

IPSWICH CITY COUNCIL

# SPORT & RECREATION USER'S MANUAL





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# 1. INTRODUCTION

The City of Ipswich is home to over 60 sport and recreation facilities which cater for over 150 clubs/organisations. Further to this, the City is undergoing continual growth resulting in an increased demand for the use of fields and sporting facilities. Council is committed to managing this increased demand so that the facilities provided are able to be enjoyed by the whole community.

Ipswich City Council aims to promote and encourage the community to live an active and healthy lifestyle. The role that clubs, organisations and schools play in providing the community with this opportunity is invaluable and Council is committed to providing the support and resources necessary for these user groups to achieve these outcomes.

As a result, Council has developed the City of Ipswich Sport and Recreation User's Manual. The manual aims to:

- Clearly define the roles and responsibilities of users and Council
- Provide information to assist users to manage, maintain and operate Council owned sport and recreation facilities
- Provide information on club development
- Provide information and links to help with answering Frequently Asked Questions
- Provide contact details and a procedure for getting in contact with Council

All forms referred to in the manual (including appendices) are also available from Council's website; [www.ipswich.qld.gov.au/sportipswich](http://www.ipswich.qld.gov.au/sportipswich) under Community/Sport Ipswich.

It is important that all users read and understand the contents of this manual. The manual is subject to change in line with changes to Council policies and legislation. Refer to Council's website under Sport Ipswich for changes to the manual.





## 2. APPLICATION FOR THE USE OF SPORT AND RECREATION FACILITIES

### 2.1 SEASONAL PERMIT APPLICATIONS

A seasonal permit gives a user permission to use a facility for an agreed period of time. It does not give the seasonal permit holder control of the facility. Seasonal permit holders are granted exclusive use of a facility at set times for set periods of the year. At all other times the facility is available to be booked by other users.

### 2.2 SEASON DATES

So as to ensure equal access to facilities for all users, bookings are taken on a seasonal basis. That is, during the winter season priority use will be given to winter sports and vice versa. As per Council's Land Use Management Policy, Council strongly encourages more than one user group to share a facility. This maximises the sport and recreation options available to the Ipswich community.

#### WINTER SEASON

The period from the last Saturday in March to the first Saturday in September.

#### SUMMER SEASON

The period from the third Saturday in September to the last Saturday in March.

*If a conflict occurs in relation to the last Saturday in March then preference is to be given to the user playing the final with the other seasonal user playing their first game as an away from home game.*

## 2.3 SEASONAL CHANGE OVER

The seasonal changeover period allows Council to conduct any necessary repair or maintenance work and goals to be removed or erected in readiness for the new season (please note that no goals will be erected until the previous season sport has finished using the facility). Due to Council's large maintenance program and limited time it is necessary to start works as soon as possible. During this time no match play or training is allowed on Council facilities for either the summer or winter season unless approved by Council.

With this in mind, it is important that users provide Council with as much information as possible so that we can work together to achieve maximum usage of facilities.

## 2.4 PERMIT OF USE FOR A SPORTING FACILITY

Users are required to apply to Council for the use of a sporting facility BEFORE the commencement of their usage. To assist Council in the allocation of facilities, seasonal users are required to have their applications in not later than the following dates:

- Winter Season | 15 February
- Summer Season | 15 August

Please visit [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au) to find out which forms and documentation is required to be submitted to gain a permit of use for a sporting facility. This information should be submitted to Council via one of the following methods:

MAIL	IN PERSON
Ipswich City Council	Customer Service Centre
PO Box 191	143 Brisbane St
Ipswich QLD 4305	IPSWICH (top of Ipswich Mall)

EMAIL  
[council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)

ONLINE  
Through Parks Search at [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)

## 2.5 PRE-SEASON TRAINING

While all requests for pre-season training will be considered, please be aware that priority use will be given to current season users and in particular finals matches. Users need to also be mindful of maintenance schedules with most major renovation work being conducted during the seasonal change over.

## 2.6 FINALS MATCHES AND TRAINING

In order to assist Council in creating a smooth seasonal change over, users are asked to provide an estimate of final training and competition dates to the Sport and Recreation Officer at least 14 days prior to your first finals match or training. This

information can be submitted to Council by sending an email to [sportrecreation@ipswich.qld.gov.au](mailto:sportrecreation@ipswich.qld.gov.au).

This allows Council to begin any necessary maintenance works as soon as possible and also to allow other users to utilise the facility. If this information has not been received by the requested date, approval to start maintenance and approval to other users will be given which may cause an inconvenience.

Please note that finals matches will take preference over pre-season training and the following season fixtures.

## 2.7 SUB-LETTING OF FACILITIES

A user group that is allocated a facility by way of a seasonal permit is not permitted to sub-let any part of that facility including a ground and/or any part of the clubhouse. Non-compliance may result in Council revoking that user's permit. If a user is approached by a group in regards to using the facility they are to put them in touch with Council to manage the booking.

## 2.8 MULTI-USE POLICY

Users should be aware that Council has a multi-use policy to ensure that the city's sporting facilities have maximum usage. Users who are required to share their facilities with others are asked to be considerate by:

- Only booking facilities when they are necessary so that other users can gain access
- Ensure facilities are left clean and tidy after each use
- Communicate with each other to ensure issues can be resolved quickly
- Only store necessary equipment so as to allow other users access to storage space

## 2.9 INSURANCE

Users wishing to use Council's facilities must hold a Public Liability Policy of no less than \$10 million. This policy must note Ipswich City Council as an interested party. Where Council has ownership of the facility, any use must be approved by Council to ensure that the club does not have legal liability exposure. Should a user approve another group's use of a facility, they may be liable for any accident or injury that occurs.

Users are responsible for obtaining contents insurance for any fixtures, fittings or assets not owned by the Council. These may include canteen stock, televisions, gym equipment, furniture and sports equipment. All items left on Council property will be left at the risk of the user.

### 3. THREE-YEAR AGREEMENT

Users who are the only group utilising a facility or the primary user of a facility may be able to discuss with council the option of entering into a three year agreement. This would allow the user greater certainty in their use of the facility while reducing the administrative load for both Council and the user.

Priority users who are on a three year agreement, may still be required to share the facility with other users to ensure Ipswich facilities provide a broad range of activities and services to the community.

If a user believes they may be eligible to enter into this agreement please contact Council on (07) 3810 6666.







## 4. FEES AND CHARGES

The Ipswich City Council is committed to providing high quality and safe sporting facilities and clubhouses. In order to maintain the current facilities and provide improvements, it is necessary for fees and charges to be applied to users. Council's fees and charges are reviewed annually with updated fees coming into effect on 1 July each year. Further information on fees and charges are available on Council's website [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)





#### 4.1 SEASON FEE

Seasonal users are required to pay a seasonal fee for the use of a Council facility. This fee applies to each season (refer to section 2.2 Season Dates) and to each individual facility. Permit's will only be issued on payment of the relevant fees.

#### 4.2 FIELD LIGHTING FEE

If users require the use of lights for training/competition, an additional fee will be charged. This fee is calculated based on the following:

- Number of ovals/fields in use
- Number of nights
- Season (winter users will be charged a higher rate than summer due to lights being required earlier)

Users who require lighting will be issued with an invoice for 25% of the field lighting fee at the time of their booking. This is required to be paid within seven days. The remaining balance of a user's field lighting fee as well as their seasonal booking fee will be invoiced 30 days after their booking is processed.

