season start. It is required that detailed ground usage and club contact details are filled out when returning the seasonal occupancy application form. Late entries will not be considered.

Clubs are required to indicate intended times of use of facilities in occupancy applications and are required to adhere to the times of use as confirmed by Council. This will avoid the risk of double-booking grounds.

In submitting occupancy application forms, clubs are required to forward any requested documentation prior to the commencement of the season. Facility applications will not be considered unless all the requested documentation is provided. This includes copies of

the certificate of insurance (summary of the policy cover) of public liability covers not less than \$10M on any one occurrence, with the City of Darebin included as the interested party.

Upon receipt of the required documentation and pending the availability of facilities, Council will confirm the club's facility allocation. Please refer to *The Club Kit* for referral throughout the season. When completing the seasonal occupancy application a club delegate must sign-off as having read *The Club Kit* prior to being granted approval to access facilities.

Where a club applies for and is allocated use of facilities that it no longer requires, the club must notify Leisure Services immediately. If Council is not notified of the availability of facilities before invoices are issued to clubs, the club will be required to pay for the rental of that facility for the whole season.

A club is not entitled to use facilities without first entering into an occupancy agreement.

### **Casual Use**

In addition to tenant club usage, grounds are frequently required by other clubs, sports associations, schools and community groups for casual sport, festivals and social gatherings. Council supports use by these groups and will allocate grounds upon request, providing this does not result in overuse of grounds or be detrimental to competition use. All bookings must be made through Leisure Services and not through the Club itself. Some groups may request the use of training lights. In this case, the responsible club will be advised and can negotiate an appropriate charge with the casual user for the electricity use. Schools will be allowed use of toilets at pavilions with external access.

If a club requires further use of their reserve outside their allocated times, a request must be made by completing the *Casual Sports Ground Application Form*, found in *Section 6 – Forms & Policies* of this document. This will ensure there are no double-bookings.

### **Certificate of Incorporation**

Clubs that are not incorporated under the Association's Incorporation Act are not eligible for facility allocations.

### **Insurance**

It is vital that clubs protect their assets with adequate insurance.

The club agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against Council arising out of or in relation to the club's use of the facility.

The club shall not hold the Council liable for the damage to property or bodily injury (which expression included death and illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the club shall indemnify the Council; in respect of any action, suit, claim and demand whatsoever which may be made against the Council for such damage or bodily injury.

|  |   |
|--|---|
| <p><b>Public Liability Insurance</b></p>       | <p>Council requires clubs to have public liability insurance to the minimum value of 10 million dollars to insure against damage to the property or bodily injury the may be suffered by any person by any reason of an accident and happenings in any way connected with or arising out of the hire of the premises.</p> <p>The club is required to present Council with a certificate of currency that notes the Council's interests as owner. The certificate of currency must be produced for the approval of ground allocation each season. This is for the protection of the club in the event of legal action.</p> |
| <p><b>Contents Insurance</b></p>               | <p>The club is solely responsible for insurance of all contents, stock, fittings and chattels for their replacement value in the stated premises for the duration of the lease. Therefore it is important to have adequate content insurance that covers all probabilities so the club does not find itself in financial difficulties if it is under insured. This would cover such areas as fire, burglary, money, consequential loss, rain damage, fidelity, motor vehicle, cash in transit etc</p>   |
| <p><b>Professional Indemnity Insurance</b></p> | <p>Clubs take out this insurance to cover their coaches and trainers or any other persons giving professional advice or imparting skills. This type of policy protects such persons for claims made against them for negligent acts, advice, instructions or omissions during their work.</p>   |

*Excess on Insurance for Facility:* The club pays the excess payable on a claim on the Council's insurance policy for the facility if the club causes or contributes by gross misuse or gross negligence to the destruction or damage of the premises.

Clubs must not do or permit to occur or continue anything, which may invalidate or lead to an increase in the premiums payable, in respect of any insurance policy relating to the facility.

**Keys and locks**

Leisure Services will notify clubs of the date when the keys will be available for collection and prior to the end of season Council will advise clubs in writing when the keys must be returned by. Failure to return keys by the required date will result in a loss of bond.

Clubs must not exchange keys with their co-tenants between seasons. Clubs are not permitted to add or change locks, nor should any keys be copied. Three sets of keys will be issued to every club and must be returned to Leisure Services.

For any additional keys, a request must be made in writing to Leisure Services. Club locks are not permitted on any doors. Contractors and Council officers require access to all areas of the pavilion at all times. Clubs that are found to have installed their own locks will be charged for the locks to be changed back to the Council lock system.

Clubs are responsible for the security of pavilions and will be liable for the cost of missing internal padlocks and keys. Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Non-compliance may result in withdrawal of ground and pavilion usage.

Lost or stolen keys must be reported to Leisure Services by the responsible club immediately after becoming aware of the loss. Council may replace all locks in the event of keys being lost or stolen. The cost of replacing the locks will be charged to the club.

### **Bond**

A security bond of \$200 per club per pavilion is required and must be paid by the club by cheque or cash prior to season commencement. The bond is to ensure the facility cleaning and maintenance standards are maintained throughout the season. If a problem is identified with a club during the season, the bond may be revoked and required to be renewed before the end of season. To ensure clubs abide by *Section 2 -Grounds & Facilities of The Club Kit*, any breach of this document will result in the loss of bond or revoked allocation. Bonds will only be returned to the club at the end of the season with the return of all keys.

### **Payment of Fees to Council**

The fees for seasonal use of sports fields and pavilions will be itemised on the correspondence sent to club confirming allocation. An invoice for this fee will be forwarded to clubs. Clubs that have an outstanding seasonal allocation debt at the end of the season will not be allocated Council facilities the following season. Clubs experiencing financial difficulty can contact Leisure Services to request to be put on a payment plan.

### **Sub-letting**

Clubs may not grant any sub-letting, assign or part with occupation of the facility. All enquiries for ground usage must be directed to Leisure Services.

### **Pre-Season Use**

Clubs requiring use of facilities outside the dates of their main home and away season must seek approval from Leisure Services by completing a casual sports ground booking

form. If approved, Council will notify the club in writing. A club that uses a facility outside its main season without Council's consent could be at risk of being liable in the event of an accident and may conflict with scheduled use of a ground, in which case the scheduled user will take priority.

Please refer to *Section 6 - Forms & Policies* of this document for the casual sports ground booking form.

Pre-season use will be considered for grounds only. If a club requires use of a pavilion before its season commences, this use must be negotiated with the current tenants and Leisure Services be notified.

### **Finals Matches and Training**

Clubs are not able to book sporting grounds for finals matches. The league/association is required to submit a casual booking application form to Leisure Services. If the booking is confirmed, the fees will be charged to the association/league.

Clubs wishing to use facilities for finals training must complete a casual sports ground booking application form at least seven days prior to the first date of use. This will ensure that the club's liability is covered should any incident occur, double-bookings are not made and maintenance work does not conflict with ground-use. Clubs will not be charged for finals training. Clubs are not permitted to use grounds or pavilions for finals training unless confirmed in writing by Council. Use of grounds for finals matches and training will take precedence over requests for pre-season use of grounds.

Please refer to *Section 6 - Forms & Policies* of this document for the casual sports ground booking form.

### **Change Over/ End of Season**

The club must ensure the facility is in the same condition as it was at the commencement date (fair wear and tear excepted).

## 2.2 Club Responsibilities

Any damage to facilities including vandalism, graffiti or burglaries must be immediately reported to Darebin Customer Service on 8470 8888 or after hours 8470 8889. Clubs are responsible for all damage caused to facilities by club members and guests. The club will be liable for the expense or value of any damage to the premises, including any fixtures and fittings caused by the activities of the tenant club. Please note only authorised electrical appliances and connections are to be used.

Clubs are required to comply with all relevant government statutory regulations. Council will take no responsibility for loss or damage to goods owned by a club.

Clubs must ensure members, visitors and supporters' activities do not degrade any vegetation or trees on reserves.

### **Access to Facilities**

Council officers and authorised contractors reserve the right to access facilities at any time without prior notice to the tenant. This is to allow for maintenance and facility inspections. Non-council vehicles are only permitted in designated vehicle areas such as car parks and on access roads.

Non-council vehicles are not permitted to enter the reserve for parking or spectator purposes without prior approval from Darebin Parks, except in the case of emergency vehicles. Council reserves the right to charge clubs an additional amount to cover extra maintenance costs if clubs have written permission from Council to enter the Reserve for parking.

Clubs are responsible for ensuring the security of pavilions and facilities at all times.

### **Security Alarms**

Where a pavilion has a security alarm, the club must provide the alarm code to Leisure Services for the purposes of accessing the pavilion for maintenance work and inspections. Where Council accesses the pavilion and activates the alarm due to not having an alarm key or code, all costs associated with the alarm activation (e.g. call outs) will be the responsibility of the club. Genuine callouts are at the cost of Council.

### **Utilities**

Clubs are responsible for paying all utility charges for pavilions (gas, electricity, water, sewerage disposal and telephone) where applicable for the duration of their occupancy period. Shared pavilions in most cases will be in the name of one of the allocated sports clubs, the onus will be on the joint user groups to negotiate with each other their respective percentage contribution towards any utility charges.

Contact details for utility companies are:

|                   |         |
|-------------------|---------|
| Origin Energy     | 13 2461 |
| AGL (electricity) | 13 1245 |
| TRU Energy (gas)  | 13 2082 |

### **Pavilion Upkeep**

Clubs are permitted to use pavilions only for the purposes of carrying out activities associated with the club. Any additional use of the pavilion must be approved in writing by Leisure Services. Clubs that have been allocated a pavilion must comply with the following times of use:

|                 |               |
|-----------------|---------------|
| Monday - Friday | 4pm – 10pm    |
| Saturday        | 8am –Midnight |
| Sunday          | 8am – 11.30pm |

Pavilions are required to be in a clean and tidy state at all times. This includes when clubs vacate at the end of the season. Pavilions will be inspected at random throughout the season to ensure they are being maintained to the satisfaction of Council.

Kitchen appliances and social rooms must be kept clean to avoid pest infestation. No food scraps are to be left lying around. Removal of grease from kitchen exhaust fans, flues and filters are the responsibility of the club to minimise the risk of fire. Deep fryers should not be used unless adequately positioned under exhaust canopies and approved by Council. This is a requirement of the food safety program. Further enquiries please call the City of Darebin Health Department on 8470 8658.

BBQs are not to be operated inside the pavilion. Dangerous and hazardous chemicals including gas cylinders and gas bottles are not to be stored inside the pavilion. Council will confiscate and dispose of any gas bottle found inside a pavilion.

If a club is not meeting the pavilion upkeep obligations, Council will advise in writing of the responsibilities not being adhered to, and request that they be rectified within a specified time period. If the issue is not rectified within this period and/or the club(s) continues to breach the conditions of their occupancy, Council will rectify the issue at the cost of the club and may withdraw the club's occupancy.

In special instances, where additional pavilion accommodation is required as a result of limited use of an existing pavilion (for example, in the event of works occurring to a building), clubs must obtain approval for portable accommodation. A town planning permit may also be required. Requests for such approval should be made in writing to the Leisure Services. If permitted, the provision of portable buildings will only be approved for a short period of time – not as a permanent accommodation option.

### **Self Funded Facility Improvements**

Clubs are not permitted to undertake capital work improvements, alterations or modifications to facilities unless approved by Council in writing. This applies to all proposed work to facilities, regardless of the scale of work, i.e. painting, makeshift bars and creating additional storage space.

The information clubs are required to provide Council includes the following:

- description of proposed work
- detailed drawings of the work
- name and registration number of builder
- timeline including commencement and completion dates

On occasion, an on-site meeting may be required, and once the information has been submitted, Council will be in a position to advise your club whether building and town planning permits are required. A Permit to Work is also issued by Facilities Maintenance

for any hazardous activities including asbestos, hot work, isolation of building services, working at height and confined space. This permit ensures public safety and correct approach to building works. No fee applies for a Permit to Work but it is imperative all details are communicated to Council. The form can be completed in person at Darebin City Council or by contacting Darebin Facilities Maintenance on 8470 8694.

