



CONDITIONS OF USE FOR CESSNOCK CITY COUNCILS SPORT AND RECREATION AREAS

Throughout these conditions the terms 'Council', 'persons or organisations', 'recreation area' and 'sporting facility' have the following meanings:

- 'Council' means Cessnock City Council including the General Manager and other authorised Council Officers,
 - 'Persons or organisations' means the private individual or organisation as defined below, that has been approved to use a sporting facility or recreation area,
 - 'Recreation area' means any open space (e.g. park, playground and/or courts) area apart from a sporting facility,
 - 'Sporting facility' means any sporting facility including the playing field, surrounds and amenities.
 - 'Private Individuals' means any person wishing to utilise Councils sport and recreation areas that is not involved in a club or association.
 - Organisation/s means hirers other than the private individual. E.g. registered sporting clubs and/or associations including committee members, registered charities, and schools.
1. All applications for use of Council sporting facilities and Council recreation areas must be made in writing and addressed to the General Manager of Cessnock City Council. Standard forms are available for this purpose.
 2. Advertisements for use of sporting facilities will be made each six (6) months (for summer and winter sports) for the use of Council sporting facilities. Organisations that comply with these conditions will receive priority in the allocation of fields.
 3. Sporting facilities will only be allocated to persons or organisations on a season basis if they have a current Public Liability Insurance policy with a minimum value of ten (10) million dollars and have attached a current Certificate of Currency for the policy to the application.
 4. Private Individuals that do not have public liability insurance must take out Council's Casual Hirers Insurance (subject to terms and conditions) for bookings not exceeding ten (10) times per year. Refer to point 29 for a list of Councils sport and recreation areas with casual hirers insurance.

5. Any application for use of Cessnock City Council sport and recreation area is subject to Councils consideration and/or imposing, or altering charges at any time or imposing special conditions, having regard to the nature of the activities or functions to be held. Depending on the nature of the activity the applicant may be required to further submit a Development Application.
6. With respect to all activities, Council reserves the right to cancel any activity if, in the opinion of the Council the sporting facility and/or recreation area is unfit to hold the activity, and/or the probable damage resulting from such activities would be detrimental to the future use of the area or facility.
7. Person/s and/or organisation/s that have approval to use the facility shall be responsible for the full cost of repairs in the event of damage to the property and/facility and all damage must be reported to Cessnock City Council. Refer to item 27.
8. The sporting facility or recreation area must be left in a safe, clean state, free from food scraps, papers, bottles, tins, cans and rubbish, this also includes all sporting equipment which must be stored safely and correctly. If Council staff are required to clean, or arrange the cleaning of a sporting facility or recreation area, a charge of \$550.00 will apply.
9. The person/s and/or organisation that has approval to use the sporting facility or recreation area will be responsible for the safe conduct of ALL persons using the grounds and facilities, (including visitors and spectators) and in addition for the safe custody and proper use of the Councils property, furniture, fittings and appliances.
10. In the instance of setting up equipment on a field, vehicles may only be driven onto the field but under no circumstances the playing area and/or surface before and after sporting activities take place and whilst the field/s are not in use. If a vehicle is driven on the field there must be an inspection of the field before any person/s start and/or resume the activity. No other vehicles, except for emergency vehicles, may be driven into a sporting facility except where provisions made for vehicles by way of roads or parking areas, sealed or unsealed.
11. Alcohol shall not be taken into a sporting facility or recreation area thereon and/or consumed unless written consent is first obtained from Council and Council has a copy of the liquor licence and Responsible Service of Alcohol (RSA) certificate from the person/s and/or organisation selling the alcohol. A liquor licence, issued under the Liquor Act, as well as written consent of Council, is required before alcohol can be sold or transactions take place at the Park, Sportsground or Reserve. The approved hirer/s are responsible for crowd control, patron behaviour and security. Refer to item 12.

12. No glass bottles or containers are to be taken onto any of Council's sporting facilities and recreation areas.
13. When Council permission is granted to a person and/or organisation for one activity, no other activity shall be substituted nor will sub-letting by that person or organisation be allowed.
14. Persons or organisations requiring keys to sporting facilities or recreation areas must apply in writing and a form is available for this purpose. The initial (2) keys will be issued free of charge to organisations and keys will only be issued to members of the executive. ALL other security keys issued (including an initial key issued to an individual not representing such an organisation) will require a \$200 deposit to Council for each key (upon return of a key subject to the \$200 deposit, Council will refund \$150 by cheque and an amount of \$50 from the deposit will be retained by Council to cover administration expenses). All keys must be returned within two (2) weeks of the conclusion of the season or the deposit will be forfeited. Clubs holding keys during the off season will be negotiated on a case by case basis.
15. The person/s and/or organisation/s approved by Council to use the recreation area and/or sporting facility is required to check the field and playing surface, facility and/or recreation area for potential safety hazards prior to use. The permitted activity should not proceed until such time as the applicant person or organisation has completed a risk assessment and the checked the site and deemed that there are no safety concerns. Copies of the risk assessment are to be retained and produced to Council if requested. In the event of a safety concern please contact Council during business hours on 4993 4100 or after hours on 4940 7816.
16. Council does not permit the use of home made football goalposts on its sporting ovals and all portable goalposts must comply with the following Australian Standard:

*"Australians Standard handbook (HB227-2200) Portable soccer goalposts -
Manufacture, use and storage"*

Football NSW and Northern NSW Football Federation have previously distributed the Australian Standards to all NSW soccer clubs and they should be used as a reference when undertaking safety checks.

