

# SPORTS CLUB

# RESOURCE GUIDE

Produced by City of Boroondara - Updated August 2013



**BOROONDARA**  
*City of Harmony*



© City of Boroondara 2013

Private Bag 1  
Camberwell VIC 3124  
phone 9278 4444  
email [boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)  
website [www.boroondara.vic.gov.au](http://www.boroondara.vic.gov.au)

Material for this Sports Club Resource Guide remains the copyright of the City of Boroondara.

The information contained in this document is intended as a guide to sports clubs who lease Council facilities. The contents herein do not override the requirements which are listed in the signed lease agreements between individual clubs and the City of Boroondara.

Published June 2012  
Updated August 2013

## Table of contents

<b>Introduction .....</b>	<b>5</b>
<b>Purpose .....</b>	<b>5</b>
<b>City of Boroondara .....</b>	<b>6</b>
Your council contacts .....	7
Ward councillors.....	8
Understanding council's role.....	9
Council policies, strategies and guidelines.....	12
Location of sports clubs in Boroondara.....	13
<b>Leased club management responsibilities .....</b>	<b>14</b>
Facility allocation.....	15
Lease fees and charges.....	15
Club contact.....	15
Annual reporting requirements.....	16
Council's online database .....	16
Associations Incorporations Reform Act .....	17
Keys and locks.....	17
Maintenance responsibilities .....	17
Rubbish bins .....	18
Graffiti or vandalism.....	19
Insurance .....	19
Facility alterations .....	19
Trees, shrubs and gardens.....	19
Planning permits.....	20
Signage .....	21
Other permits and licenses.....	23
Food sales .....	23
Liquor licensing.....	24
Holding an event .....	26
Hiring the facility .....	27
Sub-leasing .....	27
Responsible behaviour .....	27
Smoke free.....	28
Disability discrimination act and equal opportunities act.....	28
Occupational health and safety.....	28
Council's works budget.....	29
Council's building renewal program.....	29
Grants and funding.....	30
<b>Sports industry contacts.....</b>	<b>33</b>

Peak sporting bodies .....	34
State sporting associations.....	34
Sport and recreation authorities .....	35
External organisations and programs.....	35
<b>Club development.....</b>	<b>38</b>
Council communication and support .....	39
Club development resource library .....	40
Good sports program .....	40
Online food safety training.....	41
Committee of management responsibilities.....	41
Planning .....	42
Applying for grants and funding .....	43
Risk management .....	44
Marketing and promotion .....	45
Volunteers .....	46
Access and inclusion.....	48
<b>Appendix .....</b>	<b>51</b>
Appendix A: Council wards.....	52
Appendix B: Community information system form.....	53
Appendix C: Licensee obligations and responsibilities.....	54



## Introduction

The City of Boroondara provides over 165 sports facilities, of these, 47 facilities are leased to community based clubs providing a wide variety of sporting opportunities as listed below, the remainder are dedicated to field sports such as cricket, football and soccer.

“Sport is an important ingredient to the life in the City of Boroondara. It provides an opportunity for people of all ages and abilities to be physically active, strengthen social connections and to engage in community life” (Boroondara Sports Strategy 2006).

## Purpose

Council's Leisure Services is custodian of the lease and licence\* agreements with over 50 clubs and associations listed below. Over 10,000 people living within Boroondara and surrounding municipalities are members of a sports club that leases a Council owned or managed facility.

This guide has primarily been developed with the aim of providing clubs that **lease a Council owned sporting facility** with a guide that clearly defines the roles and responsibilities of clubs and Council. It also provides the necessary information to assist clubs to manage, maintain and operate the facilities they lease from Council.

The Club Development section is applicable to all sports clubs (community and private) in Boroondara, answering common questions and providing administrators with basic information on a range of topics. More importantly it provides links of where to find further information.

Council's leased facilities include:

- |                             |                           |                          |
|-----------------------------|---------------------------|--------------------------|
| • Small Bore Rifle - 1 club | • Lawn Bowls – 6 clubs    | • Rowing – 3 clubs       |
| • Croquet – 1 club          | • Netball – 1 association | • Tennis – 19 clubs      |
| • Hockey – 3 clubs          | • Petanque – 1 club       | • Weightlifting – 1 club |
| • Girl Guides - 1           | • Scouts - 13 groups      | • Youth Club - 1 club    |

Note: Seasonal tenancy clubs, such as football and cricket are supported by Council's Sport Officers and have access to a Seasonal Tenancy Guide that provides the equivalent information.

### Review of guide

The Sports Club Resource Guide will be reviewed on an ongoing basis and Council would like the assistance of clubs with the ongoing evaluation process. Any feedback would be appreciated and will be considered in the future development of this guide.

*\* Licence agreements will come under the banner of Lease agreements for the remainder of the document.*

# City of Boroondara



## Your council contacts

Leased club contacts within Leisure Services are:

### **Leisure Services Officer**

[Leisure.Officer@boroondara.vic.gov.au](mailto:Leisure.Officer@boroondara.vic.gov.au)

Telephone: 9278 4783

### **First point of contact for sports clubs**

Responsibilities include:

- Advocate and support the needs of the sports clubs to Council
- Coordinate and administer sports club enquiries to the most appropriate Council officer
- Research, administer and communicate to sports clubs, potential grant/ funding opportunities
- Development of health promotion and wellbeing initiatives
- Provide information to promote the benefits of sports participation in Boroondara
- Carry out research and assist with the preparation of policies and policy documents

### **Recreation Planner**

Telephone: 9278 4726

Responsibilities include:

- Leases and Licences
- Authorisation of club plans prior to any construction or modification works being undertaken on club leasehold
- Strategic Planning
- Sport and Recreation based policy development

### **Leisure Services Coordinator**

Telephone: 9278 4716

Responsibilities include:

- Coordinating the Leisure Services team
- Service and Business Planning for Leisure Services
- Policy Development
- Strategic Planning



*The City of Boroondara has 23 different sports codes and over 165 sporting facilities and organisations.*

## Ward councillors

The City of Boroondara's 10 Council Wards are represented by Councillors, each elected by members of the community for a four-year term of office. Councillors are your elected representatives. Refer to Appendix A - ward boundary map for clarification of which ward your club is located. If you have any major issues or concerns that you feel your ward Councillor can assist with, please feel free to contact them.

It is however important to remember that general day-to-day issues should be directed to the Leisure Services Officer. Please feel free to discuss any issues you may have with Council's Leisure Services Officer before making contact with your ward Councillor.

### Bellevue Ward

Cr Jim Parke

[jim.parke@boroondara.vic.gov.au](mailto:jim.parke@boroondara.vic.gov.au)

Phone: 9835 7840

Mobile: 0419 333 333

### Lynden Ward

Cr Heinz Kreutz

[heinz.kreutz@boroondara.vic.gov.au](mailto:heinz.kreutz@boroondara.vic.gov.au)

Phone: 9835 7844

Mobile: 0438 006 656

### Cotham Ward

Cr Judith Voce

[judith.voce@boroondara.vic.gov.au](mailto:judith.voce@boroondara.vic.gov.au)

Phone: 9835 7841

Mobile: 0409 887 097

### Maling Ward

Cr Jane Addis

[jane.addis@boroondara.vic.gov.au](mailto:jane.addis@boroondara.vic.gov.au)

Phone: 9835 7845

### Gardiner Ward

Cr Coral Ross

[coral.ross@boroondara.vic.gov.au](mailto:coral.ross@boroondara.vic.gov.au)

Phone: 9882 8480

Mobile: 0438 005 225

### Maranoa Ward

Cr Philip Mallis

[philip.mallis@boroondara.vic.gov.au](mailto:philip.mallis@boroondara.vic.gov.au)

Phone: 9835 7846

Mobile: 0418 564 410

### Glenferrie Ward

Cr Steve Hurd

[steve.hurd@boroondara.vic.gov.au](mailto:steve.hurd@boroondara.vic.gov.au)

Phone: 9835 7849

Mobile: 0439 555 762

### Solway Ward

Cr Kevin Chow

[kevin.chow@boroondara.vic.gov.au](mailto:kevin.chow@boroondara.vic.gov.au)

Phone: 9835 7847

Mobile: 0427 544 328

### Junction Ward

Cr Jack Wegman (Major)

[jack.wegman@boroondara.vic.gov.au](mailto:jack.wegman@boroondara.vic.gov.au)

Phone: 9813 7843

Mobile: 0438 011 665

### Studley Ward

Cr Phillip Healey

[phillip.healey@boroondara.vic.gov.au](mailto:phillip.healey@boroondara.vic.gov.au)

Phone: 9835 7848

Mobile: 0437 374 773

### [Boroondara Councillors and Wards](#)

Please refer to Appendix A for a Council Ward Map.



## Understanding council's role

### City of Boroondara Council Plan 2013-2017

The Council Plan 2013-2017 is Boroondara's key corporate document.

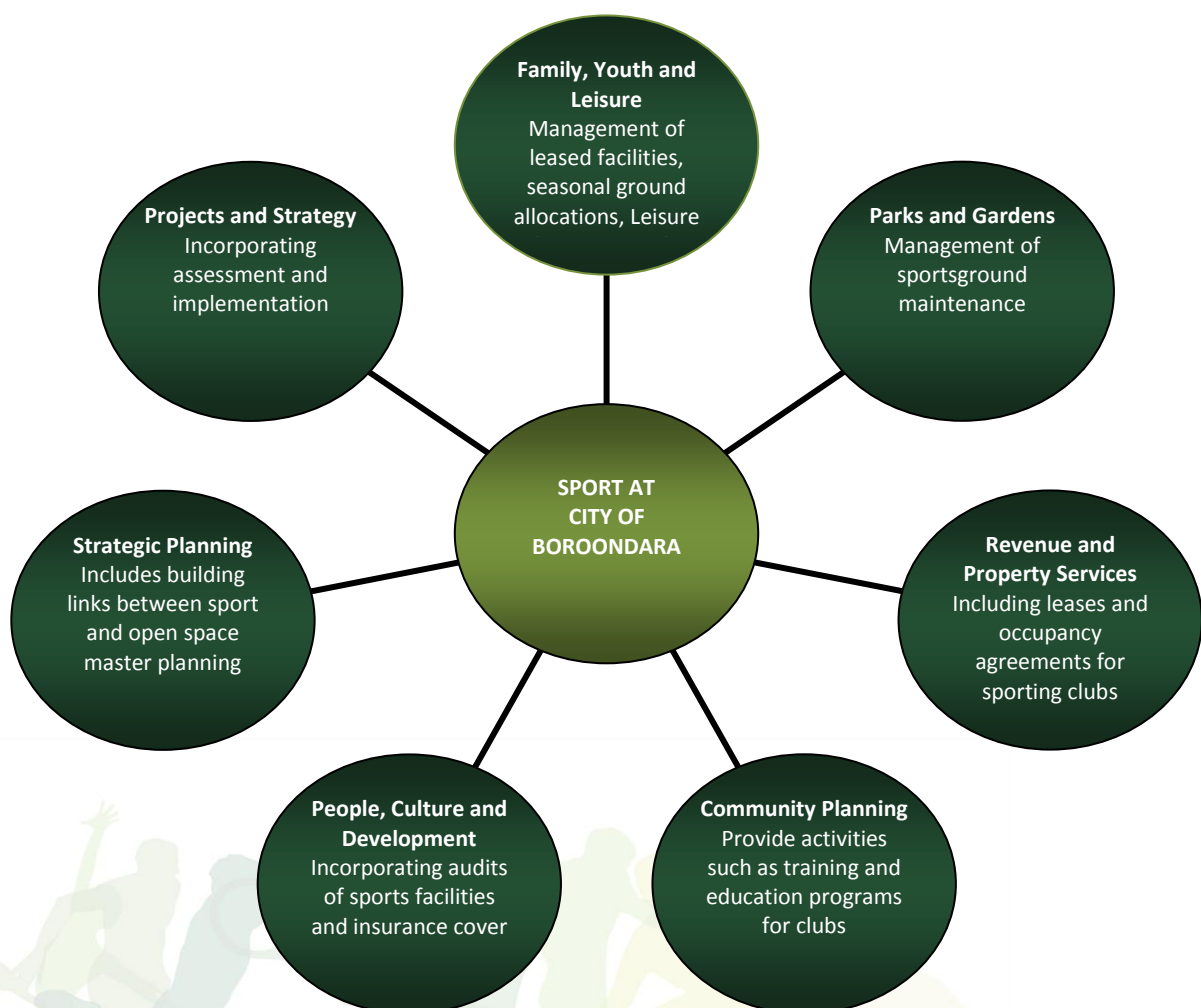
**Vision:** A vibrant and inclusive community with an outstanding quality of life.

