

# Licensed sports club allocation and charging policy

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## 1. TITLE

Licensed sports club allocation and charging policy

## 2. OBJECTIVES

The purpose of this policy is to:

- provide a consistent, transparent and easily understood process to govern the allocation of Council managed sports facilities to community sports clubs through seasonal licence agreements;
- to assess and prioritise requests for use of Council managed facilities, including new, variations to existing or ongoing tenure requiring review, to achieve optimal facility utilisation and maximise participation opportunities for the community;
- create flexibility for the allocation of sportsgrounds to support the shared use of open space between sport and other activities;
- to ensure the seasonal fees associated with licence agreements for facility use are calculated in a fair and accurate way, that aligns with allocation provision; and
- support, promote and facilitate sports clubs that are accessible to all members of the community.

This policy does not apply to community sports clubs that utilise Council owned facilities under a sports club lease agreement.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Community sports club	Any organised group, governed by an established committee, that provides sporting opportunities to the community. Referred to within this policy as 'sports clubs'
Seasonal licence agreement	Agreement between Council and community sports clubs/groups that permits the use of specific Council managed sports facilities at designated times throughout the winter or summer sporting season
Sports club lease agreement	Agreement between Council and community sports clubs/groups that provides the tenant with exclusive use of sporting facilities on Council land
Sportsgrounds	Any part of a park with infrastructure installed with the primary purpose to facilitate organised sport
Sports facilities	The purpose-built pavilions, surfaces or open space where sport occurs
Sports infrastructure	The permanent (e.g. sports ground) or semi-permanent (e.g. goal posts) physical structures that are required for organised sport, including training facilities such as cricket nets and turf cricket wickets
Organised sport	Structured, competitive physical activity typically integrated with a State Sporting Association
Sports season	Period within the year where sports competition occurs for a particular sport. There are typically two sports seasons each year, split into 'summer' (October to March) and 'winter' (April to September), with some sports occurring on an annual basis
Pre season training	The period prior to the 'sports season' where clubs undertake training utilising sportsgrounds and sports infrastructure

Sports finals series	Periods within the sports season, which occur after the rostered home and away season. Not all sports/clubs will be involved in a finals series.
Community sport and recreation	Organised sport, informal recreation and physical activity, where the emphasis is on participation and achieving health and wellbeing benefits
Elite sport	Sport competition where the emphasis is on high-level performance and winning

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## 4. POLICY

Council has a strong commitment to provide opportunities for community participation in a diverse range of sporting and recreational activities, including supporting the provision of organised sport. To facilitate these opportunities, Council manages the use, maintenance and redevelopment of sportsgrounds, pavilions and sports infrastructure.

The implementation of this policy is twofold: to manage use of Council's 45 sportsgrounds, 26 pavilions and associated infrastructure (e.g. sportsground lighting and cricket training nets) to promote participation; and to consider the mixed use nature of our open space, ensuring a balance for uses such as passive recreation, social activities and to allow for appropriate maintenance.

### 4.1 Allocation of Council managed facilities to community sports clubs

#### 4.1.1 Principle 1: Continuing Allocation

Sports clubs with a previous allocation to Glen Eira sports facilities will not be unreasonably refused allocation for the next season provided they meet the allocation requirements detailed in Table 1 in clause 4.1.6. Ongoing compliance with both this policy and the Sports Clubs Conditions of Use will contribute to an ongoing seasonal allocation.

#### 4.1.2 Principle 2: United and Flexible

Council allocates sports grounds and facilities as a whole system. Facilities are not specific to any one sport or one sporting club. This means Council can respond adequately to changing circumstances such as facility repairs or improvements, weather and climatic conditions, club needs or changes in scheduling by State Sporting Associations (or other relevant governing bodies).

Sports clubs may be relocated to a different sporting facility by Council for reasons including, but not limited to sports ground improvement works; to manage the impact of extreme weather; or for events and activities conducted by, or on behalf of, Council.

To maximise use of facilities, Council encourages shared use. On occasion multiple sports clubs may request access to the same Council facility for use at the same time. Should this occur, Council officers will work together with the applicants to determine a shared usage outcome. If an agreement for shared usage is not possible, the criteria in Table 2 clause 4.1.7 will be used by Council to determine which applicant is granted the allocation.

#### 4.1.3 Principle 3: Participation

The intention of Council sports facilities is to accommodate use by sporting clubs that provide opportunities for community level sport and physical activity participation, and Council provides facilities that are appropriate for this standard. Community-focused sport that provides opportunity for broader community members takes priority over elite competition.

To further extend the opportunities for community sport, Council will advocate for community use of existing public land under the control of other public authorities with the intention to manage this as outlined within this document.

Council aims to facilitate maximum participation in sport and recreation in open space, while considering the impact on neighbouring residents, with appropriate scheduling and times of use and ensuring community benefit is provided by sporting clubs.

#### 4.1.4 Principle 4: Ground Capacity

Council aims to increase the carrying capacity of sports grounds, through ground redevelopments, turf management best practice, installation of lighting and other infrastructure to maximise opportunity for active and passive sport and recreation.

