

USER GUIDE



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FOREWORD

Hawkesbury City Council have delegated the responsibility of care, control and management of their active sporting facilities to Hawkesbury Sports Council Incorporated .

Hawkesbury City Council and Hawkesbury Sports Council are committed to providing an equitable pricing system for the service supplied and to maximise their use.

The N.S.W. Government has legislated that smoking is not permitted in spectator areas of any children's playground or any sporting field.

This guide is intended to improve the channels of communication between Hawkesbury Sports Council, sporting clubs and the general community.

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CONTACTS

Hawkesbury City Council	Phone – (02) 4560 4444
Police, Fire Brigade, Ambulance	000
Windsor Police	4587 4099
State Emergency Services	132500
Hawkesbury Sports Council	0408 236 186 hawksports@bigpond.com
NSW Rural Fire Service (Fire)	1800 679 737
Local Radio Station	89.9FM

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GLOSSARY OF TERMS

<i>The following terms and meanings are used throughout this guide:-</i>	
Sports Grounds / Facilities	Those areas of public reserve where organised sport and activities take place.
HSC or Sports Council	shall mean Hawkesbury Sports Council Incorporated
HCC	shall mean Hawkesbury City Council
Club	shall also infer Association and shall mean a group of people organised into a recognisable body to administrate the playing of sport.
Hirer	shall mean a club who uses and pays for a sports ground on a regular basis
Casual Hirer	means a club, group or individual who hires a sports ground on a one-off basis, even if it is for a regular event.
Agreed use	shall mean the use that Sports Council has agreed to be conducted on the allocated sports ground.
User / User Group	Shall mean a group of sports hiring the sports grounds.

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1.0 INTRODUCTION

The Hawkesbury City Council is unique to other Local Government Authorities in NSW in so much as a decision was taken by Council to allow the care, control and management of all sporting grounds and facilities within its boundaries to be undertaken by the sporting people of the area through the HSC.

The facilities are currently used for a variety of sports including (but not limited to) cricket, soccer, rugby league, rugby union, Australian rules football, touch football, baseball, softball, netball, athletics, BMX, paddle sports, off road racing and tennis.

The facilities are used by sporting associations ranging from multipurpose sports clubs which conduct activities over both summer and winter seasons, to single teams which operate for a single season and groups who use the facilities on a (casual basis) one off basis.

1.2 Access

HSC and Hawkesbury City Council are committed to the upgrading of sportsgrounds & facilities to provide access to disabled members of the community, as funds permit. (Ref. NSW Disability Inclusions Act 2014).

1.3 Aims and Objectives

The main aim of this guide is to provide all relevant information, policies and practices for the hirers of the Council's sports facilities. It is designed to establish guidelines, procedures for allocation and conditions of hire to all user groups.

1.4 Communication

Communication between the HSC and sporting groups is the most important factor in effective facility management.

HSC recognises the invaluable voluntary contribution made by clubs and association members and understands that changes to committee personnel often take place on an annual basis.

By taking the following steps, you can ensure that communication between the HSC and your group can be maintained.

- Establish a generic email address that can continually be used even if the committee changes.
- Nominate a primary and secondary member of the committee to be contactable both during and outside office hours.
- Inform HSC of executive committee members each year
- Get to know your HSC representatives.

1.5 Area of Application

This guide shall apply to all sports facilities managed by HSC. A list of grounds under the responsibility of HSC are included in Attachment B on Page 23 of this guide.

1.6 Other Sports and Activities

A variety of sports and activities (e.g. markets and dog training) are undertaken on HSC grounds. These activities are all governed by the policies outlined in this guide and appropriate insurance cover, fees and charges apply.

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2.0 ALLOCATIONS

2.1 Allocation of Sportsgrounds

This section details the policy and procedures for the allocation of sportsgrounds. All hire applications for sportsgrounds are only accepted with the signatures of the president and secretary. An email address is required with all applications submitted.

New applications are registered officially with HSC for future reference and record keeping. Grounds are allocated on a preferred previous user basis. When allocating grounds for new applications, preference will be given to local clubs who have a majority of their members living within the Hawkesbury area.

