



Club Information Kit

Active Communities

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Introduction

The City of Stirling recognises sporting clubs and community recreation organisations as a valuable part of a healthy vibrant community, as are the volunteers that devote so much time and energy to build and sustain their clubs.

The Club Information Kit has been prepared by the City's Active Communities Team. The following document outlines the process of application by sporting clubs and groups to use reserves managed by the City of Stirling, as well as providing in depth description of the terms and conditions for reserve and facility usage. The Club Information Kit provides an easy-to-use reference tool for volunteers and office bearers. An electronic copy can be found on the Active Communities web portal and updated versions will be issued on an as-needs basis.

For further clarification regarding the Club Information Kit, please contact the Active Communities Team directly: active.communities@stirling.wa.gov.au

Reserve Seasonal Dates

The allocation of sports grounds is decided on a seasonal basis to ensure that everyone in our community can enjoy the benefits of participating in year-round sport and recreational activities. This may include the shared use of facilities by two or more groups at any time. Please note that clubs are not automatically guaranteed usage for the reserves each year and that the City may be required to relocate clubs. Every effort is made to provide a suitable alternative.

Winter Season

Reserves in the City of Stirling are available for winter use from the following dates:

- Commencement of Training – 5 weeks prior to commencement of match play
- Commencement of Match Play – First Saturday of April each year

Summer Season

Reserves in the City of Stirling are available for summer use from the following dates:

- Commencement of Training – 5 weeks prior to commencement of match play
- Commencement of Match Play – First Saturday of October each year

Under no circumstances should any club participate in any match play prior to the above dates without the permission of the City of Stirling.

Reserve Bookings and Reserve Information

To ensure the condition of our reserves are of a high quality all year around and bookings are fair and equitable for all Clubs, the reserve bookings are separated into three clear categories:

- Out of Season Request Form
- Seasonal Ground Application – including five-week Preseason Training
- Finals Booking Form (Associations Only)

Please note that all booking requests will be reviewed to ensure reserve suitability including consideration of any planned maintenance on the reserve.

Reserve Booking Process

1. Complete the relevant booking form. A web link to the Seasonal Ground Application forms will be sent directly to clubs in January for the winter season and July for Summer. If you are applying

for more than one ground, a separate form is required for each ground. Out of Season, Finals and other event booking forms can be found online on the [City of Stirling Active Communities webpage](#)

2. Complete the Seasonal Booking form online here: [Seasonal use application form](#)
3. Once the application has been received your application will be assessed, processed and the club will be advised of the outcome. Where approved, a letter stating the approved times and invoice will be sent for the booking made.

Payment of accounts for reserve usage is required prior to the commencement of use. Failure to make payment in full may result in your clubs ground allocation being suspended and floodlights (where applicable) being suspended.

Payment arrangements can be made for those clubs who fit the requirement. Please contact the Active Communities team, should the club wish to go on a payment plan.

If your association is responsible for the payment of fees, please ensure that you follow up payment promptly.

As part of the seasonal booking all Clubs will have the opportunity to meet with your Active Communities Officer to talk through the process, and any questions that you may have.

Preseason Training

Preseason training may commence 5 weeks prior to commencement of match play based on dates that are provided in ***“Reserve Seasonal Dates”***.

Please be aware that the current seasonal users have priority of the reserve space. An amicable agreement between both Summer and Winter clubs will need to be reached to utilise the reserve. Where an amicable agreement cannot be reached it will be the responsibility of the offseason club to find an alternate venue such as a school facility or the beach areas.

Scratch Matches

Reserve space is limited for scratch matches and requests will be reviewed upon receipt of application, with a maximum allocation of two scratch matches per club per season.

All clubs requiring grounds for scratch matches out of season are required to book through the Active Communities Officer.

Please note that fees and charges are applicable and installation of goals posts prior to requested date is not guaranteed.

Seasonal Changeover Period

The seasonal changeover period allows any reparation or maintenance works to be completed and goals to be removed or erected in readiness for the new season. Due to our large maintenance program, it is necessary to start works as soon as possible. During this time of maintenance, no Training or Matchplay will be possible.

In order to achieve a smooth seasonal changeover, all clubs must provide an estimate of final training and match play dates to the City at least one month prior to seasonal changeover so works can begin as soon as possible. If this information has not been received by the requested date, approval for maintenance to start will be given which may cause major inconvenience to your club.

Any additional pre-season training, practice matches, or finals matches must be approved by the Active Communities Officer. Please note that fees and charges are applicable.

