



**CITY OF  
CANNING**

# Club Toolkit

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## Introduction

The Club Tool Kit has been prepared by the City's Club Development Team and can be used as a go-to guide for clubs and community groups utilising reserves and facilities managed by the City of Canning. The Club Tool Kit has been designed to provide an easy-to-use reference tool for volunteers and office bearers.

The kit is published in an electronic format on the City of Canning Club Development webpage and updated versions will be issued to clubs on an as-needs basis.

Any questions about this document can be forwarded through to the Club Development Team at [clubs@canning.wa.gov.au](mailto:clubs@canning.wa.gov.au)

## Reserve Seasonal Dates

The allocation of sports grounds is decided on a seasonal basis to ensure that everyone in our community can enjoy the benefits of participating in sport and recreational activities. This may include the shared use of facilities by two or more groups at any time. Please note that clubs are not automatically guaranteed usage for the reserves each year and that the City may be required to relocate clubs. In this instance, every effort is made to provide a suitable alternative.

### Winter Season

Reserves in the City of Canning are available for winter use from the following dates:

- Commencement of Season – First Saturday of April each year

### Summer Season

Reserves in the City of Canning are available for summer use from the following dates:

- Commencement of Season – First Saturday of October each year

***Under no circumstances should any club participate in any match play prior to the above dates without the permission of the City of Canning.***

## Reserve Bookings and Information

### Reserve Booking Process

Request for expression of interest of seasonal use will be sent out to all clubs via email approximately 3 months prior to the season commencement.

Attached will be: Pre Season application form, Seasonal booking application form and update of club contacts form.

Additionally, the city ask that when submitting your application forms, the club include a copy of the club up to date insurance coverage.

All required booking information will be due back to your Club Development Officer 6 weeks prior to season commencement.

## **Floodlights**

Clubs will be asked to provide their floodlight timing requests for each day of the week on both the Pre Season and Seasonal booking forms.

Floodlight operations vary for each City of Canning reserve however most are on either a manual switch or a text code program. If you are not aware of how to turn your lights on at your reserve, please contact your Club Development Officer for assistance.

If there are any issues operating your lights i.e. the text code is not working or the lights aren't coming on at the pre determined time, please contact the 24 hour City of Canning line on 1300 422 664

## **Out of Season or Pre Season Training**

Access to reserves or facilities for training purposes outside of the clubs seasonal period fall under the Out of Season Training booking process.

Out of Season training is done through a casual hire basis and clubs will be charged based on 'casual hire fees'.

Any Out of Season training will only be granted based on the availability of the reserve.

Seasonal bookings will be given priority access to reserves over Out of Season booking requests.

Clubs may not be granted access to their regular 'home ground' for Out of Season training if not available.

## **Scratch Matches**

Scratch matches or 'trial games' are considered to fall outside of the regular Home and Away season and as such are booked under the casual use category.

Clubs will incur a fee to host scratch matches based on the casual hire fees and charges.

## **Seasonal Changeover Period**

Summer to Winter seasonal changeover period is the last week of March and first week of April.

Winter Summer seasonal changeover period is the last week of September and first week of October.

Access to the grounds during these seasonal changeover periods may be limited due to the City's Parks team requiring access to undertake essential reserve maintenance as well as the installation/removal of goals and wicket covers.

## **Goal Posts**

The maintenance, installation and removal of goals are the responsibility of the City of Canning. Goal posts will be installed commencing after summer user finals and prior to the commencement of the following winter season. Goal posts will be removed after the completion of all winter sports.

Early installation of goals will be subject to City of Canning Parks approval.

### **Goal Post Padding**

Clubs are responsible for the provision and installation of goal post padding and nets. Sporting associations and governing bodies provide recommendations in respect to goal post padding. Clubs should check with their governing body for all safety specifications in relation to their sport.

### **Soccer Goal Net Pegs**

Clubs are responsible for the removal of all soccer goal net pegs from the reserve. Pegs left after match play or training can cause serious problems when the City undertakes mowing of the reserve. Should the City's mowing machinery be damaged as a result, the club may be charged for all repair costs.

It is heavily recommended for the Club to purchase plastic pegs to avoid this situation.

### **Line Marking**

The marking of the grounds shall be the responsibility of the club. There are no City stipulations as to what paint the line markers are permitted to use in the markings of the reserve however, under no circumstances is there to be herbicide added into the line marking paint.

### **Covering Synthetic Wickets**

The City of Canning will be responsible for the covering and uncovering of synthetic cricket wickets on sports fields at seasonal changeover. This will be undertaken during the period between the end of summer season and the commencement of the winter season.

