

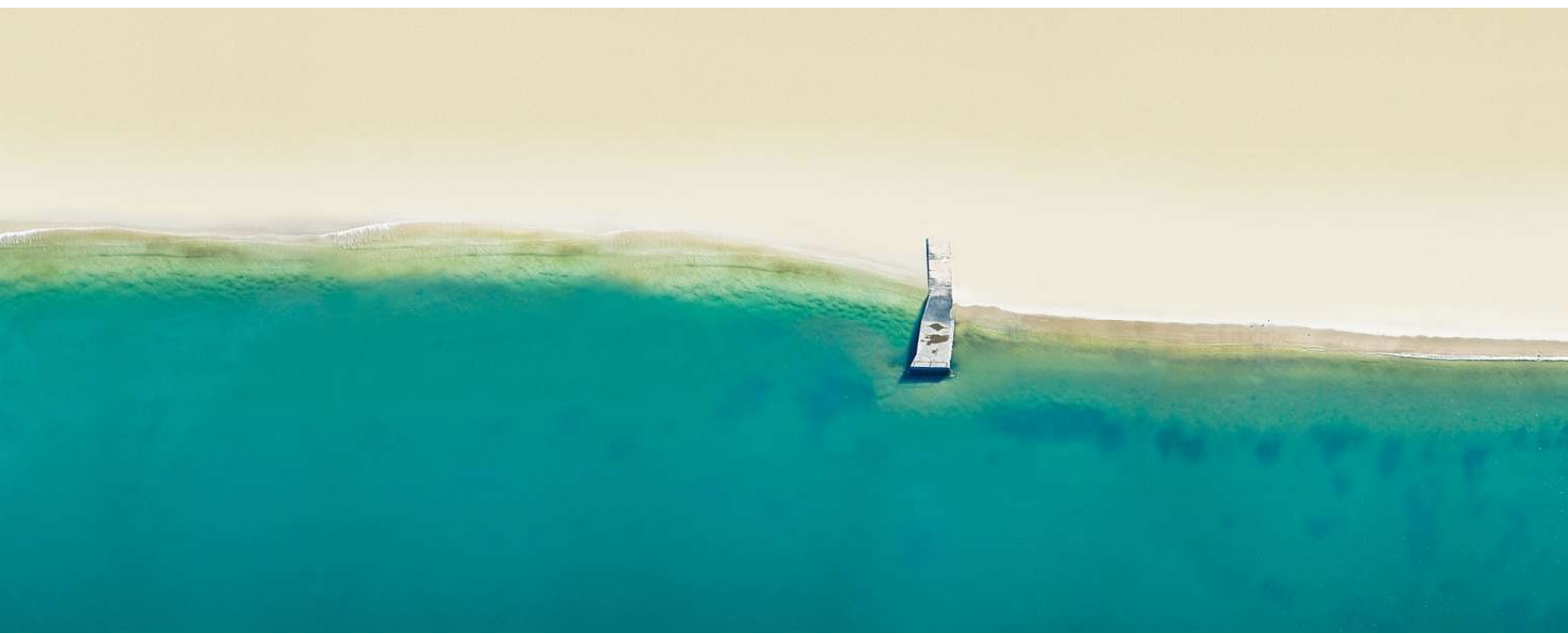


Bayside Council

Serving Our Community

Sports Ground Allocation Policy

22 July 2026



Contents

1	Introduction	4
2	Objectives	4
3	Scope	5
4	Definitions	5
5	Policy Statement	5
6	Allocation Framework.....	6
6.1	Allocation Principles	6
6.2	Allocation Hierarchy	6
6.3	Allocation Types.....	7
6.4	Seasonal Preference.....	7
6.5	Eligibility.....	8
6.6	Selection Criteria for Sporting Ground Allocation.....	9
7	Responsibilities and Obligations	10
8	Conditions Governing the Use of Sports Grounds.....	11
9	Form of Agreement	11
10	Policy implementation	12
11	Breaches and Penalties	13
12	Appeals and Dispute Resolution.....	13
13	Document control.....	13
14	Related documents	13
15	Version history	14

© Bayside Council

Sports Ground Allocation Policy

File: F26/167 Document: 26/162897

Policy Register: F16/951 Policy No.: PP26/18

Class of document: Council Policy

Enquiries: Manager Libraries and Lifestyle



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

1 Introduction

Bayside Council owns and manages an extensive network of sports grounds and is committed to providing access for local clubs, schools, residents, and community organisations to support active lifestyles and community wellbeing.