Temporary Closures of Reserves

The City reserves the right to close the area or relocate a club to complete capital works, maintenance and/or urgent works. All attempts will be made to provide clubs with at least seven (7) days' notice.

Floodlights

Floodlights are provided on most active reserves; floodlights operate with E-Switch controllers. City of Stirling clubs are issued E-Switch access to manage the floodlights for their approved booking times only. Floodlights can be activated between the hours of 4.00pm – 10.00pm.

Fees are applicable for the usage of floodlights as per the current fees and charge. Clubs wishing to use floodlights at times outside of their booking must request these in advance. Clubs are to use booking times for the club's specific use only and not for third parties/other clubs or associations. Eg Clubs "hosting" association events of finals outside of the clubs usual training and match play bookings. This also includes scratch matches, proposed night matches and club events.

Where clubs are approached for bookings at reserve they use, these requests by organisations need to be referred to be booked directly through the City. Non-City of Stirling based clubs will have floodlights pre-set by the City and invoiced directly for this and these times are confirmed along with reserve bookings.

Where floodlights do not turn on at the requested time, please contact the City via our afterhours number of **(08) 9205 8555**. Note: You must have a booking. This is an essential service and NOT to be used to alter booking times on demand at the time/on the night.

Club Growth

It is important that clubs are aware of the impacts of increased membership on their grounds and facilities.

Facilities and grounds can only cope with certain levels of usage. When this level is exceeded, facilities and grounds cannot accommodate new numbers without causing overcrowding and damage to playing surfaces. The impact on areas including parking availability and nearby residents also needs to be taken into consideration. Clubs may need to consider alternative options, such as expanding to additional grounds (if possible) or capping membership to reduce the impact of overcrowding on reserves.

Goal Posts

The maintenance, installation and removal of goals are the responsibility of the City of Stirling. Goal posts will be installed commencing the week after summer user finals and prior to the commencement of the following season. Goal posts will be removed after the completion of all winter sports.

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.

Soccer Goal Net Pegs and Portable Goals

Clubs are responsible for the removal of all soccer goal net pegs and portable goals from the reserve. This equipment, particularly metal pegs, left after match play or training can cause serious problems when the City undertakes broad acre mowing of the reserve. Should the City's mowing machinery be damaged as a result, the club may be charged for all repair costs. It is heavily recommended for the Club to purchase plastic pegs to avoid this situation.

Line Marking

Line marking is the responsibility of the seasonal club utilising the reserve space and is to be completed no earlier than one-week prior to the first match play.

Sport specific line-markings made on City reserves by sporting clubs are to be as follows:

- a) Water-based paint is the only substance permissible for line-marking on City of Stirling Reserves. White PVA Paint or English Whiting is also acceptable if approved by a Sporting Association.
- b) Multiple applications of water-based paint may be applied as necessary throughout out the season. However, a limit of 14 applications of White PVA Paint or English Whiting may be applied with the final application being no later than 2 matches prior to the season changeover date.
- c) The use of Roundup / Glyphosate Herbicide, Creosote, Diesel, Lime, or any other substance that damages turf grass is strictly prohibited for line-marking City of Stirling Reserves.
- d) Any club found to have breached City line-marking policy is liable to be held financially responsible for the repair to damage caused by inappropriate use of banned substances.
- e) In cases as such, an offending club will be requested to pay a bond prior to future seasonal allocations being approved.
- f) Changes to field orientation are not permitted without the prior approval of the City.
- g) In situations where numerous sports are played at the same reserve, line marking in alternate colours is preferred, to distinguish the separate sporting markings and boundaries per user.

Please refer to the City of Stirling Line Markings on Reserves policy: [City of Stirling Line Marking Policy](#)
For further information regarding line marking, please contact Active Communities directly.

Covering the Cricket Synthetic Wickets

The City will be responsible for the covering and uncovering of synthetic cricket wickets on sports fields at seasonal changeover. This will be undertaken during the period between the end of one season and the commencement of the next season. Unauthorised use of cricket wickets is not permitted during the winter sports season.

Withdrawal of Access to Sports Grounds

The City of Stirling has the authority to withdraw or restrict access to sports grounds or facilities at any time either on a temporary or permanent basis.

Access may be restricted when:

- Conditions are such that use of the grounds/building would be unsafe.
- Surface repairs and/or redevelopment works are being undertaken.
- Grounds are required for a community event.
- It is deemed that the reserve is required for alternative purpose.
- Substantiated complaints concerning noise and rubbish have been received.
- Full payment for usage has not been received.
- The reserve is being sub-let or utilized without written permission.