### **Temporary Closures of Reserves**

The City reserves the right to close the area or relocate a club to complete capital works, maintenance and/or urgent works. All attempts will be made to provide clubs with at least seven (7) days' notice.

### **Withdrawal of Access**

The City of Canning has the authority to withdraw or restrict access to sports grounds or facilities at any time either on a temporary or permanent basis.

Access may be restricted when:

- conditions are such that use of the grounds/building would be unsafe.
- surface repairs and/or redevelopment works are being undertaken.
- grounds are required for a community event.
- it is deemed that the reserve is required for alternative purpose.
- substantiated complaints concerning noise and rubbish have been received.
- full payment for usage has not been received.
- the reserve is being sub-let or utilized without written permission.

The City reserves the right to review & amend facility allocations where deemed necessary.

## **Reserve Maintenance**

### **Turf Renovations**

A site-specific turf nutrient program is carried out on all sporting reserves at six-weekly intervals throughout the year. This is a custom recipe determined from interpreting soil testing laboratory data. The fertiliser blend is liquid and is made from mixing straight nutrients into a foliar application and applied via a spray boom.

### **Mowing**

Mowing is conducted by City Parks staff weekly throughout the whole year (weather permitting).

City of Cannings 2 WACA Cricket grounds (Burrendah and Wyong) receive an additional mow once per week during the summer season.

## **Facilities**

### **Seasonal Hire**

When clubs book a Seasonal Hire, they will be provided access to the Changerooms, Kiosk/Canteen and exclusive access to the Reserve and its surrounds, i.e. Practise Wickets or Batting Cages for their Winter/Summer season.

Access to the kitchen and pavilion facilities will require a separate booking and will come at an additional cost.

As per the City of Canning Sports Fields – Seasonal Hire policy, clubs are entitled to 15 hours of free hall hire per season.

Please contact your Club Development Officer for further details

See Charges section for further details on fees.

### **Hire Per Use**

A 'Hire Per Use' booking arrangement will be undertaken when clubs are requesting bookings outside of their allocated seasonal period.

These bookings would be any pre season or out of season bookings as well as any scratch matches or Open Day events scheduled.

Casual Booking rates will apply for these bookings

See Charges section for further details on fees.

### **Storage Provisions**

Clubs wishing to utilise year round storage within a City of Canning facility will need to undertake a Standard Storage Agreement with the City.

The agreement allows clubs to permanently or seasonally have a storage space within the facility.

The agreements are done annually with all expiring on 30th June, renewing on 1st July. City Officers will process renewals via email.

Any upgrades or maintenance work to the storage provision undertaken by clubs will need to be approved by the City in the form of a Landlords Approval.

The fees that apply to storage agreements are adopted annually in the Schedule of Fees and Charges as part of the Council budget process.

The 2024/2025 Storage fees and charges are as below:

<b>Storage Type</b>	<b>2024-25 (ex-gst)</b>
Storage Agreement, no utilities	\$56
Storage Agreement, one utility connected, single user	\$268
Storage Agreement, one utility connected, 2 or more users	\$162
Storage Agreement, two or more utilities connected, single user	\$374
Storage Agreement, two or more utilities connected, 2 or more users	\$215

### **Building Maintenance**

Clubs are not required to undertake any building maintenance (unless the venue is a leased facility).

If the club wish to report a maintenance issue, please use the 'Request-It' for on the City of Cannings website: [City of Canning - 'Request It' Link](#)

### **Cleaning**

Cleaning of facilities is undertaken by City contractors between 1 to 2 times a week – depending on the size of the facility.

Any additional cleaning requirements or issues noticed by the club are to be reported through the City's 'Request-It' form, which can be found here: [City of Canning - 'Request It' Link](#)

Clubs are required to leave venues in a clean and tidy condition, with all waste places in collection bins supplied, and 'fit for use' for the next user.

In the instance a venue is not left in a suitable condition and additional cleaning by City contractors is required, the costs for the additional clean will be oncharged to the club responsible.

### **Changeover Between Seasons**

In order to achieve a smooth seasonal changeover, all clubs must provide an estimate of final training and match play dates to the City at least one month prior to seasonal changeover so works can begin as soon as possible.

If this information has not been received by the requested date, approval for maintenance to start will be given which may cause major inconvenience to your club.

Any additional pre-season training, practice matches, or finals matches must be approved by the Club Development Officer.