While the allocation of sports grounds for organised sport is important, Council also recognises the need for community access outside of formal bookings for residents and visitors to enjoy these spaces for informal recreation, exercise, and social connection.

To protect and sustain these valuable community assets, allocation of sports grounds must also provide for regular rest periods and maintenance activities. This ensures the safe use of grounds, supports effective asset management, and extends the lifespan of playing surfaces and associated infrastructure.

With a growing population and increasing demand, this Policy aims to establish a fair, equitable, transparent, and consistent framework for sports ground allocations for regular and seasonal use.

This Policy also embeds clear responsibilities for Council, hirers, associations, and governing bodies, together with the Code of Conduct expectations and Conditions of Use. These ensure that sports grounds are used safely, inclusively, and sustainably while promoting accountability and respectful behaviour.

2 Objectives

Promote participation by providing diverse opportunities for sport, recreation, and physical activity for all Bayside residents.

Foster inclusivity by enabling opportunities for participation among under-represented groups, including women and girls, people from lower socio economic backgrounds, people with disabilities, seniors and people from culturally diverse communities.

Ensure fair and transparent access by applying an equitable, transparent and consistent framework for allocating sports grounds and facilities.

Support sustainability and positive stewardship by enabling clubs and associations, where feasible, to thrive and remain viable, while requiring responsible use of sports grounds and positive contributions to the community.

Balance organised and informal use by ensuring sports grounds accommodate both formal sporting competitions and informal community recreation to promote health, wellbeing, and social connectedness.

Protect and maintain facilities by managing grounds responsibly and sustainably through scheduling, rest periods, and maintenance to ensure long-term community benefit.

Clarify responsibilities and standards by defining the roles Council, hirers, associations, and governing bodies, embedding expectations for safety, respect, inclusion, child safety, professionalism, and integrity.

3 Scope

This Policy applies to all Council-owned and/or managed sports grounds for regular and seasonal use. It covers training, competitions, and structured activities, including those conducted under permits, licences, or lease agreements.

Sports Grounds under Leases and License

These Terms of this policy apply unless expressly overridden by a specific clause in a licence or lease.

Special Events

Special events (including presentation days), tournaments, and carnivals are not covered under seasonal or regular allocations and must be approved separately through Council's event booking process. Additional requirements for traffic management, waste, risk management, and user-pays services are detailed in the *Code of Conduct and Conditions of Use for Sports Grounds*.

Other exclusions include passive recreation areas, aquatic centres, golf courses, casual users, special events, and commercial personal training (managed separately).

This Policy operates in conjunction with Bayside Council's ***Sports Ground Code of Conduct and Conditions of Use Guideline***, which outline detailed behavioural, operational, and compliance requirements for all users

4 Definitions

Definitions such as sporting clubs, seasons, sports ground, permanent, seasonal and temporary game day signs will be maintained in the **Appendix A – Glossary**.

5 Policy Statement

Bayside Council is committed to providing **fair, equitable, and transparent access** to sports grounds for local clubs, associations, schools, and the broader community.

This commitment is underpinned by the expectation that all users uphold the **highest standards of behaviour, respect, and integrity**, in line with Council's Sports Ground Code of Conduct and Conditions of Use.

Council will ensure that sports grounds are managed and allocated in a manner that:

- Promotes inclusive participation and opportunities for under-represented groups.
- Upholds principles of respect, child safety, professionalism, and community responsibility.
- Balances organised sport with informal community use.
- Supports the sustainable management, protection, and long-term viability of sports grounds and associated facilities.
- Reinforces the shared responsibility of Council, hirers, associations, and governing bodies to maintain safe, welcoming, and well-managed community assets.