The City reserves the right to review & amend facility allocations where deemed necessary.

Facilities

Sports facilities, inclusive of club rooms and/or changerooms, are allocated via three types of agreements:

1. Leases
2. Management Licences; and
3. Hire agreements

1. Lease

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. Leases are generally issued for a five-year period. Clubs with lease agreements have greater exclusivity to facilities when compared to other arrangements and therefore have greater revenue generation potential. This also means that there are higher expectations on maintenance and upkeep of the facilities. For further information regarding leased venues, clubs should liaise with Property Management: propertyservices@stirling.wa.gov.au

2. Management Licence

A Management License provides a sports club and/or association with a permit to use a facility on a seasonal basis. The winter season runs between April - September and the summer season runs between October - April. Management license holders for each season must reach a mutual agreement on a seasonal changeover date, within seven days of the 1st of April and the 1st of October. Clubs will need to liaise with the Property Management team for changeover inspections and building maintenance.

Management Licenses do not provide user groups with exclusive occupancy rights to the facility. Management License periods are also generally a five-year period.

3. Hire Agreement

Hire Agreements allow a sports club and/or association use of a facility on a seasonal basis (winter season runs between April - September and the summer season is October - April). Hire Agreements do not provide user groups with exclusive occupancy rights to the facility. Hire Agreement periods are for the respective season only and on-hiring to a third party is not permitted.

Building Maintenance Requests

Requests for maintenance of toilets/change rooms, security lighting, building access, vandalism, floodlighting, sport related facilities (cricket nets/wickets) and ground condition will be attended to as soon as practicable.

All non-urgent maintenance requests should be reported using the Request for Maintenance form on the City of Stirling website a link to the form can be found here: [Request for Maintenance](#)

For urgent works, please notify the Active Communities Team directly during office hours, as well as completing a maintenance request via the provided online form. For after hours support, please contact **9205 8555**. Criminal damage should be reported to the WA Police on **131 444**.

Cleaning

It is the responsibility of the user to keep the clubroom, change rooms, toilets, and sports ground clean and tidy. Cleaning and disposal of rubbish must be undertaken after every match and training session. Failure to keep the grounds, facilities and buildings tidy could result in the immediate cancellation of a club's allocated use of reserves.

City of Stirling staff may inspect grounds at any time. If the inspection reveals a need for any extra cleaning or repairs, then this work must be satisfactorily completed within 48 hours for cleaning issues and three weeks for repairs. Incomplete work will be carried out by the City of Stirling, and the full cost invoiced to the club.

Facilities managed under a lease or licence such as clubrooms and storage areas, are the responsibility of the club to clean, maintain and repair if need be.

Change rooms are provided for clubs to use during their allocated times for match play and training purposes only. Every club allocated a reserve is responsible for maintaining a standard of cleanliness for each change room used, including those for visitors, after each use.

All toilet requisites are the responsibility of the club, including the provision of additional supplies. Random checks will be done on these facilities throughout each season. If the facility is not up to standard, the City of Stirling will arrange for the change rooms to be cleaned and the cost incurred will be charged to your club.

As a general guide change rooms are required to be swept, all tiles to be scrubbed, all hand basins, urinals, and toilets to be disinfected and cleaned, and all rubbish to be bagged and removed.

Please ensure that all rooms and toilets are secured, and lights switched off before leaving. Change rooms should not be used as meeting places, for storage or for any purpose other than a change room facility.

Changeover Between Seasons

To ensure a smooth handover transition, all clubs are required to ensure that premises are handed over in a clean and tidy condition.

All change rooms need to be cleaned thoroughly prior to the changeover date. Inspections will be conducted and if the facility is not up to standard, the City of Stirling will make arrangements for change rooms to be cleaned and the cost incurred will be charged to the club(s) using the grounds.

Insurance and Documentation

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

Public Liability Insurance

The City 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 that 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. The club is required to present a certificate of currency that notes the City's interests as owner and demonstrates current public liability insurance. 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.

Contents Insurance

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 contents insurance cover, so the club does not find itself in financial difficulties if it is under insured.

This would cover such areas as fire, burglary, consequential loss, rain damage, fidelity, motor vehicle, cash in transit etc.

Professional Indemnity Insurance

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.