In line with Hawkesbury City Council's multi-use policy, grounds will be allocated to several sports with each group being regarded as a hirer under the terms of this policy. Clubs shall only use the grounds for the agreed use, times and season. **Any use outside the agreed parameters requires written submission from the club and approval from HSC.**

If an application is rejected by HSC, the hirer shall be notified of the reason.

SEASONAL HIRE

- It is HSC policy to offer the use or hire of a sports ground to the Club/Association or Organisation which had the allocation of that particular facility previously on a regular basis.
- Applications are sent out seasonally to those groups for confirmation, showing the new updated rules, conditions, fees and charges that will apply.
- When applications are received by HSC, staff are able to ascertain the availability of grounds for new hirers.
- New clubs applying for grounds must provide details of their membership, club history and proposed use of the grounds.
- Final allocation of grounds is subject to the signing of the Grounds Application form by the Club President and Secretary, acknowledging that all sections of this guide have been read and accepted. A copy of this agreement form should be retained by the club.

CASUAL HIRE

- It is HSC's obligation to provide users with access to sports facilities on a casual basis.
- Casual applications to use the sports facilities are accepted by mail, email or in person.
- Approval of an application is confirmed by letter and invoice via email. Shown on the invoice is the applicable fee, due dates and appropriate contacts.

2.2 Sub-letting

No club shall sub-let a ground or facilities to another club or group. No use of the ground or facilities is permitted outside the times and days booked by the Club.

HSC retains the right to hire grounds or facilities outside times and days allocated to the Club with due regard to security issues and the user will be notified.

2.3 Block Booking

Unless a club can demonstrate a need for the actual use of a ground, the block booking of all available sessions for a ground will not be accepted.

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2.4 Allocation Timetable

Action	Winter Season	Summer Season
Applications open	1st December	1st June
Advertised	Mid December	Mid June
Applications close	31st January	31st July
Applicants notified	Mid February	Mid August
Payment due by	1st September	1st March

2.5 Season Determination

SPORTS SEASONS	GROUND AVAILABILITY
Summer Season 1st September-31st March	START: Second weekend in September FINISH: Last weekend in March
Winter Season 1st April—30th August	START: Second weekend in April FINISH: Last weekend in August

There is a two-week break at the end of each season seasons to allow HSC to repair and renovate the grounds, preparing them for the following season.

With regard to pre-season trial and grading days, grounds will be allocated subject to availability and HSC permission. **However, it must be noted that the current sport using the ground has priority over the incoming sport.** Associations must ensure that all clubs are aware of this rule and abide by it. A percentage of seasonal hire fees will apply to any additional use.

2.6 Hours of Use

Clubs may only use the grounds during the allocated hours.

No sporting activity or competitive sport is to commence prior to 8.00 am on any day OR after 10.00 pm on any night without specific authorisation from HSC.

2.7 Loss of Allocation

Hirers of HSC's sports facilities are generally very conscientious in their use of the grounds allocated to them. However, **it must be clearly stated that certain activities may jeopardise the tenure of hirers to allocated grounds, result in increased charges or jeopardise ongoing tenure.** Such activities include:

- Non payment of fees by due date
- Failure to observe the closing of grounds due to wet weather
- Failure to leave areas clean and tidy after use
- Use outside of the allocated period/times
- Lack of control over players and spectators
- Any other matter contrary to the responsibilities of hirers, including the return of agreements and failure to maintain sufficient public liability insurance
- Failure to return keys at end of the season

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3.0 FEE ARRANGEMENTS

3.1 Source of Funds

Under the Capital Assistance Programme, grants may be made on a dollar-for-dollar basis. HSC and other Government body approvals must be obtained before any project will be given permission to proceed.

Before any project can be approved to proceed, or grants applied for, permission must be obtained from HSC and any relevant government bodies.

User Groups may apply for grants for items such as refrigerators and non-fixed assets without prior consent of HSC.

Guidelines include:

- Requests for retrospective funding, maintenance costs, operation costs, equipment and salaries are not considered.
- Projects which are private commercial ventures will not be considered.
- Lower priority will be given to projects such as fencing & road works, development on privately owned land leased by a sporting association or construction which is unable to start within 18 months of application.
- High Priority may be given to projects involving multi-purpose facilities such as seating, shelters, canteens & lighting.