It is important that all lights are switched off at the completion of all training/competition/use. Please note that all floodlights must be turned off by no later than 10pm. In the instance that Council is required to turn lights off, the costs for the call out will be charged to the offending user group. Consistent failure to turn lights off will result in the users permit being revoked.

#### 4.3 KEY BOND

Keys to Council facilities will only be issued upon the receipt of a per key bond (the current charge can be found in Council's annual Fees and Charges available on [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)). This bond can be paid and keys collected from the Council Customer Service Centre located at 143 Brisbane St, Ipswich. Keys are to be collected at the commencement of the booking and returned at the completion. As this payment is a bond and the money is refunded upon return of the keys, an invoice cannot be issued for this fee.

#### 4.4 FAILURE TO PAY FEES

In the instance that a user fails to pay their relevant charges before the due date stated on their invoice or they have outstanding payments from previous years, they will forfeit the right to use that facility. Other users will therefore be able to book this facility.



## 5. FACILITY USAGE

### 5.1 APPROPRIATE USE

Clubhouses are to be used for their intended purpose which is to assist users in their operation and provide storage space. Users are not to conduct any activity that will cause offense or that is considered illegal or immoral. Please be mindful that the majority of facilities are situated in residential areas and noise should be kept to an acceptable level.

Clubhouses that include function rooms are only to be used for functions that have been booked and approved by Council. Clubhouses are not intended as party venues and should not be used for unauthorised birthday parties or other non-club events. In the event that a user allows the use of a clubhouse without approval from Council, that user will be liable for any damage that is caused and will have their permit revoked.

## 5.2 LIGHTS

Floodlights are only to be used for the purposes of training and competition. Users are not to use floodlights for any other purpose e.g. social function. All floodlights should be turned off at the completion of training/competition which is to be no later than 10pm. In the event that Council is called out after hours to turn off floodlights, the costs for the call out will be charged to the offending users.

## 5.3 GATES

If a user requires access through a gate it is the responsibility of that user to lock the gate at the completion of the activity. In the instance that a gate is left open, the offending user will be liable for any damage to the playing field and/or surrounding area. Furthermore, in the event that Council is called out after hours to close and lock a gate, the costs for the call out will be charged to the offending user.

## 5.4 VEHICLES

Users must ensure that no vehicles are driven on the playing surface or any areas of the facility that are not designated for access. The only exception to this is emergency vehicles i.e. ambulance/fire/police.

## 5.5 GOAL POSTS

Council provides, maintains and will repair or replace damaged goal posts. However, in the event that goal posts are damaged due to misuse, the offending user will be responsible for the replacement or repair of the goal posts.

As stated in section 2.3 please note that goal posts will not be erected until the previous seasons sporting fixtures are completed.



## 5.6 GRAFFITI/VANDALISM/DAMAGE

Users are not to graffiti the surface of any structure, concreted or paved area or vegetation within a park with paint or ink. The user will be held responsible for any vandalism/damage that occurs during their allocated use of the facility. This includes damage caused by the user's members as well as visiting teams and supporters. Where the damage occurs outside the users allocation, and provided the damage has not been caused as a result of the users negligence (e.g. clubhouse left unlocked), the responsibility will lie with Council.

If the facility has suffered graffiti or any kind of vandalism/damage, whether during or outside your club's allocation, please notify Council as soon as possible on (07) 3810 6666 or [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au).

*If the facility has been damaged in a criminal act the police should be notified immediately and Council informed of the situation.*

## 5.7 ADVERTISING DEVICES OR ADVERTISEMENTS (SIGNAGE)

### 5.7.1 PERMANENT SIGNAGE

A development application under the Ipswich Planning Scheme is generally required for permanent signs or advertisements unless the signage is defined as a temporary advertising device (i.e. where not in place for more than 14 days in any 90 day period) or is exempt under Schedule 9 – Exempt Advertising Devices.

Permanent signage can include:

- Animated or flashing sign
- Awning sign
- Banner sign and bunting
- Billboard
- Boundary fence sign
- Canopy sign
- Commercial flag sign
- Created fascia/awning sign
- Ground sign
- Inflatable sign
- Pole sign
- Projected image sign
- Projecting sign
- Roof sign
- Sky sign
- Sign on blinds
- Third party sign
- Under awning sign
- Vertical banner sign
- Window sign
- Wall sign

If you require information on the application process please contact Council's Planning and Development Department on (07) 3810 6666.

### 5.7.2 TEMPORARY SIGNAGE

Temporary advertisements and signage need to be in accordance with Council's Local Laws. The Local Laws are available to view at [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au) under About Council, Corporate Applications. Local Law 3, Subordinate Local Law, Schedule 2 relates specifically to advertisements and signage.

Temporary signage can include:

- A Frame signs
- Community Event (Fete) Signs
- Horizontal Banner Event Signs
- Vertical Banner Event Signs
- Inflatable Event Signs
- Mobile Signs

Temporary signs must be located on the site/premises to which the advertisement relates.

If you require information on the application process please contact Council on (07) 3810 6666.

### 5.8 CLUBHOUSE STORAGE

Users are able to use storage areas of Council facilities where such areas exist. Seasonal permit holders that share a facility are encouraged to work together to allocate storage space at the commencement of the season. Where such users are unable to successfully negotiate storage space allocation, Council will make a decision which will be final. In making this decision, Council will take into consideration the proportion of each group's use of the facility as well as the size and quantity of equipment needed for those particular sports. Storage of equipment in the off season is not guaranteed due to other users requiring the storage space.

All equipment must be stored in a designated storage space. Items must not be stored in other areas that are not designated for storage such as first aid rooms, toilets/shower facilities or referees rooms. It is also important that all emergency exits are kept clear at all times. Clubhouses may be utilised by other users therefore all equipment should be securely stored in the designated storage areas. Council is not responsible for any damage/loss of equipment.

Users that believe they require their storage allocation reviewed should incorporate this information into their club development plan. This will assist Council to plan for required upgrades to facilities. If you would like assistance in creating a development plan please contact your local Sport and Recreation Officer on (07) 3810 6666 or utilise the resources on the Sport Ipswich website, [www.ipswich.qld.gov.au/sportipswich](http://www.ipswich.qld.gov.au/sportipswich).



### 5.9 CANTEEN

Users are able to utilise canteen facilities where such areas exist. Users that share a clubhouse are required to work together in regards to the appropriate sharing of canteen facilities including the safe storage of their stock and equipment. Users need to be aware that canteen facilities are owned by Council and therefore can be booked and used by other users. It is important that all stock is securely stored when not in use. Council is not responsible for any loss of stock that occurs.

The canteen facilities provided in Council's clubhouses may not be designed as commercial kitchens. In the instance that they are not classed as commercial kitchens there are several appliances that are not permitted to be installed including but not limited to deep fryers, range hoods and cold rooms. For further clarification on this please contact Council on (07) 3810 6666.

Please also refer to section 9.1 Healthy Food Choices for information on the legal obligations of selling food through a canteen and tips for providing healthier options.

### 5.10 ELECTRICAL EQUIPMENT

Users are responsible for the test and tag of appliances in their clubhouses in accordance with the Electrical Safety Act 2002. Please refer to this act for further information and timeframes.

Council is not responsible for damage that occurs from appliances that have not been tested and tagged in accordance to the abovementioned act.

Further to this, all portable electrical equipment must be connected to a portable safety switch.