Proof of Incorporation

A current copy of your club's certificate of incorporation must be provided. Being incorporated gives your club legal status and provides some protection for club members from debts and liabilities that may be incurred by the club. If your club is not incorporated, or the club requires a new copy of the documentation, please contact the Department for Consumer Protection on **1300 136 237** or visit www.commerce.wa.gov.au

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

Charges

Seasonal Sportsground Charges

All clubs that secure an allocation with the City of Stirling are required to pay reserve and floodlight fees. Fee amounts will depend on the category of sport and the number of members/teams participating in training and match play, as per the City's current fees and charges.

Invoices for ground (reserve) charges are sent to clubs prior to the commencement of each season and must be paid in accordance with the terms stated on the account. Failure to make the required payment before the designated due date may result in immediate loss of ground allocations. Clubs facing financial difficulty may request a payment plan; this is to be arranged by and communicated with the City's Active Communities and Finance teams.

Utility Charges

Clubs who hold a lease or management licence are required to pay all relevant utility costs associated with the lighting and heating of clubrooms that they use.

Subletting

Sub-letting of any reserves, including associated training facilities, in the City of Stirling is not permitted. Should a club be found sub-letting any reserve within the City of Stirling their usage will be in jeopardy and in some cases may be revoked. Any enquiries regarding usage of grounds should be directed to the Active Communities Officer.

Self-Funded Facility Upgrades

Clubs are not permitted to undertake capital works 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.

Clubs wishing to undertake capital works improvements must request improvements through the Active Communities Team in writing to be assessed in line with policy and priorities. Approved projects will need to complete a Landlord's Approval to Carry out Works Form and submit it to stirling@stirling.wa.gov.au.

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.

After Hours/Emergency Requests

If you require after hours assistance for the reinstatement of services or to report emergency faults the City of Stirling Security Service should be contacted on **1300 365 356**. In case of emergency, including criminal activities, please contact emergency services on **000** or the WA Police on **131 444**.

Alcohol

The City of Stirling prohibits the consumption of alcohol on any sports ground or building without the necessary permit from the Department of Racing, Gaming & Liquor. For more information, please contact 9425 1888 or free call 1800 634 541. Alternatively, visit www.rgl.wa.gov.au.

Current liquor licenses, including Occasional Liquor Permits are required by the City. Please arrange the necessary liquor licensing prior to booking an event at the City's reserves and/or facilities.

Car Parking

Clubs are responsible for the behaviour of all drivers that arrive, leave, and use the ground and clubrooms, including visiting teams. Cars should be parked in designated parking places only. Parking regulations and City of Stirling local laws must be adhered to. Parking is not allowed on private property without the consent of the owner. Parking in front of emergency vehicle access ways, over driveways or on reserves is prohibited.

Acceptable Behaviour

Clubs cannot conduct any offensive activity or use the facility for any illegal or immoral purpose.

Council requires the clubs to always respect the facility and any surrounding residents or property, 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 reason. No kicking or throwing balls inside pavilions and no loud noise when leaving late at night permitted.

Any complaints from residents will be taken seriously and any evidence of unacceptable behavior may result in the immediate cancellation of tenure over ground and pavilion allocation. Furthermore, should a club be found to be communicating with a representative from the City in an uncivil or inappropriate manner, further action may be taken.

Damage to Property

The club will be held responsible for any damage to internal City of Stirling property by its members or by visiting teams and supporters. Vehicles are not to be driven on the reserve for any reason. If it is found damage has been made to the grounds through club activities the club will be responsible for the cost of reparation. The Active Communities Team must be made aware of any damage as soon as practical.

All clubs that use kitchen facilities need to obtain a food permit unless otherwise authorized by the City's Environmental Health department.

For more information, contact the City's Health and Compliance Department on (08) 9205 8555.

Keys

If keys are required for chain gates, floodlights, change rooms, toilets, or clubrooms, please have one of the club's office bearers email the required key list to active.communities@stirling.wa.gov.au

Clubs are required to maintain a club key register and are encouraged to operate a key deposit system

with club users, to ensure key return between users. The City may request reference to this register, should additional keys be requested by the club.

Please allow up to two weeks for these to be available for pick up Monday to Friday between 9am and 4pm from the City of Stirling Main administration building (25 Cedric Street, Stirling).

All keys must be paid for upon purchase. Lost keys and the replacement of locks/barrels (if necessary) must be paid for by the club. Clubs are not permitted to cut their own keys. Under no circumstances are keys to be loaned to any other club, organization, school, or user.

