

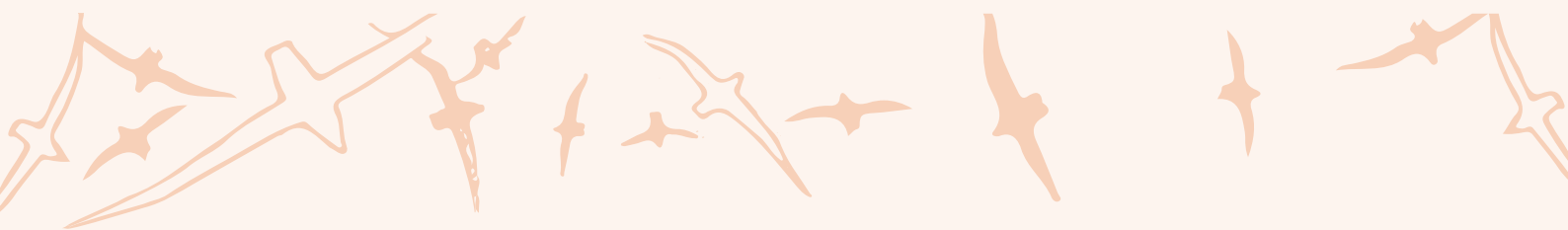


CITY OF HOBART

**SPORTSGROUND INFORMATION
BOOKLET**



City of **HOBART**



ACKNOWLEDGEMENT OF COUNTRY

In recognition of the deep history and culture of this place, the City of Hobart acknowledges Tasmanian Aboriginal people as the Traditional Custodians of this land. We acknowledge the determination and resilience of the Palawa people who have survived invasion and dispossession and continue to maintain their identity, culture and rights. We recognise that we have much to learn from Aboriginal people today, who represent the world's oldest continuing culture. We pay our sincere respects to Elders past and present and to all Aboriginal people here today.



Contents

Acknowledgement of Country	2
Welcome	4
City of Hobart Sportsgrounds	5
Booking Procedures	6
Seasonal Hire	6
Amendment to Seasonal Booking	6
Casual Bookings	6
Assessment of Booking Applications.....	7
Pre-Season Training and Practice Matches.....	8
Insurance	8
Fees and Charges	8
Invoices	8
Sportsground and Facility Use	9
Advertising and Signage	9
Smoking	9
Maintenance	10
Training throughout the Season	10
Playing Surfaces.....	11
Pre-Game Inspections	11
Ground Closures.....	11
Access	12
Key Register	12
Pavilion and Building Maintenance	13
Rubbish Removal and Recycling	13
Food Safety.....	13
Lighting	14
Goal Posts.....	14
Cricket.....	15
Concrete Wickets	15
Turf Wickets	15
Synthetic Cricket Wickets.....	15
Contact us.....	16

“The City of Hobart has a number of fantastic sportsgrounds and facilities that are available for sporting clubs to book for regular use for a variety of different sports during the summer and winter sports seasons as well as for casual hire.”



Welcome

Welcome to the City of Hobart Sportsground information booklet.

The aim of the booklet is to provide information to the community and sporting groups on the procedures and conditions for use of the City's sportsgrounds and facilities.

It helps provide answers to many of the frequently asked questions relating to fees and charges, the delivery of maintenance services, booking sites and seasonal tenancy requirements.

The City of Hobart has a number of fantastic sportsgrounds and facilities that are available for sporting clubs to book for regular use for a variety of different sports during the summer and winter sports seasons as well as for casual hire.

The booklet should be read in conjunction with the Conditions of Hire for sportsgrounds.