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3.2 Fee Structure

SCHEDULE OF FEES AND CHARGES 2023 / 2024 <i>all prices GST inclusive</i>		
Grounds — full day— seasonal	\$ 835.00	Per field
Grounds — casual — no canteen	\$ 226.00	Per day for sport
Owen Earle Oval Grounds	\$ 540.00	Per day + preparation fee
Casual — turf wickets	\$ 415.00	Per day + preparation fee
Turf Wicket Preparation Fee	\$ 247.00	Per day
Owen Earle Wicket Preparation	\$ 289.00	Per day
Canteen hire— seasonal	\$ 433.00	Per season
Canteen hire casual— (if available)	\$175.00	Per day + \$125 cleaning bond
Player Fee	\$ 7.85	Per registered player
Floodlighting – per ground	\$ 310.00	1 night per week per season
Floodlighting—casual – per ground	\$ 56.00	Per hour
Tennis / Netball Courts	\$ 23.00 \$ 13.80	Per night hour Per day hour
Call out fee	\$ 170.00	Resulting from failure to secure facility or turn off floodlights
Administration Fee	\$ 170.00	Applicable to casual events
Schools hire: ANNUAL		
- Primary School	\$ 493.00	Per ground, per school year
- High School	\$ 730.00	Per ground, per school year
- Tennis Courts	\$ 168.00	Per court, per year Nth Richmond
- Netball Courts	\$ 168.00	Per court, per year Nth Richmond
CASUAL		
- Carnivals	\$ 182.00	Per carnival
- PSSA & HSSA Sport	\$ 3.90	Per child per event
Exclusive use events	P.O.A.	Floodlighting fee, administration fee & refundable bond apply.
Commercial Hirers		Fees as listed above with 25% commercial loading.

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3.3 Fees and Charges

All fees are paid on a seasonal basis in line with HSC's annual fees and charges. All monies owing to Sports Council must be paid in full within 6 weeks of the end of each season. Clubs shall be liable for payment for all grounds allocated to them. Casual users may be required to pay in advance.

Hire fees collected for the use of sportsgrounds are placed into the HSC account. These funds are then used by HSC to maintain and develop the sporting fields and facilities.

3.4 Electricity

All ground hire fees are inclusive of electricity (not floodlighting) and water costs. However, hirers must take all reasonable precautions to ensure that power consumption is confined to approved usage of the grounds.

All floodlighting on grounds must be turned off by 9.30 pm for both training and night games. In the event of floodlighting not being required due to use of the facility finishing early – user groups are responsible for ensuring that floodlights are turned off at the completion of each session.

Floodlighting will be programmed by HSC to allow lights to be turned on / off each evening as per the details submitted on the Floodlighting Activation Form.

An additional timed charge will apply for any lights left on after 10.00 pm. All players, spectators and officials must vacate the area no later than 10.00 pm without causing disturbance to surrounding residences.

3.5 Hawkesbury Sports Council's Budget

October AGM - Update of 2 & 5 year plans presented to meeting.

1st November - Fees & Charges sent to committee for review.

2nd Monday in November - Committee discuss proposed fees and charges.

30th November - Fees, Charges & Budget proposal forwarded to Hawkesbury City Council.

30th June - HSC Budget amount confirmed by Hawkesbury City Council.

Items taken into consideration in budget proposal include:

- Innovative development of appropriate projects/programmes to meet the city's need as outlined in the HSC Management Plan. (Point 3.6).
- To encourage **user and community involvement** in the development of these projects
- To facilitate access to services and programmes by the whole community
- To establish new projects & programmes
- To purchase or hire new equipment
- To assist minor capital works in conjunction with users
- To maintain the sports facilities to a safe and acceptable standard

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3.6 Management Plan

Each year funds are allocated to HSC as part of Hawkesbury City Council's budgetary process. Funds received from Hawkesbury City Council together with the fees and charges collected from ground and facility hire will fund projects the user groups of the sporting groups apply for via the 2 & 5 year Plan Program.

2 & 5 year plans are projects that the user group would like as an improvement to their facility such as irrigation, more storage etc. User Groups will be advised well in advance of 2 & 5 year plans being required to be submitted.