In the event of a club disbanding, Council will not reimburse the club for the cost of the improvement work undertaken. Council will not consider the re-location of any funded projects in the event of a club-initiated relocation (for example, training lights). Where Council initiates a club's relocation, consideration will be given to the self-funded improvements the club has made to a facility. As Council owns facilities used by clubs located on Council property, all self-funded improvements ultimately revert to the ownership of Council, in the event of a club discontinuing use of a facility.

### **Accepted Behaviour**

Clubs cannot conduct any noxious or offensive activity or use the facility for any illegal or immoral purpose. The display of sexually explicit or offensive material in any form is prohibited.

Council requires the tenant to respect the facility and any surrounding residents and property at all times, including houses, vehicles, fences or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection of balls or for any other reason. No kicking or throwing balls inside pavilions and no loud noise when leaving late at night is permitted.

Any complaints from residents will be taken seriously and any failure to adhere to these conditions may result in the immediate cancellation of tenure over ground and pavilion allocation.

### **Fire Extinguishers**

Council provides a number of fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. The fire fighting equipment is serviced regularly by Council's contractor, to ensure correct operation in the case of a fire emergency.

Any misuse of the fire equipment such as unnecessary discharge of fire extinguishers, damaged or stolen fire equipment will be refilled/ replaced by Council at the club's expense. Clubs must report to Council any fire equipment that goes missing.

### **Storage**

All equipment must be stored in designated storage spaces only. Service ducts, service compartments, shower and toilet recesses are not to be used for storage. Council and emergency services must have access to the pavilion from each entry point at all times.

Clubs are required to remove all equipment at the completion of the season, unless an agreement is negotiated with the incoming tenant to share storage space. When the pavilion is shared by more than one club, storage space must be shared.

### 2.3 Legal Responsibilities

Council reserves the right to suspend or revoke a club's occupancy agreement at any time if the Ground and Facility responsibilities are breached. Where an issue exists as a result of a club not adhering to the conditions of this agreement, the following process will be followed:

Stage 1: Letter sent to the club advising of the issue and requesting rectification within a nominated specified period. The club is advised of the penalty if the issue is not resolved.

Stage 2: If the issue is not resolved, it is referred to the Manager Leisure, Public Realm and Venues and a meeting will be called with the club.

Stage 3: If the issue is still not resolved, it will be referred to the Director City Design and Environment with the recommendation that the club's occupancy agreement be revoked.

#### **Privacy Act – Personal Information (contact details)**

Council is collecting the information included in the 'Club Contact List' for the purpose of registering your club for a seasonal sporting reserve and/or pavilion agreement. The information will be used for administration purposes and to contact you in case of an emergency, but will not be disclosed to any other party except where notice is given by Council and your consent obtained, or as required by law. If you fail to provide this information, your application may not be processed. You may access this information by contacting Leisure Services. This information may also be used to send you newsletters and notification of upcoming events and to ascertain your satisfaction with our services. You must notify Leisure Services in writing if you do not consent to this.

#### **Disability Discrimination Act and Equal Opportunities Act**

Under Council's commitment to provide disability access in all Council owned and leased premises, tenants are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act. Clubs must comply with any requests from Council in this regard. Please contact Council's Access For All Abilities Co-ordinator should you require support or advice.

#### **Smoking in Council Buildings**

Smoking is prohibited in all Council buildings as per Council policy. All clubs must ensure smoking is not permitted in their pavilion and no smoking signage must be on display.

## **Gambling**

No game of chance at which either directly or indirectly money is passed as a prize will take place in a pavilion. Clubs running fundraising raffles must obtain appropriate permits and comply with all regulatory requirements. For permit details and regulatory requirements visit the Victorian Commission for Gambling Regulation website, [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). All clubs applying for a permit must first advise Leisure Services.

## **Good Sports Program - Australian Drug Foundation**

Council encourages clubs to join the Australian Drug Foundation's Good Sports Program. Good Sports operate a number of programs including:

- Responsible Serving of Alcohol (RSA) courses
- Looking After Your Mates program that can be run at your local club

Please contact Good Sports for further information.

Website: [www.goodsports.com.au](http://www.goodsports.com.au)

Phone: 9667 9202

Email: [goodsports@adf.org.au](mailto:goodsports@adf.org.au)

## **Liquor Licence**

Liquor cannot be sold and/or consumed on Council premises unless Council grants approval and a licence have been obtained from Responsible Alcohol Victoria. Clubs may only request a licence within the hours of pavilion usage specified in *Section 2.1*.

Council requires all applicants to strictly observe the requirements of the Liquor Control reform Act 1998 and any conviction or breach of the Act may jeopardise the club's future allocations, and may risk prosecution by Responsible Alcohol Victoria.

It is a requirement of Responsible Alcohol Victoria, prior to lodging an application that the applicant must discuss the proposal with Council and obtain adequate planning permission. The appropriate planning approval from Council must then accompany the liquor licence application.

All clubs are strongly encouraged to participate in the Good Sports Program (see *Section 2.3* for further information) in order to demonstrate responsible management of alcohol.

City of Darebin Statutory Planning Department: 8470 8850

Responsible Alcohol Victoria: 1300 650 367

## **Food Handling**

Any club that handles food must have a current Food Act Registration certificate and they need to register with Council's Health Department. Information is available on personal hygiene, safe food storage and display, hygienic food preparation and handling and food poisoning.

A copy of the Food Act Registration certificate must be prominently displayed within the pavilion at all times.

All enquiries must be directed to the City of Darebin Health Department on 8470 8658.

## 2.4 Ground Use

Council undertakes regular maintenance audits of grounds. For any enquiries regarding ground maintenance, contact Darebin Parks 8470 8720.

All clubs are required to undertake an inspection of sporting grounds prior to each time of use to ensure suitability of use. If deemed unsafe, grounds must not be used and any unsafe conditions must be reported to Darebin Parks immediately (e.g. exposed sprinkler heads, holes etc).

Council reserves the right to determine that the facility is unsuitable for use due to potential safety hazard or if usage of the ground will be detrimental to the condition of the ground. Clubs shall be informed by a Council representative of any potential ground closures and clubs must arrange for alternative training and/or playing venues during any ground closure period. Council can not guarantee alternative venues will be made available but will assist clubs where possible.

Clubs are not entitled to a refund of fees and charges in the event of short term facility restrictions being imposed.

### **Covering of Synthetic Wickets for Change of Season**

Council will be responsible for the covering and uncovering of synthetic cricket wickets on sports fields at change of season. This will be undertaken during the period between the end of one season and the commencement of the next season, depending upon Darebin Parks schedule and the weather conditions at the time.

It is still the responsibility of clubs that will potentially be in finals to contact Leisure Services so remedial works do not commence on you allocated ground in preparation for the forthcoming season. If this contact is not made and Council covers or uncovers wickets the cost to perform these works a second time will be charged to the club, with no guarantee that the ground will be ready for play.

### **Line Marking**

The initial responsibility of line marking for a new sports code at a reserve belongs to council. All subsequent marking of lines for sports competition is the responsibility of the

club. All line marking should conform to the relevant sporting association guidelines both in relation to ground dimensions and ensuring adequate safety run-offs from boundaries. Line marking must be carried out using a suitable marking paint. Lime, roundup or other substances that damage or kill grass cannot be used. Contact Darebin Parks on 8470 8720 for a suitable marking paint. Any costs associated with the reinstatement of damaged turf caused by the use of products not recommended for line marking will be charged to the club. Clubs are not permitted to paint logos on sport fields unless Council grants permission.

### **Goal Posts**

The maintenance, installation and removal of goals are the responsibility of Darebin Parks. Goal posts will be installed commencing the week after cricket finals and prior to the commencement of the following season. Goal posts will be removed after the completion of all winter sports on sportsgrounds in Darebin.

Permanent goal posts are not permitted as they cannot be removed at the conclusion of each season. Portable goals that are not secured are also not permitted as they do not provide sufficient stability and pose a risk to public safety.

### **Goal Post Padding**

Clubs are responsible for the provision and erection of goal post padding and nets to goal posts. Some peak sporting associations and governing bodies provide recommendations in respect to goal post padding. Clubs should check with their governing body for all safety specifications in relation to their sport.

### **Litter Management**

Clubs are responsible for all litter generated by their activities (including pavilion and ground use) and are required to ensure the removal of litter at all times. Clubs receive a quota of bins, which are emptied weekly. The club must dispose of any litter generated beyond the capacity of these bins by club patrons. The bins should not be accessible to the public so as to avoid the dumping of rubbish and the theft and burning of bins. A charge will apply when bins are missing from the set quota. Should Council be required to clean the reserve of any additional rubbish generated by the club, this service will be charged to the responsible club.

### **Recycling**

Council encourages waste minimisation through reduction, reuse and recycling. Council is currently introducing recycling bins to clubs on a trial basis. These bins will be issued to clubs instead of other waste bins and not as additional bins.

### **Open Fires**

Clubs are not permitted to have open fires of any description inside or outside of pavilions. This includes fires in 40 gallon drums.

### **Syringe Disposal**

Customer Service will arrange collection of any syringes and syringe disposal units at your club. Contact Darebin Customer Service on 8470 8888.

### **Signs**

Clubs must obtain permission from Council to erect temporary signage (less than 4 weeks) for an occasional/one off event. The event should be for sporting/cultural/social or recreational purposes and not intended for commercial purposes.

Any other signs need to be submitted to the statutory Planning Branch at Council. Please refer to *Section 6 - Forms & Policies* of this document for the application for temporary signage form.

Venue naming rights remain vested with Council as facility owner and manager. Clubs are not permitted to alter venue names or erect sponsorship signage pertaining to the naming of ground venues without formal written permission from Council.

### **Training Lights Maintenance**

Darebin Parks conducts a yearly maintenance check in March. Clubs are wholly responsible for all other maintenance costs outside this designated period (for example, globe replacement and electricity costs). These costs will be shared if there is more than one tenant using training lights in the same season – division of costs to be negotiated between the tenant clubs. Grade 1A reserves are responsible for maintaining their own training lights.

### **Use of Training Lights**

Training lights must only be used during the times of use allocated to a club and must not be operated beyond 9pm unless written approval is granted by Leisure Services.

Training lights are only to be used for the purposes of training and competition matches. Clubs are not permitted to use training lights for any other purposes, such as social functions. Council will however, consider the use of training lights for special occasions, such as twilight matches. Any such requests must be made in writing to Leisure Services.

### **Scoreboards**

Clubs need to gain approval from Leisure Services for the construction of scoreboards at sporting fields. The clubs will pay the cost and responsibility of ongoing constructional maintenance of scoreboards. Contact Council's Building Department on 8470 8899 to discuss whether a permit is required.

## Coach's Boxes

Approval for new and temporary coach's boxes must be gained from Leisure Services in writing. Detailed plans for proposed boxes indicating the required size and position on the oval must be supplied in writing by the club. A planning permit and/or a building permit may be required. If the coach's box is not secured sufficiently to the ground and is deemed temporary, it cannot be left on the ground when the club is not training or playing. It poses a significant safety risk and must be removed from the ground when not in use.

## Cricket Nets

Where protective nets are provided for playing and practice purposes, these areas must be used at all times. Please contact Council if nets are in need of repair. Priority of use for training in the cricket nets is given to clubs who are the primary tenants at the ground. Clubs that use a secondary ground are expected to use the training facilities at their main (primary) ground.

Clubs are responsible for the installation and maintenance of synthetic surface within cricket nets.