City of Hobart Sportsgrounds

SPORTSGROUND	SUPPORTED SPORTS	SPORTSGROUND	SUPPORTED SPORTS
Clare Street Oval 62 - 66 Clare Street, New Town	Cricket, soccer and school use	Queenborough Oval Nelson Road, Sandy Bay	AFL and cricket
Cornelian Bay Oval 2-5 Queens Walk, New Town	Hockey and cricket	Queens Walk Oval Cnr Risdon Road and Brooker Avenue, New Town	Soccer and cricket
Domain Athletics Centre Davies Avenue, Queens Domain	Athletics	Sandown Park Oval 1 Long Point Road, Sandy Bay	Soccer and athletics
Domain Crossroads Oval Davies Avenue, Queens Domain	Cricket, soccer and dog training	Sandown Park Oval 2 Long Point Road, Sandy Bay	Soccer and athletics
John Turnbull Oval Creek Road, New Town	Junior AFL	Soldiers Memorial Oval Davies Avenue, Queens Domain	Cricket, soccer and athletics training
Lower Queenborough Oval Cnr Sandy Bay and Nelson Road, Sandy Bay	Cricket, soccer and AFL	South Hobart Oval Cnr Washington and Wentworth Street, South Hobart	Soccer
Mount Nelson Oval 555 Nelson Road, Mt Nelson	Soccer and cricket	TCA Ground Davies Avenue, Queens Domain	Cricket and AFL
New Town Oval 4 - 10 St Johns Avenue, New Town	AFL, cricket and cycling	Wellesley Park Oval Wellesley Street, South Hobart	Soccer
North Hobart Oval Corner Ryde and Argyle St, North Hobart	AFL	West Hobart Oval Hamilton Street, West Hobart	Junior soccer and cricket
Parliament Street Oval Corner King and Parliament St, Sandy Bay	Soccer		

Booking Procedures

Seasonal Hire

A Seasonal permit is approved to organisations and sporting clubs that provide recreational opportunities to its members and the general public, on a regular basis over the course of the season.

A post will be placed on City of Hobart's FaceBook page inviting sporting associations and clubs to submit applications for the use of the City of Hobart's sportsgrounds and facilities, including the Domain Athletics Centre.

Sporting associations and clubs that have utilised the City's sportsgrounds during previous seasons or who are on our email contact list will be forwarded a link via an email to the online form.

Applications must be made via the online form which is located on the City's website www.hobartcity.com.au

Please ensure that you complete all relevant sections of the application form, attach a copy of your certificate of currency for public liability insurance (minimum \$20 million) and lodge by the closing date which is advertised.

To be eligible to be considered as a seasonal hirer, you must meet the following conditions:

- Your booking form must be submitted prior to the nominated closing date and time for seasonal applications.
- You must be using the City's grounds for over 25 hours across the season.
- Should you cancel bookings and fall below this threshold the discount will be reversed.

Please note, the discount does not apply to the ground lighting surcharge or to casual bookings.

Seasonal Hirers who receive this discount, will not be issued with refunds for non-use should the hired sportsground, be closed by the City of Hobart.

Casual Bookings

A casual booking is required for any sport or recreational activity to take place.

A casual booking can be:

- any additional dates or times that are outside your Seasonal Sporting Licence Agreement
- a one-off booking.

Casual bookings must be made via the online form and will be charged in accordance with the fees and charges please note a minimum of 3 business days' notice is required prior to the date being requested.

All casual booking requests to hire one of the City's sportsgrounds (up to and including \$500) will require up-front payment.

It is important to note that requests for casual bookings will be void if payment is not received within 24 hours after receiving a "pending sportsground casual booking" email.

Amending your booking

All amendments to a confirmed sportsground date or time must be made through the Online amendment form.

We require 3 business days' notice to process a date/or time amendment once it's approved.

For cancellations, we require 5 business days' notice. This is to allow for the possibility for the ground to be re-hired or the time used for scheduled maintenance.