### 5.11 WIRELESS AUDIO DEVICES

Government regulation changes effective from 1 January 2015 impact on the use of wireless audio devices which include:

- wireless microphones
- in-ear monitoring systems
- public announcement (PA) systems
- Musical pick ups
- wireless transmitter and receiver units

Wireless audio devices will need to operate in alternative frequencies, 520-694 MHz and 1790-1800 MHz. Clubs will need to re-tune devices or purchase new equipment that operates within these frequencies.

### 5.12 KEYS AND SECURITY

Council sporting facilities are on a master key system which allows Council to retain access to the facilities for planned maintenance, inspections and emergencies. Keys are issued to users following the payment of a key bond (refer to section 4.3 Key Bond).

If a key to a facility is lost, damaged or broken, or locks need to be changed Council should be notified immediately. Users are not permitted to change locks, add additional locks or make copies of Council issued keys. If users change locks without permission, they will be required to pay all costs associated with changing them back to the Council master key system.

All keys must be returned to Council at the completion of a booking. Keys are not to be held until the next season as the keys are required by other users of the facility.

Keys are not to be given or loaned to any other club, association, organisation, school or person. In the instance that this occurs, the user who has been issued the key by Council will be held responsible for any damage to property, loss of key/locks etc.

Council requires that users keep a key register of who in the organisation holds keys. The register must include the names of key holders, their respective titles, phone numbers and an email address. A copy of this signed register must be sent to [sportrecreation@ipswich.qld.gov.au](mailto:sportrecreation@ipswich.qld.gov.au). The club should also retain a copy for their records. Council should be notified of any changes to the key register throughout the season. Refer to Appendix 3 for a sample Key Register.

### 5.13 LIQUOR LICENCE

Clubs shall not permit the sale or consumption of liquor within Council facilities without Council permission and the relevant liquor licences required by statutory law (Liquor Act 1992).

#### HOW TO APPLY

Regardless of whether you are selling or supplying alcohol during your usage of a Council facility, you must contact the Office of Liquor and Gaming Regulation to determine any licence requirements. They can be contacted via the following:

Office of Liquor and Gambling Regulation

Phone: 13 74 68

[www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

Confirmation of the licence or other requirements from Office of Liquor and Gaming Regulation needs to be submitted with your booking application.

In the event that a liquor licence is to be approved by Council before being submitting to the Office of Liquor, please direct these applications to:

Chief Operating Officer Works Parks and Recreation  
Ipswich City Council  
PO Box 191  
IPSWICH QLD 4305

The information required to be submitted to Council is:

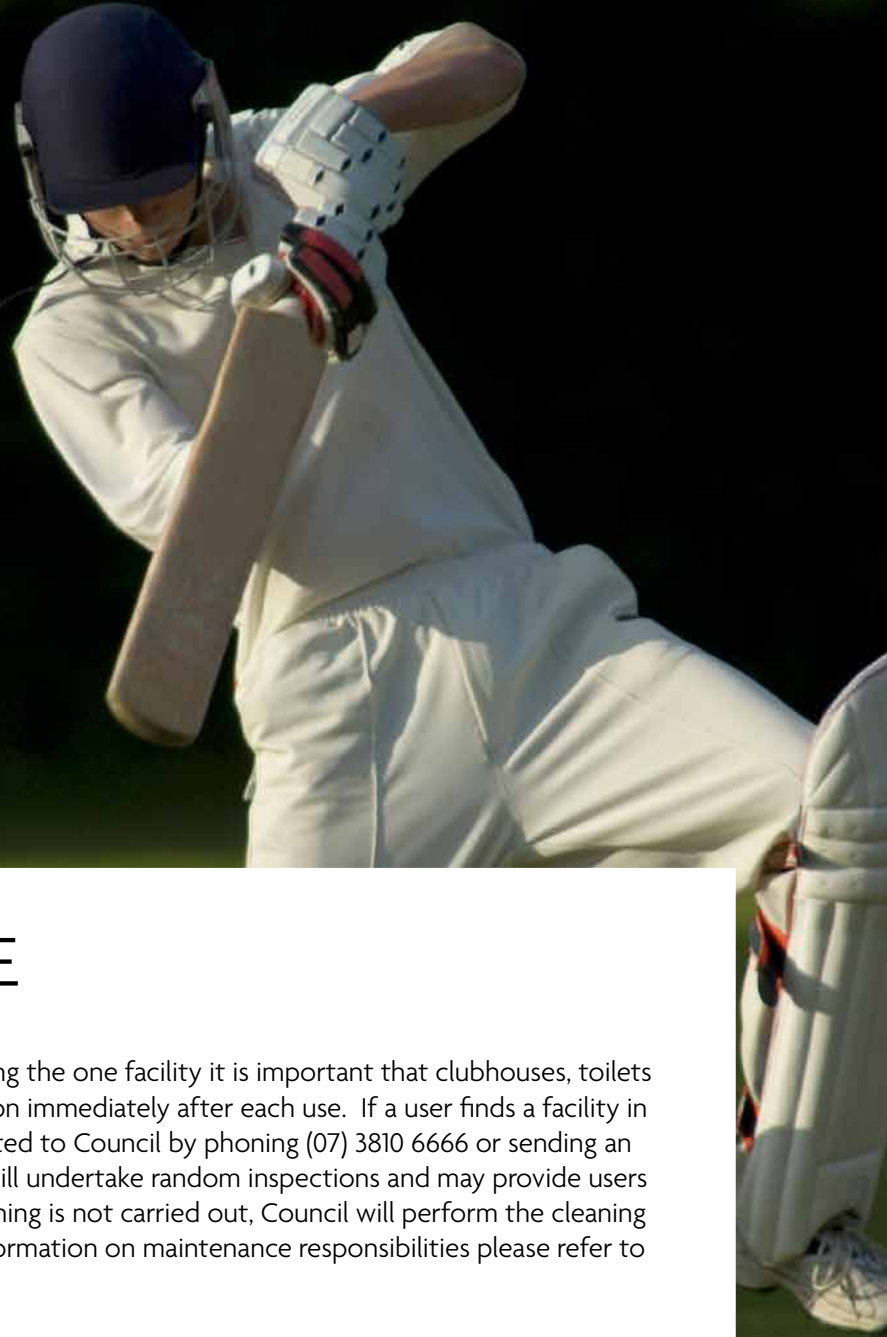
- Proposed location including specific site area/s where the alcohol will be served/sold/consumed
- Proposed licence or permit type (i.e. one off event or ongoing)
- Proposed hours for when alcohol will be served/sold/consumed including dates of event
- The applicants details, including proposed licensee and contact details

Please note that approval will not be given by Council unless the user has been issued a permit for the use of the facility/grounds.

### 5.14 SMOKING IN COUNCIL BUILDINGS

Smoking is prohibited in and within 4 metres of an entrance to all enclosed buildings in accordance with the Queensland Tobacco and Other Smoking Products Act (1998). This includes clubhouses and other buildings provided at Council's sporting facilities. The user must ensure players, officials and spectators are aware of and comply with this legislation.

Refer to section 9.4 for more information on what you can do in regards to smoking policies.



## 6. MAINTENANCE

As there is often more than one user group using the one facility it is important that clubhouses, toilets and grounds are left in a clean and tidy condition immediately after each use. If a user finds a facility in an untidy state it is important that this is reported to Council by phoning (07) 3810 6666 or sending an email to [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au). Council will undertake random inspections and may provide users with direction to clean the facility. If such cleaning is not carried out, Council will perform the cleaning at the cost of the offending user. For more information on maintenance responsibilities please refer to appendices 4 and 5.



