



northern  
beaches  
council

Sportsfield Allocation Guidelines  
and Conditions of Use

# **Use of a Northern Beaches Council Sportsfield**

## **Winter 2024**

### **Seasonal User Guidelines**



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# Introduction

The information contained in this document is relevant to any sporting group who has been allocated a sportsfield by Northern Beaches Council during either a summer or winter season. It aims to assist all those groups operating a sporting competition or undertaking training across the LGA.

This document also acts as a set of terms and conditions for all groups to adhere to and follow as a seasonal allocated user. It is the responsibility of each allocated user to ensure that this information is conveyed to all relevant people within their sporting organisation and that the terms and conditions are adhered to as listed in this document.

## 1 Allocation of a sportsfield each season

Each season local sporting groups are to apply for the use of a Northern Beaches Council field. Prior to each season Council will initiate the seasonal application process and communicate the process to all relevant groups. This process block allocates the sportsfields for the period of each season from 4pm on the weekdays and 8am on the weekends. The allocations are primarily a pattern of use for each week.

The dates of each season are generally based on the following:

- Winter - 1st Saturday April to the last Sunday August.
- Summer - 2nd Saturday in September to the 2nd last Sunday in March.

An application form will be sent prior to each season to collect the information Council requires to facilitate the use of the sportsfields each season, including line marking, lighting and contact details. All groups who wish to have an allocation in any season must complete an application form as requested.

A copy of the final seasonal allocations will be sent to all seasonal sports users once finalised.

### 1.1 Activities considered for an allocation.

All applications for use of a sportsfield during the season must be for a sporting activity, including competitions, training, gala days, representative trials, and development camps.

In summer the allocation of fields for traditional winter training or development programs is not considered on grass sportsfields.

Groups are to contact Council should they wish to use the fields and facilities for other activities such as special celebrations and events within in their allocated season.

Any use outside the allocated periods is considered a separate booking and requires an application and will attract the relevant fees, this includes use of fields before 4pm for school holiday programs.

Priority is given to competitions. Groups may have either an allocation for a short season or longer season (full) competition.

- A short season is an allocation for 12 weeks or under. These competitions will be identified, and the specific dates of the competition listed in the final allocation document. The field must then be released and not retained for use by that group.
- The longer season is any allocation over 12 weeks.

## **1.2 Assessment of allocation requests**

All requests for use of a sportsfield will be assessed on a case-by-case basis and the . The following is how Council will manage the requests for an allocation:

- Council will manage all allocation requests for a use of a field, including new and dual requests for a sportsfield. Sports may present an arrangement to Council for consideration.
- Council may use data collected from a previous season, any current audit data and/or information available on the internet to assist decision making.
- An allocation in one season does not guarantee that the same allocation will be provided the following season.
- The allocation of competitions will be prioritised before training.
- Equity between groups in relation to training availability will be considered in determining an allocation.
- Council will negotiate any placement of two groups on the one field at any one time with both groups and specific conditions of use may be provided. Where negotiated sporting groups may liaise with each other on a weekly basis regarding shared field use. Council should be notified as to which group is using the field each week in this scenario.

## **1.3 Seasonal Changeover – Access to fields**

Allocated sports may begin to use their allocated nights for training as indicated by Council each year. There is no guarantee that any line marking, nets and goal posts will be available in the changeover period. All attempts will be made to have the fields ready for competition on by first day of competition, however this may be dependent on the weather during the changeover period.

Provided there is a smooth changeover, fields may be ready for competition by 4pm the Friday of the start of the season. Please do not ask for the fields to ready for competition prior to this date.

The use of studs is generally permissible during the seasonal changeover period.

## **1.4 Changing allocations or allowing others to use your allocation**

- Any changes to an allocation once finalised must be negotiated with Council. Any changes or new allocations to a current allocated user does not attract additional fees, it is covered in your sportsfield user fee for that season.
- Should a group wish to use another group's allocation during the season, contact and obtain approval from them in writing and then forward to Council. Council must be notified of any changes in the use of the fields. Groups may come to Council if it is felt that the refusal is unreasonable and is relevant Council may assist.

- Council will contact groups should a non-allocated user wish to use your field(s) during the season via email. Please note only those requests that are of a significant nature or could share a facility will be forwarded to groups for consideration. If the field is not scheduled for use, it would be appreciated if such requests could be accommodated.
- Council reserves the right to liaise with an allocated sporting group and renegotiate an allocation within the season.
- Council reserves the right to remove an approved allocation as a result of illegal behaviour and/or non-compliance of these seasonal user guidelines and other matters including non-payment of debts.

## **2 Season - Winter 2024**

- a. Competition - Saturday 6 April 2024 to Sunday 25 August 2024.
- b. Access to fields for training only is permissible from 25 March 2024. There is no guarantee for line marking and posts in this period.
- c. Any plans to extend your season beyond 24 March 2024 must be sent in writing to Council before the 1 March 2024.
- d. Sportsfields are available for use for the following times, unless otherwise specified in the Allocation document:
  - 4pm to 9.15pm weekdays where lighting is available.
  - 4pm to 7pm weekdays where lighting is not available.
  - 8am to 7pm Saturdays, Sundays and Public Holidays
- e. Public Holidays are allocated to sports as per the Saturday allocation unless specifically requested and arranged with Council prior to the date of the Public Holiday.