**Mission:** The City of Boroondara will provide services, facilities, support and advocacy to enable our community to further its sense of place and connection.

The Boroondara community identified two long-term issues – community connectedness and sustainability. These and other issues are addressed through four major vision themes:

1. Community wellbeing
2. Managing a sustainable environment
3. Planning a well-designed and sustainable City
4. Connecting our City.

### Overview of council departments and roles relevant to sports clubs:



### **Leisure Services (Family, Youth and Leisure Department)**

Leisure Services has the day-to-day responsibility for managing leased sporting facilities. This does not extend to sportsgrounds and their pavilions, which are managed by Sport Services.

#### **Key responsibilities to clubs:**

- Advise clubs of any issues that may affect their facility or have impact on the service of a particular sport
- Lease and Licence custodian
- To respond to club enquiries or delegate where required
- To provide clubs with information and assistance on possible club development and funding opportunities

#### **Overview of leisure and sport facilities:**

City of Boroondara provides residents with a wide range of recreation and leisure facilities and programs including:

- 300 sports clubs across 23 formal sports codes, including 83 leased sport and community facilities
- 209 parks and 13 formal gardens that cover an area of more than 440 hectares
- 102 playgrounds
- 16 local walks featuring parks and rivers, fitness, history and architectural walks
- 3 skate and BMX parks
- 5 aquatic and leisure facilities
- 1 large public tennis centre
- 1 golf course
- Shared pathways for cyclists and pedestrians along the Yarra River, Gardiners Creek, the Eastern Freeway and the Anniversary Trail
- Kew Traffic School and Walking School Bus program
- 9 neighbourhood houses and community centres

### **Policy framework**

#### **Active Boroondara - Active Participation Framework 2010-15**

Active Boroondara is the overarching framework for Leisure and Sport.

The vision of Active Boroondara is '*more people more active*'. Active Boroondara has the primary focus of increasing participation in structured and unstructured physical activity.

This framework will underpin future action plans, developed in conjunction with the various stakeholders over the next five years. These action plans will identify stakeholders and levels of responsibility for implementation.

The review of relevant Council and external strategies and policies identified seven key themes to direct the development of the Active Boroondara Framework.

- Planning For Our Future
- Management and Operations
- Building Partnerships and Collaboration
- Improving Facilities and Spaces
- Community Engagement and Education

- Developing Capacity through Facilitation and Support
- Targeted Programs and Services

### **Boroondara sports strategy**

The Boroondara sports strategy is being reviewed in 2014. The current strategy has ten sport principles that aim to position Council's role and priorities for sport in the community. These include:

- The Benefits of Participation
- Community Building and Strengthening
- Access for All
- Supporting Diverse Opportunities
- Good Governance
- Flexible and Multi Purpose Facilities
- Financial Equity
- Sport Allocations
- Risk Management
- Sustainable Resource Management

This impacts Council's decision-making process by:

- Giving priority to facilities that incorporate design features that enable flexible, multi-purpose
- Club facilities that allow for a range of users and/or activities, while taking into consideration the effect on local amenity
- Single purpose proposals will only be supported where there is clear evidence to support need, viable participation levels and can attract non-Council financial contributions

*Boroondara residents have a higher average income and 26% were born overseas, with 21% of households speaking a language other than English at home.*



## Council policies, strategies and guidelines

This resource guide makes reference to a number of existing Council policies relevant to sports clubs, including:

### Active Boroondara - Active Participation Framework 2010-15

The vision of Active Boroondara is *'more people more active'*. Active Boroondara has the primary focus of increasing participation in structured and unstructured physical activity. Active Boroondara; an active participation framework, will be a strategic document that provides Council and the community with a clear direction via seven key themes.

### Boroondara Community Development Grants Policy

[The Boroondara Community Development Grants Program](#) supports community organisations, groups and clubs to grow, develop and undertake projects and activities in the City of Boroondara. Grants are allocated for projects and activities that strengthen the community by encouraging participation in community life, developing community partnerships, addressing community needs, and improving the health and wellbeing of Boroondara residents.

### Boroondara Sports Strategy

The purpose of the [Boroondara Sports Strategy 2006](#) is to provide a clear framework to guide Council's decision making relating to supporting and developing sport in the City of Boroondara. The Sports Strategy is to be up dated in 2013-14.

### Community Facilities Leasing Policy

The [Community Facilities Leasing Policy 2006](#) provides a framework for leasing Council owned properties to community groups at discounted rates of rental. It establishes the requirement for all community tenants to demonstrate the community benefit arising from their use of the property and sets out reporting requirements to ensure accountability to Council and recognition of Council's contribution. The policy establishes the terms and conditions to be used as the basis for negotiating leases. This policy replaces the Council Property Leasing Policy adopted by Council in July 2000.

### Drought Assistance Policy

The purpose of Boroondara's Drought Assistance Policy was to support drought affected sporting clubs to receive assistance in the 2007/ 2008 financial year via Council grants up to \$10 000 and by Council acting as loan guarantor. The loan guarantor option is still available for clubs wishing to apply and will be assessed on a case by case basis, these may involve such works as resurfacing, repairs or install water saving irrigation system.

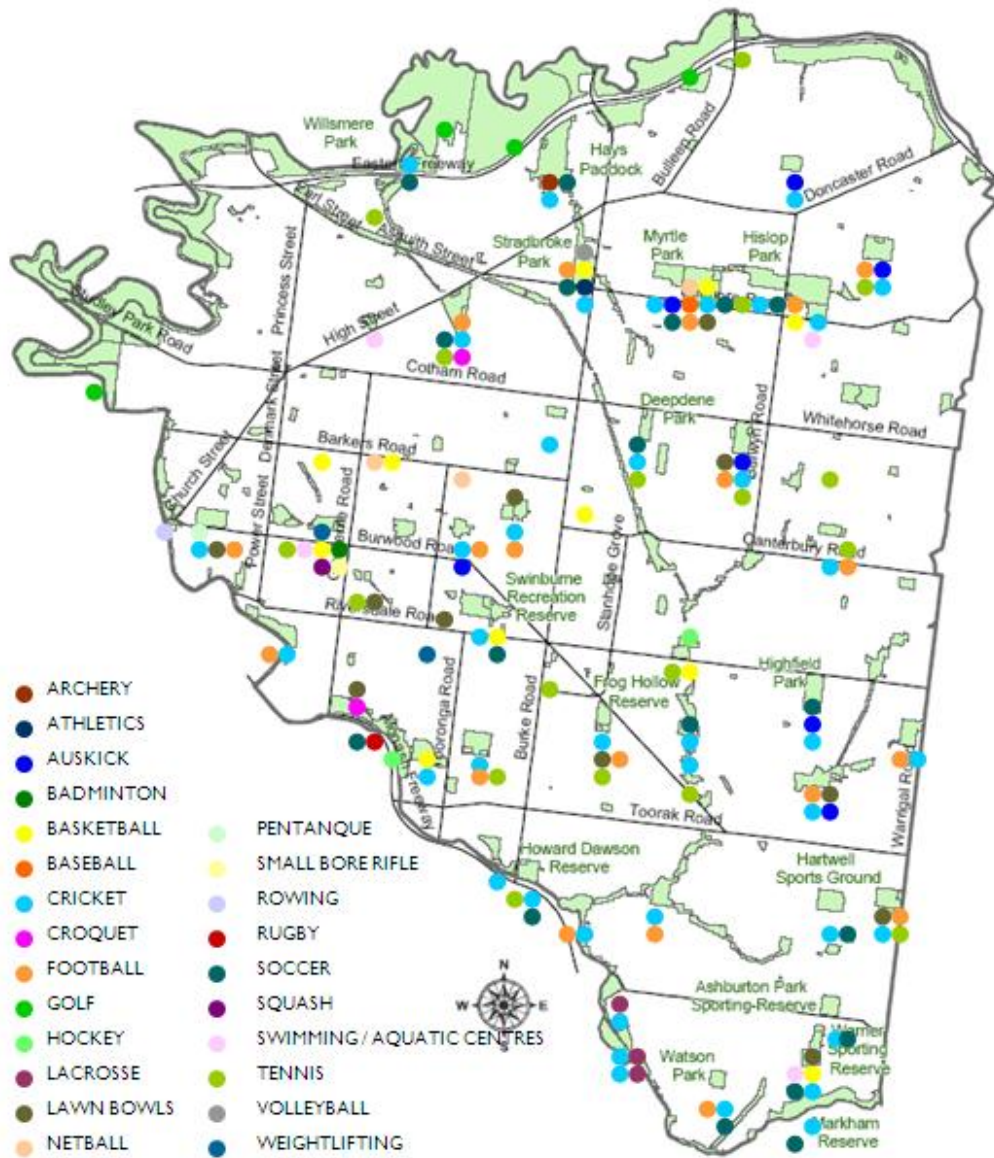
### Seasonal Tenancy Guide

Council manages and maintains 56 sportsgrounds on a seasonal basis, supporting 85 clubs within eight sporting codes to conduct formal sports activities. The [Seasonal Tenancy Guide](#) includes the Seasonal Allocation Policy which guides tenancy allocation of sportsgrounds and associated pavilions, in conjunction with the terms and conditions that must be met by user groups.





## Location of sports clubs in Boroondara



Source: Boroondara Sports Strategy May 2006



# Leased club management responsibilities

*City of Boroondara leases more than 100 properties to clubs and incorporated community organisations at substantially subsidised rates.*



The information and responsibilities outlined in this section pertain to sports clubs leasing Council facilities.