Assessment of Booking Applications

With an ever increasing demand and a finite number of venues available to book, it may not be possible to accommodate all requests. Should multiple requests be received for the same sportsground, the City will undertake an assessment based on the following criteria;

- 1. Application received with the required documentation (certificate of currency for public liability Insurance) by the closing date.**
– Applicants that have not completed the booking form by the requested date will not be considered unless special circumstances apply.
- 2. Payment history** – Applicants that have a consistent record of paying invoices within the required thirty (30) days will be given preference for use of their requested facilities.
- 3. Traditional hirers** – If an applicant has been a traditional user of the facility they will receive preference over a new applicant. A traditional user is a club, group, school or association that has used the venue on the particular days for at least the previous two (2) seasons.
- 4. Compliance with Conditions of Hire** – If an applicant has a history of adhering to all Conditions of Hire, they will be given a higher priority over those applicants that have not complied.
- 5. Suitability of proposed activity** – Applications will be assessed based on how suitable the proposed activity is to the requested sportsground or facility. This can include, but is not limited to, size requirements, equipment requirements and the seasonal configuration of each ground.

6. Ability to access other sportsgrounds – If an applicant has the ability to access and hire facilities outside of the City's sportsgrounds and facilities, it will be factored in to the application assessment. This is to ensure there is fair and equitable use for other applicants that may not have alternative options.

7. Seasonal sports – Applications for sports traditional to the relevant season will take precedence over sports that are not.

Traditional Winter recreational activities take precedence over traditional Summer activities between **1 April and 30 September**. Traditional Summer activities take precedence over traditional Winter recreational activities between **1 October and 31 March**.

In most cases, pavilion allocation is provided as part of the same arrangements associated with the allocation of a sportsground. Please note that in some situations, additional charges for use of pavilions or buildings may apply.

Upon approval you will be issued a **Sporting Activity Permit** that will detail the sportsground booking, including ground and facilities that have been booked, costs and days and times of use. As part of this process, the association or club will be requested to check all details and advise the City of any changes by the nominated date. Following, an invoice will be issued.

Please note that the City maximizes the usage on the grounds depending on the ability of the surface to handle usage. We will refuse bookings to ensure a sustainable surface throughout the season.

Pre-Season Training and Practice

Matches

Unfortunately, with the different requirements of Summer and Winter applicants and the multi-use nature of our facilities, it cannot be guaranteed that a sportsground will be available for pre-season training or trial fixtures.

It is at the discretion of the City of Hobart if these arrangements are approved. Factors considered include the compatibility of the requested recreational activity, the applicant's history of abiding with the Conditions of Hire and the potential for premature wear on the turf.

Insurance

Applicants must indemnify the City of Hobart against all claims, actions and demands arising directly or indirectly out of the activities undertaken by the Applicant forming part of this Agreement.

Although not compulsory, the City of Hobart recommends that applicants also secure Player Injury and Income Protection Insurance.

Applicants are responsible for obtaining Contents Insurance for any fixtures, fittings or assets not

owned by the City of Hobart. These may include bar and canteen stock, furniture, televisions and sports equipment.

The City strongly recommends the removal of all possessions at the end of use and may direct they be removed at any time.

Fees and Charges

The City of Hobart's Fees and Charges for sportsgrounds and facility hire are reviewed annually.

A 15% surcharge will be applied for the use of **ground/training lights**. The Seasonal Hirer Discount does not apply to this surcharge. It is the responsibility of the applicant to specify which bookings will need lighting. The City charges this surcharge for all hours of the booking rather than when the lights are used.

Invoices

Seasonal Hirers will be invoiced monthly during the season. All invoices issued by the City for casual sportsground bookings of \$501 and above and all Seasonal Sportsground bookings will now have a 14-day payment term.

All fees owing must be paid by the due date in accordance with the Conditions of Hire.



Sportsground and Facility Use

Any use of a Sportsground or facility without an approved booking will be invoiced for the ground hire, including lighting surcharge and, if applicable will also incur a penalty fee. Any unauthorised use of sportsgrounds will result in the cancellation of future use or future bookings being refused.