## 6.1 CLUBHOUSE

Basic/general cleaning of clubhouses is the responsibility of the user. For a full list of maintenance responsibilities please refer to Appendix 4.

## 6.2 TOILETS

Toilets that are able to be accessed by the general public at any time are the responsibility of Council to maintain. This includes public toilets attached to clubhouses as well as free standing public toilets. Toilets that are opened and closed by the user are the responsibility of the user. This includes the cleaning and supply of all materials i.e. toilet paper, soap, paper towel etc.

## 6.3 CLUBHOUSE ALTERATIONS

Users are NOT permitted to make any alterations or installations to any clubhouse that is under the control of Council. Please refer to section 7 of this document which outlines the correct procedure for users to work with Council on any proposed works/maintenance.

## 6.4 TREES, SHRUBS AND GARDENS

Council is committed to ensuring that all public gardens and open spaces are maintained appropriately. Therefore the gardens and surrounding areas of Council's sporting fields are maintained on a three weekly rotation.

Should a user feel that there is urgent maintenance required to the surrounds of their allocated facility please submit a request to Council's Customer Service Centre by phoning (07) 3810 6666 or emailing [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au).

## 6.5 WASTE AND LITTER

Users are responsible for the disposal of all rubbish generated by their use of a facility, including that generated by spectators. This rubbish must be placed in an appropriate bin at the completion of the day's activities i.e. matches or training. Users must ensure that all bins are secured or stored away where possible to reduce the incidence of bin theft or damage.

General waste bins, recycling bins and skip bins can all be obtained at an additional cost by contacting Ipswich Waste on (07) 3810 6666 or [ipswichwasteservices@ipswich.qld.gov.au](mailto:ipswichwasteservices@ipswich.qld.gov.au)

## 6.6 PLAYING SURFACES

Ipswich City Council has a Desired Standard of Service (DSS) that allows for all facilities to be maintained on a set schedule and to a set standard. The following is an outline of maintenance that is conducted both during and between seasons:

### REGULAR MAINTENANCE

#### (DURING SEASON)

- Mowing of fields
- Mowing and maintenance of surrounding area of facility
- Irrigation
- Weed control (as necessary)

### SEASONAL MAINTENANCE

#### (ONLY PERFORMED WHEN NECESSARY)

- Fertilisation
- Top dressing
- Goal mouth rehabilitation
- Re-profiling
- Over sowing
- Weed control

### 6.6.1 MOWING

Council is responsible for the mowing of playing surfaces and the surrounding grounds. The mowing of the city's active sporting fields is done on a weekly basis. The grass is maintained at the height of 40mm with the exception of fields in which cricket is played which is maintained at 30mm. Please note that grass clippings are not picked up. Maintenance of the surrounding areas of a facility, including mowing and garden maintenance are done on a three weekly rotation.

If a user is found to have cut the grass without Council's permission, the user will be responsible for the cost of repairing any damage that occurs.



### 6.6.2 TURF WICKETS

The maintenance of turf wickets is the user's responsibility.

### 6.6.3 IRRIGATION

The installation, maintenance and operation of irrigation systems are the responsibility of Council unless otherwise agreed to with Council.

### 6.6.4 LINE MARKING

Line marking is the responsibility of the user unless otherwise stated in their individual permit conditions. Only water based paint, whitening, carbon black or acrylic paint are to be used. Products that kill or damage grass such as herbicides, growth retardants, lime, diesel or oil, are not permitted. If a user is found to have used one of the abovementioned products, the costs associated with the repair of the turf will be charged back to the user.

Users who are not regular users of a facility (i.e. schools, one off events) need to indicate on their booking form if they wish to undertake line marking. This is so Council can assess whether or not this line marking will interfere with the existing regular users line marking.

### 6.6.5 TRAINING

To ensure that training does not cause unnecessary damage to playing surfaces, Council asks that clubs ensure that training is scheduled so as to spread the wear on the grounds. Training should be kept to a minimum around high traffic areas such as goal mouths and directly in front of a clubhouse. Where possible, training may be able to be conducted off the playing fields all together.

### 6.6.6 CLOSURE OF FIELDS

Council reserves the right to close any facility or part of a facility for reasons such as:

- Poor weather conditions
- To protect the playing surface
- Community safety
- To complete capital works/undertake maintenance

In the case of the sudden closure of field/s, Council will communicate field closures via its website, email and social media. This information will be made available by 2pm weekdays or 2pm Friday for weekend usage. It is important that users contact details are up to date and emails checked before using the facility so all communications are received. In the event that a facility is closed, Council will endeavour to arrange an alternate venue for the affected user/s if practical.

Further to this, users are required to inspect fields prior to each use to ensure suitability of use. If it is deemed that there would be safety issues for players or that there would be greater than normal damage to the playing surface it is in the user's best interest to cancel/postpone the scheduled use.

Please note that usage of an extremely wet field may result in damage that could take months to repair.

In the event that a user is found to have used a field when it was closed the following will apply:

- If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user's responsibility; and
- The offending user's future use of Council managed fields will be put in jeopardy



Image courtesy The Queensland Times



## 7. CAPITAL WORKS/IMPROVEMENTS

Ipswich City Council has funding available each year for upgrading sports grounds and facilities. In order to ensure that Council funds are invested into projects that will have the most benefit for the community, it is recommended that users work with Sport Ipswich to formulate a club development plan (refer to section 8). This plan should include data on the growth and expected growth of your organisation and the suggested improvements/upgrades to facilities that would help to accommodate this growth. Providing this information to Ipswich City Council will ensure that you position your club/organisation with the best possible chance of receiving the improvements that your club requires.

As Council is the owner of the property, all maintenance or capital improvements undertaken to the building require written consent from the Council BEFORE commencement. This is relevant to both internal and external works. Please note that if a user group conducts any capital works or improvements without Council's permission, that user group will be responsible for the costs of reinstating the works or additional works that need to be conducted to ensure it meets the compliance with relevant legislation. This behaviour will also put the use of Council facilities in jeopardy.

## 7.1 APPLICATION TO UNDERTAKE WORKS

For users wishing to discuss any facility upgrade or improvement, utilising the below guide will ensure you comply with the relevant laws and legislation.

### 7.1.1 IDENTIFY POTENTIAL UPGRADES

Upgrades or improvements to facilities should come from an identified need. Users should take proactive measures to anticipate when facility upgrades will be necessary and plan ahead. It is proposed that these projects are discussed during the off-season and tabled at the club's annual general meeting (AGM).

Clubs that share a facility with other users should discuss facility upgrades with other users of the facility and establish a facility upgrade plan for the specific site that incorporates a unified approach. Joint facility upgrade plans that incorporate all users will enable faster consideration of the project submission.

### 7.1.2 INITIAL CONTACT WITH COUNCIL

Contact Council's Sport and Recreation Officer for initial advice on your proposed project. Information that will make it easier to assist your club would be drawings, proposed site location, and any timeframes that you have for the project. Council will be able to assist with aerial photos of the site, existing building plans and service locations. In some cases, Council will be able to provide set requirements for standard infrastructure items.