## Facility allocation

Council's preference is to maximise use of its facilities and promote shared usage. Council owned and managed facilities are leased at substantially discounted rates to not-for-profit community organisations for the provision of leisure and sporting activities and community services; primarily to people that live, work or attend school in Boroondara. The community facilities leasing policy establishes the terms and conditions to be used as the basis for negotiating leases.

Lease agreements are used where there is exclusive use by one tenant club. Leases are generally of five years duration, which may be split as three years with an option of a further two years tenancy. Where a tenancy of less than five years is required or if there are two or more tenants sharing a facility, individual licence agreements are established. Areas and times of use are defined within each agreement.

If the tenant continues to occupy the premises after the end of the specified term, the lease automatically goes into 'over holding', whereby the tenant is subject to the same terms and conditions as contained in their lease, except the length of lease which generally reverts to a month-by-month tenancy.

A committee of management with representatives from each tenant group coordinate the day-to-day operations and maintenance responsibilities.

## Lease fees and charges

Council provides facilities at a subsidised rate to sporting and recreation clubs. A small fee is charged to recoup a proportion of the actual cost of providing the facility.

Council charges a range of fees for its community leased facilities based on type of organisation and established community benefit. Community based, not for profit sports clubs using Council facilities are considered a community partnership and are referred to as category B and incur a fee of between \$119 and \$1,430 per annum. Full details are available in the Community Facilities Leasing Policy 2006.

The tenant is responsible for rates (if charged), and any applicable taxes (including GST and stamp duty), charges and outgoings that are levied on a premises or in conjunction with the establishment of a lease.

Under normal circumstances Council will pay legal costs associated with the establishment of a new lease agreement provided it conforms to Council's standard lease document, except for the cost of any independent legal advice and assistance sought by the tenant.

For further information regarding fees and charges please refer to your lease as this will stipulate the fee applicable.

## Club contact

Council's preferred position is to have **one contact at each club**. This contact person can be nominated by the club; however it is recommended that it be either the current serving secretary or president.

The responsibilities of the nominated club contact person are:

- To be a representative on behalf of your club to Council
- To be the key contact and conduit through which all information between the club and Council passes
- To pass on relevant information to committee members
- To email the Leisure Services Officer any relevant grant/funding requests or submissions and continue communication as required
- To notify Leisure Services of any proposals to undertake works, including fixed structures, building or facility works etc
- To complete annual Council reporting requirements

Please ensure that you notify Leisure Services and update the Community Information System (CIS) should the contact person change following your AGM.

Refer to Appendix B for a copy of the CIS form.

### Annual reporting requirements

As part of the lease conditions tenants are required to report to Council annually (following the AGM and upon lease renewal) against the community leases eligibility criteria as outlined in the Community Facilities Leasing Policy.

As part of these conditions, please provide the following reports to Council:

- Annual report and financial statements (previous 3 years - if not previously provided). Please ensure it includes current membership numbers
- Copy of any licensing permits held eg Liquor licence, Food Handling
- Current insurance coverage and compliance certificate
- List of current committee members
- Update Community Information System (CIS) - this can be completed online or by hard copy form (please ensure you enter any club contact details/ information that has changed)

Please send to Property services by email or post:

**Email:** [revenue@boroondara.vic.gov.au](mailto:revenue@boroondara.vic.gov.au)

**Post:** Private Bag 1, Camberwell VIC 3124

### Council's online database

To help promote your sports club Council has a [Community Information System](#) database accessible to the public via Council's website. The database includes contact details and information relating to sporting clubs and organisations within Boroondara.

To ensure the most up to date information on your sports club is contained on the website, Council's Library Services Department sends clubs a registration form approximately one month after your Annual General Meeting, alternatively you can update your clubs contact details online at anytime using the [registration form](#).



## Associations Incorporations Reform Act

The new *Associations Incorporation Reform Act 2012* (Vic) (AIR Act) came into effect on 26 November 2012. It replaces the *Associations Incorporation Act 1981*. The AIR Act includes 23 Schedules Items that must be covered by an association's rules (there were 17 Scheduled Items listed in the Old Act).

All Victorian incorporated associations must have a set of rules. Some groups refer to their rules as their 'constitution' or 'articles of association'. The AIR Act has changed the laws that apply to incorporated associations and to their rules.

For more information and resources:

1. CAV's [new model rules](#)
2. PilchConnect's [rules review resource page](#) (simple rules, updating your rules factsheet and rules checklist)
3. Our [new association laws page](#) (links to the transition guide and new indemnity requirement factsheet)
4. The [Secretary Satchel](#) (for anyone new to the Secretary - former public officer position)
5. New [members register factsheet](#)

## Keys and locks

All keys should be compatible with the master set held by Councils Infrastructure Services Department or otherwise provided to Council to enable Council access to carry out essential maintenance, audits and emergency services.

**Clubs are not allowed to change locks unless official permission has been granted by Council's Infrastructure Services Department.** If clubs change locks without permission, they will be required to pay all costs associated with changing them back to the set which is compatible with those held by Council.

In case of an emergency Council must be able to enter the facility. Examples of an emergency include (but not limited to):

- Broken pipe
- Break in
- Vandalism

In the future, Council proposes to investigate an electronic key system. If your club is considering the installation of an electronic key system, please contact the Leisure Services Officer.

## Maintenance responsibilities

Tenant clubs are required to maintain the facility in accordance with the maintenance responsibility schedule in the individual clubs lease or licence agreement with the City of Boroondara. Club and Council responsibilities detailed in the lease or licence are based on the schedules identified in the Community Facilities Leasing Policy. Clubs such as tennis and bowls for example, come under the category B maintenance schedule.

If clubs are unsure as to the responsibility of maintenance items or if major repairs are required they should consult with the Leisure Services Officer who will endeavour to answer your question or seek a response from the relevant Council department.

The following definitions apply to the maintenance responsibilities outlined in the maintenance schedule in the lease agreement for each club:

**Full maintenance**

- Any work that must reasonably be carried out by a qualified tradesperson including:
  - Regular service and inspections where required in accordance to the essential services code.
  - Repair and replacement due to structural defects, and/or age.
  - Approval of any works carried out by agents of the Responsible Party.

**Maintain and repair**

- Any work required to keep the item in good condition, including regular checking, repair faults and cleaning.
- The responsible party will bear the costs incurred by the superficial adjustments and replacements required to ensure the item remains in good working order.
- All work is to be carried out by a qualified tradesperson.

**Replace**

- Item replacement is required as a result of structural defects, fault and/or age. It does not include replacements required as a result of wilful damage.
- The responsible party must approve any replacements that occur as a result of damage.

**Report**

- The tenant must inform Council in writing as soon as practicable of the existence of damage so that Council may make arrangements to repair it.

**Rubbish bins**

Clubs are responsible for keeping the leased facility clean and presentable. Council will allocate each leased sports club facility with general waste bins and several 240 litre recycling bins. Bins must be placed out on the curb side the night prior to collection and should be taken in the day of the collection. At all other times bins should be secured with the facility to prevent bin theft or damage.

Should your bin be stolen please contact Council's Customer Service to request a replacement, please note clubs may be required to complete a declaration.

Council garden waste bins or additional general bins waste bins can be requested and will be charged as per Council's current fees and charges (e.g 2011/12 general waste 240 litre bin \$665 per year, garden waste 240 litre bin \$105 one-off fee, pre-loved second bin \$58) or extra bins can be sourced through external providers.

Council also provides a free garden waste service on Sundays at the Riversdale Road depot to help residents dispose of large green waste materials. This free service complements the fortnightly green waste bin collections and is only available to Boroondara residents. A Council rate notice or utility bill and driver's license will be required to prove residency.

## Graffiti or vandalism

If your club has suffered graffiti or any kind of vandalism please notify Council's Leisure Services Officer as soon as possible after the incident. Depending on the circumstances a notice will usually be filed with Council's building services department and the graffiti should be removed within 24 hours of notification.

## Insurance

Clubs should refer to their lease agreement to determine insurance requirements specific to their agreement with Council, which is dependent on what Council has agreed to insure and/or required the tenant to insure.

In general, based on Council's standard community services lease the following applies:

### Public liability insurance

- Lease requirement for clubs to maintain their own public liability insurance for the amount of \$20 million concerning one single event.
- For any windows and any other glass in the premises for the full replacement value.

### Tenants property

- The tenant must insure the tenant's property for loss and damage from risks including fire and water damage for its full replacement value.
- The tenant must also insure items/contents placed in its facility, for example, snack and drink machines, televisions etc.

### Building insurance

- Council has a blanket insurance coverage for all Council insured property which it owns, operates, controls or is under the obligation to insure for direct physical loss or damage.
- Clubs should refer to their lease to determine whether additional sheds, playing surface(s), infrastructure is covered under Council's insurance.

## Facility alterations

No alterations or installations may be made without the written consent of Leisure Services as lease custodians. Depending on the scope of works, a planning permit may be required.

### Water Tank Installation Procedure

Properties owned by the Council require permission for site and building alterations and development. This document has been developed as a guide to Council property managers planning the installation of water tanks.

## Trees, shrubs and gardens

Council takes great pride in managing and maintaining its trees and gardens in a safe and sustainable manner, it is important that tenants help us to look after our City.

### Within leased area

Minor pruning of shrubs or maintenance of garden beds is the responsibility of tenants, but should tree works be required the club must contact Council's Leisure Services Officer who will arrange an arborist inspection. Following an inspection, Parks and Gardens will organise any required works by either a suitably qualified contractor or Council's parks officers.

**Outside leased area**

For trees or garden beds on Council land requiring works, please put in a request to Council to undertake an inspection.

**Planning permits**

*"A planning permit is a statement that a particular use or development (subdivision, buildings and works) may proceed on a specific piece of land. A permit may be specific to a person or operator. It is always subject to a time limit and expires under specified circumstances. The responsible authority may impose conditions when granting a permit.*

*It is important not to confuse planning permits with building permits. Building permits relate to the method of construction of a building or development. If you have a planning permit you may still need to get a building permit".*

**Source:** [www.dse.vic.gov.au](http://www.dse.vic.gov.au)

If your club is intending to undertake any works or install a permanent fixture, please contact Council's Leisure Services Officer. It is a lease requirement that clubs obtain the approval of Leisure Services prior to undertaking works.

Contact Leisure Services on 9278 4726 and Statutory Planning on 9278 4888.

**Examples of when a planning permit may be needed:****Water tanks**

Please notify Leisure Services if your club is wishing to install a water tank. There is a water tank installation procedure document available which details the process needed to go through in order to have a water tank installed. It also provides a list of considerations and advisable requirements.

**Synthetic surfaces**

If your club is considering re-surfacing, please contact Council's Leisure Services Officer as the process may include the application for a planning permit and community consultation. Council's Statutory Planning department should be contacted to find out if a planning permit is required on 9278 4888.

**Training lights**

For the installation of lights at your facility, a planning permit will be required. Liaison with the Statutory Planning department is essential to determine the lux level of the lights required as well as the required protection to (if any) neighbouring residents. Protection in most instances will be the planting of trees/shrubs.