Individual hirers are **not permitted to sublet any part of the sportsground without permission** in accordance with the Conditions of Hire.

Pavilions and buildings are to be used during times when sportsgrounds are in use. Any request to use a City of Hobart managed pavilion or building **outside** these hours must be requested via the online application form.

Hirers that wish to sell liquor are required to obtain a Liquor Licence from the Department of Treasury and Finance - Liquor and Gaming for which Council approval will be required.

Advertising and Signage

Any hirer wishing to erect signage on City of Hobart property must apply in writing before any signage is erected.

All signage approvals issued will be for a maximum period of 12 months. Should signage be required for a longer period, the hirer must reapply.

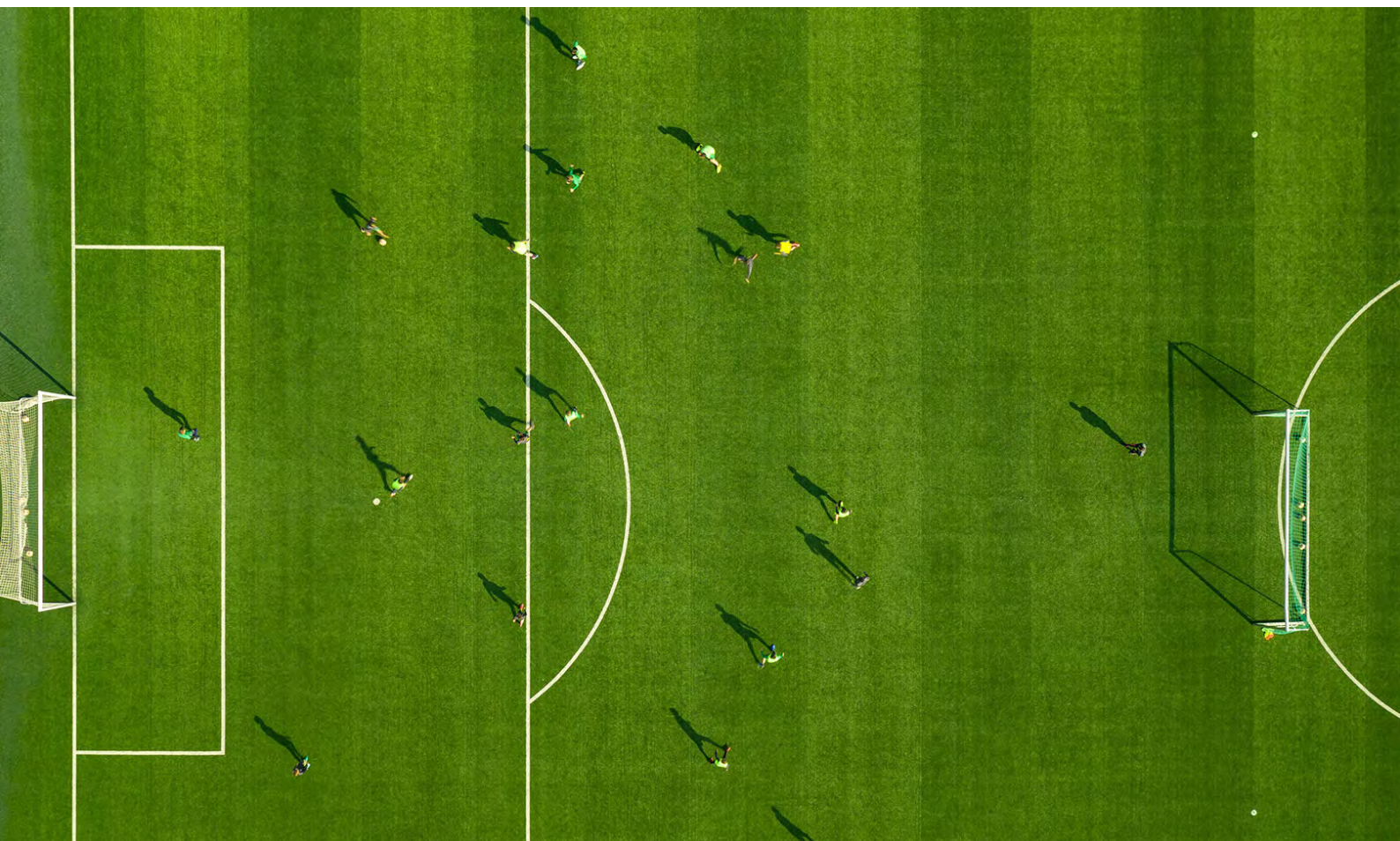
Some signage may require planning approval. All costs associated with signage (including Planning Application fees) are to be borne by the hirer.

