



City of
Newcastle

2024 Winter Season

Sportsground Information



For enquiries please call 4974 2000
For more information visit newcastle.nsw.gov.au



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Welcome

Welcome to the City of Newcastle's 2024 Winter Season Sportsground Information Booklet.

The Winter Season commences 1 April and concludes on 29 September 2024.

The purpose of this booklet is to provide the procedures and conditions for the use of City of Newcastle's sportsgrounds for sporting clubs and associations. Additionally, it helps provide answers to many of the frequently asked questions raised throughout the season.

Please do not hesitate to contact City of Newcastle's Sports team if you have any questions throughout the season.

Good luck for the upcoming season.

December 2023



Booking procedures

An advertisement will be placed in the Newcastle Herald each December inviting sporting associations and clubs to submit applications for the use of City of Newcastle's sportsgrounds for the Winter Season.

Applications are available from City of Newcastle's Administration Centre, on City of Newcastle's website at newcastle.nsw.gov.au or by contacting City of Newcastle's Sports Support Officer on 4974 2000.

Sporting associations and clubs that have utilised City of Newcastle's sportsgrounds during the previous Winter season will be forwarded a seasonal application form.

Bookings will be accepted from associations or individual clubs. Applications for the 2024 Winter Season close 2 February 2024.

While City of Newcastle will endeavour to meet all reasonable requests, there is no guarantee that sufficient sportsgrounds will be available to satisfy all user demands.

Prior to the start of the Winter season, City of Newcastle reserves the right to book a sportsground to other user groups for training, competitions and carnivals.

All seasonal and casual bookings are to be made on City of Newcastle's official application forms and the appropriate fees and charges applied.

Any alteration made to the initial seasonal

booking must be made in writing to City of Newcastle's Sports Support Officer. This does not include wet weather cancellations. See further information on sportsground closures.

Any further casual bookings not included in your seasonal allocation will incur an additional administration fee. It is suggested that all known casual bookings be forwarded to City of Newcastle at the one time to minimise additional administration fees being charged.

Licence agreements

City of Newcastle will forward a Sporting Licence Agreement to associations and clubs which will detail the sportsground booked including a map of the defined area of use, financials, days and times of use and schedule of conditions for the use of the sportsground.

As part of the Sporting Licence Agreement process, the association or club will be requested to check all details and advise City of Newcastle of any changes by the nominated date. Following, an invoice will be issued. See further information on accounts.

Sportsground usage

The Hirer must leave sportsgrounds and amenities in a clean and tidy condition upon completion of activities. This includes cleaning changerooms after each use and at the end of the season, a full clean of changerooms and canteen.

Please be reminded, stocking of changerooms throughout the season is the responsibility of the Hirer.

The cost to clean or restore any damage to sportsgrounds or facilities as a result of activities will be charged to the association or club as per City of Newcastle's fees & charges.

City of Newcastle may additionally charge associations and clubs for any unauthorised (unlicensed) usage as per [City of Newcastle's fees and charges](#).

Please note this includes any usage that occurs outside the defined area of use as detailed in the Sporting Licence Agreement.

The hirer is required to inspect all playing surfaces prior to the commencement of play to ensure the surface is in a safe condition for use. This applies for each training and competition session. Playing surfaces deemed unsafe must not be used until repaired.

The hirer is to rotate training areas around the sportsground to reduce wear on the turf. Wherever possible, training should not occur in the goal mouth area. During the summer season, training must be conducted well away from the wicket area and this area is not to be encroached.

The hirer is required to report all problems, damage or defects on sportsgrounds that require attention to City of Newcastle as soon as practicable.

Activities including floodlight usage are to cease at 9.30pm unless pre-approval has been authorised after this time.

Noise levels are to meet Environment Protection Authority requirements.

Details are available at:
<https://www.epa.nsw.gov.au/your-environment/noise>

No mechanical amusements or inflatable rides are to be erected on the sportsground unless a written application has been submitted and approved by City of Newcastle.



The hirer has no authority to sub-let any part of the sportsground.

The sale of food and drinks is to comply with City of Newcastle's Health Services Section regulations. All food stalls are to be licensed by City of Newcastle.

For further information contact City of Newcastle's Environmental Public Health Officer.

The hirer is to be responsible for the safe and orderly behaviour of all participants or audience attracted by the activities provided. The hirer must take suitable precautions to ensure the safety of the audience and spectators and must endeavour at all times not to disturb or inconvenience the general public.

The location of all temporary structures including any stage, portable toilets or temporary fences shall be subject to the approval of City of Newcastle's Manager, Community and Recreation.

Fires may not be lit on sportsgrounds.

Motor vehicles are not permitted on turf surfaces unless specifically authorised by City of Newcastle's Manager, Community and Recreation.