Prior to any works beginning all clubs need the consent of the lease custodian (Leisure Services), this ensures that all of the relevant requirements are signed off and met. Community consultation may be required.

**Signage**

Refer to detailed section below.



## Signage

Clubs wishing to put up signage on Council land should initially discuss this proposal with Leisure Services on 9278 4726. To check if a planning permit is required please contact Council's Statutory Planning department on 9278 4888.

Even if you don't require a planning permit, you will still need to obtain Leisure Services approval as custodians of your lease. The following guidelines relate to the various types of signage.

### Permanent identification signs

- Planning permission may be required for a permanent sign type - check with Statutory Planning
- One identification sign per street frontage is allowed
- Only 25% of the sign can have reference to a sponsor
- The scale and height of the sign is to be compatible with the character and function of the site
- Mock-ups of intended signage must be provided to Council Officers for approval prior to installation.

### Temporary community signs/ special event signs

These are usually real estate type signs which advertise a special event or recruitment drive. There are 10 identified locations within Council reserves, which clubs can apply to advertise an event. Clubs will be provided with Parks and Gardens *Community Signs on Council Land Guidelines* and application form.

If it is to be erected on Council land outside of the 10 identified locations, please check with Statutory Planning if a permit is required.

A permit is not required if a sign with an advertisement area not exceeding 5 square metres is publicising a local educational, cultural, political, religious, social or **recreational event not held for commercial purposes**. Only one sign may be displayed on the land, it must not be an animated or internally-illuminated sign and it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner.

### Requirements for all signs (temporary and permanent)

#### Position on a site

Signs are to be located in an approved position on the site, taking into account:

- the need for reasonable visibility of the sign
- the need for setbacks from the street or a road junction (at least 3 metres preferred)
- the need to protect features of natural or cultural interest on the site
- the location of existing Council owned signs on the site and the need to avoid clutter and confusion
- the need to protect underground services, such as power, gas and irrigation lines

#### Commercial advertising

- Commercial advertising for temporary community signs must be less than 25% of the total sign area. This does not include commercial advertising signs that are located within a sports ground which must be visible only to spectators at the ground and face in towards the playing surface.
- Signs promoting an event for a sporting club will not be erected at another club's allocated facility or other parkland.

### Exclusions

- Council will not allow sponsorship signage with external parties where their primary operation or product involves tobacco, gambling, sex industry or portrays a negative emphasis on gender, race, sexual preference, religious belief, marital status or physical or mental disability
- Sponsorship signage from parties involved in the sale or production of alcohol will only be accepted where the target market for the event, program or service is above the legal age for the purchase of alcohol and is not deemed a high risk group
- Council will not enter into sponsorship agreements with registered political parties or with local politicians.

### Illumination / animation

Illuminated and animated signs are not permitted.

### Design

A consistent design with other Council signage is highly recommended. Leisure Services can provide an example of the preferred design e.g. Council colours, club and Council logo, information to include.



### Construction

A sign must be securely fastened. This is a requirement for temporary and permanent signage. Permanent signage must be kept in good condition and not faded / rusted.

### Costs of display

The advertiser must meet all costs arising from the display and removal of a sign.

### Indemnification

The advertiser / club must provide Council with written indemnification.

### Council rights of removal

Council reserves the right to remove any type of signage on Council managed land, without warning, regardless of whether it meets the guidelines above. Council Officers in all instances will make every endeavour to communicate these actions with the relevant club.

### Memorial naming of pavilions / sportsgrounds / scoreboards

There are strict policy guidelines based on the State Governments "Guidelines for Geographical Names Victoria". In addition refer to Council's "Naming of Council Property Policy" for further information.

A sign publicising a special event on the land or in the building on which it is displayed, provided no more than 8 signs are displayed in a calendar year and the total number of days the signs are displayed does not exceed 28 in that calendar year. The sign must be removed when the event is finished.

### Street Blades



Street blade signs on street posts bearing a club name do not require a permit. Council's Road Related Asset Management area can produce these signs. Please put a request through

to the Leisure Services Officer. The signs are white text on a blue background and cost approximately \$120.00.

## Other permits and licenses

### Food sales

The Victorian Food Act 1984 specifies that anybody who prepares, stores or sells food has a legal obligation to be registered with local government and, if required, use a food safety program to ensure they prepare, store and transport food in a safe and suitable manner. All sporting clubs selling food must be registered as a food business with Council's Health Services Department.

#### Food business classes

Food businesses are allocated a 'Class Group' of 1, 2, 3 or 4 depending on the type of food prepared and sold. Sporting clubs are generally classified as a Class 2 or Class 3 business. Further information about the different classes can be found by visiting [www.boroondara.vic.gov.au/business/food-business](http://www.boroondara.vic.gov.au/business/food-business).

#### Class 2 food businesses

Class 2 food businesses are those whose main activity is handling unpackaged potentially hazardous foods which need correct temperature control during the food handling process, including cooking and storage to keep them safe.

Proprietors of class 2 food premises must have a food safety program. A club's food safety program is assessed during an onsite inspection by Council's Health Services Department prior to transferring or commencing Food Act registration.

The food safety program is your plan for delivering safe and suitable food to your customers. Food safety program templates are available free of charge at [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety). A hard copy of a template may be purchased from Information Victoria, phone 1300 366 356.

#### Food safety supervisor

The Food Safety Program requires one person to be nominated as the food safety supervisor. This person must have a certificate for the required competency standards relevant to their industry from a registered training organisation. Further information regarding Food Safety Supervisors can be found at [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety).

#### Class 3 food businesses

Class 3 food businesses are those whose main activity is handling unpackaged low risk foods, or the sale of pre-packaged potentially hazardous foods which need refrigeration to keep them safe.

Minimum records are required for Class 3 food premises under the Food Act 1984 as advertised in the Government Gazette. Copies of the minimum records can be obtained from Council's Health Services Department on 9278 4710 or email [health.services@boroondara.vic.gov.au](mailto:health.services@boroondara.vic.gov.au).

### Food handling training

It is recommended that all staff and volunteers undertake the free online (non-accredited) food safety learning program developed by the Department of Health. This can be found at <http://dofoodsafely.health.vic.gov.au/>.

### For further information

If you would like to discuss the legislation or for further information, please contact the Health Services Department on 9278 4710, via email to [health.services@boroondara.vic.gov.au](mailto:health.services@boroondara.vic.gov.au) or visit our website [www.boroondara.vic.gov.au/business/food-business](http://www.boroondara.vic.gov.au/business/food-business).

## Liquor licensing

Clubs shall not permit the sale or consumption of liquor within Council facilities without Council permission and the relevant liquor licence. All liquor licence applications must be approved by Council prior to the Victorian Commission for Gambling and Liquor Regulation issuing a licence. Compliance is a condition of lease.

### The role of Local Councils

Victorian Commission for Gambling and Liquor Regulation is responsible for the administration of the liquor licensing system in Victoria. A risk based [annual renewal fee structure](#) is used which takes into account operating hours, compliance history and venue capacity.

In consenting to any application, Council must be satisfied that the hours granted are not excessive and are within agreed lease hours of operation. Council may object to applications on the grounds that the licence would detract from, or be detrimental to the amenity of the area in which the premises are situated. In general acceptable hours are those during or at the conclusion of legitimate club activities, for example, training, matches or meetings.

Due to the increased security risk associated with the storage and sale of alcohol, stock should be securely locked away and levels kept to a minimum, reducing the risk of break-ins and theft.

### Application process:

**Step 1:** Refer to the Victorian Commission for Gambling and Liquor Regulation website to check what [type of liquor licence](#) the club requires and understand the licensee responsibilities, including applicable fees. See **Appendix C** for licensee obligations.

**Step 2:** Discuss with Leisure Services Recreation Planner your intention to lodge an application and seek advice on suitable hours of operation in line with lease agreement, area to be licensed and any potential amenity issues. Clubs must seek the prior written consent of Leisure Services as lease custodian.

**Step 3:** Ascertain whether the club requires a [planning permit from Council](#). All liquor licence applications must be approved by Council prior to the director of liquor licensing issuing a licence. Complete planning permit application, follow checklist and submit to Statutory Planning and liaise with Leisure Services. Please allow for a minimum of six weeks for the planning permit to be processed.



**Liquor licences that require a planning permit from Council:**

Type of licence	Planning permit required	Description
Full club licence	Yes	Supply liquor to a member/ guest for consumption on premises or take away for members only
Restricted club licence	Yes	Supply liquor to member/guest for consumption on licensed premises only (take-away not permitted)
Renewable limited Club licence	No	Supply liquor to a member or guest of a member for consumption on premises only Supply liquor from a point of sale during sporting events for drinking outside premises e.g. canteen or marquee Note - to qualify the supply of liquor must be substantially limited in nature or scope of supply or duration
Temporary Limited Licence	No	Hold a one-off event or series of events over a limited season. Extend trading hours for one-off events. A temporary limited licence cannot be granted for events held at a premises used primarily by people under the age of 18 years, for example junior sporting clubs.
BYO Permit	No	Liquor is permitted to be consumed on club premises, that members bring - but not sold

**Step 4:** Where Council gives consent, the person(s) named in the application will be notified and they can then apply to liquor licensing for the relevant licence. Consent by Council will allow applicant to seek the appropriate licence and trading hours.

The times listed below are the maximum permitted for consumption of alcohol on leased facilities. Council may reduce the permitted hours where necessary, which will be stipulated in the lease. Clubs should check their lease agreement and any relevant permits to confirm the permitted hours for liquor consumption.

Monday to Thursday	11.30am to 10.30pm
Friday and Saturday	11.30m to 11pm
Sundays	12noon to 9.30pm
Public Holidays	12noon to 9.30pm
Anzac Day	12noon to 9.30pm
Good Friday and Xmas Day	Use is not permitted without Council's and Liquor licensing's prior approval

For information on the types of licences available, application forms, guidelines and fact sheets contact:

**Victorian Commission for Gambling and Liquor Regulation**

Postal Address: GPO Box 1988, Melbourne 3001.

Telephone: 1300 1 VCGLR (1300 182 457)

Email: [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

Website: [liquor licensing and applications online](http://liquor.licensing.and.applications.online)

**Local Law - Consumption of alcohol on council controlled land**

In the City of Boroondara the following Local Law applies to leased sports facilities:

**27. Consumption and Possession of Alcohol**

**27.1** A person or group of persons must not consume alcohol or have in his, her or their possession or control any open receptacle containing alcohol:

27.1.1. on Council-controlled land or a reserve, if his, her or their consumption or possession of alcohol, or behaviour generally, interferes with the reasonable use and enjoyment of the Council-controlled land or reserve by another person;

27.1.2. in a place which Council has resolved is an alcohol-free zone for the purposes of this Local Law; or

27.1.3. in any other place which Council resolves is a prescribed place for the purposes of this clause 27.

Reference: Part D – [Amenity Local Law \(gazetted on 21 September 2012\)](#)

**Holding an event**

If your club is looking at holding an event there are a number of things to consider:



**Councillor attendance**

- If you wish to invite the ward Councillor to a club function please advise Council's Leisure Services Officer with at least 6 weeks' notice.
- This will ensure the correct Council process is followed and the Councillors are informed in advance.