Projects are chosen based on information provided by clubs / user groups and they are prioritised by HSC in accordance with submitted 2 & 5 year plans subject to budgetary limitations.

In the event of a change of committee, it is the responsibility of the incoming committee to liaise with the office of HSC re the 2 & 5 year plans previously submitted by their club / organisation.

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4.0 MAINTENANCE AND IMPROVEMENTS

4.1 Major Improvements

HSC has limited funds available for funding major improvements and encourages clubs to contribute towards the development of sportsgrounds.

All improvements must have the prior consent of HSC and where required, a formal Development Application must be made to Hawkesbury City Council.

All major works will be supervised by HSC Inc. or a project manager approved by HSC. These improvements may include the utilisation of qualified tradesmen within the club.

Qualified tradesmen must be used if clubs intend to carry out improvements themselves. Builders Licence number and insurance cover (Public Liability and Workers Compensation) & an approved WHS plan must be supplied to HSC prior to work being approved.

All improvements to sportsgrounds or facilities become the property of Hawkesbury City Council and cannot be removed by the club, except with the prior approval of HSC.

4.2 Minor Improvements

These may be carried out subject to the following:

- Prior approval for improvements are obtained from HSC and a risk assessment carried out.
- HSC must obtain Building and Development Application approval through Hawkesbury City Council, where applicable.
- Where applicable, all works must be carried out by qualified tradespersons who must supply licence number and insurance cover to HSC
- All work is supervised by HSC and Hawkesbury City Council staff who will give final approval of finished work.
- Where illegal work is found, it will be removed or repaired by the HSC at the Club's expense.
- Clubs or user group working bees are encouraged (with appropriate insurance cover).

4.3 Building Maintenance

All damage, either deliberate or accidental, should be reported to HSC via email, outlining full details of the incident, as soon as possible.

The hirer will be held responsible for the first one thousand dollars (\$1,000) of any cost incurred for repairs of damage which, on investigation is found to have been caused as a result of the hirer keeping money or valuables on the premises, **or failing to secure the facility.**

No fuel is to be stored on any premises.

A hirer who is found to cause damage to a sportsground or facility either through misuse or lack of care will be required to pay full repair costs.

Failure to pay such costs will lead to the hirer forfeiting its hire rights to all HSC controlled sportsgrounds.

Access to electrical boxes by User Groups will not be granted.

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4.4 Ground Maintenance

HSC will undertake the routine maintenance of the sportsgrounds and facilities including maintenance to ground lighting. HSC has the right to carry out any maintenance to grounds and amenities when required, provided clubs and user groups are given due warning of any major work or renovation that may close the grounds or facilities for use. Clubs must notify HSC via email of any maintenance work that needs to be undertaken.

4.5 Line Marking

Line marking of grounds is the responsibility of individual clubs. ***Under no circumstances are weed/grass killers to be used when marking lines.*** Growth inhibitors are available to be purchased on request through the office of HSC.

4.6 Soil and Turf

HSC may provide topsoil and turf in small quantities to clubs for use during the season and for minor repairs upon request to ground surfaces. Clubs are expected to spread such soil and lay turf.

4.7 Mowing

HSC will mow all grounds to a suitable standard and mow around fences and amenities. **No fuel is to be left on grounds.**

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5.0 OTHER MATTERS

5.1 Insurance

The hirer shall be responsible for Public Liability insurance cover (minimum \$10,000,000 [Ten Million Dollars] - in the case of functions or recreation organised by the club) and contents insurance for any equipment stored at the facility.

It is also the responsibility of the hirer to inspect the playing field, surrounds, car parks, buildings, fencing, irrigation systems, goal posts and structures, prior to each use, (including training) and ensure the field is clear of obstacles and hazards which could pose a risk of injury to the participants in the hirer's activities.

The hirer agrees to indemnify Hawkesbury City Council and HSC against all injuries sustained as a result of the hirer failing to carry out the aforementioned responsibility and where the hirer takes a decision to utilise the facility despite there being a risk to participants, spectators or attendees.

This cover is additional to any player or participant insurance that the club may affect to specifically cover sporting injuries.