6 Allocation Framework

6.1 Allocation Principles

Council allocates sports grounds in accordance with the following principles:

- a) **Local Participation Priority** – Preference is given to clubs, associations, and schools whose participants are primarily Bayside residents. Local community use takes precedence over external users.
- b) **Equity and Inclusion** – Encouraging participation by under-represented groups, including women and girls, people with disability, seniors, culturally and linguistically diverse communities, and residents from lower socio-economic backgrounds.
- c) **Juniors and Development Pathways** – Giving priority to junior participation, school competitions, and initiatives that provide local player development pathways.
- d) **Sustainability and Maintenance** – Ensuring allocations reflect ground capacity, rest and rehabilitation periods, maintenance requirements, and long-term asset sustainability.
- e) **Shared Use and Collaboration** – Promoting shared and multi-sport use of grounds wherever feasible. Exclusive use will only be permitted under formal lease or licence agreements.
- f) **Compliance and Standards** – All hirers must adhere to Council policies, Conditions of Use, the Sports Ground Code of Conduct, and relevant child safety, governance, insurance, and financial obligations. Non-compliance may affect current and future allocations.
- g) **Viability and Good Governance** – Preference is given to clubs and associations that demonstrate sound financial management, transparent governance, and a sustainable organisational structure.
- h) **Community Benefit** – Allocations should maximise public value by supporting opportunities for health, wellbeing, social connection, and positive community engagement.
- i) **Transparency and Fairness** – All allocation decisions will be guided by clear, consistent, and transparent processes to ensure confidence among user groups and the community.
- j) **Emerging and Growth Sports** – Council may consider applications from emerging or growth sports where capacity allows, provided this does not displace established community use or compromise asset sustainability.

6.2 Seasonal Allocation Hierarchy

Council will utilise the following hierarchy to prioritise the allocation of sports grounds.

Council may, at its discretion, vary or override this hierarchy where it considers it necessary to achieve broader community, operational, safety, or strategic outcomes.

Priority	User Group	Notes / Conditions
1	Sport Associations governing local competitions	Priority for weekend games, catch-ups, and local pathways programs
2	Local “home clubs”	Community based sporting club that has a traditional historic association to the ground; majority of

Priority	User Group	Notes / Conditions
		participants must be Bayside residents; junior and inclusive grass roots participation is a priority.
3	Other Bayside-based community clubs	Community based sporting clubs located in Bayside' LGA for training and games; majority of participants must be Bayside residents: junior and inclusive grass roots participation is a high priority.
4	Schools within Bayside LGA	Inter-school competitions, carnivals, and regular sports programs
5	Representative/elite teams	Allocated only after local community demand is met; local player pathways encouraged
6	Community/social sporting groups	Multicultural, casual, or social competitions that primarily involve Bayside residents
7	Commercial/private hirers	Only if capacity exists and local community use is not displaced

6.3 Allocation Types

Council offers the following types of allocations for the use of sporting grounds and their associated facilities:

- a) Winter Season Allocation
- b) Summer Season Allocation
- c) Preseason Allocation (subject to availability)
- d) Casual Allocation (subject to availability)
- e) School Allocation

6.4 Seasonal Preference

Council recognises the traditional allocation of sports grounds according to seasonal sporting codes. To ensure fairness, sustainability, and continuity, the following seasonal preferences will apply:

Clause	Season	Provision
10.1	Summer Season	The summer season is defined as the period from the first weekend in October to the last weekend in March. Priority will be allocated to traditional summer sports, including cricket, baseball, Oztag, touch football, and athletics, six a side soccer.
10.2	Winter Season	The winter season is defined as the period from the first weekend in April to the last weekend in August. Priority will be allocated to traditional winter sports, including netball, rugby league, rugby union, AFL, hockey, and football (soccer).
10.3	Pre-season and Off-season Allocations	Pre-season or off-season allocations may be approved where they do not displace the seasonal priority sport and

Clause	Season	Provision
		remain consistent with required rest and maintenance schedules.

10.4 Transition and Flexibility

Council reserves the discretion to adjust seasonal commencement and conclusion dates to accommodate finals, representative fixtures, or exceptional circumstances, provided such adjustments do not compromise ground sustainability or equitable community access.

10.5 Multi-sport Consideration

Where practicable, Council supports shared and flexible use of facilities, provided allocations remain consistent with seasonal preferences and asset protection requirements.

10.6 Seasonal Changeover

Seasonal changeover and rest periods will occur within the respective pre-seasons and will take precedence over pre-season access requests, as determined by site-specific requirements.

6.5 Eligibility

To be eligible to apply for the allocation of sporting grounds and associated facilities, applicants must:

1. Application Requirements

- Submit a completed allocation application form by the advertised closing date.
- Provide all required supporting documentation, including the organisation's most recent annual and financial reports.
- Late submissions will be assessed after all on-time applications, which may result in reduced allocations.