Guides produced by Football NSW are associated with FIFA regulations covered by Law 1 advised in FIFA circular number 593 on 10 July 1996. Law 1 states that:

"For safety reasons, goals (including those which are portable and not installed permanently at a playing pitch or practice field) must always be anchored

securely to the ground. Portable goalposts must be made of lightweight material. Particular attention is drawn to the fact that if not properly constructed, portable goalposts may tip over and cause injury or even death. Portable goals should not be left in place after use, but should be dismantled, removed, tied together face to face or secured to a permanent structure such as a fence."

17. All sporting clubs including all codes of football, netball, basketball and any other club who uses goals, are responsible for checking all goalposts prior to every match and every training session. The safety check must be in accordance with the principles and recommendations made by Football NSW as follows:

- **Check it**

- a) Check there are no persons around the goalpost, then shake it by using both hands and pushing from behind the upright. If any goalposts fall, do not use them or let anyone else use them until they have been secured;
- b) Ensure safety stickers/labels are visible on each upright and on the crossbar, where applicable. Damaged or faulty stickers/labels must be replaced prior to use.

- **Secure it**

For safety reasons, moveable goal posts of any size must be anchored securely into the ground. After use, always remove soccer goalposts and store them in a secure area.

- **Test it**

Before use, club officials should test all moveable goalposts to ensure they are stable. Again, check there are no people around the goalpost, then shake it by using both hands and pushing from behind the upright. If you're unsure, of the safety of your moveable soccer goalposts, do not use them or let anyone else use them until they have been tested professionally. Refer to item 15.

- **Respect it**

Under no circumstances should people be allowed to climb, swing or play on any goalpost. This can be extremely dangerous and should be immediately reported to a club official.

18. No person/s and/or organisation/s are permitted to modify and/or add to any Council building and/or facility or equipment without Councils prior written approval.

19. All person/s and/or organisation/s should be aware that all liabilities for injuries suffered during activities arranged by those persons or organisations are the responsibility of those persons or organisations. Refer to item 3 or 4 regarding insurance requirements.
20. Council does not accept any responsibility for any food goods and/or equipment of any kind to be stored and/or brought onto Councils sporting, recreation grounds and/or into Council facilities.
21. Cost of floodlighting will be charged to the person/s and/or organisation using the floodlights according to the key operated meters. Keys must be used to turn off the lights and not the main switch.
22. Council will mark playing fields, with the exception of netball courts before the commencement of the sporting season free of charge. Any subsequent marking is to be completed by the persons or organisations that have been allocated use of the sporting facility. Before any person and/or organisation undertakes line marking they must consult with Council regarding the product they wish to use. Council will determine whether the proposed product is appropriate.
23. Any person/s and/or organisations that require the use of chemicals (e.g. line marking fluid, fertiliser, etc) must outline to Council the type of chemical they wish to use, where it is to be used and where it is to be stored. The person/s and/or organisation must then obtain written permission from Council prior to use. Once permission is received chemicals must be securely stored in a safe, clean and dry location and used in accordance with a Material Safety Data Sheet (MSDS).
24. If the person or organisation fails to enforce the observation of any of these conditions or fails to remove any person who has committed any breach of these conditions from the area, the use of the sporting facility or recreation area shall be terminated, without any liability being incurred by Council.
25. Temporary sponsorship/club signage is permitted in Council's sporting facilities and recreation areas if a risk assessment has been completed by the person/s and/or organisation approved to use the facility. Temporary signage refers to displays set up prior to an event and removed at the conclusion of an event. Cessnock City Council takes no responsibility for the damage to the sign or damage and/or injury from the use of the temporary sign during the day's events.
26. Permanent signage may be permitted at a sporting or recreational setting subject to Councils relevant approvals prior to placement of such signage.

27. Damage to property and/or injury to person/s arising from the days activities are to be recorded by the person/s and/or organisation and details advised to Councils Customer Service on 4993 4100 or after hours on 4940 7816. In the event of serious injury or significant damage please contact the appropriate emergency services. Council must also be contacted and the site must be preserved for Councils inspection.

28. All electrical items brought onto Councils property must be tagged and tested by a licensed electrician in line with Australian Standards. Such items include, but are not limited to fridges, urns, pie warmers, heaters, freezers, deep fryers etc.

29. Parks and/or recreation areas covered under Councils casual hirers insurance include:

- Rotary Park, Kurri Kurri
- Greta Median Strip
- Veterans Memorial Park, Aberdare
- Peace Park/Chinaman's Hollow
- Wollombi Recreation Ground
- Bridges Hill Park, Cessnock
- Kitchener Poppethead Park

Procedure in the event of injury and/or damage

1. Ensure the injured person/s is receiving immediate and appropriate first aid.
2. Where appropriate, ensure the site is safe to prevent further injury.
3. Call the appropriate emergency services.
4. Call Councils customer service on 4993 4100, during business hours or after hours on 4940 7816 and inform them of the incident. In the event of damage inform the customer service operator of the incident and place a customer request.
5. Preserve the site for Councils inspection.