#### 4.1.5 Principle 5: Inclusiveness and Diversity

Sports grounds and facilities will be managed to seek to cater for, as far as practical, the range of community sports in which people wish to take part and provide opportunities for underrepresented demographic groups.

#### 4.1.6 Allocation process for clubs with previous allocation

Allocation of Council managed facilities is on a seasonal licence agreement, one season at a time. Allocations are provided following an application process completed by community sporting clubs prior to each season. Allocations are conditional on the club meeting the allocation requirements detailed in Table 1 and acceptance and adherence to the Sports Club Conditions of Use.

Allocations are not transferrable. If a sporting club no longer requires use of a particular sports facility this is relinquished to Council for reallocation.

*Table 1. Allocation eligibility requirements for sporting clubs*

Allocation Requirements	Yes/no
The sports club has held a previous seasonal allocation with Council	
The sports club is a separate legal entity (e.g. Incorporated association) and is not-for-profit	
The sports club demonstrates an inclusive environment for the community	
The sports club has provided evidence of public liability insurance acceptable to Council	
The sports club has provided Council with a financial statement and an annual report from the most recent completed financial year	
The sports club has no debt to Council or is complying with a repayment plan which has been approved by Council	
The sports club is affiliated with its relevant State Sporting Association (where applicable)	

Council reserves the right to suspend or revoke an allocation at any time if a club breaches this policy or the Sports Club Conditions of Use. Council issues a written warning for any breaches of these documents. Multiple written warnings and serious breaches may impact on future allocations.

#### 4.1.7 Allocation process for new clubs or allocation vacancies

##### *Temporary allocation vacancy*

Where there is a temporary vacancy in the system of allocations, Council will provide an opportunity for an existing sporting club to extend their allocated sports ground use for the current season. In the first instance this will include a review of additional requests indicated in the sports club allocation application process.

Where the temporary vacancy remains unfilled after review of applications, Council will provide an opportunity for additional requests from both existing sports clubs and new sports clubs (including those outside of Glen Eira if appropriate).

##### *Permanent/ongoing allocation vacancy to be filled*

Where there is a permanent vacancy in the system of allocations, Council will provide an

opportunity for an existing sporting club to extend their allocated sports ground use, or for a new sporting club to enter an allocation agreement with Council. An Expression of Interest (EOI) process will be undertaken, where applicants must meet the requirements in Table 1 and will also be assessed on their ability to meet the criteria outlined in Table 2 below.

*Table 2. Allocation criteria for EOI applications*

Allocation Criteria	Score	Weighting
Extent of existing allocation to Council sporting facilities to the sports club (if applicable)		
The sports club name is representative of the Glen Eira geographic area within which the club is located		
The sports club provides strategic plans that identify opportunities for a variety of ages, abilities, etc. to actively participate within club activities		
The sports club has a strong plan for increasing opportunities to provide a diverse range of sport and/or recreation opportunities for the Glen Eira community, providing for a demonstrated need and/or gap area		
The sports club must demonstrate active participation, or a commitment to participate, in club development initiatives offered by Council		

In the event of tied scores and shared used isn't appropriate, Council will award allocation based on the expected community benefit and any gaps in community sport provision in the municipality that the applicant meets.

If a club wishes to appeal the allocation of Council's sports facilities, a review panel consisting of three Council officers will re-assess the ranking criteria scores attributed to each club. This panel will be chaired by the Manager Recreation and Open Space.

## 4.2 Fees and charges for sporting club use of Council managed facilities

Sports clubs will be charged a seasonal fee for use of Council sporting facilities. Council subsidises community sport due to the physical, social and health benefits it provides to the community.

Pavilion utility costs and sport specific costs, including but not limited to, sports ground lighting and turf wicket preparation, will be on charged to clubs by Council as appropriate.

### 4.2.1 Charging Principles

The charging principles guide how clubs are charged for use of council sporting facilities

Equity:

All clubs are treated fairly, and community benefit is considered in what is charged; and fees and charges are reflective of what is provided to clubs in their allocation

Consistency:

Fees are calculated and applied using the same method for all licensed sporting clubs and all Council managed sporting facilities

Participation:

Community sport is accessible to all members of the community

Financial sustainability:

Council can continue to provide and maintain appropriate facilities for community sport; and Clubs are financially viable and can provide sport for the community now and into the future

### 4.2.2 Charging methodology

The charging methodology used determine a club's seasonal fee will ensure consistency and equity by considering:

1. Quality and functionality of the facilities
2. Cost to Council to maintain the facilities
3. Amount of use allocated to the sport club

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

## **6. ASSOCIATED INTERNAL DOCUMENTS**

This policy should be read in direct relation to the following:

- Sports Clubs Conditions of Use - Sportsgrounds and Pavilions
- Sportsground Lighting Policy
- Glen Eira Open Space Strategy
- GET Active Report
- Glen Eira Community and Council Plan
- Outstanding Debts (non-rates) Policy
- Municipal Public Health and Wellbeing Plan

## **7. EXTERNAL REFERENCES/RESOURCES**

This policy should be read in conjunction with:

- The Victorian Government's Fair Play Code
- Active Victoria
- State Sporting Association Strategies