**Relevant permits**

- If you wish to sell food and liquor at your event, please make sure your permits are up to date or, if you don't have them, make sure that you obtain the relevant permits prior to the function.

**Consult, inform and invite neighbours**

- Please consider your neighbours when holding an event by letting them know what is happening
- Invite them into your facility to be a part of the event and your club.

**Risk management**

- Ensure you have the appropriate risk management procedures and audit checks in place
- If you anticipate large numbers at your event, please consider placing additional bins at your facility.

**Environmental protection authority (EPA)**

- Check the [EPA guidelines](#) to ensure noise levels and prohibited times are adhered to. You will also need to stay within your hours of operation as specified in your lease.

**Hiring the facility**

Clubs may hire leased facilities to community groups for regular or casual use. Use should not interfere with the primary purpose of the facility or adversely affect the amenity of nearby neighbours. Hours of hire and serving of liquor must be within the club's permitted hours of use detailed in their lease agreement.

**Sub-leasing**

Tenants must not give up permission of the Premises including assigning the Lease, sub-lease the Premise or grant to any person a licence or concession in respect of the Premises. (Clause 19.1 standard community lease agreement)

The provision of a storage area to a service provider eg tennis coach to accommodate equipment for the primary benefit of the club membership is not considered a sub-let. However the allocation of an area to conduct a business eg pro-shop, cafe, office would require Council approval and most likely a planning permit. Any proposal must be discussed with Leisure Services prior to the establishment of any agreement.

**Responsible behaviour**

Tenants and their guests are required to respect the amenity of those occupying neighbouring properties. No person using the facility/ grounds shall behave in a disorderly manner or create or take part in any disturbance or use indecent or abusive language or

commit any nuisance or in any way offend against decency as regards to dress, language or conduct.

### Smoke free

The tenant club must ensure compliance with Council's smoke-free policy which prohibits smoking in any Council owned building, including pavilions.

The City of Boroondara has recently introduced a [Smoke-free Areas Local Law 2012](#) which prohibits smoking on various areas of Council owned land. Smoking is now prohibited within ten metres of:

- sporting club houses and pavilions
- sportsgrounds and playing surfaces whilst they are in use
- children's playground equipment, barbeques and picnic tables.

It is recommended that 'No Smoking' signs are placed in prominent positions within the facility.

### Disability discrimination act and equal opportunities act

Council's commitment to provide disability access in all Council owned and leased premises requires tenants to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and the Equal Opportunity Act.

### Occupational health and safety

Knowing and understanding your legal obligations and the issues associated with workplace health and safety will help to take steps to avoid the unnecessary costs and damage to a clubs' image associated with workplace injury and illness.

Everyone has a right to be safe at work. This includes the paid and volunteer workers who contribute in many different ways to Australia's diverse sporting organisations and clubs. New work health and safety (WHS) laws may mean the responsibilities and duties of your sporting club have changed.

Since the Commonwealth's *Work Health and Safety ACT 2012* came into effect on 1 January 2012, states and territories have harmonised their WHS laws with the Act. This means that people conducting a business or undertaking (organisations and clubs) and workers (including volunteers) are protected by the same WHS laws across Australia.

Under the WHS laws, some sporting organisations and clubs may need to take new actions to comply with the WHS Act and their state and territory WHS Codes of Conduct and Regulations.

Sporting organisations and clubs should also refer to [Safe Work Australia's website](#), which provides a Volunteer Resource Kit including an *Essential Guide to Work Health and Safety for Volunteers*, a podcast, PowerPoint presentation and fact sheet.

For further information visit the Australian Sports Commission website or click on the link below: [Occupational Health and Safety](#)



## Council's works budget

### Capital works budget

Capital works defined as relatively large expenditure which produces economic benefits expected to last more than 12 months. Capital Works bid's approval processes are subject to 3 levels of review Officer Panel, Executive Management, and Councillors. Considerations will be given to a number of factors including (but not limited to) long term financial strategy, community benefit, current condition of the asset and value of the project.

The following examples have been provided to give clubs an indication of the types of projects that have been approved through Council's capital works program.

- SRV funded projects - matching funding
- Repair of retaining walls
- Structural repairs to Council buildings, separate to the renewal program

If your club has any potential projects that you believe would be appropriate for Council's capital works program, please contact Council's Leisure Services Officer to discuss making a submission. Expressions of interest are required by mid November to allow for the development of a bid by officers the following January.

### Priority projects budget

Priority Projects are projects of short to medium term duration, (up to three years) that do not create an asset that meets Council's capitalisation criteria. Priority Projects bid's follow the same approval process as capital works outlined above.

## Council's building renewal program

The renewal program is part of the development and management of the approved capital works program; as part of the Council Plan. The Projects and Strategies Department are responsible for coordinating this program.

Council buildings are scheduled for inspection based on their age and condition. The assets structural condition (e.g. physical need for work, such as the roof or foundations) and compliance is then assessed to identify the buildings priority within the program. The identification of buildings is done on the basis of a year by year rolling program of works which are scheduled and budgeted accordingly. The renewal program is not for improvement of service to the community but rather the management of the extensive building assets owned by Council.

Once a building has been identified as part of the renewal program a "Preliminary Project Scope" is written to outline the extent of work that is proposed for the building. This scope includes a review of structural issues, condition reports, visual inspections, asbestos audits, glass safety reviews, disability access and a review of current facilities in terms of current building regulations. Once the scope has been documented it is issued for discussion with the relevant Council departments who provide feedback. The agreed scope is signed off and then taken for discussion with user groups and the community. This club discussion occurs in line with the construction program not the budget process.

Upon completion of the consultation process the "Preliminary Project Scope" becomes the "Design Brief" upon which the scope of works is based for documentation and construction.

## Grants and funding

There are a number of ongoing grants that clubs can apply, these include funding from the Victorian Government, Australian Sports Commission, VicHealth, philanthropic trusts and peak sporting bodies.

Council's Leisure Services Officer monitors grant programs and funding opportunities and will advise clubs when relevant funding opportunities are available. These are sent out via the 'From the Sideline' e-newsletter and/ or directly to clubs via email.

Our Community is a social enterprise that provides advice and tools for Australia's 600,000 not-for-profit community groups and state, private and independent schools, as well as practical linkages between the community sector and the general public, business and government. Our Community produce a grant e-newsletter to which clubs can subscribe, provide training and resources:

<http://ourcommunity.com.au/>

For information on applying for grants and funding see page 44.

### City of Boroondara

#### **Boroondara Annual Community Grants**

The City of Boroondara Annual Grant program is currently being reviewed and new guidelines will be introduced in 2014-15. To stay up-to-date on the changes visit Council's website: [Annual grants](#). The grants have previously been split into three categories:

- **Community projects grant**  
Organisations may apply for up to \$10,000 for short-term, one-off, innovative projects that address the annual community development grant program objectives and can be completed within 12 months.
- **Minor equipment grant**  
Organisations may apply for up to \$3,000 for the purchase of equipment. This includes, for example, public address systems, adaptive equipment for people with a disability, sporting equipment and office equipment that is integral to the success of a community or cultural project or which improves the operational sustainability of the organisation. It does not include building works, facility maintenance or landscaping works.
- **New and emerging community organisations grant**  
Unincorporated groups may apply for seeding grants up to \$1,000 and with assistance from an auspice, groups may apply for up to \$3,000 for smaller scale projects and events and for set up and operating such as insurance, stationery and venue hire.

Applications are normally open around May/ June.

#### **Individual initiative sporting grants**

These grants are assessed on an ongoing basis and operate with an approximate budget of \$7,000 available.

- The purpose of the individual initiative grant program is to recognise individual achievements of Boroondara residents and to help ease the financial burden that participating at a higher level can bring.
- The grants are aimed at high achieving individuals selected to compete, perform or represent their chosen sport or recreation field.
- Applications are for funding up to \$300

### **External funding**

There are many grant programs, auspiced by federal, state and local governments, and peak sporting bodies which can be accessed by clubs, some examples of ongoing grants follow. The exact dates often vary from year to year, so you are advised to check on the appropriate website.

### **Sport and Recreation Victoria grants:**

All applications for SRV grants must be submitted by Council. Clubs that wish to discuss projects need to contact the Leisure Services Officer, prior to preparing an Expression of Interest (EOI) to Council.

### **Community Facility Funding Program - Department of Planning and Community Development (DPCD)**

Open date: May

Close date: June

- Grants to help provide high quality, accessible community sport and recreation facilities across Victoria.
- Minor applications are for funding of up to \$100,000 for any one project (where the total project cost is up to \$500,000 excluding GST)
- A total of three submissions per Council.
- The funding ratio is on a \$1 SRV: \$1 LG basis. However, Council will ask clubs to contribute to the funding if possible.

[CFFP](#)

### **Sporting Uniforms Program (DPCD)**

Two funding rounds annually

- Support for the purchase of uniforms by community-based clubs or organisations involved in delivering sporting and active recreation opportunities.
- Priority given to groups in areas of population growth, bushfire and drought affected areas, neighbourhood renewal or community renewal areas and projects providing direct benefit to juniors, women, seniors, people with a disability and people who are Indigenous, culturally and linguistically diverse or newly arrived migrants.
- Grants up to \$1,000.

[Sporting uniforms program](#)

### **Elite Athlete Travel Grants (DPCD)**

- The Elite Athlete Travel Grant Program provides grants of up to \$2000 to assist elite Victorian athletes to travel to compete at national championships or international events.

[Elite Athlete Travel Grants](#)

---

**Local Sporting Champions Programs (Australian Sports Commission)**

Various funding rounds

- An Australian Government initiative aimed at designed to provide financial assistance for young people aged 12-18 towards the cost of travel, accommodation, uniforms or equipment when competing, coaching or officiating at an official national sporting organisation (NSO) endorsed state, national or international sporting championships or a School Sport Australia state or national championships
- Grants of \$500 for successful individual candidates and \$3000 for successful team applications help to fund the cost of travel, accommodation, uniforms or equipment when competing, coaching, umpiring or refereeing.

[Local Sporting Champions Program](#)

**Sportcover Sponsorship Fund**

Various funding rounds

- Providing funding assistance to sporting clubs/associations to help amateur sports men and women striving to achieve sporting greatness across a broad cross-section of sports.
- Grants of up to \$750 to community sporting clubs and associations.

[Sportcover Sponsorship Fund](#)

**Bendigo Bank Grants**

- Many branches of the Bendigo Bank have grants programs for local community group projects that offer clear public benefit and contribute to community development; including building social capital, community welfare, environmental, health, education, sporting or cultural areas.
- Each branch runs its own program with its own priorities and guidelines targeting its immediate neighbourhood, which may include sponsorships as well.
- Grants vary - consult the website or your local branch.

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

---

**Note: If clubs are unsure of club and Council responsibilities, please contact Council's Leisure Services Officer for further clarification.**



# **Sports industry contacts**





Peak sporting bodies and government organisations produce an extensive amount of information and resources to support clubs and decrease volunteer time. You do not have to be an expert or reinvent the wheel - you just need to know where to look or ask for assistance!

