

City of Ipswich

Sport Field Allocation

Guidelines



iFuture
Your Vision, Our Journey, Council's Plan



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OVERVIEW

The Sport Field Allocation Guideline represents Council's approach to the management of the demands from sporting clubs/associations and the wider community to the access of Ipswich City Council's sporting fields, courts, practice nets, tracks, equestrian, bowls/croquet and motorsport facilities.

The intended outcomes of the Guideline are to:

- Ensure fair and equitable access to sporting fields for all user groups within the LGA
- Optimise the utilisation of sports fields to accommodate the increasing demand

- Enhance communication and collaboration between Council and users by providing transparent and consistent rules for allocation and usage of sporting infrastructure.

APPLICATION

This Guideline applies to all formalised use of Council sport and recreation assets by any club/association, school, community group or organisation that applies for access. This Guideline does not apply to special or one-off events, personal fitness trainers, tennis court hire, private coaching operators, casual field hire or leased facilities.

PRINCIPLES

3.1 APPLICATION OF PRINCIPLES

Not one principle should be applied to the detriment of another. Principles should be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.2 EQUITY OF ACCESS

To ensure equitable access to sporting fields for all user groups, Expressions of Interest (EOI) will be invited twice yearly in line with the winter and summer seasons. Council will use the *Hierarchy of Use* model to prioritise sporting field allocation. (Refer to Schedule A for full conditions of usage, EOI and Allocation process).

3.3 OPTIMAL USAGE OF SPORTS FIELDS

To accommodate the increasing usage demand on sporting fields, Council may co-locate hirers to a sporting asset to ensure optimal usage. Pre and post season EOIs may be considered if ground conditions are acceptable, fields are available, and no maintenance is scheduled.

Council may allocate sporting fields to schools outside the times allocated to clubs/associations seasonal allocation times.

Hirers are not permitted to sublet allocated sports fields. (Refer to Schedule B for full conditions of usage).

3.4 MINIMISING IMPACT OF SURROUNDING RESIDENTS

To minimise the impact on the local community, hirers are responsible for being good neighbours within the community. (Refer to Schedule C for full conditions of usage).

3.5 PROTECT PUBLIC INFRASTRUCTURE

To minimise the impact on and protect public infrastructure, hirers should adhere to Council wet weather closures. Council may close any sporting asset or reduce hours of use for safety concerns and integrity of field conditions.

Hirers will be liable for damages caused through misuse. (Refer to Schedule D for full conditions of usage).

3.6 INSURANCE AND LIABILITY

All hirers of Council's sporting fields should provide a copy of their Public Liability Insurance (PLI). Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, sporting fields and/or adjoining sporting fields. (Refer to Schedule E for full conditions of usage).

DEFINITION OF TERMS

Term	Meaning
Allocation /Access	Short term seasonal agreement between Council and a hirer to utilise a sport field during approved days and times.
Applicant	A sport club/association, school, community organisation, commercial organisation or other group that applies for seasonal hire.
Casual Hirer	A club, group or organisation that is approved to hire a sport field less than three times per calendar year.
Change of Season	Two-week period between seasons assigned for sport field repairs and preparation for the upcoming season.
Club/Association	A group of people organised into a recognised body to administer the playing of a sport. (formally registered)
Co-location	Where two compatible hirers utilise a sport field cooperatively to optimise usage.
Facilities	The buildings adjacent to sporting grounds, including toilets, canteens, storerooms and change rooms.
Hirer	A club, association, school, group or organisation that uses a sport field on a seasonal basis (excludes personal trainers).
Historical Hirer	A club recognised by Council as having an established usage pattern at a Sport facility.
In Season Allocation	Approved hirer during the defined summer or winter season.
Leased Facilities	A contractual agreement enabling exclusive use over a particular piece of land or building for a specified term and purpose.
Neighbour	Private residents living in close proximity to the sport field.
Night Game	A scheduled match that requires sport field lighting (to Australian Standards) to complete.
Personal Fitness Trainers	Individuals owning, managing, teaching or instructing mental wellbeing and physical fitness training for the purposes of conducting a business for exchange, reward, fee or payment.
Pre-season Allocation	Hire of a sport field for the purpose of training and preparation prior to the commencement of a new season, subject to availability.
Private Coaching Operators	The teaching, coaching, or instructing of sport, for the purposes of conducting a business and to assist participants in the improvement of physical fitness and mental wellbeing. Engaging in such business involves the exchange of fee, reward or payment.
Seasonal Allocation	A regular weekly booking at a Sport field for the duration of the Sport season.
Special or One-Off Events	Council events and events formally endorsed by Council on a one-off basis.
Sport Field	Areas of public open space where organised sport is approved by Council to be played.
Substantial Increase	An allocation increase greater than ten hours or greater than 10% from previous corresponding seasonal allocation AND/OR greater than twenty hours or greater than 20% from previous corresponding seasonal allocation over five years.
Summer Season	commencing in September and ending in March of the following calendar year, the season dates will be confirmed annually by Council.
Winter Season	commencing in March and ending in August of the same calendar year, the season dates will be confirmed annually by Council.