Works, including general maintenance, modifications or alterations to any sportsgrounds or facility (including mowing and working bees on City of Newcastle sportsgrounds) are to be approved by City of Newcastle in the first instance and if required, the appropriate inductions undertaken with City of Newcastle staff. For further information, please refer 'Working on City of Newcastle Sportsgrounds', page 18.



Pre-season bookings

Due to the multiple use of sportsgrounds by a range of winter and summer sports, no designated pre-season period exists. City of Newcastle will endeavour to allocate venues for pre-season trial games and grading where possible.

Associations/clubs should not assume that pre-season activities will be automatically available on City of Newcastle sportsgrounds.

Clubs may be able to book sportsgrounds not in use for seasonal sport finals or necessary maintenance for pre-season trial games and grading. Trial games and grading requests must be made on City of Newcastle's Casual Application form.

All trial games and grading requests should be made at least two weeks prior to the desired dates.

If the association or club require goal posts, cricket pitches or field markings to be erected and/or prepared before the start of the season, it will be responsibility of the association or club to complete once approval has been given by City of Newcastle. Please contact City of Newcastle's Sports Support Officer to discuss the procedures and responsibilities for such works. Should a club wish to use portable goals please contact City of Newcastle.

Under special circumstances, line marking and/or goal post erection may be organised prior to the start of the season in consultation with City of Newcastle.

Any damage incurred on City of Newcastle sportsgrounds as a result of pre-season training will be repaired by City of Newcastle, with the full cost of repair passed onto the responsible user.



Sportsground closures

Conditions and Responsibilities

City of Newcastle reserves the right to prohibit the use of any Sportsground in the event of rain, in times of drought, or where damage is likely to be caused. Wet weather refers to a rainfall event which may affect the characteristics of a sportsground and subsequent use is likely to cause damage to the playing surface and/or player injury.

City of Newcastle's Ground User Information Application

City of Newcastle's Ground User Information Application and website provides the most up-to-date status of City of Newcastle sportsgrounds conditions. Monday to Friday (excluding public holidays) the City of Newcastle Ground User Information Application will be last updated by 2.00pm. From 2.00pm weekdays, if the sportsground is declared open, the sportsground must be monitored closely by the Licensee for any change in conditions and further inspections carried out as necessary. On Saturday, Sunday and Public Holidays all sportsground closures, inclusive for local, district and regional sportsgrounds are the responsibility of the Licensee, with sportsgrounds to be assessed by the Licensee against City of Newcastle's Ground User Information Application. On Saturdays, Sundays and Public Holidays information on sportsground closures is

the responsibility of the Licensee via the City of Newcastle Ground User Information Application.

Please visit

grounds.newcastle.nsw.gov.au to access City of Newcastle's Ground User Information Application. The ground status is also available to the public at **newcastle.nsw.gov.au/Groundinfo**

City of Newcastle encourages the Licensee to distribute the URL to members or display the link on your club or associations website.

Sportsground Open

If the sportsground is declared open, the sportsground must be monitored closely for any change in conditions and further inspections carried out as necessary. If wet weather has been present in the week preceding, and is forecast by the Australian Government Bureau of Meteorology **www.bom.gov.au** or wet weather conditions develop, inspections should be completed throughout the day to ascertain if there is any deterioration to the condition of the sportsground. If excessive damage is noticed, then further games and/or training should be cancelled. Assessments are to be notified via the City of Newcastle Ground User Information Application.

Sportsground Closed

The sportsground is declared closed and may not be used for competition or training. Once a sportsground is closed, it will remain closed until a re-inspection declares the ground open. The assessments are to be conducted via the City of Newcastle Ground User Information Application.

*A closure exemption will apply in the circumstance that the cricket wicket only has been closed, in this instance the ground may remain open for training only with the provision activities will only take place outside the cricket wicket square at a minimum distance of 5m from the wicket edge.

**Where the assessment is being carried out for an event, in the circumstance the cricket wicket only has been closed, the boundary around the wicket or covering of the wicket must extend to a minimum of 10m from the wicket edge.

Any excessive damage caused to the sportsground from inappropriate use is the responsibility of the Licensee. City of Newcastle will invoice the Licensee for all damage caused to the sportsground

and / or possible suspension of licence in instances where such damage is considered to be excessive and greater than would be expected from normal wear and tear. Additionally, any excessive damage caused to the Sportsground from inappropriate use will be charged as per City of Newcastle's fees and charges, "Use of Sportsground out of season, without approval/licence, closed or in wet weather." City of Newcastle's decision on whether excessive damage has been caused shall be made by experienced staff, and will be final.

Where it is determined by City of Newcastle that the Licensee has caused excessive damage, repairs to the Sportsground will not be a priority for City of Newcastle. The licence maybe suspended during any required works / remediation period with the Licensee responsible for sourcing an alternative sportsground at this time; at the Licensees cost. Where it is determined by City of Newcastle that the Licensee has caused excessive damage, licensing of alternative Newcastle LGA sportsgrounds will not be a priority for City of Newcastle.