## 2.5 Seasonal Agreement Grounds and Pavilion Responsibility Schedule

| Maintenance, repair and/or replacement of :  | RESPONSIBILITY |         |
|--|----------------|---------|
|  | Club           | Council |
| Essential Safety Measures  |                |         |
| Fire extinguishers   |                | ✓       |
| Fire Hydrants and Hose Reels   |                | ✓       |
| Emergency and Exit Lighting  |                | ✓       |
| Heating, ventilation and air conditioning  |                | ✓       |
| Emergency evacuation procedures  | ✓              | ✓       |
| Keeping clear of paths of travel to exits and roads  | ✓              |         |
| No Smoking Policy  | ✓              |         |
| Plumbing and Electrical  | Club           | Council |
| Repair of Plumbing and fixtures (internal taps, cisterns, shower fittings)                               |                | ✓       |
| Replacement of Plumbing and fixtures (internal taps, cisterns, shower fittings)                          |                | ✓       |
| Clearing of blockages in plumbing waste/storm pipes and drains from first pit or trap to main sewer line |                | ✓       |
| Repair of roof drainage systems (gutters and   |                | ✓       |

|   |             |                |
|---|-------------|----------------|
| downpipes)  |             |                |
| Replacement of hot water systems (gas and electric)                       |             | ✓              |
| Electrical wiring, switchboard, power points, switches                    |             | ✓              |
| General light fittings (replacement of lamps)                             | ✓           |                |
| Test and tagging of equipment (Council owned)                             |             | ✓              |
| Test and tagging of equipment (tenant owned)                              | ✓           |                |
| Repair / maintenance of existing wiring                                   |             | ✓              |
| Doors (including cupboard doors and door fittings)                        |             | ✓              |
| Floor surfaces and coverings  |             | ✓              |
| <b>Security</b>   | <b>Club</b> | <b>Council</b> |
| Keys systems – replacement of lost keys (at tenants costs)                |             | ✓              |
| Key systems – replacement of lock hardware for lost key (at tenants cost) |             | ✓              |
| Repair / replacement of existing padlocks                                 |             | ✓              |
| Security alarm systems  |             | ✓              |
| Security guard response to alarm activation caused by tenant              | ✓           |                |
| Security guard response to alarm activation - general                     |             | ✓              |
| Security grills maintenance and replacement due to age                    |             | ✓              |
| Security lighting maintenance and replacement as required                 |             | ✓              |
| Securing of building  | ✓           |                |
| <b>Cleaning</b>   | <b>Club</b> | <b>Council</b> |
| Regular scheduled cleaning of building                                    | ✓           |                |
| Supply of cleaning equipment  | ✓           |                |
| Supply of cleaning consumables (toilet paper, hand towels)                | ✓           |                |
| Cleaning of storerooms  | ✓           |                |
| Removal of excess rubbish including recycling material                    | ✓           |                |
| Rubbish collection  |             | ✓              |
| Graffiti  |             | ✓              |
| Vandalism – external  |             | ✓              |
| Vandalism – internal  | ✓           |                |

|   |             |                |
|---|-------------|----------------|
| Food handling areas kept in a clean and hygienic state in accordance with food handling plan. | ✓           |                |
| Personal hygiene services   | ✓           |                |
| <b>Building Fabric</b>  | <b>Club</b> | <b>Council</b> |
| Maintenance painting of internal areas  |             | ✓              |
| Maintenance painting of external areas  |             | ✓              |
| Repair/ maintenance of doors (other than exit doors)  |             | ✓              |
| Glazing   |             | ✓              |
| Structural maintenance  |             | ✓              |
| Maintenance / replacement of existing floor surfacing and coverings                           |             | ✓              |
| <b>Building Fittings</b>  | <b>Club</b> | <b>Council</b> |
| Ovens, cook tops and stoves (gas and electric)  | ✓           |                |
| Refrigerators   | ✓           |                |
| Dishwashers   | ✓           |                |
| Furniture   | ✓           |                |
| Curtains and Blinds – cleaning repair and replacement   | ✓           |                |
| Skylight - maintenance, cleaning and repair   |             | ✓              |
| <b>Fees and Charges</b>   | <b>Club</b> | <b>Council</b> |
| Telephone (calls, line rental, internet, fax)   | ✓           |                |
| Electrical supply chargers and use including security lighting                                | ✓           |                |
| Gas supply chargers and use   | ✓           |                |
| Water use including sewerage chargers   | ✓           |                |
| Public Liability Insurance  | ✓           |                |
| Insurance - Contents  | ✓           |                |
| Insurance - Building  |             | ✓              |

If you require maintenance and it is listed as a Council responsibility in the table above, please contact customer service on 8470 8888.

# COMMITTEES

Section 3



## Section 3 Committees - Contents

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## Committees

### 3.1 Structure

Committees play a critical role in the structure, organisation and management of community organisations and clubs. A well functioning committee is the key to an efficient and effective organisation. The role of the committee is to manage decisions and to take responsibility for the organisation, thereby ensuring its continuity and relevance.

#### **3.1 (a) Key Committee Roles and Responsibilities**

The committee has a responsibility to manage the organisation on behalf of its members. An effective committee should:

- Develop policy and procedures
- Carry out recommendations endorsed by the members
- Conduct long term planning of activities so that the aims and objectives of the organisation are fulfilled
- Regularly communicate with and provide information to members about the running of the organisation
- Ensure that all financial and legal matters are properly managed
- Ensure that procedures are documented and available to all members i.e. disciplining, emergency fire drill, etc
- Provide detailed written records and job descriptions to newly elected committee members to assist them in their new role
- Ensure that all members of the committee act as leadership role models

#### **3.1 (b) Committee Positions, Roles and Responsibilities**

##### **President**

The role of the Chair/President is to provide the principle leadership and responsibility for the organisations administration. At the operational level, the chair is responsible for facilitating and ensuring efficient and effective committee meetings. A chairperson should:

- be informed of all organisational activities
- be aware of the future direction of the group
- have a good working knowledge of the committee constitution, rules and duties of the office bearers
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- represent the committee in other forums

## **Vice President**

The Vice President's primary role is to assist the President and to take on the roles and responsibilities of the President in his/her absence.

- Assist the President when requested
- Act as a spokesperson and represent to outside parties when requested
- Perform the duties of the President in his/her absence.

## **Treasurer**

The Treasurer is the chief financial management officer of the organisation. Desirable qualities include good organisational skills, a level of financial expertise and awareness of the information required for annual reporting. Duties include:

- Preparation of annual budgets
- Planning for the Clubs financial future
- Keeping records of all revenue (income) and expenditure
- Ensuring that all monies are banked promptly
- Reviewing the annual profit and loss and balance sheets
- Ensuring that an annual audit is conducted
- Providing regular financial statements to the committee, with a capacity to explain any details

## **Secretary**

The Secretary is the key administration officer of the committee and provides the links between the committee, members and outside agencies. It is desirable that the secretary be a good communicator, maintain confidentiality and have the ability to delegate tasks and supervise others. Duties include:

- Maintaining a register of all members and committee members
- Prepare and distribute agendas for meetings, in consultation with the Chairperson
- Take accurate minutes of meetings
- Receive and disseminate correspondence

### **3.1 (c) Conducting Meetings**

The key to a successful sports club can often lie in the effectiveness of the committee meetings. It is essential that the committee be able to engage their members and use their valuable time efficiently and effectively. It also enables every person in the meeting to have an equal opportunity to be heard and enables every person present to have an equal right to vote on the issues and to help in the decision making. However all this takes planning and here are some strategies to assist:

## **Agenda**

The Agenda provides the meeting framework. It highlights issues to be addressed and notes ongoing administrative reports to be presented to the committee. The agenda should be prepared and distributed to members at least one week prior to the meeting.

## **Minutes**

Minutes provide the historical record of committee actions and discussions. Their accurate notation is essential to provide historical accuracy and provide the base for future decision making. Minutes are usually taken by the club secretary and distributed to members.

## **Motions**

A motion is a positive statement of action put forward by a committee member. A motion is required whenever the committee is

- Deciding to spend a significant amount of money
- Adopting a policy about the way it will deal with a topic or issue
- Making a decision that will last a long time

The motion must be proposed and seconded and then discussed by the committee. A vote is then taken to determine the majority and whether the motion is accepted or defeated.

## **Quorum**

A minimum number of committee members are required to attend a meeting in order to make it legitimate. The quorum will be stated in the committee's terms of reference or constitution.

## **Annual General Meeting**

The Annual General Meeting (AGM) is a meeting for all clubs/association members and is normally held every 12 months. The aim of the meeting is to report on the activities of the club during that period and to elect office bearers for the forthcoming 12 months.

## **Elections**

The term of committee members is defined in the committee constitution. The election process is usually tied into the AGM process where committee members step down from their positions and nominations are called for. Many committee constitutions will define where the membership is to be drawn from.

Clubs are required to inform Leisure Services of any committee member changes after the election has been held. A committee contact update form can be found in *Section 6 - Forms & Policies* of this document, or at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

## **Special Meetings**

The purpose of a special meeting other than an AGM is to address an urgent issue, which requires committee action prior to the next scheduled meeting.

### **3.1 (d) Further Information**

The Australian Sports Commission provides an on-line service for sports clubs. This free service provides a range of information and advice on relevant club issues and topics. Go to [www.ausport.gov.au](http://www.ausport.gov.au) → Supporting Sport → Club Development.

## **3.2 Business Plan**

A business plan is the strategy to achieve the objectives of the organisation. They are the decision making tools of the organisation. There is no fixed content for a business plan. Rather, the content and format is determined by the goals and the members. A club may undertake a business plan for a range of purposes, i.e.

- To raise funds towards a capital investment i.e. a new facility
- To ensure the club remains financially stable over a specified period of time
- To ensure the club can host a special event without falling into financial difficulties.

### **3.2 (a) Business Planning Steps**

#### **Primary Objectives**

What is the primary objective identified by the organisation for the plan?

#### **Business Plan Summary**

What is the specific purpose of the business plan? Outline long term objectives, for example, details of the event or the proposed facility, equipment to be purchased, proposed costs, funds to be raised, source of funds and project timelines.

#### **Business Description**

Outline a brief description of the core activities of the club and the relationship with the objectives of the business plan. For example a soccer club's core activities are conducting soccer competitions and offering coaching clinics. The purpose of the business plan may be to install an all-weather pitch with lighting to ensure greater usage. Therefore enabling the club to offer more competitions and more coaching, and attract more members to make the club financially more viable.

#### **Financial Requirements**

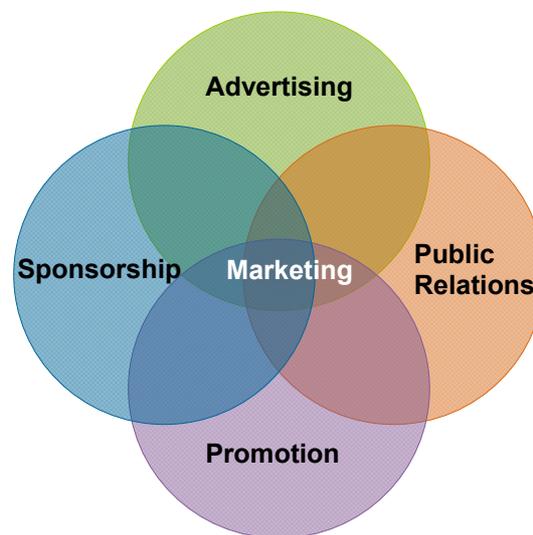
It is essential that all financial aspects are identified, including any proposed expenditure and income, supported with relevant quotes and castings. If borrowing, then the short and long term implications for the club need to be assessed and worked out, to assess its financial viability.

### 3.2 (b) Resources

There are many business plans that can be downloaded from the internet which you can then tailor to suit your club. The Australian Government has a site dedicated to business development, which gives explanations, tips, checklists etc. It also provides a guide to business planning and a Business Plan template where you can insert your information to end up with a workable business plan. Go to: <http://www.business.gov.au/businessplan>  
Another valuable site is the New South Wales Department of Sport and Recreation [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au) → Sports Clubs → Running Your Club which has a step by step guide to Planning.