SCHEDULE A – PRINCIPLE 3.2 – EQUITY OF ACCESS

Expressions of Interest (EOI) will be invited for the hire of sporting fields twice a year in line with the winter and summer season.

- Summer Season dates will be confirmed annually by Council.
- Winter Season dates will be confirmed annually by Council.

Turf Cricket Wickets

Cricket clubs are responsible for the preparation of turf cricket wickets across the city. Turf wicket preparation works will be permitted to commence 5 weeks before the commencement of the senior community cricket season unless otherwise negotiated with the co-located winter sport club.

EOI Schedule

Season	EOI Open	EOI Close	EOI Outcome Advised
Summer Season	1 May	31 May	30 June
Winter Season	1 November	30 November	20 December

EOI's are to be completed in full and received by the cut-off date. Late or no submission made may not be considered and/or be given lower priority. Including historical hirers.

Required Supporting Documentation:

- Most recent/current season membership (registered players only) data.
- Proposed training schedules as required by Council.
- Public liability insurance (minimum \$20 million).
- Formalised and documented wet weather procedures including contact details of relevant club members.

HIERARCHY OF USE

Council will use the Hierarchy of Use model to prioritise sport field allocation.

1. Ipswich City Council Events and events endorsed by Council
2. Ipswich City community sports club/association matches
3. Ipswich City community sports club/association training
4. Ipswich City schools (public and private)
5. Ipswich City community organisations (not for profit)
6. Ipswich City commercial organisations
7. Other groups (including outside LGA)

EOIs should be reviewed utilising the allocation criteria.

Allocation Criteria

1. Utilise the Hierarchy of Use Model.
2. Where Council only receives one EOI for a sport field, where the hirer is deemed suitable, seasonal allocation will be granted.
3. Council will not unreasonably refuse an EOI that is consistent with the previous corresponding season and where the hirer continues to demonstrate need through registration and match fixtures data.

4. To support a diverse range of sports within the community, Council may not guarantee approval for a significant increase in allocation hours requested through the EOI, compared to the previous season's allocation.
5. Council encourages cooperation among hirers. Council will strongly consider proposals where two or more hirers propose co-location arrangements of a sport field.
6. If conflicting EOIs arise, Council will attempt to resolve through mutual agreement.
7. If the conflict is unresolved, competing EOIs should be assessed through a weighted criteria score.