### **2.1 Key dates and field availability**

- a. Impact of events and maintenance – the table below lists any activities that Council is currently aware that impacts field availability this coming season.

<b>Sportsfield</b>	<b>Date</b>	<b>Date/s and times – not available (as of 30/1/24)</b>
Aquatic Reserve	Saturday & Sunday 18 & 19 May 2024	Council Re-use/Recycle Event in lower carpark. Fields still available for use.
Boondah 5 & 5A	April 2024 to October 2025	Due to major works being carried out on the adjacent Community Centre there will only be 8 netball courts available for use (not the normal 10). There will be no impact on the use of the soccer field. Car parking at the Community Centre will also no longer be available. The works are due to commence in April 2024 and it is anticipated the new centre will be completed by October 2025.
Griffith Park	Sunday 25 August 2024	Major Event - Field 6 unavailable from 7am to 9:30am
Lake Park	Thursday & Friday 28 & 29 Mar 2024	Major Event - Field unavailable
LM Graham Reserve	Thursday, Friday, Saturday 18 April to 20 April 2024	Open Air Cinema - Council Event Fields unavailable from 7am on 18 April until 10pm 20 April
Narrabeen Sports High Turf Field	Sunday 26 May 2024 25 August 2024	Turf Field unavailable due to Car Boot Sale
North Narrabeen Reserve Field 6	Sunday 25 August 2024	Major Event Field 6 unavailable from 7am to 10:30am
Seaforth Oval	Sunday 2 June 2024	Shared use with Walking Race that finishes at Seaforth Oval
Tania Park	Thursday to Saturday 2 - 4 May 2024	Major Event – Tania Park Unavailable from 8am on Thursday 2 May, until 1pm on Saturday 4 May

- b. It the responsibility of each sporting group to ensure all clubs/teams/players are made aware of any dates that a field is not be available.
- c. Council will let all relevant groups know as soon as is possible if there are any further impacts of the fields form the above list.
- d. Other key dates

The following table outlines other key dates for sporting groups to note in relation to their season.

<b>Request</b>	<b>Due Date</b>
Council will send Preseason invoices for payment	September or April
Request by Council for list of fields being not being used for finals	From first week of the last month of the season
Request by Council for list of fields released for summer preseason	From first week of the last month of the season
Request by Council for participant numbers	Before end of the second last month of the season (July or February)
Council will send lighting invoices for payment	Within the month after the season – September or April
Council will send Sportsfield User Fees invoices for payment	Within the month after the season – September or April

## **2.2 Seasonal Changeover – Access to fields**

Allocated sports may begin to use their allocated nights for training from 25 March 2024 to 5 April 2024 unless otherwise noted. There is no guarantee that any line marking, nets and goal posts will be available in the changeover period. All attempts will be made to have the fields ready for competition on by first day of competition, however this may be dependent on the weather during the changeover period.

Provided there is a smooth changeover, fields may be ready for competition by 4pm the Friday of the start of the season. Please do not ask for the fields to ready for competition prior to this date.

Please complete the seasonal allocation application form to arrange any sportsfield lighting and any changes to line marking. The use of studs is generally permissible during the seasonal changeover period.

## **3 Fees and Charges**

### **3.1 Sportsfield user fees**

Council has adopted fees and charges that apply to all groups with a sportsfield booking.

These can be found at the [Council website](#).

Council will request the number of registered players to calculate the fees prior to the end of the season.

a) The following seasonal sportsfield user fees apply this season.

Seasonal use by community sports group – Junior players	\$14.80 per player
Seasonal use by community sports group – Junior players – short season (up to a maximum of 12 weeks)	\$8.90 per player
Seasonal use by community sports group – Senior players	\$20.00 per player
Seasonal use by community sports group – Senior players – short season (up to a maximum of 12 weeks)	\$12.00 per player

Please note that this season Council will request your Sportsfield user numbers earlier than in the past, the aim will be to enable the account to be sent within two weeks of the end of your season.

b) Hourly rate for sports users using fields outside of the allocation hours or under a specific agreement:

- Commercial groups - \$81.00 per hour
- Not for profit groups – \$27.00 per hour
- Synthetic Sportsfields - Commercial groups - \$180.00 per hour
- Synthetic Sportsfields - Not for profit groups – \$52.00 per hour

### **3.2 Fees for sportsfield lighting**

The sportsfield lighting fees are based on partial recovery of energy and maintenance costs. Any new fees for the use of the lights will be adjusted and applied on 1 July each year or when any new lights have been constructed and certified.

Council's lighting fees can be found at [Council's website - 2023/24 Fees and Charges booklet](#)

Invoices for sportsfield floodlighting costs will be generated at the end of each season, Council cannot invoice for the lighting prior to the end of the season. The accounts must be as per the terms on the invoice.

Failure to pay accounts for sportsfield lighting may impact on future access to lighting.

### **3.3 Payment of outstanding accounts**

All outstanding accounts related to previous seasons and any preseason and event bookings must be settled prior to the start of the season. The allocation will not be approved until all debts are paid.