Proof of insurance must be presented to HSC when applying to use any sportsground and must be kept current at all times that the ground is to be used.

HSC must be advised of any incident or circumstance that may give rise to an insurance claim.

Please be aware of Council By-Laws and notices where signposted.

5.2 Goal Posts

HSC will provide and install any goal posts required in accordance with the specifications. At the end of each season they will be removed by HSC and stored in an appropriate storage area to be determined by HSC. No clubs are to retain possession of these posts unless they are owned by that club.

5.3 Canteen Usage

Clubs may have the use of the canteen facilities during the allocated hours of use and will be responsible for the reporting of any maintenance issues including fixtures and fittings, padlocks etc. Clubs must also comply with NSW Gazetted health regulations.

5.4 Signage

Clubs must apply for permission to erect signs on sportsgrounds and they must comply with the Hawkesbury Sports Council's signage policy guidelines as set out in Attachment A located on page 20 of this guide.

No alcohol or tobacco products can be advertised.

5.5 Residential Amenity

The quiet enjoyment of property owners adjoining sportsgrounds is not to be disturbed by excessive noise, offensive language/behaviour or any other activity likely to cause disturbance.

As a courtesy to other park users, clubs are expected to notify nearby residents of any events which may be out of normal club activities and are expected to generate larger crowds and extra noise.

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All reasonable attempts are to be made to ensure that struck or thrown balls do not leave the ground, either into private property or onto adjacent roads.

5.6 Wet Weather

Clubs or user groups (if applicable) are responsible for the closure of sportsgrounds affected by wet weather. HSC reserves the right to close grounds at short notice if weather conditions make such action necessary. Ground closures **must** be adhered to.

HSC will generally keep grounds open if there is some doubt about future weather conditions. Hirers are expected to make their own assessment if conditions warrant and choose not to play if there is a significant **chance** of damage to the grounds surface or injury to players/participants. Any hirer using grounds whilst wet will be liable for the full cost of repairs and insurance claims resulting from such use. Ground closures are available at:-

www.Hawkesbury Sports Council | [www.Hawkesbury City Council \(nsw.gov.au\)](http://www.Hawkesbury City Council (nsw.gov.au))

5.7 Storage

Sporting equipment and/or canteen goods may be stored in appropriate areas subject to the following:

- storage can only be during the period of actual hire and must be removed during periods of inactivity e.g. end of season, over holiday periods, except where properly constructed storage rooms are provided for the use of specific clubs.
- To deter vandalism and theft, canteen goods should not be stored for long periods of time.
- HSC accepts no responsibility for club equipment or goods stored in its amenities.
- HSC reserves the right to request the removal of club equipment and goods stored in its amenities and rooms, at any time.
- No fuel is to be stored on site.
- No glass containers of any kind are to be stored on grounds.
- Storage of club equipment in canteens, change rooms or toilets is not permitted.

5.8 Security

Hawkesbury City Council and HSC will be responsible for the overall security of the facility. However, hirers will be required to ensure that:

- Buildings are secured when not being used.
- Keys are not handed out needlessly.
- Keys are returned to HSC at the end of the season.
- Gates are locked.

5.9 Rubbish

HSC will provide adequate garbage bins and remove all garbage, having regard to the reasonable use of the property e.g. normal competition.

Additional bins and garbage removal (e.g. in the event of carnivals, gala days etc) will incur Hawkesbury City Council's current fee.

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All rubbish and litter must be placed in the bins provided. Grounds should be cleaned up after use and club members encouraged to "do the right thing." No glass bottles or glass of any description is permitted on the grounds.

If extra bins are required for large events, hirers should organise bins and remove rubbish. NO FIRES are allowed under any circumstances.

Grounds left in an untidy condition will be cleaned by HSC and where clubs are found to have been negligent, they shall be liable for the cost of cleaning. It should be noted that HSC will prosecute any persons found dumping rubbish.

5.10 Parking

All vehicles are to be parked within areas provided. Club officials should control parking to ensure no incidents occur that may lead to damage of Council or personal property. Under no circumstances is it permissible for vehicles to park or drive on playing fields or to block access.