Weighted Criteria Scoring

	Criteria	Principles	Scoring	Assessment Guide
A	Historical Hirer	Due to the high demand for sport fields in Ipswich City, Council will prioritise historical hirer data to ensure fair and equitable allocation of sport fields, where need is demonstrated.	10	Historical home ground for Ipswich City Association/Club 10+ years
			5	Historical home ground for Ipswich City Association/Club less than 10 years
			0	No previous allocation
B	Community Based	Council will prioritise applicants that demonstrate initiatives to foster inclusivity and support grass roots participation.	20	Not-for-profit sporting association/club with demonstrated strong ties to the local community
			10	Not-for-profit sporting association/club with no demonstrated links to the local community
			0	Commercial Operators
C	Membership Numbers (endorsed by governing body)	Council will prioritise applicants that demonstrate steady or increasing participation rates. If an applicant has declining numbers, they may be relocated to an alternative venue or co-located.	10	Membership numbers are steady or increasing
			5	Membership numbers are declining over the past 3 years
			0	No information provided
D	Good Neighbour	Adherence to a good neighbour guideline ensures hirers consider the impact on the surrounding community and foster positive relationships.	10	No impacts to neighbours or breaches in previous 5 years
			5	No impacts or breaches recorded in the previous two years.
			0	Breach within the previous two years
E	Equity of Access and Usage	Applicants demonstrate they have an action plan in place that details how they intend to ensure equitable access of sport fields.	10	Action plan in place and adhered to
			5	Action plan in development
			0	No action plan
F	Protect and Maintain Public Infrastructure	Demonstrates care for fields and supporting infrastructure.	10	Complies with field closures
			5	Damage causing closure from use during wet weather
			0	Does not comply with field closures
G	Diversity of Sports	Council will endeavour to accommodate the needs of new and emerging sports that can demonstrate an ongoing plan for success over their current membership numbers.	5	New or emerging sport that can demonstrate a plan for ongoing success
			0	New or emerging sport that cannot demonstrate a plan for ongoing success

H	Traditional Seasonal Allocation	Due to increased demands on sport fields, Council will prioritise traditional seasonal allocations.	5	Traditional summer sport requests allocation in the summer season or traditional winter sport requests allocation in the winter season
			0	Traditional summer sport requests allocation in the winter season or traditional winter sport requests allocation in the summer season
I	Applicant Development	Applicants that demonstrate they have good policies and procedures in place to ensure safety and inclusivity of all individuals.	10	Policies and procedures are in place and adhered to
			5	Policies and procedures are in development
			0	No documents in place
J	Financial History	Applicants who are financial with Council will be prioritised. This includes but is not limited to utility expenses, lease agreements and any outstanding fees owed to Council.	5	No outstanding debt with Council
			2	Outstanding debt with Council within the previous 5 years
			0	Current outstanding debt with Council

Hirers will be notified by Council on their EOI outcome.

Notification Process:

- EOI's are assessed against the above Allocation Criteria and the field established carrying capacity.
- In line with the EOI Schedule, applicants will receive notification for approved EOIs.
- Council will contact applicants directly if their EOI is declined.

Applicants may seek EOI for long-term licence agreement at designated sport fields, subject to Council's determination of suitability.

Application Process

Council will advertise for EOI opportunities, inviting prospective parties to apply for long-term agreements at designated sport fields. Utilising the allocation criteria, Council will evaluate received EOI's to ensure their alignment to the principles. Applicants will be required to provide comprehensive proposals.

Council will engage with successful applicant/s to finalise the terms of the agreement for sporting fields.

RESPONSIBILITIES

RESPONSIBLE OFFICER

The Manager, Community and Cultural Services is responsible for this Guideline and for keeping the Guideline current.

EMPLOYEES

Employees should adhere to the requirements of this Guideline and operate within its authorities.

SCHEDULE B – PRINCIPLE 3.3 – OPTIMAL USAGE OF SPORTS FIELDS

1. Approved allocated hirers have preferential access to sporting field.

Conditions of Hire:

A hirer has exclusive use of the sporting field/s over all other field users during their approved allocated times. Reasonable care should be taken when requesting another field user to vacate the fields. The hirer is to contact Council if they have issues with an unauthorised group or person.

2. Council may allocate sporting fields to schools outside the times allocated to clubs/associations seasonal allocation times.