Groups are to contact Council if they would like to discuss a payment plan for any outstanding accounts.

### **3.4 Additional bin fees applicable to field allocations**

The cost for an additional bin - including delivery, service and removal is \$28.00 per bin. This is applied to any additional sports bins and commercial bins ordered by a sport.

Further information regarding bins can be found in [Section 5.11](#) of this document.



## **4 Contacting Council**

### **4.1 Sportsfield enquiries**

For enquiries in regard to sportsgrounds and other Council Sport and Recreation facilities contact Council's Open Space Bookings Team.

Phone: 02 8495 5009 (Monday to Friday 8.30am to 5.00pm).

After Hours & Public Holidays - please call Council After Hours on 1800 434 434.

E-mail: [OpenSpaceBookings@northernbeaches.nsw.gov.au](mailto:OpenSpaceBookings@northernbeaches.nsw.gov.au)

### **4.2 General Enquiries**

For general enquiries contact Council's Customer Services Team

Hours: Monday to Thursday 8.00am to 5.30pm and 8am – 5.00pm on a Friday

Phone: 1300 434 434

[Click for Council Website](#)

### **4.3 Report an issue or request a Council service: via the Council website,**

Issues may include, reporting a waste or bin collection issue, fallen tree branch, graffiti or potholes in a carpark etc.

Contact Council via email: If you can't find the help you need in [our help site](#), the Northern Beaches Council email address is [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au)

Alternatively you may send the issue to [OpenSpaceBookings@northernbeaches.nsw.gov.au](mailto:OpenSpaceBookings@northernbeaches.nsw.gov.au)

### **4.4 Afterhours issues**

For after-hours matters including issue with lights at the time.

Phone: 1300 434 434 (24 hours, 7 days a week). Ask for the After Hours Officer, they will access to the lights if need.

## **5 Sportsfield Usage**

All sporting groups provided an allocation are required to adhere to the following terms and conditions. All relevant clubs, coaches, managers groups and individuals must beware and have a copy of the terms and conditions.

These must be adhered to in conjunction with the [Terms and Conditions\(Opens in a new window\)](#) for use of any of Council's open space. Please note this document is on our web page and is updated regularly.

### **5.1 Insurance and legislative requirements**

- Each sporting group is to effect, at its own cost, Public Liability Insurance for a cover not less than \$20,000,000 for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. It is the group's responsibility to ensure Council has a copy of your current policy. At the start of each season Council will request a copy of the

updated insurance policy. It is the responsibility of each group to ensure that this policy is relevant to all activities that the sporting groups are undertaking on Council's facilities.

- All seasonal users must comply with the Working with Children Check Requirements of the NSW Commission for Children & Young People.

## **5.2 Use of each sportsground each week.**

- Permission has only been provided for those locations, dates, activities and times listed in the final allocation document. Additional use or changes require Council approval.
- Respect other users of the venue and surrounding areas and that no unnecessary inconvenience is caused to residents.
- Council is to be notified of any incidents or damage to the sportsfield or surroundings during usage. Sporting groups will be invoiced for any repairs or if extra cleaning/maintenance is required due to your activities.
- Due to the litter and safety problems caused, glass receptacles are not to be sold or distributed. Balloons are not permitted to be used, sold, given away or released during events.
- Each sportsground must be left in a clean and tidy condition. All waste (including litter, sports tape, food containers and bread trays) is to be removed from the ground upon departure. Council staff may inspect sites after use and where relevant issue a request for the club to clean/repair the building or invoice the sport directly for Council to undertake such works.

## **5.3 Risk assessment and suitability**

- A risk assessment should be undertaken of the sportsfield and related facilities prior to each use to ensure that they are safe and suitable for the intended activities. This is very important should the weather conditions change throughout the day.
- Appropriate action must be taken to remove and/or rectify any risks; if a risk cannot be nullified the field is not to be used. Notify Council of any relevant risks as soon as possible.
- Sports are responsible for the safety of all attendees during use of the field and facilities. Appropriate first aid is to be available and emergency access to the venue is to be maintained.
- For the safety of attendees, all activities should be suspended or cancelled during adverse weather conditions such as electrical storms and excessively heavy rain

## **5.4 Share work load across a field**

- Training activities must be managed to ensure the load is spread across the ground. Where relevant the goal and centre areas must be protected and not overused.
- Where relevant and possible the use of mobile goal posts is to be encouraged.

## **5.5 Noise**

- Sporting groups are to consider the surrounding area and residents in relation to the noise levels of all their activities, especially at night and early in the morning. Noise

must be maintained to acceptable levels as defined by the Protection of the Environment Operations Act 1997 For more information on noise levels see: Noise

- Any noise creating works (relating to dismantling, loading or other noise producing activities associated with any stalls, sporting competitions or other equipment) or use of an amplified system is not permitted before 8.00am or after 9.00pm on weekends and before 7.00am and after 10.00pm on weekdays.
- A PA can only be used for necessary announcements relating to the organisation of the sporting activity. Any use must be in accordance with the above times.
- Ongoing commentary or amplified music is not permitted. Please apply to Council in writing for any use of advertising, music or selling via a PA system.

