



HAWKESBURY SPORTS COUNCIL INC.

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DEAR WINTER GROUND USER

Enclosed please find a Year 2019 winter season ground application form which must be completed and returned by the 31st January, 2019. Allocation of fields will be based on applications completed and submitted before the indicated cut off date. Applications (including those from prior users) made or submitted after that time may not be considered or alternatively will be given lower priority than those applications submitted on time.

Email Address:- It is suggested that your organization establish an organization email address that can be accessed by any authorized persons within your organization. The password to the email address can then be changed when there is a change of committee.

No allocation of fields will be made to prospective hirers (including prior users) who do not submit an application form, have an outstanding account or have failed to return keys from last season.

Applications for pre-season training will not be approved by the Sports Council until consultation has taken place with the current season users and could be restricted depending on ground conditions and necessary maintenance work.

Proof of insurance must be presented to the Sports Council prior to the commencement of every season. The policy must be endorsed with Hawkesbury Sports Council & Hawkesbury City Council named as an insured under the policy. The policy shall be kept current at all times, for the period of this agreement, and shall also be kept current and applicable for any use of Sports Council facilities which may for any reason fall outside the normal period of seasonal use as may be specified.

Sporting codes with over 35 or "golden oldies" teams must provide confirmation of public liability insurance cover prior to the commencement of the season.

All clubs / user groups should be aware that the use of "round-up" in line marking paint is not permitted under any circumstances.

Please also find enclosed:

- User Guide – which includes the current fees and charges
- Wet weather contact form.
- Key Issue Policy
- Key Issue Form / Cloudmaster Activation Form

Please be advised that at the grounds where the cloudmaster software system is available that floodlighting will be activated by the mobile phone operation. The person turning the lights on/off need not necessarily be at the grounds to turn the lights on / off. In order to activate the lights, all user groups will be required to provide Hawkesbury Sports Council with a list of nominated persons names, mobile phone numbers and the day and time that each individual is authorized to activate the lights off.

All clubs are reminded that failure to comply with all the conditions of hire in the User Guide could jeopardise your continued use of the allocated ground.

Yours faithfully,

Anne Neal
Administrator.