### 7.1.3 CONTACT WITH RELEVANT COUNCIL AREAS

The user group will need to discuss the project with other relevant Council Departments. These may include Infrastructure Services, Sport Recreation and Natural Resources, City Maintenance, Planning and Development and Health, Security and Regulatory Services. The Sport and Recreation Officer will be able to assist and get the user in contact with the relevant people.

### 7.1.4 SITE MEETING

For larger or more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project.

### 7.1.5 SUBMISSION OF RELEVANT PLANS

Formal submission of relevant plans should be made to Council's Planning and Development Department. More information on this process can be found at [www.ipswich.qld.gov.au/residents/building/](http://www.ipswich.qld.gov.au/residents/building/)

### 7.1.6 APPROVAL PROCESS

Council, as the owner of the land, will consider and approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require Building or Planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

### 7.1.7 FINAL SITE INSPECTION

Council Officers may need to perform a final site inspection once works are completed. This is also to ensure that works have been carried out to a sufficient standard and the site has been properly reinstated (i.e. no materials or waste left behind).

Note: This is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council's buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans.





## 8. CLUB DEVELOPMENT

Sport and recreation organisations provide a great benefit to the Ipswich community. To ensure clubs remain in a position to continue serving the community, it is important to have tools and resources available to clubs.

Sport Ipswich has been put in place to continue the work of Ipswich Sports House in assisting sport and recreation organisations to deliver services to the community.

A team of dedicated sport and recreation officers will work closely with the Ipswich sporting community to make our sporting clubs stronger and more sustainable.

Sport Ipswich will provide:

- Access to Sport and Recreation Officers with experience in planning, management programming, governance and sport and recreation operations
- Online information and resources centre
- Assistance with club development planning to grow sustainability and participation
- Facilitation of working groups of clubs members who share the same facility to work on a facility upgrade plan for a specific site
- Grant application advice and information
- Professional and volunteer development opportunities including education and training programs

More information on Sport Ipswich can be found at [www.ipswich.qld.gov.au/sportipswich](http://www.ipswich.qld.gov.au/sportipswich) or by phoning (07) 3810 6666.



## 9. HEALTHY CLUBS

Ipswich City Council is committed to building the capacity of sport and recreation clubs in Ipswich to develop safe and healthy environments. The following includes ideas on how to make your club environment healthier.

### 9.1 HEALTHY FOOD CHOICES

#### 9.1.1 FOOD LICENCE

All clubs that utilise kitchen/canteen facilities need to ensure that they comply with all necessary laws and legislation.

To find out if your club is required to hold a food licence please contact Ipswich City Council on (07) 3810 6666.

#### 9.1.2 GOOD SPORTS

The Food for Sport guidelines have been used to create Good Sports + Healthy Eating, a simple system sporting clubs can use to introduce healthier choices into their canteens. Dedicated Good Sports project officers support clubs through three levels of accreditation for alcohol management and healthy eating.

For more information visit <http://goodsports.com.au/programs/healthy-eating/>

#### 9.1.3 GOOD FOOD FOR GOOD SPORTS

Good Food for Good Sports aims to provide information and support for the community to promote healthy food and drink choices at sporting events and facilities attended by school aged children participating in sport. For further information visit the Good Food for Good Sports website at [www.goodfoodgoodsports.org.au](http://www.goodfoodgoodsports.org.au). Resources include factsheets, guidelines and templates for canteens, sports event coordinators, committees and coaches.

Good Food for Good Sports is an initiative of the Queensland Association of School Tuckshops (QAST) in partnership with Swim Australia. This project was funded by QAST and the Queensland Government to get more Queenslanders discovering the lifelong benefits of participating in physical activity and improving eating habits.



## 9.2 SUN PROTECTION

### 9.2.1 CANCER COUNCIL QUEENSLAND

Many sports involve high levels of sun exposure for players, spectators and officials. With Australia having one of the highest rates of skin cancer in the world, it is important that we take precautions against damaging sun exposure.

The Cancer Council Queensland have a resource available called Sporting Organisations Sunsmart Policy Guidelines. Examples of changes your club can make to minimise the risk of harmful sun exposure include:

- Provide adequate shade
- Schedule matches and training outside the peak UVR times of 10am-3pm where possible
- Consider sun safety in the design of uniforms e.g. collared and/or long sleeved shirts, wide brimmed hats
- Have sunscreen available to players and spectators

For more information visit [www.cancerqld.org.au](http://www.cancerqld.org.au)

### 9.2.2 IPSWICH HOSPITAL FOUNDATION

The Ipswich Hospital Foundation Sun Protection 4 Health Program aims to help protect our community from the harmful effects of unprotected sun exposure whilst being active outdoors by providing local schools, pools and community groups with free of charge sun screen dispensers.

Items available include:

#### SUN SCREEN TRAILERS

Sun screen trailers are modified box trailers which have four sunscreen dispensers as well as a money box for donations to keep the Sun Protection 4 Health Program running. There are currently two trailers available to district community groups to use at their functions and events.



#### SUNSCREEN BOTTLES

Pump bottles are available free of charge to district community groups and schools.

#### SUNSCREEN SACHETS

Small sachets of sunscreen are perfect for individual use at events and as promotional items in show bags. Small amounts are available free of charge to district community groups and schools. Larger quantities and corporate partnerships can be arranged.

For more information visit [www.ihfoundation.org.au/cms/sun-protection](http://www.ihfoundation.org.au/cms/sun-protection)

## 9.3 RESPONSIBLE ALCOHOL MANAGEMENT

Clubs are encouraged to join the Good Sports Program. Good Sports provides free support to sporting clubs to change their culture and reduce high risk drinking.

For more information please visit [www.goodsports.com.au](http://www.goodsports.com.au)

## 9.4 SMOKE FREE ENVIRONMENTS

Smoking is prohibited in and within 4m of an entrance to all enclosed buildings in accordance with the Queensland Tobacco and Other Smoking Products Act (1998). This includes clubhouses and other buildings provided at Council's sporting facilities. The club must ensure players, officials and spectators are aware of and comply with this legislation.

The Good Sports Program is also able to assist clubs wishing to develop a smoke free policy. Please contact Good Sports for more information.

[www.goodsports.com.au](http://www.goodsports.com.au)

## 9.5 INJURY PREVENTION AND MANAGEMENT

Smartplay is a sport safety and injury prevention program. Smartplay aims to reduce the incidence and severity of sport and recreation injuries and carries the slogan 'Warm Up, Drink Up, Gear Up' which represent simple yet important injury prevention practices for all sports participants, coaches and administrators.

For more information and to download helpful resources visit [www.smartplay.com.au](http://www.smartplay.com.au)



## 10. VOLUNTEERS

Sport and recreation organisations and programs rely heavily on a vibrant and committed base of volunteers and having effective volunteers is vital to the successful operation of any club. It is important for organisations to manage their volunteers effectively in order to get the most value out of their time and skills. Volunteers will be most effective when they clearly understand their role, are well managed and enjoy their time with your organisation, so be proactive in supporting your volunteer program.





## THERE ARE 5 ACCEPTED MODELS OF VOLUNTEERING:

### FORMAL

Involved a volunteer working in an ongoing and defined role.

### PROJECT

This occurs when volunteers work for a non-profit organisation to achieve specific outcomes. The work may involve being part of a project team and usually has a clear timeframe or end.

### GOVERNANCE

Volunteers on boards and management committees working within a different structure, as it is their role to set direction rather than follow it.