### **5.6 Commercial and third-party activities**

- The allocated user is responsible for any third parties operating on sportsground during their allocated use. Council is to be notified of any activities of a commercial nature which are operated by a third party on a Council reserve; this includes selling of food, sports equipment and coaching clinics.
- Any external contractors/operators brought onto a sportsground are to have the appropriate and current insurances and qualifications. They are also expected to be aware of and meet any council requirements specific to their operations. It is the sports group's responsibility to ensure that all relevant documentation is sited and recorded appropriately.
- Further information on Mobile food vans is included in [Section 5.12](#) of this document.

### **5.7 Keys**

- For more information on which keys are used to access a particular building / amenities block at a Sportsfield, [please click here](#).
- Groups with a Lease agreement may arrange keys with Council's Property team.
- Keys for toilets that are not opened to the public are the responsibility of the allocated sports group on their allocated days and times. These keys can be purchased from Council.

### **5.8 Subletting and use by another party**

- Subletting or hiring an allocated sportsfield or related facilities including use of buildings is not permissible under any circumstances.
- Allocated grounds cannot be given to commercial groups such as soccer schools under any circumstances, please direct these groups to Council.

### **5.9 Smoking and alcohol at a sportsfield**

- Smoking (including e-cigarettes) in spectator areas at sportsfields or other recreational areas during organised sporting events is prohibited. All attendees including participants and spectators are to be made aware of this and it is the responsibility of the sports group to enforce this at each allocated venue.

- A liquor licence is required to sell alcohol at a sportsfield; which can be obtained from Liquor and Gaming NSW. Council must receive a copy of the licence prior to the sale of alcohol.
- Alcohol may be consumed at sportsground aligned with [Council's Alcohol Prohibited Areas](#).

### 5.10 Dogs

- Dogs are not permitted on the playing surfaces of sportsfields, even if they are on a leash. On leash dogs may enter other parts of the reserve during sporting activities. All owners must ensure that their dog is under supervision and effective control of a person age 16 or above. All dog waste must be removed from the reserve.
- Dogs may be allowed on some sporting fields outside of sport use times. Please click on [this link](#) for specific details.

### 5.11 Bins

- All bins are to be kept in the assigned storage location – [please click here](#) for more information.
- When required, bins are to be placed around the field and brought in at the end of each day and locked in the storage location.
- Bins, whether full or empty are not to be left out overnight. Only those bins in their allocated location will be emptied.
- The waste generated from any event at a Club house (including any permitted hiring to a third party) is the responsibility of the sporting group with current allocation. This waste is not considered related to general sports use and is not to be placed in the sportsfield or public bins. Contact Council to arrange additional waste services for a function. The cost for an additional bin - including delivery, service and removal is \$28.00 per bin. This is applied to any additional sports bins and commercial bins ordered by a sport.
- Special events and competitions such as gala days which are larger than the regular sporting competitions may require additional bins. Each sporting group is to consider the need for additional bins for such events and contact Council to arrange.
- Any issues with the bins or the servicing of the bins should be reported via email to: [OpenSpaceBookings@northernbeaches.nsw.gov.au](mailto:OpenSpaceBookings@northernbeaches.nsw.gov.au)
- Council also provides permanent public bins which are attached to stands or in enclosures on the sportsfield. These bins are to remain on their stands and are not to be used for canteen or function waste.
- Bin storage rooms need to remain accessible at all times to ensure that they can be serviced appropriately. These rooms are for the storage of Council bins only and cannot be used for equipment or any other storage.
- For more information on the number of bins and their storage location at each sportsground, [please click here](#).

### 5.12 Management of food and drinks

Temporary food premises including stalls and mobile food vendors operating within the Northern Beaches must comply with Council's food stall requirements and all aspects of

the Food Act 2003. Precautions must be taken to ensure any food and drink sold at your event complies with the requirements of the [Food Standards Code 2003](#)

- It is your responsibility to ensure you have the appropriate approvals from Council's Environmental Health Team for the sale and/or service of food at your event, including weekly BBQ's. [Council Form #2046](#) is needed to be completed annually, there is no fee for community organisations.
- Food vendors must be registered with Northern Beaches Council and have a Northern Beaches Council issued permit to operate at an event. If a food vendor does not have a current permit, they will need to complete the relevant application form:
- Mobile Food Business Application and submit to [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au) at least 10 days prior to the event. Urgency fees apply to applications received within 10 working days of the event.
- Each sporting group is responsible for ensuring the location and operation of any mobile food vendors is undertaken in a safe and organised manner and that the van operator, patrons and general community are not put at risk.
- Any rubbish generated by the mobile food vendors i.e. packaging, milk cartons and ground coffee beans is considered commercial waste and is not to be placed in the sport or public bins. The van operators are to take away their own rubbish or your sport can arrange through Council to have commercial bins provided on site for their use.
- Portable above ground gas barbecues are to be used except where Council has provided BBQ facilities. This consent is subject to current fire restrictions, refer to [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au).
- Glass receptacles (bottles and glasses) cause significant issues at sportsgrounds when broken and are not to be sold or distributed in the outdoor areas. It is also recommended that paper cups, rather than foam or plastic cups, be used to minimise the problems associated with broken foam or plastic on the reserve.
- All food stalls are subject to regulatory inspections by Council officers.
- BBQs are not to be stored in toilets or change room areas and all food should only be stored in areas suitable for food storage. The storage of gas bottles inside is not recommended; refer to [How to store LPG safely](#).
- For specific enquiries regarding food handling or approval to operate on the Northern Beaches contact Council's Environmental Health Unit on 1300 434 434 or Email: [EnvHealthRM@northernbeaches.nsw.gov.au](mailto:EnvHealthRM@northernbeaches.nsw.gov.au)