## Peak sporting bodies

Peak sporting bodies set the direction and guidance for each and every sport from elite participation through to local grassroots sporting clubs.

Governing bodies can assist clubs in a number of ways. They can provide guidance and information on a variety of topics. For example:

- Club development resources
- Funding opportunities
- Entering sanctioned tournaments and the player pathway
- The latest industry and sport news in Victoria
- Player development
- Participating in Victoria run competitions
- Getting started playing the game

The Australian Sports Commission (ASC) supports sport through many innovative programs ranging from promoting ethical sporting practices to helping clubs grow their membership base. It also works with national sporting organisations (NSOs) and national sporting organisations for people with a disability (NSODs) to ensure clear pathways from community sport to elite performance.

## State sporting associations

### Basketball Victoria

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

Phone: 9927 6666

### Netball Victoria

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

Phone: 9321 2222

### Bowls Victoria

[www.bowlsvic.org.au](http://www.bowlsvic.org.au)

Phone: 9819 6177 (RVBA)

9819 1544 (VLBA)

### Tennis Victoria

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

Phone: 8420 8420

### Croquet Victoria

[www.croquetvic.asn.au](http://www.croquetvic.asn.au)

Phone: 9885 6304

### Rowing Victoria

[www.rowingvictoria.asn.au](http://www.rowingvictoria.asn.au)

Phone: 9820 8888

### Hockey Victoria

[www.hockeyvictoria.org.au](http://www.hockeyvictoria.org.au)

Phone: 8379 4288

## Sport and recreation authorities

### Australian Sports Commission

[www.ausport.gov.au](http://www.ausport.gov.au)

Phone: (02) 6214 1111

### Vic Health

[www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)

Phone: 9667 1333

### Good Sports

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

Phone: 1300 883 817

### Vic Sport

[www.vicsport.asn.au](http://www.vicsport.asn.au)

Phone: 9926 1376

### Sport and Recreation Victoria

[www.sport.vic.gov.au](http://www.sport.vic.gov.au)

Phone: 9208 3333

## External organisations and programs

### [ACHPER](#)

The Australian Council for Health, Physical Education and Recreation, Victorian Branch (ACHPER) is a professional teaching association representing professionals working in the fields of health, physical education and sport and recreation areas of study in Victoria. It is a member based, not-for-profit organisation with significant profile.

### [Australian and New Zealand Sports Law Association \(ANZSLA\)](#)

ANZSLA is the premier not-for-profit sports law organisation in the Australasian region, and is dedicated to providing networking opportunities, advocacy and education about legal issues in sport. Formed in 1990, ANZSLA now has a membership that includes lawyers, administrators, academics, government representatives and students, with membership open to anyone with an interest in sport.

### [Australian Drug Foundation](#)

The ADF vision is for an Australian culture that supports people so they can live healthy, safe and satisfying lives, unaffected by drug problems.

### [Australian Institute of Sport](#)

The Australian Institute of Sport (AIS) is Australia's premiere sports training institute, internationally acknowledged as a world's best practice model for high performance athlete development. The website includes information on scholarships, nutrition, sports science and medicine and technology.

### [Australian Sports Commission](#)

The ASC is Australia's primary national sports administration and advisory agency, and the cornerstone of a wide-ranging sports system. On behalf of the Australian Government, the ASC plays a central leadership role in the development and operation of the Australian sports system, administering and funding innovative sport programs and providing leadership, coordination and support for the sports sector.

### [Dept Sustainability and Environment \(DSE\)](#)

The Department of Sustainability and Environment (DSE) leads the Victorian Government's efforts to sustainably manage water resources and catchments, climate change, bushfires, parks and other public land, forests, biodiversity and ecosystem conservation.

### [Good Sports Program](#)

The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking.

### [National Heart Foundation](#)

The Heart Foundation saves lives and improves health through funding world-class cardiovascular research, guidelines for health professionals, informing the public and assisting people with cardiovascular disease.

### [Parks and Leisure Australia](#)

Parks and Leisure Australia is the key professional Association which provides a broad range of services to members of the parks and leisure industry.

### [Play By the Rules](#)

Play by the Rules provides information and online learning for community sport and recreation on how to:

- prevent and deal with discrimination, harassment and child abuse, and
- develop inclusive and welcoming environments for participation.

### [Sport and Recreation Victoria](#)

Sport and Recreation Victoria (SRV) works to get more people involved in the community through sport and recreation. SRV assists the sport and recreation sector to develop and improve community sport and recreation facilities throughout Victoria. The SRV unit also works to attract and organise major sports events in Melbourne and regional Victoria. It coordinates the funding and development of National and State level sports facilities and supports elite sport training and development.

### [SunSmart](#)

Funded by the Victorian Health Promotion Foundation (VicHealth) and Cancer Council Victoria, SunSmart is an internationally recognised skin cancer prevention program. SunSmart's aim is to lead, coordinate, implement and evaluate action to minimise the human cost of skin cancer in Victoria. SunSmart provides information, guidelines and resources to assist sports clubs.

### [SmartPlay](#)

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. On the SmartPlay website you are able to find articles, resources, news and events from all states at the Smartplay National section of the site.

### [VicHealth](#)

The Victorian Health Promotion Foundation, best known as VicHealth, works in partnership with organisations, communities and individuals to make health a central part of our daily lives. The focus of their work is on promoting good health and preventing ill-health.

### [VicSport](#)

As Victoria's Peak body for sport and active recreation **vicsport** represents the needs and concerns of over 170 member groups to Government, associated statutory authorities,

relevant business and private enterprises and other stakeholders with an interest in promoting sport and active recreation.

As the peak representative body their key role is to:

- **Advocate:** as the “Voice for Sport”, vicsport represents the interests and concerns of our members to government, to statutory authorities and to the broader industry.  
Inform policy development: vicsport listens to members and uses this feedback to provide visionary strategic advice to key policy and decision makers.
- **Facilitate program delivery:** vicsport works with government, statutory authorities and key external stakeholders to develop strategies and provide support required to assist members deliver participation opportunities for all Victorians.
- **Build member’s capacity:** vicsport supports and educates members through the provision of quality advice and consultation services and delivery of professional development opportunities.
- **Research:** through industry research and development, vicsport analyses issues, identifies trends and develops innovative strategies that play a vital role in planning for the future.

#### [Victoria's Volunteering Portal](#)

Victoria’s Volunteering Portal is the new gateway to volunteering information, tools and resources for the Victorian public, and for Victorian community sector organisations. The portal is a community asset which is sponsored and managed by the Department of Planning and Community Development.

#### [Volunteering Victoria](#)

Volunteering Victoria is the State peak body for volunteering. They focus on strengthening and ensuring the resilience of communities by promoting the benefits of people’s involvement and participation in community life through volunteering. They also advocate for the development of sustainable community hubs as sources of support and information for people seeking to volunteer.

#### [Yarra Valley Water](#)

A retail water company, Yarra Valley Water provides water supply and sewerage services to over 1.5 million people who live and work in the Yarra River catchment area of Melbourne, including Boroondara.



# Club development





## Council communication and support

Council's Leisure and Sport Department is committed to assisting clubs become as viable and sustainable as possible both now and long into the future.

### From the Sideline e-newsletter

"From the Sideline" is a free quarterly online newsletter produced in summer, autumn, winter and spring. It is primarily aimed at sports clubs leasing Council facilities such as netball, hockey, tennis, bowls, petanque and croquet clubs, however it is beneficial to all clubs in Boroondara.

Regular features include Council news, summaries of planning and policy documents, sport and recreation industry news, current grant opportunities, club development information/resources and training opportunities.

It is Council's main form of communication with local clubs and therefore we strongly encourage all clubs and committee members to subscribe to this newsletter.

[Subscribe here](#)

### Email

Between the e-newsletter being distributed, any information relevant to sports clubs is sent via email directly to the clubs nominated contact person. It is the contact person's responsibility to forward it on the relevant club committee member or to action as necessary e.g. grants/ funding information, workshops, audits etc

### Council website

Council's website has a sport and recreation webpage directed at sports clubs that hosts the latest e-newsletter, information and relevant links. The Community Information System (CIS) provides a public database for clubs to advertise their services.

### Sports club workshops

Leisure Services conducts on average two free workshops per annum on an ongoing basis specifically for sports clubs within Boroondara, usually around March and October. Clubs will be notified of workshops as available and would strongly encourage clubs to attend. Topics are in response to clubs preferred areas of interest.

### Community OnBoard

As well as the Sports Club Development Workshops, Council runs a free networking and skill development program for local sports and community groups, clubs and not-for-profit agencies in Boroondara. This program is called [Community OnBoard](#).

This program hosts a variety of different workshops to assist community not-for-profit organisations within the municipality. Topics that are covered in the program include (but are not limited to):

- Grant Writing
- Marketing and Promotion
- Event Management
- Working Sustainably

For more information or to book into one of these sessions, please visit the Council website or alternatively phone the Community Planning Department on 9278 4753.

## Club development resource library

The Australian Sports Commission encourages members to visit and access their extensive resource library to assist with club administration. Their library holds almost 500 different club resources available to assist clubs to manage their organisations. Resources range from planning guides to fundraising ideas, and even down to food-handling procedures. The library acts as a one-stop shop for clubs to access on a regular basis or when they need some assistance on an issue.

Sections of the Resource Library include:

- Managing Risks
- Club Management
- Information Management
- Starting a Club
- People Management
- Administration

[Resource library for clubs](#)

## Good sports program

Council is further committed to the development of clubs and is an advocate for the good sports program. It currently has approximately ten clubs registered with the program.

Good Sports aims to reduce alcohol and other drug related issues, increase the viability of sporting clubs and improve the range and quality of sport options available within the community. Good Sports is a program that supports community sporting clubs to be safe, healthy and family friendly environments.

The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking. Displaying the Good Sports logo sends an important message to club members and the community. It confirms that the club promotes a responsible attitude towards alcohol and that it provides a safe environment for players, members, families and supporters.

The key strategy of Good Sports is the accreditation program. The three-level accreditation criteria consist of a set of alcohol management standards for clubs that serve and consume alcohol. Clubs are required to move through the levels in a set amount of time (maximum 5 years), maintaining all the criteria from previous levels as they do so.

One of the key benefits to clubs of registering in the free program is the support that they receive in changing culture. A Good Sports Project Officer assists club committee members through the entire process.

<b>Level 0</b>	This is aimed at clubs that are alcohol-free facilities, smoke-free, diverse revenue generation, promotion (Good Sports program), safe transport policy and alcohol management policy.
<b>Level 1</b>	Liquor license, bar management (RSA training) and smoke-free.
<b>Level 2</b>	Maintenance of Level 1 criteria, enhanced bar management (RSA training, etc.), food and drink (low and non alcoholic), safe transport policy and diverse revenue generation.