### NON-FORMAL

Community members coming together around a shared interest such as a hobby, illness related self-help groups or neighbourhood groups.

### SOCIAL ACTION

People come together around a shared interest to bring about defined changes.

A key trend in volunteer management today is the acknowledgement that different generations need to be attracted and managed in different ways in order to get the best out of their volunteer efforts.

*Image courtesy The Queensland Times*



## 10.1 VOLUNTEER COORDINATOR

Organisations with the best volunteer programs tend to have an appointed Volunteer Coordinator. The role of the Volunteer Coordinator is to directly manage the organisation's volunteer program. This does not mean the role does all of the work involved with sourcing and managing the volunteer program: however, they will take the lead on preparing policies and procedures, recruitment strategies, training programs, recruitment and generally directing all aspects of the program.

## 10.2 VOLUNTEER RECRUITMENT

People choose to volunteer for a wide variety of reasons. Some of which include:

- traditional altruistic reasons
- increase social connections
- family or friend connections
- have skills or experience they wish to contribute
- try something new
- gain skills or experience.

It is important to consider that your volunteers may come from within your organisation such as members, parents, partners, friends etc., as well as external sources such as corporates.

Before beginning any volunteer recruitment campaign it is important to identify both the type of volunteer you are seeking and how they would be motivated.

## 10.3 ROLE IDENTIFICATION AND POSITION DESCRIPTIONS

One of the first tasks a club should undertake is to identify all volunteer roles within their organisation, from permanent roles (eg management committee positions, coaching positions) through to one-off or sporadic roles (such as processing results for a state championships event). It is helpful to group the roles together under headings including: Governance, Marketing and Communications, Coaching and Officiating, Game Day Operations, Special Projects. It is important to review this list on an annual basis and add any new roles or remove any that no longer exist.

Once all of your volunteer roles have been listed you will need to write a Position Description or task list for each role. These do not have to be too in-depth, but need to reflect the duties involved, any qualifications or experience that are required/preferred, any legal requirements, organisational policies that must be adhered to and any training that may need to be undertaken. If possible try to also include the estimated time commitment required. If you have roles that are currently filled, it is a good idea to ask the person doing the role to be involved in writing the position description, as this will give a clear picture of what they actually do – it will also help you to identify if the role is too involved and could be split into 2 roles instead.

Again the position descriptions should be reviewed annually. There are many example templates for volunteer position descriptions available from your State or National body, the Australian Sports Commission website or Volunteering Queensland.

A sample volunteer position description is available in Appendix 6.



## 10.4 THE RECRUITMENT CAMPAIGN

It is important to remember that in recruiting volunteers your organisation is selling itself to potential helpers. Talking about the benefits of being associated with your organisation is extremely important and everyone involved with recruiting new volunteers must be portraying the same message. There are a variety of ways to run a recruitment campaign and you may need to use a variety of methods to attract the volunteers you are looking for.

Some of the more common / successful volunteer recruitment methods include:

### PERSONAL APPROACH

This can be very effective for recruiting from within your organisation. If you know members of your organisation have specific skills or areas of interest that fit a particular volunteer role, you should make a direct approach to ask if they would be interested. Similarly if members of your organisation know people external to the organisation that would suit a particular role, they should ask them directly. The personal approach has a high success rate as people often want to volunteer, they have just never been asked; and they will be flattered to know that you have taken the time to see their skills and ask them. Additionally word of mouth from current volunteers to their family and friends is one of the best advertisements for volunteering with your organisation.

### ONLINE

Use your own website, Facebook page and twitter feed to promote volunteer vacancies. The beauty of these tools is that the people who will see them first are people who already have some level of interest in your organisation. Ask your members / followers to share or retweet in order to widen the audience that will see it.

Volunteering Queensland has recently created a Sport, Fitness and Recreation Volunteer Portal. It is a good idea to register your volunteer roles on this portal, as it will get your message to people who have already decided they are seeking a volunteer role in this industry.

### UNIVERSITIES & TAFE'S

Universities and TAFE's are particularly good places to recruit project based volunteers. Most degrees these days have a practicum component to them, so students are required to do a certain number of voluntary hours towards their degree. It is best to target particular courses for particular roles. For example, you may like to target Business courses to review your governance structures, policies and procedures; sport and recreation students to help with the day to day running of club operations; event management students to help coordinate and/or volunteer at major events; marketing students for preparing and implementing an annual marketing plan etc. In many cases, if their experience is good, students will stay on and continue to volunteer with the organisation after they have finished their course-required hours.

### CORPORATE VOLUNTEERING

Corporate volunteering has become a popular way for businesses to fulfil their social responsibilities by actively supporting and encouraging their employees to volunteer their services to local community organisations. They are often interested in team building opportunities that can be provided through corporate volunteering. Banks and other financial institutions tend to have strong corporate volunteering programs.



## 10.5 SELECTION AND SCREENING

Volunteering is not just about getting anyone “with a pulse” to do the job. Ideally, ask for volunteer applications for positions and screen volunteers to ensure they fit both with the organisation and the role. This is where you can use the role description to match requirements and achieve a positive outcome for the volunteer and organisation.

## 10.6 INDUCTION AND TRAINING

It is important that volunteers undergo an induction to ensure they feel welcome and comfortable. The induction is a great opportunity for volunteers to get to know more about the organisation and their role as well as to ask any questions. It can be done on a one-on-one basis or in groups and should be done as soon as possible after the volunteer comes on board. Key things to cover in an induction include:

- Job Descriptions – clarify any requirements of the role
- Volunteer Agreements
- Codes of Conduct
- Club Policies
- Volunteer support and resources available
- Names of key people within the organisation and contact details
- The organisation’s annual budget
- The organisation’s strategic plan – highlight the key future plans

It is always a good idea to have a take-away induction pack as well, with key contact numbers, club policies, job descriptions etc, so that volunteers can refer back to the information.

It is essential that volunteer training is on-going. Discuss with your volunteers what training they think might be beneficial in helping them build confidence and competency in their roles. Training can be either formal (eg coaching, officiating, first aid qualifications) or informal (information sessions, mentoring, workshop sessions). Sport Ipswich and the Department of National Parks, Recreation, Sport and Racing will offer a range of free workshops throughout the year so encourage volunteers to attend. If the club can contribute towards some volunteer training costs, it is a great opportunity to retain your volunteers.



## 10.7 VOLUNTEER RECOGNITION

Volunteers are generally not motivated by payment, but it is essential organisations provide due recognition of their volunteers. A recognition program does not need to be expensive, but it should be planned and an ongoing process. The minimum reward every volunteer should receive is a personal “Thank You”. Some other simple recognition strategies include:

- Involving volunteers in the planning process
- Give opportunities for increased responsibility
- Profile on club website
- Provide job reference
- Keep volunteers informed as to what is going on in the organisation
- Send a birthday card
- Formal certificates or awards
- Celebrate and honour volunteers on International Day of the Volunteer (December 5)

Be creative in finding different ways to recognise and reward your volunteers and show that you generally value their efforts and commitments.

## 10.8 REVIEW AND EVALUATION

This does not have to be a formal process, but it is important to regularly review and evaluate the performance of your volunteers. This gives the organisation an opportunity to assess if they have the right people in the right roles and also gives the volunteer an opportunity to raise any concerns they may have in the role or suggestions for how the job could be improved. This is also a good opportunity to identify any training needs, if the volunteer would like to take on a new role/be better suited in another role, or if it is time for the volunteer to be let go altogether.