## 6 Sports field closures and wet weather

Council may close a sportsfield due to wet weather or other ground conditions. Sporting groups are to confirm field availability prior to use, via Council's website at the below link where you can click on the page and look at each sports ground. There is a status statement in the right hand corner. Sometimes there may also be a specific statement related to a [field closure](#) on this page.

All use should be suspended or cancelled during adverse weather conditions such as electrical storms and excessively heavy rain.

The wet weather status may note that the fields are unfit for use by higher impact sports only and lower impact sports are able to use the fields.

At this stage the following are considered higher impact:

- Rugby
- AFL
- Rugby League
- Touch
- Oz Tag
- Soccer
- Hockey
- Frisbee

Softball, Baseball, Athletics, Archery and Cricket are considered lower impact sports. Netball will be able to use the hard surface courts at all times and are to use discretion in relation to using the grass netball area.

The use of a field while closed is not permissible unless discretion has been explicitly provided to your sport or organisation on the web or in writing by Council.

It is recommended that the allocated users provide links to Council's wet weather information for the members on their websites.

Wet weather information is updated on the following schedule:

- Weekdays - 8am and 3pm
- Weekends and public holidays - 7am

Updates are only made in wet weather periods.

If it rains after these updates a sporting association may make the decision to not proceed with some games.

Any damage to a field as a result of use in poor conditions may result in the field being closed for rectification. Any costs related to field rectification or other damage as a result of use may be forwarded to the relevant Sports group for payment. Use of a field when closed may jeopardise future use of a field.

It is the responsibility of the allocated sports group to ensure that all teams and users are aware of a wet weather closure on an allocated field.

## **7 Sportsfield lighting**

There are many sportsgrounds on the Northern Beaches which have sports floodlighting available. The lights are operated through an automatic SMS text message from an authorised user's mobile phone.

Access to the system is limited to those groups who have an allocation or a booking in any given season. Council approval is required for any additional use of the lights.

Regardless of when a Development Approval or Plan of Management lights state a later time, lights will still be programmed to turn off at 9:30pm. Sporting activities are to cease by 9.15pm to ensure all participants are safely off the field prior 9.30pm. Approval is required from Council should lights be required beyond 9.15pm on any field.

Please note that Griffith Park lights must be turned off by 8.30pm each week night.

Please note that Passmore Reserve lights must be turned off by the below times on the specified days.

- 8.30pm Monday to Thursday (all lighting turned off at 8.45pm)
- 9.00pm Friday (all lighting turned off at 9.15pm)
- 6.45pm Saturdays (all lighting turned off at 7.00pm)
- 6.00pm Sundays (all lighting turned off at 6.15pm)

### **7.1 Access to lights**

As part of the allocation application Council will ask for all groups to provide details of those people that they wish to operate the lights. There is a maximum of three people per group who may operate the lights in any one season. Access to the lights will be provided from the start of the relevant season.

To access the Lighting Instructions [please click here](#). This document provides the SMS contact numbers for each site, a set of instructions on how to use the SMS system and the specific field commands for required to operate the lights on each field.

### **7.2 Issues with lights**

If there are any issues with the sportsfield lighting during your use contact Council's After Hours Officer on 1300 434 434. This Officer has authority to turn on the lights at each sportsground. Should they not be able to turn the lights on they will discuss the option of arranging an electrician to attend the site.

#### **a) On the night**

- Call Council on 1300 434 434
- Ask the operator to put a call through to the After Hours Officer.
- The After Hours Officer will then ring and discuss the issue with the person reporting the issue.
- The After Hours Officer will attempt to turn on the lights from their phone.
- Should the lights still not come there could be a system or electrical fault.
- If time permits the After Hours Officer may call an electrician and an estimated time of arrival will be provided. Should this not be appropriate contact the After Hours Officer and cancel the electrician.
- This incidence and any outcome should be reported to Council the following day.

#### **b) The next day**

It is recommended that any issues regarding use of the lights the previous night be reported before 10am the following morning. This will enable Council to investigate and where possible rectify the issue as well as communicate this to all relevant users.

Any issues with the lights should be reported to Council via the Open Space Bookings Team on 02 8495 5009 or via email at [openspacebookings@northernbeaches.nsw.gov.au](mailto:openspacebookings@northernbeaches.nsw.gov.au) as soon as possible.

## **8 Line Marking and Goal Posts During the Season**

Council will undertake one line marking for each field, ongoing maintenance is the responsibility of the allocated user. However, the format of the original line marking cannot be altered without discussion with Council and or other allocated users of the reserve.