### **Level 3** Maintenance of Level 1 and 2 criteria and alcohol management policy

For more information please visit the good sports website at [www.goodsports.com.au](http://www.goodsports.com.au)

### **Online food safety training**

The Department of Health's Food Safety and Regulation Unit has developed a free online food safety learning program to better inform food handlers and all Victorians about how to handle food safety. The course is a useful education tool, however will not satisfy the units of competence requirements for the role of the Food Safety Supervisor. The online course can be used a resource tool for clubs to reiterate food safety for canteen staff.

The course takes about an hour to complete and participants can print a certificate as a record of completion. The training is suitable for anyone that prepares food and covers topics including:

- Safe food storage
- Cleaning and sanitising food preparation areas
- Preventing food contamination
- Personal hygiene for food handlers

To access the interactive program visit: [Do Food Safety Website](#)

Further information on Food Safety Supervisor/Program requirements can located in the Food Sales section of this document.

### **Committee of management responsibilities**

Club committee's are responsible for ensuring the appropriate management, administration and conduct of sporting clubs. There is an expectation that clubs will conduct themselves in a professional manner and meet the rules and regulations of the environments they operate within.

The Australian Sports Commission has released a guide for sporting clubs with regard to governance principles. The purpose of the guide is to:

- Assist members of committees, officers and managers of sporting organisations to develop, implement and maintain a robust system of governance that fits the particular circumstances of their sport;
- Provide the mechanisms for an entity to establish and maintain an ethical culture through a committed self-regulatory approach; and
- Provide members and stakeholders with benchmarks against which to gauge the entity's performance.

For more information visit the Australian Sports Commission website and download the linked document:

[Governance Principles](#) A good practice guide for sporting organisations

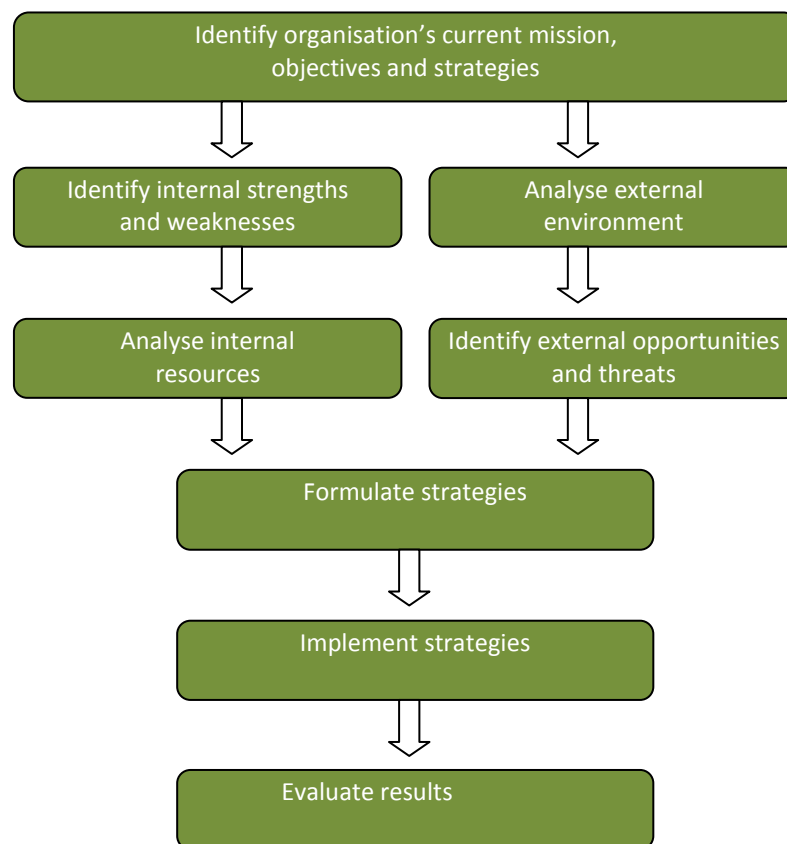
## Planning

*'Failing to plan means planning to fail'*

Planning is a key management committee function and responsibility and is required for effective sports club governance.

Unfortunately, lack of planning is why many sport and recreation organisations find themselves in difficulties. Although there is a great deal written about plans and the planning process, put simply, planning is like developing a road map for the organisation, it helps the organisation to see where it is going and how it is going to get there.

### The Planning Process:



### [The planning process](#)

#### Business plan

A combination of a strategic, marketing, operational and financial plan.

#### Strategic planning

Focuses on setting the direction of an organisation over a relatively long time frame. Usually includes a strategic analysis of an organisation's environment and then sets the strategic direction. It enables an organisation to focus on specific outcomes. An action plan is then developed to achieve the strategic goals.

#### Action/ operational plan

Focuses on a shorter timeframe and outlines specific tasks to achieve strategic goals. Often includes strategies, responsibilities, budgets and timelines.

## Applying for grants and funding

Funding body's need to be convinced of two main things - that a significant need exists, and that the applicant (your club) has the capacity to meet the need.

Before you write, do your research. Make sure that your group and your project fits in with the funding body's eligibility requirements. They will have little scope to waive them, which means if you're ineligible, you will be wasting your time and theirs.

If you are not sure if you fit in with the funding body requirements, give them a call to check.

### Quick tips:

- Check eligibility and project fit
- Be pedantic and follow the guidelines
- Mirror words used in the guidelines
- Follow the rules of good writing
- Present information clearly and concisely

### The proposal

Most grant applications seek submissions that are structured around the following:

1. A brief description of your organisation
2. A case for support
3. A description of the proposed project
4. A budget

#### 1. A brief description of the organisation

Here, grant evaluators want your organisation to establish credibility for funding and how your existing programs were developed to meet identified community needs.

Include short relevant descriptions of the credentials and experience that your organisation and its key staff have in the area for which program funds are being sought.

#### 2. The case for support

It is vital to establish a specific problem or issue in a geographically (or community of interest-based) identifiable area. The problem needs to be one that you can demonstrate an ability to realistically address.

- Produce evidence: use up-to-date and accurate data based on objective research
- Tell the story: a relevant and evocative case study illustrating the issue will help to drive your points home.
- Demonstrate community support: provide evidence of community support for your group's work, particularly in relation to the project for which you are seeking support. This can be in the form of letters of support

#### 3. The proposed project

This is where you show that you have developed a clearly defined, creative, achievable and measurable strategy to address the issue/s previously described.

Your application should include:

- Clearly defined aims and objectives



- The methodology - how the objectives are to be achieved
- Evaluation - how the success of the program will be measured

#### 4. The budget

The required presentation of the program budget can vary from a simple one page statement of income and expenses to a more complex set of budget papers including explanatory notes and various items of revenue or expense.

Importantly, be honest, open and realistic about proposed expenditure.

#### Important note

The guidance notes above are designed to provide an indication of the basic components of a typical grant application.

Of course, the most important part of making an application is to READ THE GUIDELINES and make sure you follow them to the letter - that means following the application format that the funding body asks for, and answering the questions that they put.

### Risk management

There are several things to consider when looking at areas of risk in your club. The objective of a sports risk management program is to make sure your club operates in a way that reduces the risk of injury, damage or loss to people, facilities and finances.

Risks to your members include covering child protection legislation, anti harassment, codes of behaviour and occupational health and safety. Areas to consider include:

- [Facility planning and management](#)
- [Insurance](#)
- [Harassment free sport](#)
- [Pregnancy guidelines](#)
- [Member protection](#)
- [Legal issues](#)
- [Child protection](#)
- [Health and safety](#)
- [Codes of behaviour or conduct](#)
- [Food safety guidelines](#)
- [Safety procedures](#)

#### Sport safety

[Smartplay](#) is a sport safety and injury prevention program, the website has articles, resources, news and events. 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.

#### The law and sport

Sporting clubs and organisations are governed by both internal and external laws. Sports internal laws include their constitution, rules, by-laws and other policies and procedures. External laws are governed by rules and standards of behaviour for the wider community

and exist in the forms of statues and the common law. The issues of discrimination, harassment, abuse and assault enter into both of these arenas.

### Key points

- Reasonable steps must be taken to prevent discrimination or sexual harassment. This includes a written policy and training and informing everybody (staff, volunteers and young people) of their obligations and rights.
- Direct or indirect discrimination are unlawful where anybody is dealt with unfairly on the basis of their age, disability, gender, ethnicity etc.
- To prevent exposure of children to criminal acts, all people working with junior sport participants should be screened Working with Children Check.
- Organisations should have a policy on drugs in sport informing of banned drugs, and the consequences of detection.
- OHS legislation requires organisations to ensure the health and safety of everybody in a workplace (this includes all sporting environments).
- Risk management procedures are needed to prevent exposure to health and safety risks.

[Play By the Rules](#) website is an excellent source of risk management and legal information and provides online training.

### Child Protection

All people looking after children and young people have a responsibility to provide a safe environment for them - including those in the sport and recreation industry. National and State and Territory sports organisations have developed child protection guidelines.

[Working with children check](#)

## Marketing and promotion

Marketing can be defined as a process by which individuals and groups obtain what they want through creating, offering and exchanging products of value with others.

### Ways to market your club:

- electronic e.g. electronic newsletters, website.
- newsletters
- competitions
- advertising
- functions
- sponsorships

The “marketing mix” or marketing tools an organisation can use can be classified into four categories:

**Product** – includes the quality and accessibility of the services the club or group provides, for example, competitions and social functions;

**Price** – includes the cost of membership fees and discounts offered;

**Place** – includes the clubrooms or the facilities where competitions are conducted; and

**Promotion** – includes advertising of the club or group, a promotion at the local shopping centre or an article in the local community newspaper.

### Developing a simple marketing plan

A marketing plan does not need to be particularly difficult to develop or the strategies costly to implement. There are many different ways to develop a marketing plan. A simple plan for a small club would contain some basic elements including:

**Objectives:** Marketing objectives should be specific, measurable and achievable. An example would be recruiting an additional 20 junior members by the start of competition.

**Strategies:** These can be developed around the marketing mix and must be targeted towards the specific target markets. Target marketing is the practice of designing and directing specific services at specific individuals or groups of customers. For example, if your club or group was trying to attract new junior members you would need to develop strategies to specifically attract juniors.

**Budget:** A realistic marketing budget within the club's/group's capabilities and focussing on low-cost or no-cost strategies would be recommended.

**Evaluation:** Make sure strategies are put in place to see if you have met your objectives. Some activities are easy to monitor, such as a membership drive, others will not be able to be evaluated until after the event. Collect copies of press clippings or media coverage, records of attendances at functions or competitions and any feedback your group receives whether it's positive or negative.

Source: Department of Sport and Recreation - Government of Western Australia

## Volunteers

Volunteering is an important component of any successfully run sporting club, competition or association.

Successful clubs understand what motivates and attracts volunteers, plan for volunteer involvement, have a selection process in place and ensure that volunteers feel welcome and included.

Unfortunately volunteering is declining, research with volunteers and potential volunteers has found:

- Reluctance to be 'locked in' to volunteering
- People are becoming more time poor as they work longer and less structured hours
- Compliance requirements are increasing and becoming more complex
- Difficulty in attracting and engaging younger people with more 'self interest' attitudes
- Lack of capacity (funding and time) to recruit, engage, manage and support volunteers
- Need to tailor messages to different life stages and attitudinal segments.