## 10.9 DISPUTE RESOLUTION

As is the case in anything involving people, from time to time disputes will arise within your volunteer program. Dispute resolutions involving volunteers should follow the same process as any other disputes in your organisation. The most important thing is that disputes are addressed and resolved promptly, objectively, consistently and with regard to all people involved.

Allegations of a serious or criminal nature should be referred immediately to the police or other relevant authorities, not handled internally.

## 10.10 RISK MANAGEMENT

All organisations must provide a safe environment for everyone involved – including volunteers. In addition to your club's over-riding Risk Management policies, the following areas are crucial when it comes to volunteers.

### WORKING WITH CHILDREN

#### BLUE CARD CHECK

It is law in Queensland for all people, paid or voluntary, whose role brings them into contact with children to have a Working with Children Blue Card. More information on the Working with Children Blue Card and application forms are available from the Queensland Government Blue Card services website, [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

### WORKPLACE HEALTH AND SAFETY

Recent changes to WHS laws tightened the requirements for volunteer organisations on providing a safe environment. More information is available in the Australian Sports Commission Sporting Club and the Safe Work Australia website, [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).

### CONFIDENTIALITY

It is vital to protect the confidentiality of volunteers and members and everyone needs to be aware of their responsibilities in relation to privacy. All highly confidential information in relation to club members, programs, finances etc needs to be protected at all times.





## 11. CITY OF IPSWICH SPORTS AWARDS

The City of Ipswich Sports Awards seek to support, recognise and reward sportspersons for excellent performance in and commitment to sport. The following awards are presented each year and are open to nominations from the community.

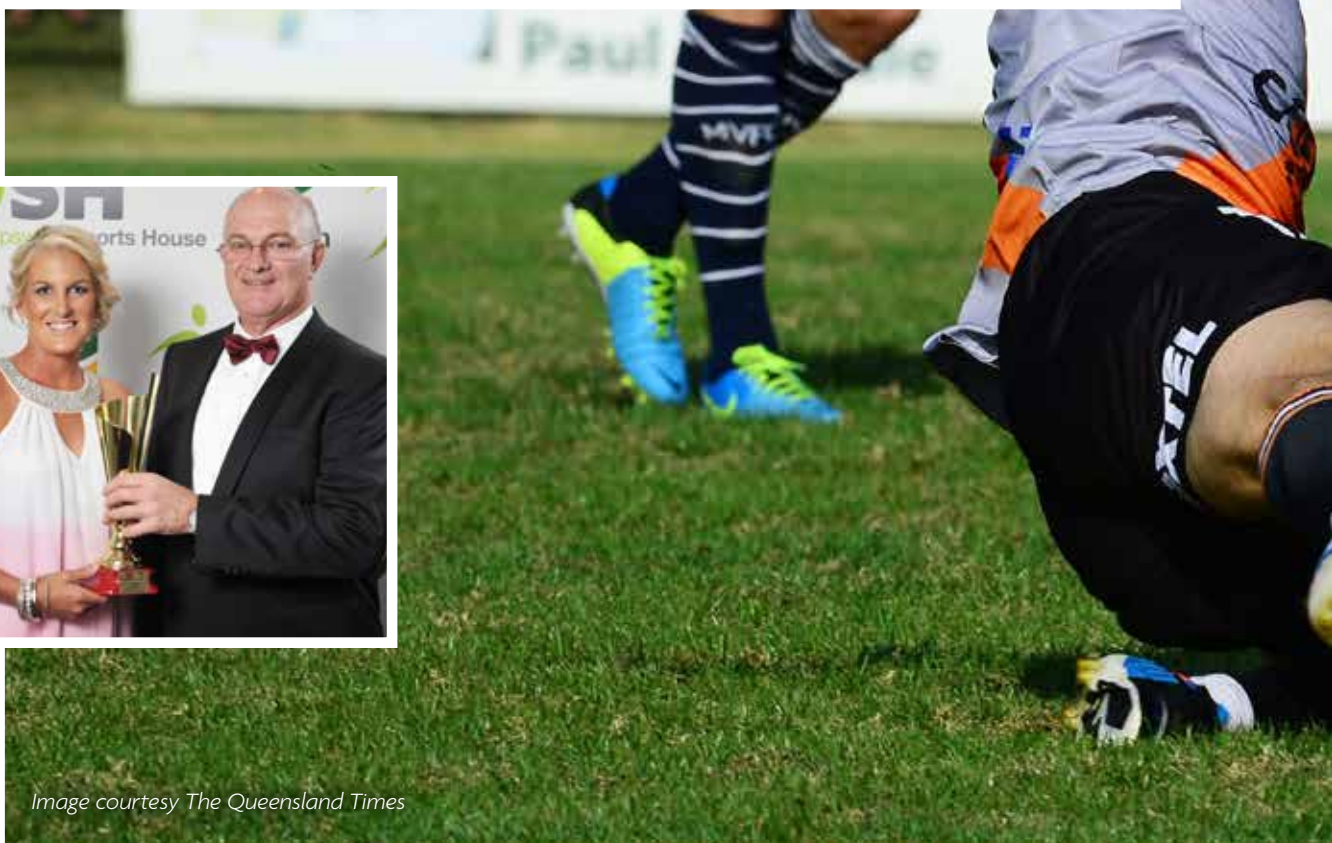
- Sporting Organisation of the Year
- Team of the Year
- Masters Sportsperson of the Year
- Sporting Administrator of the Year
- Coach of the Year
- Official of the Year
- Sports Event of the Year
- Volunteer of the Year
- Corporate Sponsor of the Year

The following awards are also presented to recognise the sporting achievements in the city and are selected by a judging panel:

- Junior Sportsperson of the Year
- Sportsperson of the Year
- Lifetime Achievement Award

Prizes are awarded to winners and a ceremony to celebrate the City's achievements is held annually. The awards are a great way to recognise your club volunteers and members, be a part of celebrating Ipswich's sporting accomplishments and have the opportunity to win monetary prizes.

Visit the Council website, [www.iipswich.qld.gov.au](http://www.iipswich.qld.gov.au) for nomination details and timeframes.



*Image courtesy The Queensland Times*



## 12. CONTACTS

### 12.1 COUNCIL CONTACTS

Please contact the relevant section of council using the below list as a guide.

SECTION	RESPONSIBILITIES
<b>Ipswich City Council</b> (07) 3810 6666 council@ipswich.qld.gov.au	<ul style="list-style-type: none"><li>• Bookings</li><li>• Keys</li><li>• Emergency after hours issues</li></ul>
<b>Sport Ipswich</b> sportrecreation@ipswich.qld.gov.au	<ul style="list-style-type: none"><li>• General facility enquiries</li><li>• Club development</li><li>• Finals matches and training</li><li>• Key register</li><li>• Sport event sponsorship enquiries</li></ul>

### 12.2 USER CONTACT

Following a club's AGM, it is important that the club update their committee members and contact details with Council. There is a Club Contact Form (Appendix 1) provided in this manual. Please ensure it is filled out and submitted to Council via [sportrecreation@ipswich.qld.gov.au](mailto:sportrecreation@ipswich.qld.gov.au)

Please note that in this form it is asked that you provide a preferred contact. The responsibilities of this preferred contact are:

- To be your club's representative when liaising with Council
- To pass on relevant information from Council back to committee members
- To inform Council of any relevant changes to your club or committee members
- To complete annual Council reporting requirements



# APPENDIX 1 - CLUB CONTACT DETAILS

## CLUB DETAILS

Club \_\_\_\_\_

Season (Summer / Winter) \_\_\_\_\_ Year 20 \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Club website \_\_\_\_\_

Club social media site/s \_\_\_\_\_

Association that the club is affiliated with \_\_\_\_\_

## PREFERRED CLUB CONTACT

Name \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone (Business) \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## PRESIDENT

Name \_\_\_\_\_

Phone (Business) \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## SECRETARY

Name \_\_\_\_\_

Phone (Business) \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## TREASURER

Name \_\_\_\_\_

Phone (Business) \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

# APPENDIX 2 - CLUB MEMBERSHIP INFORMATION

Please complete the following to ensure that the information Council provides to the community through its website and customer service department is up to date and reflects the clubs current activities.