Any line marking undertaken by the sports may include a growth retardant such as Primo (at 2ml per litre). Herbicides which kill the grass such as Roundup and Buster are not to be used. Line marking of synthetic sportsfields is not permitted without Council approval.

It is recommended that the fields be marked again at least twice within the first month to enable the retardant to last.

Contact Council if you would like to make a direct arrangement with the Council contractor for any additional line marking for the contact details.

## **9 Parking, Traffic and Road Management at the Sportsgrounds**

All vehicles must be parked off the field in designated parking areas. Parking on a sportsfield and surrounds is not permitted.

Permission from Council is required for any vehicles to access the sportsfield to load and unload equipment. Care must be taken while driving on the field to ensure there is no damage to the ground surface or any risk to people. Vehicles are not to be driven on fields during wet weather.

Any vehicles that need to remain on a Council reserve as part of a sporting event must have a current 'Sport Vehicle Permit'. These permits are issued on request. Access will only be approved for vehicles imperative to the operations of a sport, an additional fee is not required.

The permit is to be displayed clearly in the windscreen of each car on the reserve. Any vehicle with a permit must be parked appropriately and must not impede pedestrian or essential vehicle access at any time. Contact Council should a 'Sport Vehicle Permit' be required. Any vehicles on the reserve without a 'Sport Vehicle Permit' are at risk of being fined.

Council is to be notified in writing should any sporting group require a road or car park closure as part of their competition or special event. Approval is required from the Northern Beaches Traffic Team and at least two months' notice is required. [Implement Traffic Control - Form #4053](#)

## **10 The Use of Structures Including Stage, Scaffolding and Tents on a Sportsfield**

All temporary structures and infrastructure must be constructed in accordance with relevant Australian Standards. It must be positioned so not to inconvenience, block access to pathways or council infrastructure or pose any risk. They must be securely weighted on a firm and appropriate surface. The use of pegs must be approved by Council. All structures must be safely secured. Any structures on other surfaces including paved and reserve areas must be weighted.

Stages and scaffolding over 1000mm in height must be installed in accordance with the relevant specifications and by appropriately certified staff. Stage structures are not to be loaded in excess of those loadings recommended by the suppliers and/or manufacturer.

Any proposed security fencing must be positioned and installed to accommodate the expected crowd loads.

When any stages, marquees, grandstands or other structures are in use they must be supervised by responsible and appropriately qualified staff.



All infrastructure, equipment or materials brought on site is at your own risk. Council does not take responsibility for any loss or damage to any infrastructure, equipment or materials associated with your booking.

The weather conditions are to be considered in relation to the positioning or erection of any structures. All event infrastructure and temporary structures (including banners and signage) must be appropriately wind rated and secured to ensure event and public safety in the case of severe weather conditions. Should the conditions change during your event it is your responsibility to review the set up and adjust accordingly to manage the onsite risks.

Permission from Council is required for the use of any amusement equipment such as jumping castles, water slides and side shows.

The management and use of sightscreens, any netting, scoreboards or other structures is the responsibility of the sports group. Council does not repair, replace or clean such items unless specifically arranged.

The purchasing, installation, maintenance and storage of portable goal posts are the responsibility of the allocated user.

Permission must be sought for the storage of anything on site that is not within a building that is covered by an agreement. Shipping containers are only permitted if there is long term works on site and the building is not accessible.

## **11 Banners, Signage and Advertising at a Sportsfield**

Any signage/promotional material is of a temporary nature (banners not boards) and must be within the sportsground area. It can be installed one month prior to the start of the season but must be removed at the end of the allocation period.

There can only be one sign per group facing a road, they must be securely fixed and must not have a surface area of more than 3.5m<sup>2</sup> and be higher than 5m above ground level. and are not to cause inconvenience or risk to users of the sports ground. Trees are not to be used to hang signs and Tobacco, alcohol and gambling advertising is not permitted.

A banner advertising an event which is to be held at a particular sportsground may only be for the sporting group allocated to that ground. The advertising of other events or matters including sponsors and businesses is not permissible without approval from Council.

Logos of sponsors are permissible on event or Club banners however any specific sponsor advertising may only be displayed on the day of the event and be removed immediately after the event.

Given the existence of underground services including irrigation the use of stakes to secure a banner at a sportsground also requires specific approval from Council.

Placing any signage advertising your group or events at any other Council location including along footpaths and roads, playgrounds, parks, and non-allocated sportsgrounds is not permissible under any circumstances. Any signage not adhering to the above requirements may be impounded, and only released on payment of the relevant Council fee.

## **12 Synthetic Sportsground Surfaces**

Council has 6 synthetic sportsfields: Cromer Park Field 2, Forestville War Memorial field 1 and 2 (Melwood Oval), Lionel Watts Oval 3 and 4 and Narrabeen Sports High

Forestville War Memorial Playing Fields has a variety of sporting facilities including a large synthetic sporting field. This multi-purpose field has been designed to cater specifically for

cricket, AFL, soccer and rugby union; however given the size and shape of the facility it is also suitable for a variety of other sports including touch, rugby league, athletics, hockey and ultimate frisbee. Field 1 is line marked in white for soccer. Field 2 is lined marked for soccer in white with additional lines in yellow specific for Rugby Union.