### 3.3 Marketing

Marketing is an integral part of running any successful sporting organisation. It involves the elements of advertising, sponsorship, promotions and public relations. Marketing is mainly concerned with developing the right product and service to fulfil an identified need. However the development of a marketing and public relations focus should be fun and rewarding.



### Marketing Plan

The saying 'people don't plan to fail, they just fail to plan' is very relevant to sports clubs. A well thought out and carefully developed marketing plan, with input from all your members will be instrumental in achieving your club's goals.

The Marketing Plan is, simply, a written document outlining:

- What you need to do to make your club successful? (identifying goals and objectives)
- How you intend going about it? (developing strategies and tactics)
- Who is going to do it? (allocating roles and responsibilities)
- By when? (the critical path and deadlines)

## Marketing and Promotions

A major part of the marketing strategy is promotion. This is the process by which the product or service is brought to the attention of your target market. Promotion is not just an advertising campaign; it is creating a positive general public awareness of your club and its activities. However it can often be very difficult, as there are many competing clubs out there, all eager to promote their own activities! So, how does your club get noticed?

- Media Releases
- Media Contacts
- Website page at Darebin Council
- Newsletters
- Advertising
- Radio and Television

## Media Releases

The media sells stories, it is highly competitive and to get coverage your story needs to be newsworthy. It must be news, something previously unknown, fresh and different and worthy, exciting and/or interesting. There is no guarantee your story will get coverage but you can maximise your chances by following these guidelines. The media release should be brief, to the point, and no longer than one page.

Template - Use the Club letterhead

Heading - What's the story about?

The ideal media release should answer five questions concerning an event:

1. WHO was involved?
2. WHAT was the event? WHAT happened?
3. WHEN did it happen?
4. WHERE did it happen?
5. WHY did it happen?

Other important information you can include:

- Any points of interest about the news story
- Quotes from the President etc
- Important statistics, data, aims, or goals which relate to the event or activity
- Any background information
- Photo opportunity- suggest a time and place for this to happen
- Contact Details- as journalists work on short time frames you need to be able to be contacted at all times. It also helps to know the deadlines, so you can give the journalist enough time for your story.

## **Media Contacts**

Stories are best sent to the paper early in the week to enhance the chance of an article appearing later in the week or the following week.

Follow up the press release with a call to the relevant reporter. Developing a relationship with a journalist, such as the sports writer is a good way to help you get your events covered. Treat the media as your club's VIP's. Invite them to special events or openings and provide for their special needs with background and information, tickets, interview room and access to phones/fax and computers. Also utilise your league and State Sporting Association media contacts.

### **Preston Leader Newspaper**

Sports Editor and Sports Reporter phone numbers are listed on the inside front cover of the newspaper.

Email: [preston@leadernewspapers.com.au](mailto:preston@leadernewspapers.com.au)

Website: [www.prestonleader.com.au](http://www.prestonleader.com.au)

### **Northcote Leader Newspaper**

Sports Editor and Sports Reporter phone numbers are listed on the inside front cover of the newspaper.

Email: [northcote@leadernewspapers.com.au](mailto:northcote@leadernewspapers.com.au)

Website [www.northcoteleader.com.au](http://www.northcoteleader.com.au)

### **Melbourne Times Weekly**

Editorial email- [newsroom@fairfax.com.au](mailto:newsroom@fairfax.com.au)

Website: [www.melbournetimesweekly.com.au](http://www.melbournetimesweekly.com.au)

## **Darebin Council Sport & Recreation Directory**

Your club can promote its activities and services for free, by being part of Darebin Council's Community Sport & Recreation Directory.

All you have to do is access the Darebin Community Portal on the Council website [www.darebin.com.au](http://www.darebin.com.au) and register your club's details, contact information, brief description of activity etc. You can then update your own site as your information/details change.

## **Build Your Own Website on the Darebin Council Community Portal**

This free website service aims to promote business, community groups and services to a wide range of people. The web building site is easy to use and can be updated at any time, from anywhere. You can select an existing template or upload your own template. You can also upload your own photos to your site.

Firstly you have to register your club's contact details in the Darebin Community Portal on the Council website [www.darebin.com.au](http://www.darebin.com.au) and then access the Build a Website page, which will give you a step by step guide.

### **Newsletters**

These are an excellent way of keeping in contact with your club members and keeping them involved and updated. Within your committee you could have a communications group which look after the newsletter, direct mail, email contacts etc. Also, for wider exposure, try contacting your umbrella organisation. For example if you are a local netball club, contact Netball Victoria. They may be interested in a profile about your club to go into their state-wide newsletter. However the article needs to be interesting and have a point of difference that makes your club stand out.

### **Advertising**

Submitting an article or a press release to the newspaper or radio will not guarantee your story makes it to print or to air. The only way to ensure your information is published is to pay for an advertisement. Rates can be obtained by contacting the media outlet directly. Some media outlets are prepared to run an article supported by paid advertising. The advertising costs do not always need to be paid for by the club. It can be paid for by a sponsor, supplier or contractor who has done work for the club who is prepared to advertise alongside the club's article.

### **Radio and Television**

Radio and television stations are often interested in conducting an interview. Make sure the person interviewed is interesting, articulate, knows the topic well and is able to speak on behalf of the club. When speaking, talk in the present tense and make your most important point first. Reports are generally short and brief- you may only have one or two minutes to make your point. It is important to stay cool and calm and focus on being bright and interesting and conveying your one main message.

## **3.4 Responsibilities and Risk Management**

Clubs provide enormous social and community benefits. They also have a responsibility to offer a fair, safe and equitable sporting environment. An integral part of this is looking at areas of risk in your club, so that you make sure your club operates in a way that reduces the risk of injury, damage or loss to people, facilities and finances.

Please note the following legal responsibilities and risk management issues, however for a detailed list of risk management areas please consult the Australian Sports Commission website:

[www.ausport.gov.au/supporting/clubs/resource\\_library/managing\\_risks](http://www.ausport.gov.au/supporting/clubs/resource_library/managing_risks)

## **Certificate of Incorporation**

There are more than 35,000 incorporated associations in Victoria. They are clubs or community groups, operating not for profit, whose members have decided to give their organisation a formal legal structure. It must have at least five members and all profits are put back into the association's activities.

When a club or community group incorporates it becomes a 'legal person', that is, a legal entity that stays the same even if its members change. Darebin Council specifies that clubs that are not incorporated under the Associations Incorporations Act are not eligible for facility allocations.

The benefits of becoming incorporated include:

- having club members protected, to a certain extent, from being sued individually if someone is injured while involved in activities run by your club;
- Improving your club's fundraising ability and eligibility for grants;
- Makes it easier to enter into leases, to operate and open bank accounts and to borrow money.

The responsibilities of an incorporated Association include:

- Displaying the association name including the word 'incorporated' or 'inc' on all notices, advertisements, publications and business documents;
- Management Committee has statutory responsibilities under the 'Associations Incorporations Act 1981' to appoint a public officer;
- Maintain adequate and accurate accounting records of financial transactions and keep them for seven years;
- Hold an Annual General Meeting each calendar year.
- Within a month after the AGM , the public officer must lodge an annual statement with the registrar etc

Consumer Affairs Victoria manages the Incorporated Associations. For detailed explanations and for further information and all forms, fees and transactions please call 1300 558 181 (toll free) or consult the website [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## **Insurance**

It is vital that clubs protect their assets with adequate insurance.

The club agrees to indemnify and keep indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against Council arising out of or in relation to the club's use of the facility.

The Club shall not hold the Council liable for the damage to property or bodily injury (which expression included death and illness) that may be suffered by any person arising

out of or in any way connected with the hire of the premises and the club shall indemnify the Council; in respect of any action, suit, claim and demand whatsoever which may be made against the Council for such damage or bodily injury.

|  |   |
|--|---|
| <p><b>Public Liability Insurance</b></p>       | <p>Council requires clubs to have public liability insurance to the minimum value of 10 million dollars to insure against damage to the property or bodily injury the may be suffered by any person by any reason of an accident and happenings in any way connected with or arising out of the hire of the premises.</p> <p>The club is required to present Council with a certificate of Currency that notes the Council's interests as owner. The Certificate of Currency must be produced for the approval of ground allocation each season. This is for the protection of the Club in the event of legal action.</p> |
| <p><b>Contents Insurance</b></p>               | <p>The club is solely responsible for insurance of all contents, stock, fittings and chattels for their replacement value in the stated premises for the duration of the lease. Therefore it is important to have adequate content insurance that covers all probabilities so the club does not find itself in financial difficulties if it is under insured. This would cover such areas as fire, burglary, money, consequential loss, rain damage, fidelity, motor vehicle, cash in transit etc</p>   |
| <p><b>Professional Indemnity Insurance</b></p> | <p>Clubs take out this insurance to cover their coaches and trainers or any other persons giving professional advice or imparting skills. This type of policy protects such persons for claims made against them for negligent acts, advice, instructions or omissions during their work.</p>   |

Excess on Insurance for Facility: The club pays the excess payable on a claim on the Council's insurance policy for the Facility if the club causes or contributes by gross misuse or gross negligence to the destruction or damage of the Premises.

Clubs must not do or permit to occur or continue anything, which may invalidate or lead to an increase in the premiums payable, in respect of any insurance policy relating to the facility.

### **Risk Management Plan**

The objective of a risk management plan is to protect the assets and financial resources of the sporting organisation and its members by reducing risk and potential for loss. Risk Management involves developing a system of policies, processes and procedures. You cannot eliminate all risks, but you can manage them appropriately. No risk management plan, no matter how much effort went into its preparation or how impressive it's documentation, will have any influence on improving safety unless it is actually put into practice. Your risk management plan must easily be understood, user

*friendly*, and accessible to all. A document that is unnecessarily cumbersome and lengthy, or is difficult to find or understand, is unlikely to be used.

### **Working with Children Check**

In 2006 the Victorian Government introduced a new checking system to help protect children less than 18 years of age from physical or sexual harm. The Working with Children Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. Applicant's records are checked for any criminal offences specified in the 'Working with Children Act 2005' and findings by professional disciplinary bodies. You may be subject to criminal penalties if you do not comply with your obligations under the Act.

*Who Needs to Apply?* Only people engaging in 'child related work' must apply for the check. It is not an organisational card but an individual card. So, if your club provides services or conducts activities for, or directed at children, or whose membership is comprised of children then the individual must apply, this also includes senior clubs with players or volunteers that are under 18 years of age. However parents whose children are involved in an activity and they are helping out are exempt.

Forms can be obtained at Australia Post. There is an annual fee charged for the five year card. However if you are classified as a 'volunteer' for example, you do not derive an income from that work, then, there is no charge for the card.

For detailed information and clarification it is advisable to contact the:

Working with Children Check Unit

Department of Justice

[www.justice.vic.gov.au](http://www.justice.vic.gov.au)

Information Line: 1300 652 879 (toll free)

### **Occupational Health and Safety**

As a volunteer organisation the management committee, as part of the leadership team, have health and safety responsibilities. If your club has employees then it has legal health and safety duties towards those employees, as set out in the 'Occupational Health and Safety Regulations 2007'. Under this Act employers also have obligations to make sure volunteers are not exposed to risks to their health and safety, so far as is reasonably practicable.

Volunteer board members of companies and other bodies and associations are not liable under the OHS Act for anything they do or fail to do as a volunteer. This acknowledges the important contribution of volunteer member of boards. However, the club, as a legal entity may be liable if a volunteer or paid employee suffers a work-related injury or illness.

Board members should also provide leadership on health and safety in the organisation and know their obligations. They should also make sure:

- Everyone in the organisation knows their health and safety responsibilities
- Health and safety implications are considered when decisions are made i.e. event management
- Volunteers are consulted on all aspects of their health and safety and are constantly looking for ways of improvement.