Noise

All efforts should be made to ensure that club members leave the area in a quiet and orderly manner. Tooting of horns, excessive revving of car engines, shouting, loud singing and swearing are not allowed. No amplified music is allowed unless written permission is obtained from the City of Stirling.

Policies and Local Laws

Clubs and reserve users must comply with all relevant Policies and Local Laws. Information regarding these can be obtained by contact the Customer Contact Centre on **9205 8555** or visiting our website www.stirling.wa.gov.au.

Rubbish Disposal

The disposal of waste is the responsibility of the club. Clubs need to ensure that excess rubbish is removed from the playing surface, surrounding areas, and outside the clubroom area at all times, particularly after each event and/or game. Clubs need to ensure a high level of cleanliness is maintained both inside and outside the pavilion and sports ground.

If additional servicing or bins are required costs may be incurred, please contact the Customer Contact Centre to discuss further on (08) 9205 8555, or email our Waste Services Team directly: commercialwaste@stirling.wa.gov.au or, alternatively, clubs may opt to source their own waste solution provider.

Smoke Free Policy

It is City of Stirling policy that smoking is prohibited inside, and within 10 meters of, all City of Stirling buildings, including clubrooms, changing areas and toilets. Please note that cigarette butts are classified as litter, and it is responsibility of the club to dispose of them appropriately.

Storage Provisions

Where available, Council allows limited storage for essential equipment (sporting equipment and/or play equipment). Storage for equipment not directly related to the use of the reserve such as office supplies/equipment, building materials and fund-raising equipment is not considered essential. Storage is allowed during the Club's normal season. Year-round storage is permitted subject to the agreement of all parties.

Council does not support the storage of equipment in:

- Change rooms
- Toilet Ducts
- Ceiling Lofts

Any club that chooses to utilise the above areas as storage does so at their own risk. The City of Stirling will not be held responsible for loss of equipment or equipment stored in unauthorised areas.

Times of Operation

All venues must close by 11pm on weeknights and by 12am on weekends, unless the club has a liquor licence or planning permit allowing for a later closing time. Written approval must be gained from the City of Stirling at least one month prior to an event for a later closing time.

Working with Children Checks

The *Working with Children (Criminal Record Checking) Act 2004* was introduced to increase the safety of children in the community and helps to ensure that people who have known criminal histories that indicate they may harm a child do not gain positions of trust with children.

If you are working with children in an organisation on a regular basis, such as junior coordinator, team coach, umpire etc., and you are over the age of 18, you will most likely need to apply for a WWC Check.

To find out more information about WWC Checks and how they affect your organisation, or to apply for a WWC Check please visit: <https://workingwithchildren.wa.gov.au>

Privacy Act – Personal Information

The City of Stirling collects the information included in the 'Club Contact List'. This is for the administrative purposes of registering your club for a seasonal ground allocation, direct contact in the case of an emergency, or in-season communications regarding your bookings and/or reserve facilities.

This information 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 Recreation & 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.

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 [Department of Racing, Gaming and Liquor website](#).

As part of the process clubs will need to submit for City approval. Send this to stirling@stirling.wa.gov.au then it will be considered and sent to a City Environmental Health Office for approval. Please allow 5-10 business days for processing.

Club Health Check

All City clubs holding a lease or management licence utilising the City of Stirling's Reserves or Facilities are required to complete an annual Club Health Check (CHC).

These are to be submitted to the Active Communities team: active.communities@stirling.wa.gov.au

The CHC looks at several factors that are crucial to club success and presents the manner in which a club operates. CHC's include the topics of:

- Membership Growth & Numbers
- Club Governance
- Financial sustainability
- Relevant insurance documents from the club

The CHC provides the opportunity for clubs to present a sustainable growth and performance plan, and outline ways in which the City may provide personalised assistance.

Club Contact Information

Clubs are responsible for informing the City of any changes within the Club, through the Active Communities team. This includes:

- Disbandment
- Change of contact details
- Mergers
- Changes in committee positions

Active Communities Contact Details

Service Lead Active Communities: (08) 9205 8581

Email: active.communities@stirling.wa.gov.au

Web: <https://www.stirling.wa.gov.au/stirling-leisure/active-communities>

City of Stirling

Customer Contact Centre: (08) 9205 8555

24 hours security patrol: 1300 365 356

Web: <https://www.stirling.wa.gov.au/>

Email: stirling@stirling.wa.gov.au