Lionel Watts Oval caters for most sports including combination of two senior football fields, a separate junior field, senior AFL and two junior AFL fields all permanently marked.

Cromer Park Field 2 is a permanently marked soccer field.

Narrabeen Sports High Synthetic Fields are a permanently marked AFL and soccer field.

The synthetic surface is not a natural one and does not behave in the same manner. The artificial surface can be damaged by a variety of actions that we would normally not consider an issue on a natural sportsground. The following terms and conditions have been developed to ensure that the synthetic surface is protected and users are able to use effectively and safely.

- Footwear must be clean at all times. Boot cleaners have been provided at the entry points of the ground.
- Normal football boots with either metal or plastic studs are permissible. Athletic shoes with metal spikes are not allowed.
- Liquids other than water and food including chewing gum are not permitted on the synthetic surface.
- Dogs are not permitted on the synthetic surface under any circumstances.
- Any blood or other bodily fluids should be washed away with water as soon as is possible.
- Vehicles including cars, scooters, skateboards and bikes are not to be driven on the surface under any circumstances. Ambulances may enter the reserve at the relevant access points only.
- Items are not to be dragged across the synthetic surface and the placement of any heavy items on the field requires Council's permission. Scrum machines are not permitted on the synthetic surface.
- Chairs, tables and other items with uncovered metal legs are not to be used on the synthetic surface. All chair legs must have chair leg protectors and other items covered appropriately.
- Approval is required from Council for the placement of any tents, marquees or other infrastructure on the synthetic fields. Game day infrastructure such as goal posts and corner flags are permissible where appropriate. Pegs and stakes are not permitted on this surface under any circumstances.
- Soil, sand, fires and fireworks are not permitted on the surface.
- The primary configuration of the two fields is for soccer in winter and cricket in summer. In winter the goal posts will be set up for soccer. Should this need to be altered it will be responsibility of the group requiring removal to do so. The removal and replacement of the goals must be undertaken within the booking period. However, please note any removal of the soccer equipment requires permission from

Council who will supply a set of instructions and relevant keys. The cricket wicket will remain uncovered throughout the winter and it is the allocated users responsibility to ensure that this change in surface in this area is taken into consideration in the set up and use of the field in this period.

- BBQ's are not permitted on the synthetic surface under any circumstances.
- Synthetic grass surfaces can heat up more than natural turf surfaces particularly on hot sunny days. It is the responsibility of the allocated user to monitor the temperature and conditions during use of this field and manage the activities and people on the fields appropriately. It is recommended that each allocated user develop and implement a risk management plan to manage all matters related to the use of this field, including the possible impact of heat on all attendees.
- The fields must be left in a clean and tidy condition. It is expected that a litter pick of the area is undertaken immediately after the event and all waste is removed from grounds upon departure.
- In most cases the fields have been booked back to back and it is therefore important that all allocated groups start and finish on time. Any possible delays should be taken into consideration at the time of the booking.
- The overall management of spectators and their safety is the responsibility of the allocated sporting group(s) on the synthetic fields. Any permission for spectators to be on the field is to be determined in consultation with all users on any given day.
- Should the double fields be used in its primary configuration the area between the two fields is not to be used for spectators if there are games on either field. The use of this area is to be restricted to officials and players only. The positioning of any infrastructure in this location should also be restricted and only undertaken in liaison with any other allocated users.
- Any use of a field adjacent to a competition game is to take the game into consideration when determining what activities are suitable on the field next to a game. All participants should be made aware of the game on the next field and be asked to behave appropriately. If any players or equipment enter the game at any time the setup and activities should be reconsidered to minimise the impact on the adjacent game.
- Pads for goal post are not provided and are the responsibility of the sport using the field.
- Game day flags and other infrastructure must be appropriately located and secured. The placement of any game infrastructure may only occur within the allocated time and must be removed prior to leaving the field.
- Temporary line marking is possible. Please contact Council to discuss the options and relevant costs. Approval is required from Council for any groups to undertake their own line marking.

## **13 Use of Amenities and Buildings on the Sportsgrounds**

### **13.1 Amenities**

Toilets must be opened for players and spectators during competition and training times and appropriate for use for the entire period – [please click here](#) for a list of amenities that sports are responsible for.

Ensure all areas including canteens, change rooms, toilets and gates are clean, locked and lights turned off after use. If Council is required to attend a sportsfield to open, clean, secure an area or extinguish lights the cost for Council staff to attend will be forwarded to the group.

The building, sportsfields and amenities are to be left clean and tidy after each use. The cleaning of rooms including change room and canteens (apart from toilets) within the building is the responsibility of the allocated sporting groups. It is particularly important that sportsground toilets are kept clean especially as they may be hired to other users during the week – the costs to undertake additional cleaning will be forwarded to the sports user.

The toilets are to be monitored throughout each day of use to ensure that they are clean and well stocked with consumables.

Council will clean the toilets as scheduled and ensure there is toilet paper in the dispensers. For more information on the cleaning schedule for Sportsground toilets in the Northern Beaches, [please click here](#).

It is the allocated users' responsibility to replace any consumables during the day as required. Council does not supply hand towels or soap.