Smoking

Smoking as well as vaping is prohibited in any City of Hobart venue in accordance with the Conditions of Hire.

There is to be no smoking or vaping within 10 metres of any playground in any park, reserve or sportsground.

In accordance with the *Public Health Act 1997* there is to be no smoking or vaping within 20 metres of an outdoor sporting event.



Maintenance

The City of Hobart is responsible for the delivery of maintenance services to ensure our sportsgrounds and facilities are presented in the best possible condition. Inspections of pavilions, public amenities and associated infrastructure are completed by the City and any issues arising will be discussed with the hirer.

The **Maintenance Program** undertaken on sportsgrounds is managed by the City of Hobart.

Regular Maintenance includes the mowing of sportsgrounds and immediate surrounds; irrigation maintenance; line marking; fence, goals and netting repairs; road and car park maintenance; weed and pest plant management; and emergency and unplanned repair works.

Seasonal Maintenance includes the completion of turf renovation works; top dressing and fertilising; over sowing and reseeded; aeration of turf surfaces; goal post installation and removal; and covering of synthetic cricket wickets.

A seasonal **Turf Renovation Program** is generally completed during August/September. During this program, some sportsgrounds may be closed and therefore unavailable for use.

Training throughout the Season

The City of Hobart relies on our hirers to use discretion in terms of training on our sportsgrounds. Coaches and officials should aim to have training sessions kept away from sensitive areas of turf, including goal mouths and within the centre corridor of a sportsground.

Training should be evenly distributed across the sportsground and concentrated drills avoided in one area. If signs of turf damage as a result of extensive use occur, training sessions will be reduced in frequency and/or duration. Responsible use by the hirer will enhance the ability of the sportsground to be in the best condition possible for the duration of the tenancy and ensure safe use throughout the season.

The City may be required to restrict use of sportsgrounds in the event of damage to a turf surface. Additional hirer requirements may be implemented as a result of water restrictions and weather conditions.



Playing Surfaces

The City will monitor the condition of all sportsgrounds and may require hirers to cease playing or training should the standard of the turf surface deteriorate significantly.

This restriction may apply to sections within a venue, such as in front of a pavilion or goal mouths. Barriers or barricading must not be removed without permission.

It is the responsibility of the hirer to undertake a risk assessment to ensure training can still take place safely if bunting or barricading is present at a sportsground.

Should the hirer be required to cease training or playing at the venue completely, the City of Hobart will endeavour to arrange another suitable venue, however due to limitations on training venues this may not be possible and it will be the responsibility of the hirer to find alternative venues.

Pre-Game Inspections

Before each use the hirer must inspect the sportsground to ensure the surface is presented in a safe condition in accordance with the Conditions of Hire.

Each pre-game inspection must be documented and records kept if requested by the City.

A Pre-Game Inspection Checklist is available at www.hobartcity.com.au if you wish to utilise this document, or the City, at its discretion may accept a checklist provided by sporting associations.

Ground Closures

The City of Hobart endeavours to have all sportsgrounds open for use where possible; however there may be times during the year where a sportsground will be closed due to deteriorating surface conditions.