Conditions of Hire:

- Schools may be allocated between 9am and 3pm, Monday – Friday, within school terms (excluding public holidays) for organised school sport activities.
- School groups may only request a maximum of 4 hours per field per day.
- Blanket bookings of sport fields will not be accepted.
- Council will utilise the Hierarchy of Use Model to prioritise allocation.
- In line with the EOI Schedule, applicants should receive notification for approved EOIs.
- Council will contact applicants directly if their EOI is declined.

EOI Schedule for Schools

Season	EOI Open	EOI Close	EOI Outcome Advised
Term 1 & 4 (Summer)	June	July	July
Term 2 & 3	February	March	March

3. Pre and post season EOI's may be considered if; ground conditions are acceptable, field is available, and no maintenance is scheduled.

Conditions of Hire:

- Council may consider pre-season and post season EOI's for training and trial matches if the ground conditions are acceptable, the 'in season' sport does not require the use of the facility and maintenance activities are not programmed.
- EOI's for pre and post season allocation is to be directed through the online booking portal.
- Change of Season period occurs in the two weeks between seasons. Fields may be closed for repair or maintenance works in preparation for the new season. Use of sport fields during the change of season period is by approval only.
- The association/club will be liable for any accidents or damage caused to a field due to unauthorised or out of season use.
- Unauthorised out of season use by associations/clubs may result in forfeiture of in season field allocations.

4. Additional use of sporting fields, outside of approved allocations.

Conditions of Hire:

- Hirers require additional approval from Council to utilise sport fields outside of their allocated times. Where such use is permitted, the casual hire charges may apply.
- Council may book sporting fields to casual hirers outside of seasonal allocations.

5. Where a field becomes available, new applicants are encouraged to complete the EOI process.

Conditions of Hire:

- When Council takes possession of a field, either due to a new construction or a previous hirer vacating the field, Council may advertise for new applicants through a public and open EOI process.
- Applicants will be required to complete the EOI in full and supply supporting documentation demonstrating their need for the sporting field to be considered.
- The allocation criteria should be clearly outlined in the Request for Allocation EOI process.
- The EOI process may not apply when a contribution has been made to the development or upgrade of a sport field by a State Sporting Organisation, Ipswich City Sporting Association or Sporting Club, that is deemed significant by Council.

6. Council may co-locate hirers to a sport field to ensure optimal usage.

Conditions of Hire:

- The usage patterns of the previous season will be considered; however, Council may introduce a new user group to a venue to ensure optimal usage of a sport field.
- Council may allocate two or more hirers to a sporting field and associated infrastructure at any given time. All hirers are encouraged to share areas including the sports field and bin enclosures.
- It is the responsibility of hirers to co-exist amicably at a site. Should a situation arise where there is a disagreement between hirers, Council will attempt to mediate the situation. In the event there is no resolution, permitted allocations will be terminated with new EOI's assessed against the allocation weighted criteria.

7. Hirers are not permitted to sublet allocated sport fields.

Conditions of Hire:

- Approved allocated hirers are not permitted to sublet their sport fields to other user groups.
- Associations are permitted to allocate sport fields to their affiliated Ipswich City clubs.

8. Sports Field Lights.

Conditions of Use:

- The hirer should turn sports field lights on and off as required. Clubs who repeatedly leave sports field lights on with no users on site may forfeit their hire status.
- Where applicable, sports field light timers should be set to turn off at sport fields as per approved allocation. All players, spectators and officials should vacate the sport field and surrounds without causing disturbance to surrounding residents.

SCHEDULE C – PRINCIPLE 3.4 – MINIMISING IMPACT ON SURROUNDING RESIDENTS

1. Hirers are responsible for being good neighbours within their community.

Conditions of Hire

Sport fields, amenities and surrounds in Ipswich Council are shared with and surrounded by residential properties. Excessive noise, offensive language, bad behaviour, parking inappropriately, floodlights being left on or any other activity likely to cause disturbance will not be accepted.