## **Insurance and Documentation**

### **Public Liability**

The City requires clubs to have public liability insurance to the minimum value of 10 million dollars to insure against damage to the property or bodily injury that may be suffered by any person by any reason of an accident and happenings in any way connected with or arising out of the hire of the premises. A copy of the Certificate of Currency of such insurance policies shall be lodged with the City by the commencement of use of the sports grounds by the club. This is for the protection of the club in the event of legal action

### **Contents**

The City of Canning is responsible for covering the costs of Building Insurance for all City facilities. It is strongly encouraged however for all City clubs to hold their own contents insurance.

### **Professional Indemnity**

Clubs take out this insurance to cover their coaches and trainers or any other persons giving professional advice or imparting skills.

This type of policy protects such persons for claims made against them for negligent acts, advice, instructions, or omissions during their work.

Any Professional Indemnity Insurance taken out falls under club responsibility and would need to be financially covered by the club.

### **Proof of Incorporation**

A current copy of your club's certificate of incorporation must be provided upon request of the City. Being incorporated gives your club legal status and provides protection for club members from debts and liabilities that may be incurred by the club and/or its members. If your club is not incorporated, contact the Department for Consumer Protection on 1300 136 237 or visit [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

Clubs that are not incorporated under the Association's Incorporation Act are not eligible for facility or reserve allocations.

## **Charges**

### **Seasonal Sportsground Charges**

The fees that apply to Seasonal Sportsground and Facility bookings are adopted annually in the Schedule of Fees and Charges as part of the Council budget process.

The seasonal charges can be found via this link: [Seasonal hire of sports grounds](#)

### **Utility Charges**

Utility charges are only applicable to those clubs within the City of Canning who are under a Lease arrangement for their facility.

For those clubs that book access to facilities on a seasonal hire basis, all utility charges are included in your seasonal booking fees.

### **Club-Funded Facility Upgrades**

Clubs are not permitted to undertake capital works improvements, alterations or modifications to facilities unless approved by the City in writing.

This applies to all proposed work to facilities, regardless of the scale of work, i.e., painting, makeshift bars and creating additional storage space.

Clubs wishing to undertake capital works improvements must request improvements through the Club Development team in writing to be assessed in line with City's policy and priorities.

Approved projects will be required to complete a Landlord's Approval application.

On occasion, an on-site meeting may be required, and once the information has been submitted, City staff will be in a position to advise your club whether building and planning permits are required.

### **Additional Policy Information**

#### **After Hours/ Emergency Requests**

If you require after hours assistance for the reinstatement of services or to report emergency faults the City of Canning Ranger and Security Service should be contacted on 1300 422 664.

#### **Times of Operation**

Times are determined by the clubs booking with the City.

Venues are required to be vacated by 12:00am at the latest. Reserve lighting is permitted to remain on until 9:30pm.

#### **Keys**

For all key orders, contact your Club Development Officer who will be able to process your order. All lost keys are at the cost of the Club.

Following the conclusion of your season, you will be asked to return all keys issued to the club to your Club Development Officer. You will have all keys returned upon the commencement of Pre Season training.

#### **Car Parking**

Clubs are responsible for the behaviour of all drivers that arrive, leave, and use the ground and clubrooms, including visiting teams. Cars should be parked in designated parking places only. Parking regulations and City of Canning local laws must be observed. Parking is not allowed on private property without the consent of the owner. Parking in front of emergency vehicle access ways, over driveways or on reserves is prohibited.

#### **Rubbish Disposal**

It is a requirement of clubs to have all rubbish removed from the reserve and facilities and taken to the bins provided by the City of Canning.

Waste collection will be as per the city's pick up schedule, with recycling waste picked up fortnightly.

### **Acceptable Behaviour**

Clubs cannot conduct any offensive activity or use the facility for any illegal or immoral purpose.

Council requires the clubs to respect the facility and any surrounding residents and property at all times, including houses, vehicles, fences, or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection of balls or for any reason. No kicking or throwing balls inside pavilions and no loud noise when leaving late at night permitted.

Any complaints from will be taken seriously by City of Canning Officers and any evidence of unacceptable behavior may result in the immediate cancellation of tenure over ground and pavilion allocation.

### **Alcohol**

The City allows the consumption of alcohol within the pavilion and verandah area only. Consumption of alcohol is not permitted on our reserves or in changeroom spaces. The sale of alcohol on game days/training nights will require a liquor permit and approval via the Dept Racing, Gaming and Liquor, this also applies to ticketed events like fundraiser, quiz nights or Award Nights etc. When applying for a Liquor Permit through the Department of Racing, Gaming and Liquor, a letter of support from the City is usually required. Your Club Development Officer will be able to assist you in obtaining this.