The City aims to keep all grounds open for weekends to allow matches to be played. Factors that determine the closure of a ground are safety and if the ground is used, is it likely to deteriorate to an extent where it may jeopardise future scheduled fixtures.

The City of Hobart will notify via the website and email if a sportsground is closed. It is the responsibility of the hirer to notify its members of sportsground closures if they occur.

On occasions the relevant sporting associations will choose to cancel matches even when grounds are open for use. Hirers should always check with the relevant association if there is any doubt.

Seasonal Hirers receiving a discount will not receive a refund for sessions cancelled due to **the closure of a sportsground** by the **City of Hobart** or if cancelled by the hirer outside of the cancellation time frame.

Training lights will not be operational if the ground is closed. If a hirer is found to be using a venue that is closed, it will be considered unauthorised use and a penalty fee will apply in accordance with the Conditions of Hire.

For any closures of sportsgrounds on weekends and public holidays, a decision will be made at the latest by 3pm on the Friday before.



Access

If access to sportsground or a reserve is required through an access gate or bollard, it is the responsibility of the hirer to lock these entrances at the completion of the activity in accordance to the Condition of Hire.

Any breaches of security to a pavilion or building must be reported to the **City of Hobart on 6238 2711**.

Whilst the City of Hobart will secure pavilions or buildings, it will not supply or monitor alarm systems.

The City reserves the right to enter pavilions and buildings to undertake inspections or maintenance. Should a pavilion or building have an alarm system and the City have not been supplied with access requirements, the hirer will be held responsible for costs associated with a call out by a security company.

It should be noted that City of Hobart staff will visit venues to ensure the Conditions of Hire are being followed. Applicants found not to comply may risk having their approval to use the sportsground or facility withdrawn.

The City of Hobart reserves the right to prevent access should the sportsground be in a condition deemed unsafe or if a breach of the Conditions of Hire occurs.

Key Register

Keys are signed out to the hirer and are not to be distributed to any other person without permission from the City of Hobart.

Seasonal Hirers are to keep a register of all keys allocated to their members and this information must be able to be produced at the request of the City of Hobart.

Hirers must ensure that **no vehicles** are to be driven on a sportsground or on an area not designated for parking.

Hirers may allow access to parking areas around sportsgrounds. In the instance that an area has the potential to be damaged, car parking is to be directed to an alternative location. The hirer will be responsible for the damage and charged the cost of any repair works undertaken.



Pavilion and Building Maintenance

The responsibility of maintenance of any pavilion or building associated with a sportsground will vary according to the lease, licence or occupancy agreement held by the tenant.

Hirers requesting the provision of maintenance services on pavilions and buildings should contact the City of Hobart.

Hirers are discouraged from storing large quantities of consumable goods within any pavilion or building that are likely to attract unauthorised entry.

Changing facilities at sportsgrounds are not to be used for storage by hirers unless permission has been granted by the City of Hobart.

Hirers must ensure that pavilions and buildings are clean and tidy at all times.

Public amenities at City of Hobart managed sportsgrounds are usually maintained by the City. This includes public amenities attached to pavilions and buildings and those that are free standing.

Public amenities located within a leased facility remain the responsibility of the clubs and must be kept in a hygienic state and in working condition at all times.

The City is responsible for the payment of the provision of utilities such as water and electricity unless specified in the **Sporting Activity Permit**.

Rubbish Removal and Recycling

Hirers are responsible for the correct disposal of all rubbish generated by their own activities (including spectators). Rubbish generated by the hirer's activities, must be removed by the completion of the day's activities and placed into the bin provided for this purpose.

The City's bins provided must be kept locked, emptied when full and have no public access to ensure the incidence of illegal dumping is kept to a minimum.

The City will supply bins at venues for use by the public and these are not to be used by the hirer to dispose of their waste. Any items for disposal left at a reserve or pavilion as a result of the hirer's activities will be removed by the City at the hirer's expense.