**CLUB PRÉCIS FOR WEBSITE** (3 lines max.)

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**CLUB MEMBERSHIP DETAILS** (for internal records and sports audit update purposes)

CLUB MEMBERS	MALE	FEMALE	TOTAL
Juniors (16 years and under)			
Seniors			
Masters (over 35 years)			
Schools			
Social Members Only			

**TEAM DETAILS**

Teams	NUMBER OF TEAMS	GRADES
Junior Girls (16 years and under)		
Junior Boys (16 years and under)		
Junior Mixed		
Senior Women		
Senior Men		
Masters		



Image courtesy The Queensland Times

# APPENDIX 3 - KEY REGISTER

COMMITTEE/CLUB NAME \_\_\_\_\_

UPDATED \_\_\_\_\_

NAME	POSITION	KEY NUMBER	KEY QUANTITY	DATE ISSUED	SIGNATURE



# APPENDIX 4 - BUILDING MAINTENANCE RESPONSIBILITIES

ITEM	USER	COUNCIL
Building/external structures	Repairs due to misuse. Advise Council of faulty structures and vandalism	Replacement and maintenance when required
Ceilings	Repairs due to misuse	Repair and/or replacement due to structural fault or fair wear and tear
Cleaning	Cleaning of the clubhouse following each use. If such cleaning is not carried out, Council will perform the cleaning at the cost of the offending user	Inspecting the facility and notifying the user if cleaning is not satisfactory
Damage	Damage that occurs to the facility by the users members, visiting teams or guests. Such damage must be repaired to the satisfaction of Council otherwise Council will repair at the users expense	Damage that occurs outside of a user's usage times and is not a direct resut of negligence by the user (e.g. clubhouse left unlocked)
Doors, windows, frames	Regular cleaning and repairs due to misuse	Replacement/repair due to fair wear and tear or structural fault
Drains	Full responsibility- must be kept clear of foreign objects, mud and debris by users	No responsibility
Electrical wiring and fittings	Repair and replacement due to misuse	All building wiring from main supply to, and including, the switchboard, power points, switches and light fittings
Fire extinguishers and support bracket	Repair fixtures and refill extinguishers due to misuse	Annual maintenance and replacement due to age
Floor surfaces and coverings	All regular cleaning and maintenance. Repair/replacement due to misuse	Repair/replacement due to fair wear and tear
Food handling areas and equipment	Compliance with relevant health legislation and maintenance of all equipment	No responsibility
Glass	Keep and maintain in good order all internal and external glass surfaces, and repair all breakages, except where external breakages are proven to be the result of vandalism	To replace all external breakages where they can be proven to be the result of vandalism
Heating, ventilation and air conditioning fixtures	Servicing, replacing and repairing fixtures when required	No responsibility

ITEM	USER	COUNCIL
Keys/locks	Safe keeping of keys issued by Council. Lost keys will incur a payment of an additional key bond plus any costs relating to re-keying a facility	Purchase, install and maintain all locks. Supply a reasonable number of keys to user groups
Light globes and fittings (external)	Advise Council of faulty security lights	Replacement and maintenance of lights globes and fittings when required
Light globes and fittings (internal)	Replacement of all internal light globes as required. General cleaning of fittings	Replacement and maintenance of light fittings when required
Other permanent fixtures (e.g. stove, exhaust fans etc.)	Regular cleaning of all fixtures and repair/replacement due to misuse	No responsibility
Painting	Internal painting if damaged due to misuse. All painting to be completed to the satisfaction of Council	Responsibility for internal and external painting on a cyclical basis
Pest Control	Ongoing pest control	Annual pest spray
Plumbing and fixtures	Repairs due to misuse and blockages in waste pipes caused by user activities	Repair and maintenance due to fair wear and tear
Smoke detectors	Replacement of batteries in battery operated smoke detectors	Replacement of detectors due to fair wear and tear
Security systems	Cost of call outs	Monitoring and replacement/repairs due to wear and tear
Toilets (external)	Report any damages or vandalism to Council	Opening, closing, cleaning and maintenance
Toilets (internal)	Cleaning and supply of all materials	No responsibility
Vandalism	Responsible for damage/vandalism that occurs during their allocated use	Responsible for damage/vandalism that occurs outside all user's allocated use
Walls	Regular cleaning and repair if damaged through misuse (including holes in plasterwork)	Replacement/repair due to malfunction or fair wear and tear
Waste management	Organising all bins and the service of these bins	No responsibility



Image courtesy The Queensland Times

# APPENDIX 5 - GROUNDS MAINTENANCE RESPONSIBILITIES

ITEM	USER	COUNCIL
Car parks/drive ways		Full responsibility
Fences/Barriers	Advise Council of faulty structures. Responsible for repairs due to misuse	Erection and maintenance of fencing/barriers deemed necessary by Council
Field Lighting	Report any damages to Council. Payment of lighting fee in accordance with Council's Fees and Charges (refer to section 4.2 for more information)	Provision and maintenance
Gardens/trees	Report dangerous trees to Council	Full responsibility
Goal Posts	Advise Council of faulty structures and incidents of vandalism Provision of appropriate padding for goal posts	Provision and maintenance of appropriate goal posts
Irrigation/watering		Full responsibility
Line marking	Full responsibility (water based paint only). Please refer to section 6.6.4 for more details	No responsibility
Litter	Remove litter from the area allocated to the user (including grounds and clubhouse)	Remove litter from outside the area allocated to users
Mowing	No responsibility	Full responsibility ( refer to section 5.6.1 for more details)
Playing Surface	Conducting ground inspections prior to training and competition If inspection suggests that the ground is unsuitable for safe use, postpone or cancel play and notify Council	Maintenance on a cyclical basis. Council reserves the right to close a ground if it is deemed unsafe or will cause greater than normal damage. If a ground is closed notify users immediately
Signs (Council)	Advise Council of faulty signage and vandalism	Replacement and maintenance of signage where required
Signs (User/Sponsor)	Approval from Council to erect signage Maintenance of approved signage	Approving the erection and placement of signage as requested

# APPENDIX 6 - POSITION DESCRIPTION

Position title	
Organisation name	
Name of volunteer	
Location of position	
Start date	
End date	
Hours and days required per week	
Reports to	
Role overview	
Key responsibilities/tasks	
Skills, experience and attributes	
Training requirements	
Benefits for the volunteer	
Other requirements	<input type="checkbox"/> Induction Training <input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Medical Check
Date of review	





[www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)

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**Fax** (07) 3810 6731  
**Email** [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)