5.11 Entrance Fees

HSC Permission is required for the charging of entrance fees either for persons or vehicles. Permits will only be given where grounds are fenced off to exclude general public entry and in accordance with Council's policies.

5.12 Crowd Control

Clubs are expected to carry out adequate crowd control to prevent incidents that may interfere with the safety of other people. Matters considered to be under the club's control include:

- No spectators should be allowed onto playing area whilst sporting activities are taking place
- No spectators should interfere with adjoining private property e.g. fences, houses
- Unruly, disturbing or offensive behaviour and offensive language amongst the crowd or competitors is not to be tolerated.
- No projectiles are to be thrown onto the playing area or at members of the crowd.

5.13 Noise

As a courtesy to other ground users and nearby residents, noise levels should be kept at a reasonable and acceptable level. The use of amplified systems requires further consultation with HSC.

5.14 Amusements

A separate application is required for amusement devices including rides, inflatable and animals. Operators must also have appropriate licences and public liability insurance and be inspected by Hawkesbury City Council. Approval for tent pegs to be used must be obtained from HSC.

5.15 Fireworks

Fireworks display permits are issued by Services NSW. This permit must be obtained before approval is granted by HSC. Local Fire brigades must be notified of events. Fire bans may prevent approvals. All proposed fireworks must comply with Hawkesbury City Councils Fireworks Policy.

5.16 Temporary Structures

Erection of temporary buildings or shelters such as tents, marquees and stalls is permissible with consent of HSC. Underground irrigation and cables may prevent pegs being used.

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5.17 Catering

The preparation and cooking of food at sportsgrounds that do not have catering rights is permissible for private consumption only. The operation of a refreshment/food stall to sell food is a matter of negotiation between the hirer and HSC. Additional inspection fees apply. All stalls must meet the Council's Health Regulations. Information on Council's Health Department code for "Temporary Food Premises" is provided in each canteen.

5.18 BBQ

BBQ facilities are available at some grounds. The hirer is welcome to bring and use portable BBQ's subject to seasonal fire restrictions. Under no circumstances are open fires to be used and no gas cylinders are to be left on the grounds in the off season. Gas bottles must be disconnected from B.B.Q'S after each use and gas safety gauges must be fitted.

5.19 Dogs

Dogs are not permitted on sportsgrounds except for licensed training clubs & companion dogs. A list of Off Leash Dog Areas within the Hawkesbury LGA are available on the website of Hawkesbury City Council.

5.20 Mini or Trail Bikes

Under no circumstances are mini, motor or trail bikes permitted to be ridden at any sportsground. (Please report any observed incidents directly to the local police).

5.21 Circuses and Carnivals

All operators of carnivals, side-shows, circuses and similar amusements must obtain Hawkesbury City Council approval before occupying any site.

Apart from the payment of a fee to HSC and the lodgement of a deposit against damage, the operator of a carnival or circus must produce to Hawkesbury City Council evidence of safety certification of carnival equipment and current Public Risk Liability Insurance cover.

5.22 Camping

There are no recognised camping sites located on either parks or reserves in the area under the control of the HSC. However, approval to camp may be given on occasions to groups such as the Scout and Guide Association at sites determined by HSC. Requests should be made to the HSC's Administrator.

5.23 Horses

No horses are permitted to be ridden in Council's parks, reserves or sportsgrounds.

5.24 Alcohol In Non-Designated Alcohol Free Zones

The sale or consumption of alcohol is prohibited during junior fixtures and **no glass** of any kind is permitted on any grounds.

Some parks and reserves have a 'No Alcohol Allowed' requirement between certain times. Please obey all appropriate signage.

The sale of alcohol without a liquor licence is prohibited. Applications to sell alcohol must be lodged for permission, accompanied by written consent and approval from the Liquor & Gaming NSW via the following link:-

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<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-multiple-function>

5.25 Schools

HSC shall have the right to allocate sportsgrounds to local schools outside those times allocated to clubs. Schools may have access to toilets during their use of grounds and are provided with keys to gain access to grounds and toilets.