2. Organisational Status

- Be a not-for-profit sporting club, association, or school.
- Have no outstanding debts or previous poor payment history to Council.
- Demonstrate a satisfactory record of compliance with Council policies, Conditions of Use, and relevant Council and/or sporting association Codes of Conduct during previous allocations.

3. Residency and Membership

- Be based within the Bayside Local Government Area (LGA).
- Demonstrate that the majority of members or participants are residents of the Bayside LGA.

4. Endorsements and Governance

- Provide written endorsement from the relevant sporting association or governing body where required.
- Comply with Council's governance, child safety, and financial management requirements.
- Insurance
- Hold and maintain public liability insurance of at least \$20 million, with Bayside Council noted as an interested party (Principal Indemnity Endorsement).
- The insurance must cover business activities appropriate to the organisation's operations, including the organisation and conduct of sporting events or the operation of a sporting club.

Ineligible Applicants

The following applicants are ineligible for allocation under this policy:

- Commercial fitness operators and personal trainers (managed under a separate permit process).
- Casual users or ad-hoc bookings.
- Organisations based outside the Bayside LGA that cannot demonstrate community benefit to Bayside residents.

6.6 Selection Criteria for Sporting Ground Allocation

The applicant must satisfy the Eligibility Criteria outlined in section 6.5 *Applicant Eligibility Criteria*. Once eligibility is confirmed, Council will assess and determine allocation requests for sporting grounds having regard to the following:

1. Hierarchy of Use

The hierarchy outlined in section 6.2 *Hierarchy of Use* will be applied.

2. Single Applicant Requests

Where only one eligible applicant is requesting access to a suitable sporting ground, Council will generally make the ground available to that applicant.

3. Continuity of Use and Membership Levels

Council recognises that hirers require reasonable certainty of ongoing seasonal allocations to support effective planning and delivery of programs.

Where a hirer continues to demonstrate an active and sustainable membership base, Council will not unreasonably refuse an allocation that is broadly consistent with the previous season, subject to competing demand and the hierarchy of use.

4. Membership Scale and Diversity

- the number of registered or financial members;
- the proportion of junior or grassroots participants compared with higher-level or representative teams
- the inclusiveness and diversity of the membership base, including programs supporting women and girls, people with disability, multicultural communities, and other under-represented groups; and
- the alignment of participation outcomes with Council's community and strategic objectives.

5. **Requests for Increased Allocation**
Hirers may request additional allocations; however, Council will not generally approve substantial increases in allocated time from one season to the next. This approach is intended to support equitable access and promote diversity across sporting codes and user groups. It also ensures long term sustainability of the sports grounds by mitigating overuse.
6. **Shared Use and Collaboration**
Council encourages applicants to collaborate and maximise shared use of sporting grounds.
Where two or more applicants propose a genuine shared-use arrangement, Council will give this favourable consideration.
7. **Resolution of Conflicting Requests**
Where competing requests arise, Council staff will seek to facilitate resolution through consultation and mutual agreement between applicants prior to making a determination.

7 Responsibilities and Obligations

Council-managed sportsgrounds and facilities are used by a wide range of participants and organisations. To ensure safe, inclusive, and sustainable use, the responsibilities of different stakeholders are defined below. Each role has distinct obligations, which together create a framework for fair access, good governance, and positive community outcomes.

Key Roles:

Hirers (*home clubs, clubs, associations, schools*) are organisations or individuals who access facilities on a short-term or seasonal basis and must comply with core conditions of use.

Home Clubs are primary resident organisations with long-term associations to specific venues. They are granted priority access to sports grounds for the term of the agreement but also carry elevated responsibilities as anchor tenants.

Sports Associations provide local and regional coordination, overseeing competitions, monitoring club compliance and issues sanctions for breaches and non-compliance.

Sport Governing Bodies establish rules, standards, and strategic direction at state and national levels.

Council allocates grounds and issues permits; maintains facilities and essential infrastructure; and monitors compliance with policies and agreements.

NSW Police supports Council in ensuring public safety; respond to unlawful behaviour or emergencies; and provide user-pay services for special events.

Note: When Sporting Associations or Governing Bodies book sportsgrounds, they are considered Hirers and must comply with the same responsibilities as clubs and schools.