For resources on understand what motivates and attracts volunteers and how to manage them visit Australian Sports Commission's [club resource library](#).

The [Boroondara Volunteer Resource Centre \(BVRC\)](#) is a core service of the Council and is committed to expanding and extending volunteer activities in Boroondara, and surrounding areas, through promoting, supporting and assisting the voluntary involvement of the community in community programs.

The BVRC offers a comprehensive range of services for both volunteers and managers of volunteers, including:

- Volunteer referral interviews
- Agency network meetings
- Newsletter and email bulletins for both registered volunteers and member agencies
- A library, containing information and resources relevant to the volunteer sector
- Information brochures
- Promotional opportunities for member agencies
- Training workshops, for both volunteers and volunteer managers
- Volunteer-recognition events during national volunteer week and on international volunteer day

If your club would like to become a member of the BVRC, download and complete the [Boroondara agency registration kit](#). Please note that you will need to have volunteer's insurance cover to register. BVRC provides a range of training opportunities for volunteers.

For more information please email the BVRC at [bvrc@boroondara.vic.gov.au](mailto:bvrc@boroondara.vic.gov.au), telephone 9278 4550, or visit their [Facebook page](#)

### Victoria's volunteering portal

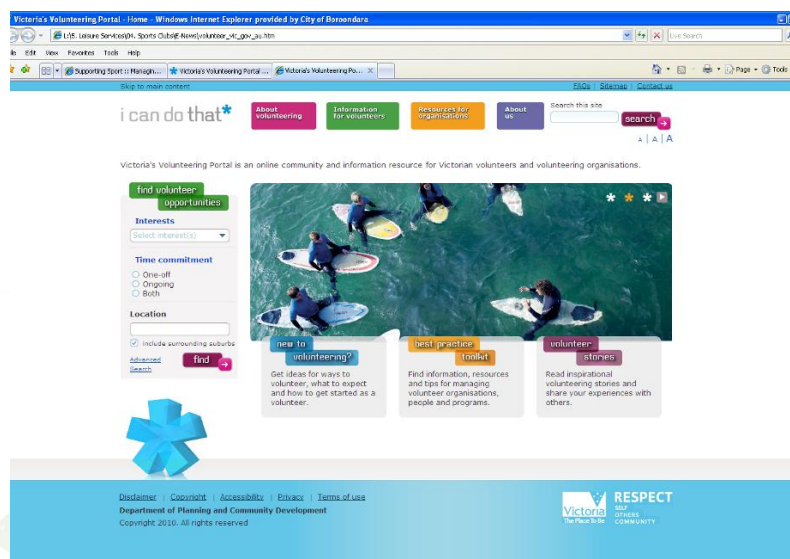
Victoria's Volunteering Portal is the new gateway to volunteering information, tools and resources for the Victorian public, and for Victorian community sector organisations. The portal is a community asset which is sponsored and managed by the Department of Planning and Community Development.

The portal has a state-of-the-art volunteer opportunity matching service which includes powerful functionality to match the needs of organisations/ clubs and current with prospective volunteers.

### Two step process:

1. Register your club
2. Upload your volunteering opportunities

To complete these steps, please visit Victoria's [Volunteer Portal](#)



## Access and inclusion

Inclusion is one of the driving principles of participation in Australian sport. All Australians, including people from culturally diverse groups and newly arrived immigrants and people with disabilities, should be able to enjoy participating in sport. The Australian Sports Commission (ASC) supports inclusive sporting programs that reflect the depth and diversity of Australia's society.

Beyond its obvious health benefits, sport has an important role to play in promoting social cohesion and harmony in communities.

### Benefits of being an inclusive club:

- Greater community connection
- A more welcoming environment which leads to increased participation and membership
- Greater volunteer base and volunteer resources
- More resources and access to funding opportunities

### Ten useful tips to help you promote inclusive practices in your club:

1. **Welcome, encourage and support** new people getting involved and feeling at home in your club. Develop an induction program to introduce new members to your sport and provide them with useful information about social events, the rules of the sport, health and safety measures, appropriate dress codes and opportunities for training and development. Visit the [ASC's Club Development library](#) for useful tips and ideas on how to get started.
2. **Promote greater awareness** of what your sporting club offers people in the local community, particularly those from culturally diverse backgrounds, and sell the following benefits: meeting new friends, keeping fit, learning new skills and making a difference in your community. Successful clubs promote the tangible services and benefits they have to offer their communities.
3. **Reach out and connect** with culturally diverse people and groups actively involved in schools, businesses and other organisations in your community. The local community is a rich and fertile ground to attract new potentially long-term members and volunteers to your sporting club. You will also benefit from drawing on a diverse range of views and experience in the development of your club.
4. **Promote tolerance, awareness and respect** for all participants, including people from culturally diverse and multi-ethnic backgrounds. Break down barriers to entry by creating opportunities for all participants to get involved in organised sport and physical activity at their own level.
5. **Be flexible** and cater for the special needs of a diverse range of participants, including those of different ages and abilities and from different cultures. For example, run a 'come and try' event, or an open day for new members. Deliver modified games with simplified rules to make it easier for people of different ages and abilities to get into the sport.
6. **Research and investigate** strategies and ways to get all Australians involved in your sport. The ASC's All Cultures resource is a good starting point, providing useful tips and tools on how to get people from diverse backgrounds involved in organised sport and physical activity.
7. **Create a fun, safe and inclusive environment** for all participants. Sporting organisations and clubs have a responsibility to protect the safety and promote the wellbeing of all participants.



8. **Give club members the chance to have their say**, to ask questions and to provide feedback about general club matters. Provide regular news updates through online communication, print publications and other promotional materials — posters, letters and fliers — to keep people informed about your club's services, activities and events.
9. **Partner with other organisations** to help reach potential new members through initiatives such as your sports national junior participation program or the ASC's Active After-school Communities (AASC) program, which gives primary school aged children a positive introduction to over 70 sports and 20 structured physical activities.
10. **Deliver and support ongoing training and development** opportunities for participants in your sporting club, to improve their skills and help them gain experience in other roles, such as coaches, officials and volunteers.

### **Contacts:**

#### **MetroAccess Project Officer**

Ageing and Disability Services  
 City Of Boroondara  
 Phone: 9278 4777

MetroAccess is a key part of the Victorian government and Council's vision of a more inclusive Victoria where disability is not a barrier to participation in community life.

### **How does MetroAccess work in Boroondara?**

- Mobilise and support people with disabilities to optimise participation in the life of their community
- Build and strengthen the community's capacity to provide support to people with disabilities and their families
- Facilitate integrated local community planning and coordination which engages and involves people with disabilities and their families, disability service providers and community organisations
- Work with existing disability support providers to enhance their capacity to provide relevant and appropriate supports in the community
- Improve access to information about relevant services and community activities available to people with disabilities in their communities.

### **Access for All Abilities (AAA)**

From the 1st July 2013, Sport and Recreation Victoria reorientated delivery of the AAA program so that the State Sporting Associations are directly responsible for creating stronger pathways to sport and recreation for Victorians of all abilities, regardless of the level or type of disability. Funding over the next two years will also be shared by disability sports and community based organisations, including:

- Blind Sports Victoria,
- Deaf Sports Recreation Victoria,
- People Outdoors
- Riding for the Disabled Association of Victoria
- Special Olympics Victoria
- VICSRAPID

- VicSport

Reclink Australia will receive funding over the next two years to provide a first point of call service to connect people with a disability to sport and recreation opportunities. This service will act as an agent on behalf of individuals to identify and connect people with disabilities to sport and recreation clubs and providers.

Reclink:

Telephone: 1800 AAA VIC (1800 222 842) or (m) 0431 779 755

Email: [info@aaavic.org.au](mailto:info@aaavic.org.au)



# Appendix



A detailed map of the Cotham area in Bristol, England. The map shows a network of streets, including the Eastern Freeway at the top, the M4 (labeled as 'M4') running vertically through the center, and the M5 (labeled as 'M5') running horizontally at the bottom. The Cotham area is highlighted in orange. Surrounding areas are labeled: Studley to the west, Morningside to the north, Morningside to the east, and Lynden to the south. Other labeled streets include: Studley Park Road, Church Street, Power Street, Denmark Street, Princess Street, East Street, Asquith Street, High Street, Cotham Road, Bakers Road, Burwood Road, Clifton Road, Toorak Road, Riversdale Road, Burke Road, Catapult Road, Canterbury Road, Morningside Road, Whitehorse Road, Belmont Road, Doncaster Road, and Solway High Street. The map also shows the M4 and M5 freeways, and the M4 is labeled as 'M4' and 'M5'.



## Appendix B: Community information system form

<b>Full name of organisation</b>		
<b>Abbreviated name</b> (if applicable)		
<b>Parent body</b> (if applicable)		
<b>Postal address</b>		<b>Postcode</b>
<b>Street address</b>		<b>Postcode</b>
<b>Tel</b>	<b>Fax</b>	<b>Email</b>
<b>Venue name</b> (if different from above)		
<b>Venue address</b>		<b>Postcode</b>
<b>Website address</b>		<b>Disability access</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Contact name 1</b>		<b>Title</b>
<b>Address</b>		<b>Postcode</b>
<b>Tel (home)</b> <b>(work)</b>	<b>Fax</b>	<b>Email</b>
<b>Contact name 2</b>		<b>Title</b>
<b>Address</b>		<b>Postcode</b>
<b>Tel (home)</b> <b>(work)</b>	<b>Fax</b>	<b>Email</b>
<b>Organisation objectives or purpose</b>		
<b>Service or programs offered</b>		
<b>Hours of operation or meeting times</b>		
<b>Target group</b> (eg children, older people)		
<b>Eligibility criteria</b>		
<b>Referral process</b>		
<b>Fees</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details		
<b>Main funding source</b>		
<b>AGM date</b>	<b>Date this form was completed</b> /    /	

Staff use only

Record No	File no	Updated
-----------	---------	---------

Please return to Kew Library

## Appendix C: Licensee obligations and responsibilities

All liquor licences granted in Victoria have a set of standard obligations that a licensee must meet in order to comply with the requirements of the licence. This page summarises the standard obligations.

### [Serving intoxicated patrons](#)

Licensees need to be aware of their obligations in relation to serving intoxicated patrons.

### [Responsible Service of Alcohol](#)

There is a mandatory requirement for certain licences to have staff trained in the Responsible Service of Alcohol program.

### [Underage patrons on licensed premises](#)

There are strict rules around allowing underage patrons on licensed premises.

### [Responsible alcohol advertising and promotions](#)

Principles that licensees need to follow when promoting alcohol.

### [Required signage in licensed premises](#)

There are notices that must be displayed in a licensed premises.

### [Free drinking water for patrons](#)

Free drinking water needs to be made available to patrons in licensed premises where the alcohol is consumed onsite.

### [ANZAC Day trading restrictions](#)

See the restrictions on trading on ANZAC Day.

### [Barring problem customers](#)

Learn about the various ways in which licensees can bar problem customers from their premises.