Clubs should develop relationships and communicate with residents and their immediate community. We recommend:

- Appointing a Community Liaison Officer (CLO) or club committee member to develop and maintain good relationships. Circulate the name and contact details of the club's CLO to adjoining residents, asking them to contact him or her should they have any concerns or questions,
- Circulating club contact details and yearly calendar to local residents, so they know when to expect major events,
- Inviting local residents to attend activities, functions, open days, Come and Try days,
- Keeping noise levels during late afternoon and night sessions to a minimum, and
- Being considerate of neighbours when using clubrooms and when driving to and from sport fields.

2. Car Parking

Car parking is restricted to designated car parks only. At no times are cars allowed on parks or sporting grounds. Hirers are encouraged to promote responsible and compliant parking around sport fields ensuring that no one drives or parks across residential driveways, parks, reserves, or sport fields. Hirers are encouraged to report any non-compliance issues or safety concerns immediately through Council's online reporting system (Snap Send Solve).

Ambulance access gates must remain free of obstruction at all times.

3. Public Address System (PA)

The use of sound amplification equipment should not produce a volume of sound other than is reasonably necessary for the hearing and enjoyment of persons at the facility, ensuring it doesn't disturb neighbouring residential properties. For specific information on the noise requirements for amplified noise, refer to <https://www.ipswich.qld.gov.au/live/issues-and-laws/nuisances-and-complaints/pollution/noise>

4. Liquor Licence/Permit

The hirer should hold an appropriate liquor licence/permit under the Liquor Act 1992, if liquor is to be supplied or sold in connection with the permitted use. All liquor permit applications (new/renewal) require Ipswich Council's consideration and if appropriate, endorsement prior to lodging the application with OLGR. To request consideration please contact the Sport and Recreation team. The hirer must comply with the conditions, responsibilities and obligations of their respective liquor licence/permit.

5. Banners, Signage & Advertising

The placement of any advertising, banners and/or signs (permanent or temporary) on Council property should conform with the planning scheme and Council's Local Law. Council may remove unauthorised signage.

Hirers should submit a request to Council's Sport and Recreation team.

6. Waste Management

The hirer is responsible for the removal of all waste generated as a consequence of their activities and use of the site, irrespective of the origins of the waste. It is expected that hirers provide an acceptable number of bins to ensure rubbish is contained.

The facilities utilised by hirers including playing surfaces, amenities, footpaths and roadways should be left in a clean and tidy condition immediately after use.

Should the facility in question and/or its surrounds remain in an unacceptable condition after this time, Council Officers should attend to the matter and the cost associated with cleaning the facility will be charged to the hirer.

SCHEDULE D – PRINCIPLE 3.5 – PROTECT PUBLIC INFRASTRUCTURE

1. Hirers should adhere to Council wet weather closures:

- To protect playing surfaces from damage, Council will occasionally close sport fields due to wet weather.
- On weekdays, Council will communicate if sport fields are to be closed by 12:00noon.
- For weekend use, it is the responsibility of the hirer to determine whether sporting fields are to be closed over the course of the weekend, in line with their wet weather procedures.
- Council may close sports fields on weekends in case of heavy rain or adverse weather conditions. Notification of such closures will be communicated to user groups by 2:00pm the Friday preceding the weekend. If the sports fields are closed, no hirers are permitted to use them for either playing or training.
- Council will advise all allocated users of sport field closures via email
- It is the responsibility of the hirer to inform their members of field closures.

A hirer that uses sport fields which have been closed will be liable for the full cost of repairs and or may forfeit their hirer status.

2. Council may close any sport field or reduce hours of use for safety concerns.

Conditions of Hire:

- Council may close any sport field to protect the playing surface, reduce the risk to competitors and the public, to complete works, in poor weather conditions (including wet weather and drought) or to allow rehabilitation of the ground after damage.
- If, during the season, the condition of the sport field deteriorates, Council may, at its discretion, reduce the hours of use of a field for safety concerns.
- If, at the end of a season, the condition of the sport field is poor, Council may, at its discretion, reduce the hours of use of the sport field for the upcoming corresponding season.
- Council may close a sporting field without notice should there be community safety concerns. Council will make every effort to relocate the hirer if this is to occur.
- Council may close some or all sport fields because of a drought and/or water restrictions should there be community safety risks.