8 Conditions Governing the Use of Sports Grounds

To ensure the long-term sustainability, safety, and fairness of sports ground use, all allocations are subject to the following overarching rules:

- a) **Public Access to Sports Grounds** – Sports grounds are generally open for public access for organised sport or recreational use **from 8am-9:30pm Weekdays, 8:30am to 9:30pm Saturdays and 9:00am-5pm on Sundays**. However, booking hours for organised sport activities may vary for specific sites due to development consent conditions, plans of management, scheduled rest and block out periods and to manage impact on surrounding activities and properties. Access hours may also vary for sports grounds under lease or license agreements.
- b) **Maximum Hours of Structured Use** – Use of sports grounds for organised and/or structure sport activities is capped to ensure surfaces remain safe and playable. Maximum hours and training limits for sports grounds are set by Council.
- c) **Scheduled Rest and Block-out Periods** – Sports grounds are required to have rest days, seasonal block-out periods, and turf rehabilitation closures to protect playing surfaces, balance access for all user groups and mitigate impact on surrounding activities and properties. These periods are determined by Council and *outlined in the Sports Ground Code of Conduct and Conditions of Use Guideline*.
- d) **Wet Weather and Ground Closures** – Council determines when sports grounds are closed due to wet weather, unsafe conditions, or maintenance. Council's decision on ground closures is final and binding.
- e) **Lighting, Noise and Amenity** – Use of floodlighting, amplified sound, and other activities that may impact local residents is subject to restrictions imposed by Council. Allocations may include conditions relating to hours of lighting use, noise management, waste disposal, and parking.
- f) **Capital Works and Improvements** – Hirers must not make alterations to sports grounds or facilities without Council's prior written approval. Council may enter into agreements with clubs, associations, or governing bodies for jointly funded or supported facility improvements.
- g) **Breach Management** – Breaches of this Policy or the *Code of Conduct and Conditions of Use Guideline* will be managed through Council's staged enforcement process. This may include warnings, suspension or cancellation of allocations, financial penalties, or referral to sporting associations and law enforcement.

Council reserves the right to adjust allocations, restrict use, or impose additional conditions at its discretion to protect community safety, uphold standards of conduct, and ensure the sustainability of assets.

More detailed information regarding Conditions of Governing the Use of Sports Grounds is outlined in the *Sports Ground Code of Conduct and Conditions of Use Guideline*.

9 Form of Agreement

- a) All sports ground allocations will be confirmed through a Sports Ground Allocation Agreement issued by Council.

- b) Council will undertake seasonal Expression of Interest (EOI) process to assign sports grounds to eligible applicants.
- c) Council may issue one or more of the following forms of agreement:
 - i. Non-exclusive license for all or part of the sports ground
 - ii. Exclusive license for all or part of the sports ground
 - iii. Seasonal allocation permits for all or part of the sports ground
 - iv. A combination of the above (for example, an exclusive license for a sports amenity building and a seasonal allocation for playing fields).
- d) The Agreement will prescribe the conditions of use and must be executed by the hirer prior to access being granted. Each Agreement will include, at a minimum:
 - i. **Approved Allocation Details** – the ground(s), facilities, dates and times of use approved by Council
 - ii. **Fees and Charges** – the hire fees, bonds and service charges as set out in Council's adopted Schedule of Fees and Charges
 - iii. **Conditions of Use** – requirements for the safe, respectful and responsible use of facilities
 - iv. **User Obligations and Compliance** – obligations relating to behaviour standards, child safety, insurance, maintenance, reporting, and adherence to Council's Code of Conduct and relevant policies
- e) Fees and charges will be determined by Council and may include:
 - i. **Sports Ground** hire fees
 - ii. **Direct service costs**, including energy, water and waste collection
 - iii. Fees for exclusive, non-exclusive and/or seasonal use of facilities and fields
 - iv. **Damage deposits or bonds**
 - v. **Penalty fees for breaches** of this Policy, the Code of Conduct or conditions of use

Council reserves the right to include additional conditions within an Agreement to reflect the specific circumstances of a venue, activity or user group.

10 Policy implementation

The General Manager: Overall Responsibility for this policy.

Libraries and Lifestyle Business Unit: Is responsible for,

- the implementation, application and review of the policy across the organisation
- administering seasonal and regular allocation permits in accordance with the policy and supporting documentation.