### **Sale of Food**

The sale of food is regulated by the Food Act 2008. Food that is sold to the public can only be sold by a licenced/registered food business this means that not anyone can prepare food and sell it at an event, if that event is open to the public.

Anyone who wants to sell food within the City of Canning will be required to attain a Food stall/traders permit.

In order to attain one of these permits applicants must submit proof of registration as a food business as part of the application. Or if they are one of the exempted businesses they must provide proof i.e a certificate of Incorporation OR a letter of authority to fundraise from a registered charity. Please contact health services on 9231 0525 if you have any further enquiries.

Information on Sale of Food forms can be found here: [Food businesses](#)

### **Gambling**

Gambling on City property is strickly prohibited.

Special club events i.e. Raffle, Poker fundraising nights will require approval from the Department of Racing, Gaming and Liquor. Additionally, the club will need to seek support from the City in order to host such events.

### **Damage to Property**

Clubs are responsible for any damage to City of Canning assets during their allocated booking time. If damage is to occur, City staff will seek quotes to repair damage and all costs associated with works will then be oncharged to the club responsible for payment.

## Noise

The City of Canning implement and enforce the *Environmental Protection (Noise) Regulations Act 1997*. When in relation to your club operations, this means;

- Musical equipment (PA's & musical instruments etc) should be kept and used indoors only.
- When playing music doors and windows should be kept closed to limit the amount of noise which is emitted from the venue and face speakers away from noise sensitive premises.
- When playing music, to ensure compliance, noise should not be able to be heard at the boundary of the closest residential property. Therefore, the level of noise which can be made at a particular venue will vary based on the location & proximity to nearby residential properties.
- If a community group wishes to have music outside, there are provisions for the City to issue an approval where justified that there will not be a substantial nuisance, however there is a significant amount of evidence and work that applicants need to implement in order for the City to consider an approval. If organisers wish to have outdoor music, they are encouraged to contact Environmental Health Services on 9231 0525.

## Policies

All City of Canning policies can be found on the City's website and via the following link:

[Policies](#)

## Smoke Free Policy

Smoking in enclosed public places is prohibited under the Tobacco Products Control Regulations 2006.

Smoking is not allowed within 5 metres of a public entrance to an enclosed public place and within 10 metres of air conditioning intakes.

Smoking inside or around all City buildings in accordance with the above setbacks is strictly prohibited.

## Working with Children Checks

The *Working with Children (Criminal Record Checking) Act 2004* was introduced to increase the safety of children in the community and helps to ensure that people who have known criminal histories that indicate they may harm a child do not gain positions of trust with children.

If you are working with children in an organisation on a regular basis, such as junior coordinator, team coach, umpire etc., and you are over the age of 18, you will most likely need to apply for a WWC Check.

Clubs are required to keep WWC Check records of volunteers operating within their organisation.

To find out more information about WWC Checks and how they affect your organisation, or to apply for a WWC Check please visit: <https://workingwithchildren.wa.gov.au>

## **Child Safeguarding**

It is your clubs' responsibility to ensure that you create a safe and supportive environment for your Junior members.

Clubs should be kept up to date with current national policies including but not limited to the [National Principles for Child Safe Organisations](#)

Organisations such as SportWest are on hand to assist clubs in strategies to ensure their club is a safe environment as well as the provision of mental health and well being resources, and support on what to do if you believe a child or young person at your club is at risk.

There resources can be found here: <https://www.sportwest.com.au/how-we-help/child-safeguarding/>

## **Privacy Act – Personal Information**

The collecting the information included in the 'Club Information Survey' is for the purpose of administration and to contact you in case of an emergency but will not be disclosed to any other party except where notice is given by Council and your consent obtained, or as required by law.

## **Club Information Survey**

All City of Canning clubs utilising the City of Canning's Reserves or Facilities are required to complete an annual Club Information Survey