Where provided, recycling bins are encouraged to be used.

Contact the City of Hobart for any enquiries about the City of Hobart's Waste and Recycling Management Program.

Food Safety

Any hirer that sells food to the public on a regular basis through a bar, bistro, kiosk, canteen or market stall must be registered as a food business with the City's Environmental Health Unit.

Further information regarding food preparation at City facilities can be obtained by contacting the City of Hobart.



Lighting

Sportsground lighting and its use are programmed by the City of Hobart and times are dictated by the hours booked by a hirer to use a venue. The City will provide 15 minutes before and after booking time for set up and pack down. At no time is a hirer to set the times for the lighting to operate without prior written permission from the City.

The lighting is not to be used for social functions unless approval is given by the City of Hobart. Conditions apply as to the hours that sportsground lighting can be used, particularly in residential areas. Written applications to use this infrastructure can be made via sportsgrounds@hobartcity.com.au

Goal Posts

The City of Hobart owns and is responsible for most goal posts on our sportsgrounds. All Council owned goal post infrastructure meets the Australian Standard for installation and must be sleeved into the ground at all times. Should goal posts be vandalised, the City will undertake repairs and hirers

will be responsible for any damage caused through inappropriate use.

Hirers are not to move any goal post infrastructure on any City sportsground at any time without permission in accordance with the Conditions of Hire.

At the completion of the season, the City will remove the goal posts if it is practical to do so. The City will not install goal posts at a venue that previously has not had goal posts unless there is a clearly identified need.

The erection and removal of nets at soccer venues is the responsibility of the hirer.

Public address systems must not cause a nuisance to neighbouring properties. If the noise levels produced by the public address system are found to be causing a nuisance to the public the City will direct the club to lower the volume accordingly.



Cricket

Concrete Wickets

The City of Hobart is responsible for the covering and uncovering of concrete cricket wickets where required. Wickets are covered by means of a rubber surfacing to make safe for Winter recreational activities to be conducted.

Should the sportsground be required for finals or a special event, the City must be notified in writing by the hirer to ensure the wicket is not uncovered/covered. The sportsground must be booked to enable the City to uncover/cover a wicket.

Turf Wickets

The City of Hobart is responsible for the maintenance of turf cricket wickets at Clare Street Oval; New Town Oval; TCA Ground; Soldiers Memorial Oval and Queenborough Oval.

Wickets for matches will be prepared each week, including practice wickets at venues where available. Applications for additional wicket preparation must be made prior to the commencement of the cricket season via sportsgrounds@hobartcity.com.au

The City prepares turf wickets for high level cricket matches and will not prepare wickets for matches not sanctioned by Cricket Tasmania, unless there is no impact on the wicket table.

Any damage to a turf cricket wicket by a hirer will be rectified and the cost will be at the hirer's expense. As a result, approval for further training sessions will be jeopardised if this occurs.

The hirer is responsible for placing and replacing the covers over turf cricket wickets. Hirers must provide their own covers for this purpose. The City of Hobart does not accept any responsibility for an unplayable wicket due to a hirer's failure to install covers prior to rain or poor condition of covers.

Synthetic Cricket Wickets

The City maintains all synthetic cricket wickets on its sportsgrounds. Prior to each use an inspection of wickets, synthetic covering and surrounds is required to ensure they are fit for purpose.

Installation, relocation and maintenance of cricket **practice facilities** are the responsibility of the City of Hobart. For new installations, improvements or variations to existing arrangements please contact the City.

The **netting** used to separate cricket wickets at practice facilities is the responsibility of the hirer and includes installation and maintenance.



Contact us

General enquiries

8.15am – 5.15pm
03 6238 2711

After hours emergencies

For all incidents that immediately threaten life call 000 for police, ambulance or fire.

Office address

Customer Service Centre
16 Elizabeth Street, Hobart

Email address

sportsgrounds@hobartcity.com.au



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