Property Services: is responsible for,

- applying the principles and requirements in this policy where applicable for License and Lease Agreements for sport grounds

11 Breaches and Penalties

- a) Breaches of this Policy or the *Sports Ground Code of Conduct and Conditions of Use Guideline* may result in staged enforcement action, including:
 - i. verbal and written warnings,
 - ii. suspension or cancellation of allocations,
 - iii. cost recovery, forfeiture of bonds, or financial penalties,
 - iv. restrictions on future allocations, and
 - v. referral to associations, governing bodies, or law enforcement.
- b) The breach response process and penalties are set out in the ***Sports Ground Conduct and Conditions of Use Guideline***.

12 Appeals and Dispute Resolution

Where a dispute arises in relation to allocations or compliance, hirers may request a review by the relevant Business Unit Manager. If not resolved, a further review may be sought from the General Manager or delegate, whose decision is final.

13 Document control

This policy is scheduled to be reviewed after every Council term, or earlier if required.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

14 Related documents

- a) Local Government Act 1993
- b) Bayside Council Local Environment Plan (LEP) 2021
- c) Bayside Plans of Management
- d) Council's Schedule of Fees and Charges
- e) Sports Ground Code of Conduct and Conditions of Use Guideline
- f) Current Leases and Licenses

Record Keeping, Confidentiality and Privacy

All documents created in relation to this policy will be kept in accordance with NSW State Records Act, Bayside Council's record management practice Corporate Records Policy and NSW State Records Act 1998.

Members of the public can access Council's documents in accordance with Government Information Public Access (GIPA) 2010 (effective from 1 July 2010) and Privacy and Personal Information Protection Act (PPIPA) 1998.

15 Version history

Version	Release Date	Author	Reason for Change
1.0	22/07/2026	Manager Libraries and Lifestyles	New Document

16 Appendices

Appendix A

Glossary of Terms

Advertising and promotion signage	permanent, seasonal or temporary board, notice, structure, banner or similar device used to acknowledge and advertise club sponsors
Club	sports club, sports association or sport governing body
Club Identification Sign	sign showing the Club name and/or logo
Commercial Hirer	a company or a business
Council	Bayside Council
Event Signage	temporary signs that promote, advertise and/or inform the community about an event
High impact sports	football codes or any other sport that is determined by Council to have a heavy impact on the sports field surface
Hirer	a school, Club, association or individual
Home Club	a Club that has a Seasonal Booking to use a Sports Ground or that support and/or administer 'grass roots' participation across Bayside's Sports Grounds
Local	a resident or Hirer who ordinarily resides or is located, or whose members generally reside, in the Bayside local government area
Low impact sports	cricket or any other sport that is determined by Council to have a low impact on the sports field surface
Playing court fencing	fencing located around the perimeter of a Sports Ground playing court (eg Tennis, Netball court, multisport courts)
Political Advertising signage	the advertisement of political parties, political candidates or political issues and/or messaging
Pre and Post Seasonal Use	use of grounds outside of the formal sport playing and competition draws
Private Sports Clinic	sporting clinics and programs that are run by clubs and/or commercial operators, including holiday camps, academies and programs during the season, pre & post season or school holidays that are additional to regular training and playing competitions

Seasonal Bookings	the booking of a Sports Ground for a particular sport for a portion of a year typically used for the playing of that sport
Sports Field Fencing	fencing located around the perimeter of a Sports Ground playing surface (eg Football field)
Sports Ground	Council-owned and/or managed public open space used for sport and recreation purposes, including on-site sport and recreation infrastructure such as: Sports Facilities – amenities, clubrooms and grandstands Active areas – sports fields, ovals, reserves and pitches, synthetic playing surfaces and outdoor courts Supporting infrastructure - scoreboards, spectator shelters, sports lighting, cricket practice wickets, coaches' boxes, player dugouts, goals, playgrounds, shelters, Sports Field Fencing, Playing court fencing, storage facilities etc
Sports Ground perimeter fencing	fencing located around the perimeter of the Sports Ground, generally delineating its boundaries beyond the playing surface
Sports Ground Signage	Council Sports Ground Name, Identification and Wayfinding signage
Wayfinding signage	signage that conveys location and direction to users of open space into and within a Sports Ground