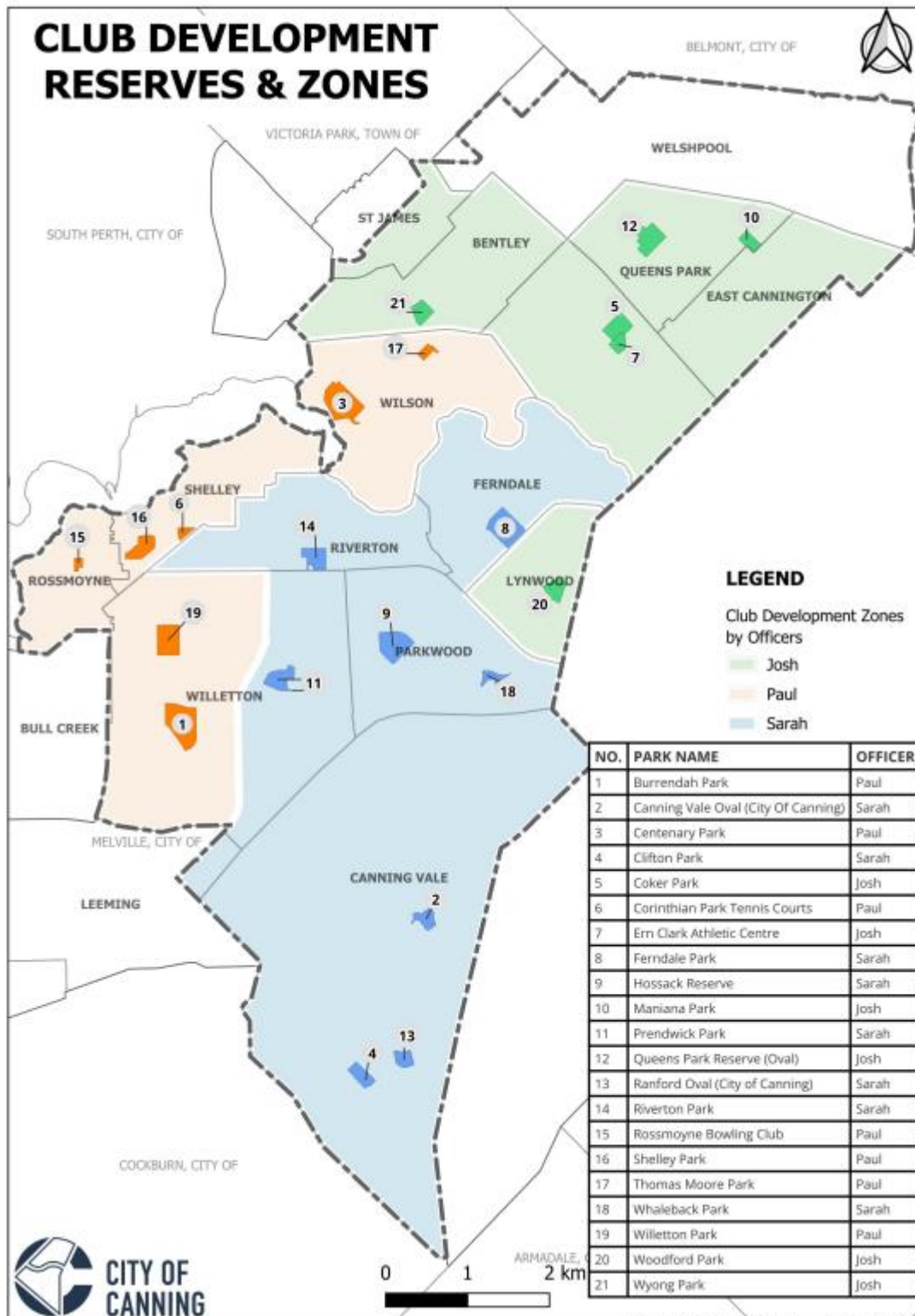
These are to be submitted to the Club Development team upon request.

The Information Survey looks at several factors that are crucial to club success and it combines build an overall picture of the way your club carries out its operations. It is the first step in growing your club and helping make it more sustainable. Some areas captured within the survey include:

- Membership Growth & Numbers
- Club Governance
- Financial sustainability
- Club Future Plan and Priorities

It is your Club's opportunity to show how it is performing and the City's opportunity to provide assistance to Clubs.

## Club Development Zones



## Club Development Contact Details

Club Development Officers:

Paul Oldfield – 0423 017 170 [paul.oldfield@canning.wa.gov.au](mailto:paul.oldfield@canning.wa.gov.au)

Sarah Evans – 0402 198 988 [sarah.evans@canning.wa.gov.au](mailto:sarah.evans@canning.wa.gov.au)

Joshua Harris – [joshua.harris@canning.wa.gov.au](mailto:joshua.harris@canning.wa.gov.au)

Coordinator Recreation:

Anica Rogers – 0401 813 686

Email: [clubs@canning.wa.gov.au](mailto:clubs@canning.wa.gov.au)

Web: [Sports and recreation clubs \(canning.wa.gov.au\)](https://www.canning.wa.gov.au/sports-and-recreation-clubs)

## City of Canning

Customer Contact Centre and 24 hour Ranger and Security Line: 1300 422 664

Web: <https://www.canning.wa.gov.au/>