3. Hirers are liable for damages caused through misuse.

Conditions of Hire:

- A hirer whose participants are found to have caused damage to a playing field and/or adjoining facility, through misuse will be required to pay for such damage. This misuse includes overuse and use of sport field during a wet weather closure. Failure to pay may result in the hirer forfeiting their hire rights to all Council controlled sport fields as well as remaining liable for the repair/replacement cost.
- Council will be responsible for maintaining grass to a suitable height and endeavours to maintain fences and amenities, except where these roles are taken on by the hirer under a licence agreement or lease. Hirers are to carry out certain maintenance of sport fields and adjoining amenity buildings from time to time.
- Council may carry out maintenance to sport fields, as and when required, provided hirers are given reasonable notice of any major work that may close the playing field for hirer use.
- A hirer wishing to carry out seasonal maintenance must seek the approval of Council prior to the commencement of work.
- It is the responsibility of the hirer to inspect the sport field, including buildings, car parks and surrounds, prior to each use. The hirer should take all reasonable steps to ensure that the sport field is clear of obstacles and to satisfy themselves that there is no reasonable risk of injury from the sport field to any person participating in the hirer's activities.
- The hirer hereby agrees to indemnify Council against all injury sustained because of the hirer failing to carry out its responsibility, and where the hirer decides to utilise the sport field despite there being a risk to participants or spectators.
- The hirer hereby agrees to refrain or limit their use of heavy traffic areas during practice, regardless of weather, to assist in providing the best field conditions possible, e.g., goal areas, pitch areas etc.
- All damage to the sport field and/or the adjoining amenities either deliberate or accidental, should be reported to Council as soon as possible, outlining full details of the incident and the damage.
- Hirers are responsible for all line marking of sport fields in preparation for competition and it is essential that the only material to be used for line-marking is a water based non-toxic line marking paint.

SCHEDULE E – PRINCIPLE 3.6 – INSURANCE AND LIABILITY

All hirers of Council's sporting fields must provide a copy of their Public Liability Insurance Certificate of Currency.

Conditions of Hire:

- All hirers of Council's sport fields must have a valid Public Liability Insurance Certificate of Currency.
- This Public Liability Insurance Guideline must be for a minimum of twenty million dollars (\$20,000,000) per claim.
- The hirer must produce evidence of cover for the period of the hire. If any policy of insurance expires during the hire or use period, it is the hirer's responsibility to ensure continuity of cover and provide Council with a certificate of currency for the new period of insurance cover within seven days of the policy renewal date. Use of the sport field will be suspended until a copy of the insurance is received.
- Proof of insurance must be presented to Council at the EOI stage.
- The Public Liability insurance cover is additional to any player or participant insurance that the hirer may affect to specifically cover sporting or other injuries. It is recommended that hirers investigate and obtain the appropriate cover for participant injury.

Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, sport fields and/or adjoining sport fields.

Conditions of Hire:

- Sport equipment and/or canteen goods must be stored in appropriate storage areas as determined by Council.
- Hirers are encouraged to appoint a Food Safety Supervisor when person/s are financially benefiting from the operation of the canteen such as canteen staff receiving a salary or wage, or canteen funds are used to pay registered players a salary or wage to represent (play for) the club.
- Council is not responsible for damage caused to vehicles, property, person, by any ball, equipment etc. used within the facility for any purpose.



BREACHES TO CONDITIONS OF HIRE

- If a hirer breaches the conditions of their sports field allocation, Council will investigate the matter and determine an appropriate response, which may include a formal warning, a penalty infringement notice, or cancellation of the permit.



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