A committee should identify the actions needed to control the health and safety risks associated with the organisation's work:

1. Identify the Hazards- think of all possible causes of injuries or illness
2. Identify who could suffer injury or illness
3. Prioritise the risks- how likely is it to occur and how serious could it be?
4. Take steps to remove or control the risks-eliminate if practicable, change, inform etc
5. Review- to see if they are up to date

For further information and publications on volunteers health and safety, contact the Victorian Governments work safe website.

[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Ph: 1800 136 098 (toll free)

### **Codes of Behaviour and Conduct**

The Victorian Code of Conduct for Community Sport outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

Any club not complying with the Victorian Code of Conduct for Community Sport will not be eligible for Government funding.

The Code of Conduct:

Every person, spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation
- Inclusion of every person regardless of their race, culture or religion
- Opportunities for people of all abilities to participate in the sport and develop to their full potential
- Respect is shown towards others, the club and broader community
- A safe and inclusive environment for all
- Elimination of violent and abusive behaviour
- Protection from sexual harassment or intimidation

## **White Ribbon**

Darebin Council actively supports and is an advocate of the White Ribbon campaign. This campaign has grown to be the largest effort in the world of men working to end violence against women.

The White Ribbon campaign in Australia is led by more than 1000 White Ribbon Ambassadors. Ambassadors are men who are leaders in their careers, sporting code or communities and who actively support the White Ribbon campaign, and encourage other men and boys to become aware and engaged in the campaign. Women also support and expand the campaign through their networks, workplaces and community organisations, as White Ribbon champions.

More information is available at [www.darebin.vic.gov.au/whiteribbon](http://www.darebin.vic.gov.au/whiteribbon) or [www.whiteribbon.org.au](http://www.whiteribbon.org.au)

### 3.5      Templates

#### **Invitation to the Annual General Meeting**

(Issue on club letterhead if available)

#### **Invitation to the Annual General Meeting**

(insert club name)

You are cordially invited to  
Attend the

**Annual General Meeting**  
of the  
(insert club name)  
on 5 August 20XX (insert date)  
at 6:00pm (insert time)

The meeting will be held at  
(insert club name) Pavilion  
Jones Reserve  
Jones St  
Preston 3072

RSVP by \_\_\_\_\_ (date) to \_\_\_\_\_ (Secretary name)  
Ph: \_\_\_\_\_ (phone) or email: \_\_\_\_\_ (email address)

## **Annual General Meeting Agenda**

(Issue on club letterhead if available)

(Insert club name) Inc.

Associated Incorporated (No.)

### **Annual General Meeting**

#### **Agenda**

Item 1: Minutes of previous Annual General Meeting

Item 2: President's Report

Item 3: Treasurer's Report

Item 4: Election of Office Bearers

This is a notice of the forthcoming Annual General Meeting.

The purpose of this meeting is to formally elect Executive Officers for the (insert club name) and the Ordinary Members of the committee.

At the same time, you will be given an update of information as it relates to the projects undertaken and completed during the past financial year, along with a full financial report on expenditure for the year.

To make a difference please consider your position with the club and nominate yourself or other representatives for any of the following positions.

President

Vice President

Treasurer

Secretary

Seven Committee Members

**Annual General Meeting Nomination Form**

(Issue on club letterhead if available)

**Annual General Meeting**

**Nomination Form**

To: The committee of Management:

(Insert club name) Inc. (number)

I, \_\_\_\_\_  
being a member of the (insert club name), hereby nominate member

\_\_\_\_\_

for the position of \_\_\_\_\_

The nomination for the position is effective for the Annual General Meeting for the Association to be held 5 August 20XX. (insert date)

\_\_\_\_\_

I, \_\_\_\_\_  
being a member of the (insert club name), second this nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_  
being a member referred to herein, accept this nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Annual General Meeting Proxy Form**

(Issue on club letterhead if available)

**Annual General Meeting**

**Proxy Form**

FORM OF APPOINTMENT OF PROXY MEETING OF ASSOCIATION CONVENED  
UNDER RULE (insert rule number)

I, \_\_\_\_\_

(name)

of \_\_\_\_\_

(address)

being a member of \_\_\_\_\_

(name of Incorporated Association)

Appoint \_\_\_\_\_

(name of proxy holder)

Of \_\_\_\_\_

(address of proxy holder)

Bring a member of that Incorporated Association, ask my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under rule \_\_\_\_ to be held on 5 August 20XX. (insert date)

\_\_\_\_\_

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution) passed under rule \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# GRANTS & FUNDING

## Section 4



## Grants & Funding - Contents

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## Grants and Funding

### 4.1 General Grant Information

For most sport and recreation clubs, fundraising is critical to the success and sustainability of the organisation. Without regular and effective fundraising many organisations would collapse under the weight of insurance premiums, associations fees, ground hire fees, player payments, provision for special needs, spectator comfort, facility maintenance costs, and other responsibilities associated with the running of a successful sport or recreation club. Some of the most effective and worthwhile sources of funding that many sport and recreation organisations are unaware of, or fail to consider, are the funding grant schemes offered by local Government authorities, State Government and philanthropic trusts.

This guide seeks to highlight some of these funding opportunities.

#### **Preparing Successful Grant Applications**

Once the most appropriate grant schemes have been identified, the next task facing club administrators is the preparation of the grant application. This process, if managed well, can provide the club or association with an extremely valuable source of revenue and is particularly useful if the organisation has identified a particular project or program that it believes will benefit its membership or club.

When preparing an application:

- Collect a copy of the application guidelines. This should be done well in advance of the submission date. This will give you valuable time to read and understand the application criteria and thoroughly research the activities and objective of the funding organisation. You can also investigate the types of projects funded in the previous year, and prepare and submit your application before the grant submission closing date and the start of your proposed project or activity.
- Ensure that you include all the necessary information in a concise and well-presented document.
- Finally, it is important to include a detailed summary of the proposal and this should include:
  - Expected outcomes of the project and how this will meet the identified need
  - A detailed budget and timeline of activities
  - An indication of the resources your organisation plans to contribute
  - An indication of who (including relevant qualifications) will be managing the project and
  - Relevant contact details for further information

In completing a funding application it is important to value add in an attempt to distinguish your application from the many others submitted. Invariably there are more applications received than money available.

To help overcome this and be successful in any application for funding there must be a match between the goals of both parties. Therefore, when preparing an application you must consider both sides of the equation to create a win-win situation for all involved.

## 4.2 Sport and Recreation Grants

### **Leisure Minor Works Funding Programme**

Council's Leisure Minor Works Funding Programme has been initiated in response to a need identified through consultation with Darebin's sport and recreation clubs.

Funding for major sport and recreation facilities is often beyond the reach of community sport and recreation clubs, however many clubs have the capacity and will to contribute funding towards minor sport and recreation infrastructure improvements.

This funding programme will facilitate the development of existing sport and recreation facilities by enabling sport and recreation clubs to put forward projects that will be jointly funded by clubs and Council. Council will contribute 50% (up to \$5000) of the total project cost. This is a competitive process therefore not every application will be successful.

Leisure Services will contact clubs with details about the programme including opening and closing dates. This is a new programme for the 2010/2011 financial year and will be reviewed upon completion.

More Information

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

8470 8305

### **Darebin Community Grants Program**

The Darebin Community Grants Program is made up of:

- Cash grants - successful applicants will receive a cheque for an approved amount.
- Venue hire subsidies (non-cash) - successful applicants will be granted in-kind support for hiring costs of Council-owned venues.
- Quick response grants (maximum \$500) - for cash grants or venue hire subsidy applications which can be submitted after the close of the annual funding round. Applications under this category can be made at any time of the year, but need to justify why the annual funding round was missed.

Applications can be submitted for activities, projects and programs focusing on a wide range of issues including: social justice, health, education, sport and recreation, environment and arts and culture.

As result of a major consultation which had been undertaken in 2009, the 2010 (now closed) and 2011 funding round will provide a wider range of opportunities to all applicants with a new program, new model, new categories and most importantly new categories with three new different grant ranges for both annual and recurrent grants.

Whilst the essential eligibility criteria haven't been changed, a new set of principle, criteria and categories are now aligned with the Council Plan in which Council articulates a number of commitments and shared goals to increase community participation in the social, economic and cultural life of the municipality.

More Information:

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

Phone: Darebin City Council, Community Grants Officer - 8470 8504

### **Sport and Recreation Victoria Community Facility Funding Program**

The Community Facility Funding Program helps provide high quality, accessible community sport and recreation facilities across Victoria.

The program encourages:

- better planning of sport and recreation facilities.
- innovative sport and recreation facilities.
- increased community access to leisure opportunities.
- inclusion of environmentally sustainable design elements.
- strengthening communities through increasing sport and recreation participation.

Major Facilities – Grants of up to \$500,000 (where the project cost more than \$200,000 exclusive of GST) are available to develop major sport and recreation facilities

Minor Facilities – Grants up to \$60,000 (where the project costs up \$250,000 excluding GST) are available for community groups, working in partnership with Council, to develop or upgrade community sport and recreation facilities.

|                                |  |
|--------------------------------|--|
| <p><b>Major Facilities</b></p> | <p>The Community Facility Funding Program contributes to the provision of high-quality and accessible community sport and recreation facilities across Victoria. Building Community Infrastructure provides grants to improve places where communities meet and interact. Applications under the Majors should focus on building or upgrading community sport and recreation facilities that are innovative, effectively managed, environmentally sustainable and well-used.</p> <p>Funding under this program is provided through Local Government Authorities. Councils are able to submit one application for Major Facilities Funding or Aquatic Access/Better Pools to Sport and Recreation Victoria annually. The maximum grant is \$500,000 and the funding ratio for Metropolitan areas is SRV \$1: \$3 local. Applications usually close in October with funding announcements expected in December.</p>  |
| <p><b>Minor Facilities</b></p> | <p>The Community Facility Funding Program contributes to the provision of high-quality and accessible community sport and recreation facilities across Victoria. Building Community Infrastructure provides grants to improve places where communities meet and interact.</p> <p>Applications under the Minor Facilities category are available for community groups, working in partnership with council, to develop or upgrade community sport and recreation facilities.</p> <p>Local Government authorities are eligible to apply directly to the Department of Planning and Community Development (DPCD) for funding for this program. However, community organisations have the opportunity to access funds by submitting an expression of interest directly to their local government authority.</p> <p>Council's are able to submit up to three applications to Sport and Recreation Victoria:<br/>These consist of</p> <ul style="list-style-type: none"> <li>• Two applications that seek up to \$60,000 each towards a total project cost of \$200,000 or less (GST exclusive)</li> <li>• One application towards a total project cost of \$60,000 or less (GST exclusive)</li> <li>• Projects that will cost above \$200,000 (GST exclusive) are not eligible.</li> </ul> <p>Minor Facilities funding will support sport and recreation projects such as:</p> <ul style="list-style-type: none"> <li>• Change facilities for junior or female use</li> <li>• Shared paths and tracks</li> <li>• Sport surface development</li> <li>• Projects for young people, such as playgrounds, skate parks or BMX tracks.</li> <li>• Program and meeting space.</li> <li>• Provision of disability access</li> </ul> <p>Matching funding contributions towards total project cost (GST exclusive) for metropolitan areas are SRV \$1: \$1 local.</p> |

Leisure Services will contact clubs to advise of program timelines and details as they are different each year. Please note the opening date for applications is determined by the Department of Planning and Community Development.

The Community Facility Funding Program will be assessed through a two step process.

Step One:

Community organisations submit the Application Form for Community Organisation to Leisure Services, Darebin City Council by the set date.

Step Two:

Council reviews applications from community organisations, and develops up to three applications for submissions to Sport and Recreation Victoria by the set closing date.

More Information:

[www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/AllDocs/E229124C83F924E9CA2575F40016BDD6](http://www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/AllDocs/E229124C83F924E9CA2575F40016BDD6)

Phone: Grants Information Line – 1300 366 356

### **Women's Leadership Grants**

Women's Leadership Grants provide funding for projects and activities that develop capacity and increase opportunities for women to participate in leadership roles.