Field markings

All sportsgrounds will be marked by City of Newcastle, once only, at the beginning of the season. Additional field marking is the responsibility of the user, and such marking is to be carried out according to the original layout of the field, clear of the turf wicket during the summer season.

The use of diesel, sump oil, herbicides or glyphosate-based products for e.g., Round-up on City of Newcastle sportsgrounds is prohibited. All line-marking fluids approved for use are to be non-toxic products.

Any additional line-marking after the initial line-mark are to be requested to

City of Newcastle's Sports Support Officer at least two weeks prior. Please refer to City of Newcastle's fees and charges.

Sportsgrounds are not to be marked for pre-season training or games without City of Newcastle's approval.

Floodlights

A floodlight fee will not be charged on grounds where the floodlight electricity fee is being paid by the association or club using the ground. A copy of the electricity account must be produced to City of Newcastle for verification.

Where City of Newcastle pays the electricity account, a charge will be applied for the use of the floodlights according to City of Newcastle's fees and charges.

Should floodlight globes or fixtures on grounds fail to work, or require refocusing, please contact City of Newcastle's Sports Support Officer to discuss the procedures and responsibilities for repairs.

For reasons of efficiency and economy, City of Newcastle will carry out replacements of blown light bulbs or damaged light fittings only when a number of repairs are required. This generally means that it may take up to eight weeks for repairs to be carried out. Should clubs request an urgent replacement, they will be required to pay for the equipment required (approx. \$1,000).

Sportsground fees

Sportsgrounds are classified as either Local, District or Regional according to the quality and quantity of facilities. Higher quality sportsgrounds (Regional) incur a greater fee than lesser quality facilities. A once only application fee will apply, please note applications received less than 15 days prior to booking date, a late application fee will be charged as per City of Newcastle's fees and charges.

A flat fee will apply for the 'seasonal' use of a playing field for the entire season. This covers playing surface, two x dressing sheds and canteen (two nights training field, 1 day competition field, dressing sheds and seasonal canteen). Additional use would attract additional fees and charges.

The use of floodlights incur a separate fee.

Fees will apply to each club or association using a sportsground. Clubs or associations wishing to use a sportsground on a casual basis will incur a daily competition fee or hourly training fee. Hire fees are charged per marked senior size field not per facility or sportsground.

Fees and charges appearing on the licence are for information only. Please do not pay until an invoice is received. To obtain a copy of City of Newcastle's Sportsground fees and charges, please contact City of Newcastle's Sports Support Officer on 4974 2000.

Accounts

Financials are detailed on the Sporting Licence Agreement. Associations and clubs will be requested to check all details and advise City of Newcastle of any changes by the nominated date.

Following review, an invoice will be issued, all allocations and fees and charges are final from this date.

For account enquiries, please contact City of Newcastle's Sports Support Officer on 4974 2000.

Key fees and padlocks

A \$185 refundable deposit per key set is payable prior to the collection of keys by the hirer for the season. This amount is refunded at the end of the season when all keys are returned. Key deposits may be forfeited if keys are lost, damaged or not returned.

Keys must not be duplicated.

Collection of keys must be arranged by appointment only by contacting City of Newcastle's Sports Support Officer, once approval of seasonal or casual bookings has been given.

Keys must be returned within one week after the end of the season.

City of Newcastle padlocks on City of Newcastle facilities are not to be removed and replaced with user groups own padlocks. Should this occur, City of Newcastle will replace all unauthorised padlocks with its own locks and forward the cost of replacement padlocks onto the user.







Electrical requirements

Where specific power supply is required, private arrangements must be made with City of Newcastle's Electrical Services Coordinator on 4974 2651 for the installation, metering and disconnection of such power. Power may be used in a public reserve by arrangement:

- The lead is supported in an appropriate manner with a minimum height of 2.4m and a maximum span of 10m;
- Suitable earth leakage circuit breaker be used at the source of power i.e. to provide protection of the supplying lead and the connected apparatus.
- The user is required to pay the cost of any call out necessary due to the overload use of available power;
- Association and clubs are responsible for ensuring that all fridges and freezers are turned off between seasons.

Further information on City of Newcastle's electrical requirements is available by calling City of Newcastle's Electrical Services Coordinator on 4974 2651.

Working on City of Newcastle sportsgrounds

For any works without grant funding (including mowing) clubs and associations are reminded to advise City of Newcastle's Sports Support Officer of the proposed works on 4974 2000 at least 30 days prior to proposed commencement of works.

Following receipt of this advice, City of Newcastle staff will complete a project risk assessment to determine if the project can be managed by the club / association or City of Newcastle. In the instance works are approved as works

of a minor nature, City of Newcastle will provide management around City of Newcastle's WHS Management System, Australian Standards, Codes of Practice, Acts and Regulations.