Any issues with the toilets should be reported via Customer Service on 1300 434 434 (in both in and/or out of business hours) or the 'Report or Request a Council Service' on the Council website as soon as possible.

### **13.2 Use of Buildings on Sportsgrounds**

There are various agreements between Council and Sporting groups regarding the use of a building or club house. However the following is to be undertaken regarding the use of any of the sports amenities or clubhouses:

#### **a) Start of the season**

- Undertake an inspection of the building and report any issues to Council. It is recommended that photos are taken to indicate the current condition of the building at the start of your occupation.
- Report to Council any gear that the previous occupant has left in the building, providing photos will assist in clarifying who may own the gear.

#### **b) During the Season**

- Any gear stored in the building is to be well organised and safely packed. Please ensure that any stored gear does not impede the use of the building by others, including council staff and waste collection and cleaning contractors.
- Access to the public amenities and bin enclosures is not impeded. Storage of gear in these areas is not permitted and any gear left in these areas may be removed by Council without notice.
- Food, BBQ's and related equipment is not to be stored in change rooms or toilets.

- All rooms in the buildings are to be kept clean and tidy at all times and where relevant left clear for the next user. Council does not undertake cleaning of change rooms or canteens. All care must be taken to ensure that pests are not attracted into a building.
- Change rooms and kitchen/ canteen areas should be cleaned thoroughly after each use. Soap and single use hand towels should be supplied for use in both the change rooms, amenities and canteen/kitchens to encourage good hygiene, particularly for all people working in a canteen.
- Any maintenance issues are to be reported via Customer Service on 1300 434 434 or the “Report or Request a Council service” on the Council Website
- The use of a building (outside of a current lease) on any given day should align with the Sports association’s allocation period for that particular sportsground.
- Should a building be required outside of the allocated period please contact Council.
- Alterations to the inside or outside of buildings and structures are not permitted. Please contact Council should you wish to discuss a changes.
- The use of additional locks on any part of the building requires Council approval. Please note that Council has the right to enter the building without prior notice and remove non Council locks.
- Items left in Council premises are at owner’s risk. It is recommended that valuables and equipment are not left in the buildings.
- Subletting the building or any rooms within the building is not permitted unless specified in a current lease/licence.
- Any graffiti, vandalism or damage to a building should be reported to Council as soon as possible on 1300 434 434 or via the ‘Report or request a Council service’ on the Council Website.
- Any electrical equipment brought into the building or connected to Council’s power supplies must be in proper working order and be ‘tested and tagged’ by a qualified electrician. Any equipment found that is deemed unsafe, or is untagged may be removed and disposed of by Council, with no compensation payable.
- Council has a commitment to reducing its carbon footprint and to minimise wastage of energy. Users should note that Council may install additional controls and other devices to ensure non-essential equipment is not left running between uses of the building. On leaving the building after each use the Sports group is to ensure that all electrical equipment including lights, water heaters, pie warmers (other than those automatically controlled) are turned off. It is recommended that fridges are turned off during the week when not in use and either turned on Friday afternoon or early Saturday morning.
- It is recommended fridges, freezers, ice machines and the like should be emptied and cleaned after each use and left turned off with the doors/lid ajar.

- To reduce the opportunity for theft and vandalism it is the responsibility of the sports group to ensure the building, and where relevant the amenities, are closed and secure before leaving the sportsground at the end of each use.

**c) At the end of the season**

- Ensure all areas are left clean and tidy and all equipment is removed from the building. Report any issues to council and where relevant take photographs of the building on leaving. This will assist should there be any issues regarding the next group coming in.
- Remove all food from the building. Fridges, freezers, ice machines and the like must be emptied and cleaned and left turned off with the doors/lid ajar.
- All appliances should be turned off.
- Where the above has not been complied with, Council may remove equipment and undertake further cleaning as it requires, for which reimbursement will be sought from the responsible user.

**14 Preseason Use of a Sportsfield**

Council aims to provide some access for preseason activities to those sports with an allocation in the up-and-coming season and at this stage manages a formal preseason process for the start of the winter season only.

A set of principles and guidelines will be formulated and distributed to the sports at the end of the calendar year in preparation for preseason to start for most groups in February the following year. This document sets out the dates that access is permissible for the winter sports.

The preseason process does however start in November where by the Premier Sporting Clubs (Manly Marlins, Warringah Rats, Manly United and Manly Warringah Wolves) are provided priority access to the synthetic fields. Access to grass is provided to these clubs in January and then all other clubs may begin to request access on weekends in February. Weekday access is then available on any released fields in March.

The fields are already allocated to the summer users and priority will be given to preseason trials and grading to assist in the winter season preparations. Council cannot offer or guarantee access to our allocated fields for practice games, skill development and fitness activities, groups should find alternative locations for these.

**15 Council Reporting - Capital Works Program**

See the [Operational Plan](#) or [Quarterly Reports](#) for a full list of planned projects for the year.

Please call our Customer Service Team on 1300 434 434 if you would like to know more about a project or cannot find it on these pages.

Please note that all works are subject to change due to conditions such as weather, contractor availability and supply chains.

Click [this link](#) to learn more and stay up-to-date with planned capital works and works that are currently underway.