Funding Range of Grant - up to \$20,000

Who Can Apply? Community groups, organisations and Local Government are eligible

More Information:

[www.dpcd.vic.gov.au/home/grants/all-grants/womens-leadership-grants](http://www.dpcd.vic.gov.au/home/grants/all-grants/womens-leadership-grants)

Phone: Grants Information Line – 1300 366 356

### **Our Club, Our Future – Sporting Uniform**

The Our Club, Our Future - Sporting Uniform Grant Program provides grants of up to \$1000 to assist in the purchase of sports uniforms.

Funding Range of Grant - Grants of \$1000 are available

Who Can Apply? Victorian clubs, organisations and community groups delivering sport.

The following conditions will apply to successful applicants. They must:

- Enter into funding a funding agreement with the Department of Planning and Community Development that sets out the payment term, conditions, reporting and grant acquittal requirements.
- Spend the grant funds on the sporting uniforms as described in the application within three months of receiving the grant and return any unspent funds to Sport and Recreation Victoria.
- Apply to vary the approved use of funds prior to improvement :and

- Provide a brief project completion report for the expenditure of the grant.

More Information:

[www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/allDocs/44E3B4F70691250FCA257604001DF5A8](http://www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/allDocs/44E3B4F70691250FCA257604001DF5A8)

Phone: Grants Information Line – 1300 366 356

### **Strengthening the World Game**

The Strengthening the world game program will provide funding to assist local football (soccer) clubs and organisations to upgrade existing or develop new facilities to maximise their capacity to cater for additional participation in soccer.

Funding range of grant - Maximum of \$100,000 (exclusive of GST) per assessment period.

Who Can Apply? Only local Councils can apply directly to the Department of Planning and Community Development. Football (soccer) clubs and organisation (leagues, associations and referee associations) have the opportunity to access funds by applying directly to their Local Councils via an Expression on interest.

More Information:

[www.dpcd.vic.gov.au/home/grants/all-grants/strengthening-the-world-game](http://www.dpcd.vic.gov.au/home/grants/all-grants/strengthening-the-world-game)

Phone: Grants Information Line – 1300 366 356

### **Emergency Grant: Sporting and Recreation Equipment**

These grants provide assistance to grassroots sport and active recreation organisations to replace essential sporting or first aid equipment that has been lost or destroyed as a consequence of fire, flood, significant storm event, theft or criminal damage.

Funding range of grant - up to \$2,000

Who Can Apply? Local community-based clubs or organisations delivering sport and active recreation.

More Information:

[www.dpcd.vic.gov.au/home/grants/all-grants/emergency-grant-to-replace-essential-sports-equipment](http://www.dpcd.vic.gov.au/home/grants/all-grants/emergency-grant-to-replace-essential-sports-equipment)

Phone: Grants Information Line – 1300 366 356

### **Victorian Volunteer Small Grants**

Victorian Volunteer Small Grants are available for Victorian organisations to attract new volunteers from diverse backgrounds, create new volunteering opportunities and strengthen existing volunteering programs as a way of engaging new volunteers.

Funding range of grant - up to \$5,000

Who Can Apply? Community not-for-profit organisations that involve volunteers at a local level.

More Information:

[www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/allDocs/02E6A4E787DD9401CA257180002C7188](http://www.grants.dvc.vic.gov.au/web18/dvcgrants.nsf/allDocs/02E6A4E787DD9401CA257180002C7188)

Phone: Grants Information Line – 1300 366 356

### **Local Sporting Champions Program**

The Local Sporting Champions program is an Australian Government initiative designed to provide financial assistance for juniors towards the cost of travel, accommodation, uniforms or equipment when competing, coaching or officiating at an official national sporting organisation (NSO) endorsed state or national sporting competition or a School Sport Australia national championship.

Funding range of grant - grants of \$500 will be available for successful individual applications and \$3000 for successful team applications.

Who Can Apply? In order to be eligible to apply for a Local Sporting Champions grant, young people must meet the following criteria:

- Be between 12 and 18 years of age (inclusive) at the time of the nominated sporting competition.
- Be participating as an athlete, coach, umpire or referee in an official state or national level sporting competition, endorsed by the relevant Australian Sports Commission recognised national sporting organisation (NSO) or national school sport competition endorsed by School Sport Australia.
- Be required to travel greater than 250km return to participate in the nominated NSO endorsed state or national sporting competitions, or national school sport competition.
- Be an Australian citizen.
- Must not have been the recipient of a Local Sporting Champions grant, whether as an individual or a member of a team, during the current financial year.
- Must not have received funding from other government sources for the nominated national school sport competition or NSO recognised state or national sporting competition.
- Must not be participating in a professional competition that involves prize money.
- Applications must be submitted to the Australian Sports Commission prior to the competition commencing.

More Information:

[www.ausport.gov.au/participating/schools\\_and\\_juniors/juniors/get\\_involved/local\\_sporting\\_champions](http://www.ausport.gov.au/participating/schools_and_juniors/juniors/get_involved/local_sporting_champions)

Phone: 02 6214 1111

## **VicHealth Active Club Grants**

The VicHealth Active Club Grant aims to encourage and increase participation opportunities in physical activity for those who are currently inactive or traditionally encounter barriers to participate by providing equipment or training and to improve the safety of sporting and active recreation environments and reduce the likelihood of injury while promoting physical activity.

Who Can Apply? Local sport and active recreation organisations requiring funding for the essential equipment or training to allow teams and groups to participate in physical activity.

Preference is given to applications from organisations and clubs who target the following groups:

- Indigenous communities
- People from culturally and linguistically diverse communities
- People with a disability
- Clubs/organisations located in low socio-economic status (SES) areas; rural and regional Victoria

More Information:

<http://www.vichealth.vic.gov.au/Programs-and-Projects/Physical-Activity/PICSAR/Active-Club-Grants.aspx>

Phone: 9667 1333

## **Sponsorship Grants – Sportscover Sponsorship Fund**

Sportscover's desire to assist community sports led to the creation of the Sportscover Sponsorship Fund (SSF) as an avenue to sponsor a wide variety of amateur sports men and women, striving to achieve sporting greatness across a broad cross-section of sports. Over the last few years, the SSF has donated over \$50,000 in \$1000 grants to grass-roots sports clubs and associations.

Funding range of grant - grants of \$750USD X 7 (or equivalent local currency) are available.

Who Can Apply?

- Must be an amateur sports club or association
- Must not spend the grant on tobacco, alcohol or illegal or immoral goods
- Must not have been awarded a SSF Grant in the last 2 years
- Must be available for an interview
- You must supply Sportscover with a photo of the fund being used.

More Information:

[www.sportscover.com/sponsorship.asp](http://www.sportscover.com/sponsorship.asp)

Phone: 8562 9100

## **Victoria's Women's Trust**

The Victorian's Women's Trust is fired by the vision of a just and humane society in which women enjoy full participation as citizens. Established in 1985 in recognition of the role of women in shaping Victoria, the trust has positioned itself as one of Australia's foremost women's organisations.

Fully independent, the Trust exists to improve conditions for women in practical and lasting ways through:

- A funding program to invest in women and effect social change
- Strategic alliances to undertake major projects
- Advocacy for women on key issues
- Showcasing women's talents and fostering networks for the exchange of skills, ideas and information.

The Victorian Women's Trust aims to make a difference in everything it does. The trust's total grant budget is usually around \$130,000, made up of a mix of large (up to \$30,000) and small (\$2,000 - \$7,000) grants.

The trust has particular interest in supporting projects that initiate and influence socially just change, leading reforms in government policy, business practices and the wider community. Successfully funded projects in the past have sought to achieve maximum impact and beneficial change in the lives of women they address. This is an important factor to consider when applying to the Trust for a grant.

More Information

[www.vwt.org.au](http://www.vwt.org.au)

Phone: 9642 0422

### **4.3 Additional Grant Resources**

The following organisations will give your club an overview of the wide range of grants available and information on how to apply for them.

## **Our Community**

Our Community is a world-leading social enterprise that provides resources, advice and tools for Australia's 700,000 community groups and schools - anchored by 16 online Knowledge Centres and associated publications and training. Our Community also work to create practical linkages between the community sector and the general public, business and government.

The Community Funding Centre provides free help sheets, services, newsletters, books and training to help community groups improve their fundraising abilities and become healthier and more viable.

- Easy Grants Newsletter

The Easy Grants Newsletter is a monthly grants newsletter with a summary of all grants available including, Federal and State Government, Philanthropic organisations and corporations.

Subscription to the Easy Grants Newsletter costs \$55 per year which includes 12 monthly email newsletters. All the latest new and recurring Federal and State Government, philanthropic and corporate grants, special email bulletins for improvement grants and access to database online anytime.

- Our Raising Funds Newsletter

Our Raising Funds Newsletter is a bi-monthly fundraising information service. Subscription is \$45\* (members) and \$65\* (non members) and you receive 6 bi-monthly email newsletters.

Regular features of the newsletter include:

- Information about the latest fundraising ideas and innovation that makes money collected from Australia and overseas,
- Easy-to-use step-by-step fundraising strategies on topics ranging from running a capital campaign to seeking sponsorship and how to ask for donations.
- Marketing your group – practical advice to help your group stand out from the crowd,
- Lessons from the inside: tips on how to prepare a successful funding application,
- Putting technology to work to raise money for you,
- Handy hints to raise money AND save money

More Information:

[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

Phone: 9320 6800

### **GrantsLINK**

GrantsLINK is an Australian Government website that has a directory of information about Federal, State and Local Government funding programs.

More Information:

[www.grantslink.gov.au](http://www.grantslink.gov.au)

Phone: 1800 026 222

## **VicSport**

VicSport is an independent member-based organisation representing Victoria's sport and active recreation sector with over 170 member groups including Government, associated statutory authorities, relevant business and private enterprises and other stakeholders with an interest in promoting sport and active recreation.

More Information:

[www.vicsport.asn.au/Home/](http://www.vicsport.asn.au/Home/)

Phone: 9926 1376

## **Philanthropic Trusts**

Philanthropy Australia is the national peak body for philanthropy and is a non-profit membership organisation. Their members are trusts and foundations, families and individuals who want to make a difference through their own philanthropy and to encourage others to become philanthropists. They do not make grants of any kind.

The Philanthropic trusts publish an online directory titled 'The Australian Directory of Philanthropy' which lists over 350 trusts and foundations, and is an essential resource for not-for-profit organisations, charities and community groups. It features tips on how to apply for grants, write submissions, and important tax information to help grantseekers understand what needs to be supplied to foundations in any application for funding.

Most trust and foundations are limited by law to funding charities or community groups with charitable status. It is important to know if your organisation has deductible gift recipient status and/or tax concession charity status before seeking funds from Philanthropy Trusts.

More Information

[www.philanthropy.org.au](http://www.philanthropy.org.au)

Phone: 9662 9299

#### 4.4 Inclusive Program Support

The following section will be useful for those organisations conducting programs that are inclusive of people with a disability or those which may be looking to further involve people with a disability within their sport or active recreation club.