If this advice is not received by City of Newcastle within the required timeframe, the decision whether to assess the works will be at the discretion of City of Newcastle.



Sales and consumption of alcohol

Associations and clubs wishing to sell liquor at a sporting event must apply to Liquor and Gaming NSW for a temporary or permanent function licence.

A temporary function licence can be granted for up to three functions per year. If the association or club would like to sell liquor at more than three functions per year, a permanent function licence must be obtained.

The application should be lodged with the nearest Licensing Court registry at least 28 days (temporary function) or six weeks (permanent function) prior to the first function. A copy of the application must be provided to City of Newcastle and the Commander of the nearest police station within three working days of the application being lodged with the Court.

Please Note: Under the Liquor Act, the unlicensed sale of alcohol can incur fines.

Under the Liquor Act a person shall not give or sell alcohol to a person under the age of 18. **Fines apply.**

The Department of Liquor and Gaming NSW has imposed mandatory requirements for RSA (Responsible Service of Alcohol) training for volunteers. (This means anyone who serves alcohol from canteens or serves alcohol at any function). As from 1 July 2004, all casual or volunteer members involved in the sale, supply or service of liquor must hold a recognised and current RSA certificate.

Enquiries regarding RSA training or further information, please contact the Department of Liquor and Gaming on 1300 024 720 or Newcastle Police on 4929 0999.

Under the Liquor Act a person shall not give or sell alcohol to a person under the age of 18

Recreation Facilities Grant Program

The program provides funding to sporting clubs for projects of a minor capital improvement nature or that involve works to maintain or upgrade current infrastructure.

Requests that include recurrent costs such as rent, staff wages, training camps, purchase of clothing will not be considered. No request for funds already spent will be considered.

Organisations applying for assistance shall be based within City of Newcastle boundaries and location of proposed works must also be within these boundaries.

Grant funding is available on a dollar for dollar basis.

Please contact City of Newcastle's Sports Liaison Officer on 4974 2000 or visit newcastle.nsw.gov.au/community/grants-and-sponsorships/grants/recreation-facilities for further information.



Grants and projects on City of Newcastle land

With a number of external grants annually available to Clubs/Local Sporting Organisations, the below Approval Process identifies the steps required when making grant applications.

This process will apply to all projects funded by organisations, with or without financial support via grants.

To ensure your proposal is eligible for assessment please adhere to the Approval Process, complete all sections of the CIPP Form (including the checklist located on the final page) and submit all required supporting documentation.

If the Approval Process is not adhered to and within the required timeframes, the decision whether to assess proposed works will be at the discretion of CN.

Please see newcastle.nsw.gov.au/Explore/Recreation/Sports-ground-bookings/Grants-and-Projects for further information.

Please be reminded for works without grant funding (i.e. club / association determined) please see page 18, 'Working on City of Newcastle Sportsgrounds'.

City of Newcastle (CN)

Approval Process for External Grant Applications

Step 1: CN or Club/Local Sporting Organisation identifies external grant opportunity to seek funding relating to infrastructure projects on CN land.



Step 2: CN requests Club/Local Sporting Organisation to notify of intent to apply for grant funding via email within two weeks.



Step 3: If proposal meets criteria and CN supports in principle, CN will issue Community Infrastructure Project Proposal (CIPP) Application Form. *CN will advise applicant if a site visit is required to discuss project scope.*



Step 4: Applicant to send completed CIPP and supporting documentation to parkssportsgrounds@ncc.nsw.gov.au within two-week timeframe.



Step 5: CN review CIPP in line with [Strategic Sports Plan](#) and make recommendation to Sports Infrastructure Working Party (SIWP).



Step 6: SIWP review application, consider recommendations and make determination.



Step 7: If CIPP approved, CN will provide applicant with Landowner Consent Letter to support grant application. If CIPP not approved – CN will advise in writing.



Step 8: Club/Local Sporting Organisation to supply CN copy of grant application and all supporting documentation.



Step 9: Club/Local Sporting Organisation to advise CN of grant application outcome by email parkssportsgrounds@ncc.nsw.gov.au

Liaising with City of Newcastle

It is preferred one designated person from each association or club liaise with City of Newcastle. This designated person will generally be the nominated contact provided on the Seasonal Application for use of City of Newcastle Sportsgrounds - 2024 Winter Season.

In situations where urgent and immediate maintenance is required on City of Newcastle sportsgrounds, please contact City of Newcastle's Sports Support Officer on **4974 2000** Monday to Friday, 8.00am to 4.00pm.

Outside these hours, for urgent requests, please contact City of Newcastle's after-hours number, **4974 2000**.

For all other Emergencies, please call 000.





newcastle.nsw.gov.au