They are required to keep grounds clean and tidy and to control students. Schools having Fun Runs, Walkathons, Cross Country and Athletics Carnivals must provide to HSC clearly defined maps of the course and areas to be used, identifying the appropriate number of course marshal stations, adequate first aid facilities, water and resting spots. The course must also ensure that the free flow of vehicular and pedestrian traffic is not affected in any way. HSC for safety reasons, recommends that Police Service, Ambulance and other Emergency Services be notified of such activities. Current fees will apply for school use.

A current risk assessment is to be provided to HSC prior to each booking.

5.26 Golf

Due to the damage caused and possible injury risk to other users, golf is not permitted on any sportsground.

5.27 Resolution of Disputes

Any issue regarding the allocation, maintenance and usage of any facility under the management of HSC is to be referred to HSC staff for resolution in the first instance.

Should the issue not be resolved then a meeting with the HSC Executive should be requested and a meeting date and time will be scheduled.

If the issue is still not resolved the Executive will arrange a meeting to include Hawkesbury City Council for final decision on the issue.

Direct contact with Hawkesbury City Council Councillors regarding facility allocation and usage issues is not permitted by or on behalf of any users until the above procedure has been followed.

5.28 Child Safety

Governing sporting bodies have individual sport related requirements in relation to Child Safety. All sporting codes are to contact their governing body and ascertain the Child Safety requirements for their particular sport. Additional information can be found at:-

Service NSW - <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

5.29 Prevention of Heat Injury (Delete as attachment)

All Clubs / User Groups are to contact their governing body to obtain current Heat Policy in Sport guidelines pertaining to their individual sport / activity.

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5.30 Emergency Evacuation Plan

An Emergency Plan is to be provided for each sport on each ground. These Plans are to be kept in a visible area eg. Canteen. For User Groups who do not currently have an Emergency Plan, a sample copy is available from the HSC Office.

Additionally, assistance is also available in regard to the formulation of a ground / sport specific Emergency Plan. If your Club requires assistance, please contact the office of HSC.

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ATTACHMENT A - GUIDELINES FOR SIGNS IN ACTIVE SPORTING AREAS

A1.0 AMENITY

- A1.1 The erection of signs is to have minimal impact on the amenity of the area and particularly residential amenity.
- A1.2 Consideration is to be given to appropriate landscaping in conjunction with the erection of signs.
- A1.3 Signs will not be permitted where they present a major impact on visibility from adjacent roads.
- A1.4 Free standing signs are dangerous and unsuitable.
- A1.5 Signs should in all cases comply with Hawkesbury City Council's signage code where appropriate.

A2.0 CONSTRUCTION /MAINTENANCE

- A2.1 Responsibility for the erection, maintenance and removal of a sign is that of the sporting club or association.
- A2.3 Signs are not to be placed where they could be an obstruction or hazard to sports participants, spectators, HSC staff or the general public.
- A2.4 Access must not be restricted by the placement of any sign.
- A2.5 The club or association is to make good any damage caused to Council's property as a result of installation or removal of signs.
- A2.6 HSC is not to be held responsible for repairs to signs or replacement of signs as a result of objects thrown from mowers, slashers or other equipment during normal maintenance or necessary improvement works on the grounds.
- A2.7 Signs are to be constructed from steel, aluminium, or other approved durable, weather resistant material of good quality. Signs are to have a non-reflective finish. Signs cannot be made from fibrous cement or similar products.
- A2.9 All joints, edges and corners are to be ground smooth.
- A2.10 All signs fixed to framework are to be continuously welded or fixed at short intervals with recessed screws or bolts. Wire ties will not be permitted for these signs.
- A2.11 All signs are to be maintained to a reasonable standard. Any signs found to be in a poorly maintained state must be repaired or removed, as directed by HSC.
- A2.12 Vandalised signs must be repaired or replaced by the responsible body as defined in 2.1 above, as soon as possible and generally within four (4) weeks of the damage taking place. If the sign presents a hazard to the public it is to be removed immediately.

A3.0 ADVERTISEMENTS ON SCOREBOARDS

- A3.1 Where a scoreboard is erected, one advertisement, having a height not exceeding 450 mm and a length not exceeding the width of the score board may be displayed. Approval for the installation of electronic scoreboards must be provided by HSC prior to the score board being installed.