If you have a new sport or recreation initiative, which may further increase the opportunities available to people with a disability you may wish to work alongside a disability agency in the development and implementation of this idea. The following disability agencies can provide project-related support, client referral and guidance on disability inclusive practices:

City of Darebin's Access for All Abilities Program

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

Australian Quadriplegic Association (AQA)

[www.aqavic.org.au](http://www.aqavic.org.au)

Community Inclusion and Development - A division of SCOPE Victoria

[www.scopevic.org.au/index.php/site/whatweoffer/clientservices/recreationleisure](http://www.scopevic.org.au/index.php/site/whatweoffer/clientservices/recreationleisure)

Victorian disabled sports advisory committee (VDSAC) - now referred to Disability Sports Victoria

<http://home.vicnet.net.au/~vdsac/>

Victorian Network on Recreation and Disability (VICNORD)

[www.advocacyhouse.org/vicnord/about.html](http://www.advocacyhouse.org/vicnord/about.html)

Victorian Sport and Recreation Association of Persons with an Intellectual Disability (VICSRAPID)

[www.vicsrapid.org.au/](http://www.vicsrapid.org.au/)

Wheelchair Sports Victoria

[www.wsv.org.au/](http://www.wsv.org.au/)

# CONTACTS

Section 5



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## Contacts – Council and General

### 5.1 Council Contact Numbers

| Written correspondence:   |  | City of Darebin<br>PO Box 91<br>Preston 3072<br>Fax: 9261 4807 |
|---|--|--|
| CONTACT   | AREAS OF RESPONSIBILITY                  | CONTACT  |
| Darebin Leisure Services<br><br>Email: leisure@darebin.vic.gov.au | Seasonal ground allocations              | 8470 8305  |
|   | Licence agreements                       |  |
|   | Liaison & support to clubs               |  |
|   | Promotion & development of sport         |  |
|   | Capital works projects                   |  |
|   | Fees and charges                         |  |
|   | Casual/school ground bookings            |  |
|   | Requests for finals matches and training |  |
|   | Allocation and return of pavilion keys   |  |
|   | Sports directory update                  |  |
| Customer Service  | Ground maintenance                       | 8470 8888  |
|   | Fallen branches                          |  |
|   | Covering/uncovering of synthetic wickets |  |
|   | Fencing/net repairs                      |  |
|   | Building maintenance                     |  |
|   | Graffiti/vandalism & break-in repairs    |  |
|   | Syringe disposal                         |  |
|   | Recycling                                |  |
|   | Litter collection                        |  |
|   | Building security                        | 8470 8694  |
| Health Department   | Food Act registration                    | 8470 8658  |
| Statutory Planning  | Liquor licence enquiries                 | 8470 8850  |
|   | Building permits                         | 8470 8899  |
|   | Planning permits                         | 8470 8850  |
| Community Planning & Advocacy                                     | Community Grants                         | 8470 8504  |

**AFTER HOURS EMERGENCY CONTACT 8470 8889**

## 5.2 General Contact Numbers

### **VicHealth**



The Victorian Health Promotion Foundation, best known as VicHealth, works in partnership with organisations, communities and individuals to make health a central part of our daily lives.

The focus is on promoting good health and preventing ill-health.

Phone: 9667 1333

[www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

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### **SunSmart**



SunSmart aims to minimise the human cost of skin cancer in Victoria. SunSmart have also taken a leadership role promoting a balance between the benefits and harms of ultraviolet (UV) radiation exposure and the links with vitamin D.

The Victorian Health Promotion Foundation (VicHealth) and Cancer Council Victoria jointly fund SunSmart. In 2004 SunSmart were appointed the World Health Organisation (WHO) Collaborating Centre for UV Radiation.

Phone: 9635 5148

[www.sunsmart.com.au](http://www.sunsmart.com.au)

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### **Sport and Recreation Victoria**

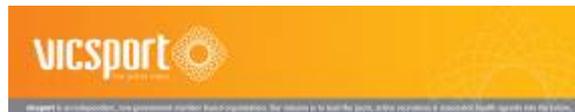


Sport and Recreation Victoria (SRV) works to get more people involved in the community through sport and recreation. SRV assists the sport and recreation sector to develop and improve community sport and recreation facilities throughout Victoria.

Phone: 9208 3333

[www.sport.vic.gov.au](http://www.sport.vic.gov.au)

## VicSport



VicSport is the Peak Body for Sport in Victoria and is an independent non-government member based organisation representing over 170 members for the Sport and Recreation Industry and their affiliated groups.

Their members include State Sports Associations, Regional Sports Assemblies, Local Government Agencies, University Sport Organisations and other associated industry groups.

Phone: 9926 1376

[www.vicsport.asn.au](http://www.vicsport.asn.au)

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## Australian Sports Commission



The Australian Sports Commission (ASC) is Australia's primary national sports administration and advisory agency, and the cornerstone of a wide-ranging sports system.

The Australian Sports Commission is governed by a board of commissioners who bring a range of expertise to guide the work of the ASC. The board includes former athletes, business people and journalists, each with extensive, first-hand knowledge of Australia's sporting landscape.

Their vision is to continue to be recognised as the world leader in developing high performance and community sport.

Phone: 02 6214 1111

[www.ausport.gov.au](http://www.ausport.gov.au)

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## Coaching and officiating



- Find out how to become a coach or official
- Tools and tips for new coaches and officials
- Learn about Australia's approach to coaching and officiating
- Access information for clubs on how to recruit and retain coaches and officials.
- Coaching ethics
- National coaching accreditation

Phone: 02 6214 1522

[www.ausport.gov.au/participating/coaches](http://www.ausport.gov.au/participating/coaches)

## Play by the Rules - Tackling Discrimination in sport



Play by the Rules provides information and online learning for community sport and recreation on how to:

- prevent and deal with discrimination, harassment and child abuse, and
- develop inclusive and welcoming environments for participation.

Sporting organisations can use the resources on Play by the Rules website to promote inclusive, safe and fair participation.

Play by the Rules is a unique partnership between the Australian Sports Commission, Human Rights and Equal Opportunity Commission, all state and territory sport and recreation and anti-discrimination agencies and the Queensland Commission for Children, Young People and Child Guardian.

Phone: 02 9284 9600 (Human Rights Commission)

[www.playbytherules.net.au](http://www.playbytherules.net.au)

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### Quit Victoria



Quit Victoria is dedicated to eliminating the pain, illness and suffering caused by tobacco.

Sports clubs and associations have a significant influence in their community by fostering a family friendly environment and displaying positive images of a healthy lifestyle, particularly to junior members.

Being smoke free is one of the healthiest messages you can create. It informs your community that your sports club is serious about:

- promoting a healthy lifestyle
- not exposing club members to second hand smoke
- discouraging the promotion of smoking to junior members
- preventing unnecessary fire hazards
- reducing litter around your sport venue.

Phone: 9663 7777

[www.quit.org.au](http://www.quit.org.au)

## Australian Drug Foundation



The Australian Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation.

The Australian Drug Foundation reach more than a million Australians through community sports clubs and also work with a wide range of Australians in governments, workplaces, health care settings and schools, offering educational information and campaigning for healthy and strong communities.

Phone: 9278 8100

[www.adf.org.au](http://www.adf.org.au)

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## Good Sports Accreditation Program



The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sports clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking.

Displaying the Good Sports logo sends an important message to club members and the community. It confirms that the club promotes a responsible attitude towards alcohol and that it provides a safe environment for players, members, families and supporters.

Phone: 1300 883 817

[www.goodsports.com.au](http://www.goodsports.com.au)

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## Running your Club

Clubs provide enormous community and social benefits. They also have a responsibility to offer a fair, safe and equitable sporting environment. When running a club, it is important to consider and enforce codes of conduct, risk management strategies and member protection guidelines to ensure everyone has a fun, safe and inclusive experience.

Phone: 9208 3333

[www.dpcc.vic.gov.au/sport/sport-management/running-a-club](http://www.dpcc.vic.gov.au/sport/sport-management/running-a-club)

# FORMS & POLICIES

## Section 6



**Forms & Policies - Contents**

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## COMMITTEE CONTACT UPDATE FORM

Club Name: \_\_\_\_\_ Season: \_\_\_\_\_

Sport played: \_\_\_\_\_ Date: \_\_\_\_\_

### Committee Contact Details

**President:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Community Liaison Officer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Your Association / League:** \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

City of Darebin Privacy Policy: Council is collecting the information on this form for the purpose of registering your application for a casual ground booking. The information will be used for administration purposes and to contact you in the event of an emergency, but will not be disclosed to any other party except as required by law. Failure to provide this information may result in your application not being processed. You may access this information by contacting Leisure Services on 8470 8305 or visiting the City of Darebin website at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

## GROUND USAGE INFORMATION

The home and away winter season commences **Saturday 3 April 2010** and extends until **Sunday 29 August 2010**.

**If participating in finals at your home ground, your association is required to make these additional ground bookings.**

| Team         | Reserve Name and Oval Number | Competition |            | Training     |           |
|--------------|------------------------------|-------------|------------|--------------|-----------|
|              |                              | Day         | Time       | Day          | Time      |
| e.g. Seniors | Donath Reserve No.1          | Saturday    | 11am - 6pm | Tues + Thurs | 5pm - 8pm |
| e.g. Auskick | Donath Reserve No.1          | Saturday    | 9am - 11am |              |           |
| e.g. Juniors | Donath Reserve No.1          | Sunday      | 8am - 12pm | Wednesday    | 4pm - 6pm |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |
|              |                              |             |            |              |           |

### Summary of your Teams requiring use of grounds:

|                           | Veterans | Senior | Women | Junior Boys | Junior Girls | Auskick/Optus Small Sided Football / Milo | Teams for People with disabilities |
|---------------------------|----------|--------|-------|-------------|--------------|---|------------------------------------|
| <b>No. of Teams</b>       |          |        |       |             |              |   |                                    |
| <b>No. of Competitors</b> |          |        |       |             |              |   |                                    |

Total number of Club Members: \_\_\_\_\_

### Public Liability Insurance Policy Details

To be eligible for keys access you must supply Council with a Certificate of Insurance (a summary of the policy cover) which includes the following information;

Name of insured: Your club (and probably that of your sports association)  
 Interested party: City of Darebin  
 Period of Insurance: Must cover until at least end of season  
 Interest Insured: Public liability \$10,000,000 any one occurrence.

Certificate of Insurance enclosed:                      Yes      No

### Conditions of Use

I have read and understood the document titled 'Sporting Reserves Conditions of Use' and on behalf of my club agree to abide by these directives.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**CASUAL SPORTS GROUND BOOKING APPLICATION**

Applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Is the applicant based in Darebin?                      Yes                      No

Are toilets required for your booking?                      Yes                      No

Reserve: \_\_\_\_\_

| Date | Day | Sport | No. of Ovals | Start time | End time |
|------|-----|-------|--------------|------------|----------|
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |

Reserve: \_\_\_\_\_

| Date | Day | Sport | No. of Ovals | Start time | End time |
|------|-----|-------|--------------|------------|----------|
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |

Reserve: \_\_\_\_\_

| Date | Day | Sport | No. of Ovals | Start time | End time |
|------|-----|-------|--------------|------------|----------|
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |
|      |     |       |              |            |          |

**CASUAL GROUND BOOKING INFORMATION**

1. Darebin Leisure Services manages all bookings for Darebin Sporting Reserves. Any enquiries can be made by calling **8470 8305** or email [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)
2. Grounds are available between 9am and 4pm. Bookings outside of these times will need to be discussed with Darebin Leisure Services.
3. All applicants are required to have current Public Liability insurance to cover this event. Bookings will not be approved until a copy of the applicants policy is provided.
4. Completed applications are to be received by fax on 9261 4807 or e-mailed to [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)
5. Once the application has been processed and approved the applicant will receive a confirmation letter from Darebin Leisure Services.
6. For any booking that cannot be accommodated, the applicant will be called by Darebin Leisure Services and other arrangements will be explored.
7. Ground usage fee per oval per day. (Please contact Leisure Services for fee amount)
8. Schools within the City of Darebin will not incur a ground usage fee. (A bond for keys will still be required.)
9. A bond levy is applicable for all bookings where toilet facilities are required. The bond will be reimbursed once all keys are returned.

10.

| Bond Fees | Booking Term |
|-----------|--------------|
| \$50.00   | Daily        |
| \$100.00  | Term         |
| \$200.00  | Yearly       |

11. Toilet keys are collected from: Customer Service Desk  
**Preston Municipal Offices**  
 274 Gower Street Preston  
 Phone: **8470 8888**
12. As a result of permanent booking arrangements between tenant club/s and Council, your booking may be transferred or cancelled where additional play will be detrimental to the condition of the ground surface.

City of Darebin Privacy Policy: Council is collecting the information on this form for the purpose of registering your application for a casual ground booking. The information will be used for administration purposes and to contact you in the event of an emergency, but will not be disclosed to any other party except as required by law. Failure to provide this information may result in your application not being processed. You may access this information by contacting Leisure Services on 8470 8305 or visiting the City of Darebin website at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)



# **Advertising Signs on Council Land**

## **Short Term Event Signs Policy**

**City of Darebin-Policy**  
**Advertising Signs on Council Land (Parks, Reserves) short term events**

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**City of Darebin-Policy  
Advertising Signs on Council Land (Parks, Reserves) short term events**

## **1. POLICY OBJECTIVE**

The City of Darebin would like to facilitate the provision of information to the community by temporary signs on Council land. This policy further refines the Outdoor Advertising Policy and Guidelines adopted in January 2001. This Policy whilst allowing the erection of short term event signs aims to limit the locations where the signs can be erected, the number of signs to be erected and length of time the sign remains on display. The Policy is intended to facilitate the dissemination of community information whilst maintaining the amenity of parks, and limiting any risks involved with their installation.

## **2. SCOPE**

2.1 This policy is intended for clubs/organisations that have an occasional/one off event. The event should be for sporting/cultural/social or recreational purposes and is not intended for commercial purposes.

2.2 The policy is concerned with parks and reserves, Council facilities. Signs are not permitted on Council road reserves.

2.3 Council facilities such as Darebin Libraries, Bundoora Homestead, Northcote Aquatic Centre, Reservoir Leisure Centre, Darebin Arts and Entertainment Centre, etc that are built on Council land must comply with the planning scheme. Each centre should decide if they wish to provide community information (short term event signs) and if so the number of signs should be limited to one to each facility and other details of the policy adhered to. Other signage at these facilities needs a planning permit from the Statutory Planning Department.

2.4 Signs in road reserves vested with Council are not allowed. The installation of signs on Declared Main Roads or State Highways such as Bell Street, Plenty Road, Station Street, High Street, St Georges Road, The Broadway, Albert Street and Murray Road are not Council Land. Permission is required from VicRoads or Melbourne Water (whoever the relevant agency is) and then a planning permit applied for.

## **3. POLICY**

The City of Darebin Policy Advertising Signs on Council Land—Short term Events is described below. The policy and procedures will be strictly adhered to.

3.1 The policy relates to temporary signs for events (displayed for 4 weeks or less and limited to 5 square metres) that do not require a planning permit and are to be erected on Council land.

3.2 Other signs requiring a permit must be forwarded to Statutory Planning for processing.

3.3 The policy applies to Council Departments as well as external/community organisations. Council may increase the number of signs allowed per event for Council run community events such as the Darebin Festival which are relevant to the entire community.

## **City of Darebin-Policy**

### **Advertising Signs on Council Land (Parks, Reserves) short term events**

3.4 Signs must be approved by Council. Non conforming signs will be removed.

3.5 An application form must be completed and approved prior to the erection of any sign. See attachment.

3.6 The conditions on the application form must be agreed to and include:

Sign format including wording, sign location, sign dimensions, duration of sign on display (4 weeks), removal of sign after the event (within 3 days).

3.7 Community groups are only allowed temporary signage on Council Land once in any six month period.

3.8 Signs for each event are limited to no more than 3 locations. Council may erect more signs for major community events such as the Darebin Festival, the Kite Festival, Music Feast etc.

3.9 Signage wording may not be indecent, insulting or offensive and Council retains the right to refuse any sign wording.

3.10 Placement, fixing and dimensions of the sign are determined and explained on the application form.

3.11 Signs should not be placed in front of existing art works such as Fido or block major views such as at Edwardes Lake.

3.12 Persons or organisations fixing the sign must provide a public liability certificate with a minimum coverage of \$10million dollars.

3.13 Written indemnity against any loss or claim which may be lodged against Council must be received 7 days prior to erection of the sign.

3.14 Council reserves the right to refuse any request to erect a sign based on this policy.

3.15 The Event being advertised must take place in the City of Darebin.

## **4. APPLICATION**

This policy relates to temporary signage (less than 4 weeks) for events to be erected on Council Parks, Reserves or other Council lands.

All other signs should be submitted to the Statutory Planning Branch at Council

## **5. PROCEDURES**

### ***5.1 Obtain Application Form***

- Application forms will be available from Council Customer Service Centres
- The form may also be down loaded from the web on [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

### ***5.2 Complete and return of Application***

- Applications should be completed and returned to Council for processing, together with current insurance certificate.
- Applications will not be accepted earlier than 3 months prior to the date of proposed sign erection.
- Applicants will be given written notification as to the outcome of their application

### ***5.3 Sign placement and removal***

- Signs must only be erected at locations specified by Council.
- Sign installation is as per the performance standards outlined in the application.
- Signs are to be removed on or before the date stated in the application.

***Please Note;*** Should your sign not be dismantled by the indicated date council will remove and confiscate your sign. There will be a charge of \$100 to reclaim each confiscated sign.

### ***5.4 Unauthorized Signs***

Signs displayed without permission from Council will be removed. 5.5 Sign Providers

The vast majority of signs displayed at present are provided by Real Estate Agents. Council will liaise with these and other stakeholders regarding their obligations in complying with the policy.

### ***6.0 Policy Review***

The Policy will be reviewed within one year of operation and in the future will be incorporated into the Outdoor Advertising Policy and Procedures 2001 when it is reviewed

# APPLICATION FOR TEMPORARY SIGNAGE FOR COMMUNITY EVENTS IN COUNCIL PARKS

This application applies to

Temporary signs publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.

This application is for one event only at specified sites. Applications can only be made 3 months prior to the date of the event.

Lodgement of this form does not automatically grant permission to display sign, (City of Darebin will) notify applicant to confirm approval.

|  |  |
|--|--|
| Name:  |  |
| Organisation Name:   | Position Held in Organisation:                           |
| Address:   |  |
| Suburb:  | Postcode:  |
| Phone during business hours:   | Emergency Phone  |
| Date of Event:   | Name of Event:   |
| Exact Location of Event:   |  |
| Dates Requested from _____ to _____<br>(Up to 4 weeks prior and no more than 3 days after the event) |  |
| Dimensions of Sign:<br>(Wording of sign to be provided)  |  |
| Is anyone sponsoring the sign  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Please Note:** Should your sign not be dismantled by the indicated date council will remove and confiscate your sign. There will be a charge of \$100 to reclaim each confiscated sign.

Name and telephone number of person/s responsible for erecting and removing the sign:

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Have Insurance Particulars been provided?  Yes  No

I understand the standard conditions to place a temporary sign on Council land. Please complete site preferences over the page.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Council is collecting the personal Information on this form for the purpose of temporary signage for community events in Council parks and reserves. Council will only use the information, for recording temporary signage applications, and will not disclose It for any other purposes, unless required to by law. A copy of the City of Darebin's Privacy Policy is available upon request and any further queries regarding Privacy can be directed to Council's Privacy Officer on 9230 4623.

Please post completed applications together with insurance certificate to:

**Preston Customer Service Centre  
Darebin City Council  
PO Box 91  
Preston, 3072**



**Performance Standards  
Information for Applicant**

- The event must be a local educational, cultural, religious, social or recreational event conducted by a non-commercial group.
- Community groups are only allowed temporary signage on Council land once in any six month period.
- Signage wording may not be indecent, insulting or offensive,

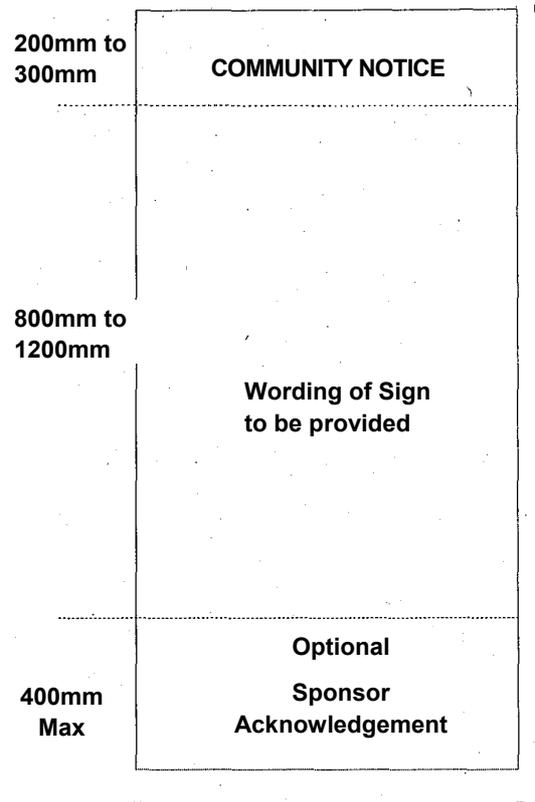
**Placement of Sign:**

- You may nominate up to 3 of the specified sites listed at the bottom of this page including the site of the event. Please number in order your preferred sites.
- There may only be one sign board per site at the affixed location at any one time.
- No part of the sign may be higher than 3 metres above ground level,
- The sign must comply with Council' standard dimensions (refer to example of sign).
- The sign, when approved, must not be displayed longer than 4 weeks prior to the event and must be removed within 3 days of the conclusion of the event.
- The sign must be of sound construction with no protrusions and must be affixed to the poles located at the specified locations.
- The sign must be installed only in park approved within designated area shown on map supplied.

**Insurance:**

- A current public liability certificate of currency for minimum \$10 million dollars, with Council's interests noted on the policy must be produced 7 days prior to the erection of the sign.

**Standard Dimensions  
(maximum)**



**\* Other:**

- Applications will be considered for parks not included on list where the event is being held in that particular park.

| Map Number | Park/Reserve                        | Location of Sign                              | Number Preferences 1-6 |
|------------|-------------------------------------|---|------------------------|
| 1          | C.T. Barling Reserve                | Facing Plenty Rd, Reservoir                   |                        |
| 2          | Batman Park                         | Cnr Separation St & St Georges Rd, Northcote  |                        |
| 3          | Groves Land Reserve                 | Merri Pde facing St Georges Rd, Northcote     |                        |
| 4          | Newman Reserve                      | Cnr Oakover Rd & St Georges Rd, Preston       |                        |
| 5          | H.L.T. Outten Reserve               | Facing Bell St, Preston                       |                        |
| 6          | J.S. Grey Reserve                   | Cnr Gilbert Rd & Regent St, Reservoir         |                        |
| 7          | Edwardes Lake Park                  | Cnr Griffiths St & Edwardes St Reservoir      |                        |
| 8          | J.E. Moore Park                     | Cnr Gilbert Rd & Hefty St, Reservoir          |                        |
| 9          | L.E. Cotchin Reserve                | Cnr Davidson St & Hughes Pde, Reservoir       |                        |
| 10         | All Nations Park (1)                | Facing Separation St, Northcote               |                        |
| 11         | All Nations Park (2) •              | Facing Dennis St, Northcote                   |                        |
| 12         | Preston City Oval                   | Facing Gower St, Preston                      |                        |
| 13         | W.R. Ruthven V.C. Reserve           | Cnr Malpas St & facing Albert St, Preston     |                        |
| 14         | G.E. Robinson Park                  | Facing High St, Reservoir                     |                        |
| 15         | J.C. Donath Reserve East            | Cnr Cheddar Rd, & Harmer St Reservoir         |                        |
| 16         | John Cain Memorial Park D.I.S.C.    | Facing Darebin Rd, Thornbury                  |                        |
| 17         | Fairfield Shopping Strip            | East Side Cnr Wingrove & Station St Fairfield |                        |
| 18         | Heidelberg Road                     | Cnr Grange & Heidelberg Rds., Alphington      |                        |
| 19         | Bell Street                         | 529 Bell Street, Preston                      |                        |
| 20         | St Georges Road                     | Cnr. St. Georges Rd. & Bell St, Preston       |                        |
| 21         | * Other (when event occurs in park) |   |                        |