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A4.0 INFORMATION SIGNS

- A4.1 A sign with a maximum area of 2 square metres, which contains a reference to the name of the sporting organisation, the date of the next fixture or the like, may be erected for each playing field. **No advertisements shall be displayed on such signs.**

A5.0 GENERAL

- A5.1 The erection of signs in active sporting areas is to be in accordance with these guidelines and recommendations.
- A5.2 Any income derived from the erection of signs on sporting fields is to be retained by the body initiating that revenue.
- A5.3 Where more than one sporting body has use of a ground, HSC may allocate the available area for advertising.
- A5.4 Before finalising the signage location, please contact HSC for confirmation of the area available.
- A5.5 **All sponsorship signs are to be removed at the end of the season.**

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ATTACHMENT B - SPORTSGROUNDS

Field Name	Street	Suburb
Area 1 - Richmond		
Bensons Complex	Bensons Lane	Richmond
Icely Park	Dight Street	Richmond
Richmond Oval	Windsor Street	Richmond
Tamplin Field	Laurence Street	Hobartville
Area 2 – Windsor / Bligh Park		
Berger Reserve	Berger Road	South Windsor
Bounty Reserve	Wetherill Crescent	Bligh Park
Colonial Reserve	Colonial Drive	Bligh Park
Deerubbin Park	Cornwallis Road	Richmond Lowlands
Don't Worry Oval	Moses Street	Windsor
McQuade Park	George Street	Windsor
Mileham Street Netball	Mileham Street	South Windsor
Area 3 – McGraths Hill / Vineyard / Pitt Town		
Brinsley Park	Eldon Street	Pitt Town
Colbee Park	Bismarck Street	McGraths Hill
Oakville Park	Oakville Road	Oakville
Vineyard Park	Park Street	Vineyard
Area 4 – Wilberforce / Glossodia / Kurrajong / North Richmond		
Breakaways Ovals	Freemans Reach Road	Freemans Reach
Glossodia Park	Creek Ridge Road	Glossodia
Powell Park Tennis Courts	Stanley Street	Kurrajong Heights
Turnbull Oval / Tennis /Netball Courts	Beaumont Avenue	North Richmond
Peel Park (<i>John Wellington Ovals, Redbank Ridge Reserve, Kemsley Downs</i>)	Pecks Road	North Richmond
Woodbury Estate	Spinks Road	Glossodia
Woodlands Park	Woodlands Road	Wilberforce

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ATTACHMENT C - KEY ISSUE & FLOODLIGHT ACTIVATION POLICY

1. All user groups requesting a key and / or floodlighting activation must complete the Key Issue & Floodlight Activation Form.
2. Only 1 key will be issued per person.
3. Club Executives are to present HSC with a list of “authorised key holders”. Keys will not be issued to unauthorised persons.
4. Master Keys will only be issued under exceptional circumstances.
5. Clubs / user groups will be totally responsible and accountable for the monitoring of key issues and usage.
6. In the event of a Club / User group authorising a person to hold a key and that key is subsequently lost—the club / User group will be held financially accountable for all costs incurred due to the loss of that key. These costs could include:-
 - Rekeying costs
 - Costs associated with any break in or misuse of the outstanding / lost key(s).
7. All user groups must leave a \$35.00 refundable deposit for each key issued. In the event of a key being lost, this deposit will be forfeited.
8. Key holders may not loan or give their key to any other person.
9. In the event of a user group requiring a key to a ground other than the ground applied for in the booking form, authorisation will be required from the regular user for a key to be issued to that ground.
10. Key issue and return processes will be advised by HSC. Keys may be issued or returned any working day between the hours of 9.30am and 4.30pm or by arrangement if needed outside of these hours.
11. Any user group not returning keys by the due date will forfeit the relevant deposit and may incur costs as at (6) above.
12. A new Key Issue Form must be handed in yearly to HSC by each person being issued a key. A copy of the signed Key Issue Form will be provided to the club /user group authorising that persons key.

All keys are to be reissued or returned to HSC at the end of the current sporting season. In the event that the relative sport requires the use of the key for an extended period, the Key Hire Form must be completed by the relevant club executive.
13. All floodlight activation requests must be requested on the Key Issue and Floodlighting Activation Form.
14. Keys issued cannot and must not be illegally re-produced.

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