



City of Ryde

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# **Sportsground Allocation Policy**

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## Change History

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1.0	25 June 2019	Parks	Adopted by Council
1.1	12 April 2021	Parks	Transfer of Policy to new Council templates
1.2	28 November 2022	Parks	Policy Review
1.3	9 March 2023	Parks	Approval by CEO by delegation of Council

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# Sportsground Allocation Policy

## 1. Scope

This policy applies to sportsgrounds located in the City of Ryde that are owned or managed by the Council. The policy must be adhered to by all current seasonal and casual hire groups wishing to use any sportsground. Broadly the goal of the policy is to ensure the sustainable and equitable use of Council's sporting fields and provides the guiding principles for how use of those facilities will be managed.

While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community groups, private and commercial organisations who wish to apply for allocated use of a sportsground and/or associated facilities.

This policy does not apply to special events or activities booked as an event function. Special event organisers must complete a special event form and comply with all the requirements on that form. The policy also does not apply to any sportsground or amenity building that is occupied by a user group under a licence agreement.

## 2. Purpose

The introduction of this policy aims to assist Council in managing the increasing and competing demands from sporting user groups and the wider community to access the City of Ryde's sporting grounds. The development of this document will also help in determining Council's position on a number of different sportsground use and management issues. Specifically, Council intends to achieve the following:

- To provide a responsible, consistent, transparent and equitable process for the use of Council sportsgrounds and associated facilities.
- To provide agreed principles to prioritise use and management of the sportsgrounds and associated facilities.
- To assist Council in the allocation of Sportsgrounds when competing requests are submitted.
- To provide a Policy that is consistent with other Council policies, relevant local laws and other relevant legislation.

The City of Ryde has a number of operational documents that are used to manage sportsground allocation. These include but are not limited to: -

- Application for Casual or Pre-season Use of Sporting Facilities Form
- Seasonal Use of Sporting Fields Form
- Application for Regular use of Sportsground for Schools Form
- Major Event Application for Booking Form
- Social Recreation Application Form

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## 3. Principles / Responsibilities

### Guidelines / Procedures

Sportsground allocation is the process which Council undertakes to hire out its sportsgrounds to a variety of community and commercial user groups. Council has identified the following principles to guide them in meeting the objectives outlined in this policy: -

1. Seasonal bookings have priority over casual bookings.
2. City of Ryde based user groups will have priority over out of area user groups.
3. In the event that there is a need to prioritise contested use of sportsgrounds, the applications will be considered utilising the Priority Matrix (see attachment 1) as the method for determining priority.
4. The City of Ryde is committed to ensuring a diverse range of sporting activities are welcome and catered for within our community. As such, any existing City of Ryde based organised sporting code requesting an allocation in-season will always have access to a minimum of one allocation.
5. Council recognises the heavy demand for use of its sportsgrounds and the impact this has on maintaining a sustainable and fit for purpose playing surface. As such, Council will not allocate natural turf fields beyond a threshold of 30 hours use per week unless historically they have been booked beyond that amount. In this instance Council will work with the schools and sporting community to reduce the allocation on those fields on an equitable basis.
6. Where Council constructs new synthetic playing surfaces, historical use of the facility will not be the primary consideration in the initial allocation process with priority given to local City of Ryde based grassroots sporting user groups.
7. Allocation requests from commercial providers will only be considered where no community user group is contesting the allocation and where there is less than 30 hours per week use of the field.
8. When considering competing applications where no historical use exists, local City of Ryde based grassroots sporting user groups will receive priority over representative sport applications.
9. Seasonal sportsground hirers will be required to provide Council with an official membership list confirming the residential suburb details of its members. This information is to be submitted by the user groups each year and Council may ask for this information to be verified.
10. Council will arrange for a meeting of the relevant user groups prior to finalising the seasonal ground allocations. This policy will guide Council's approach to those discussions.
11. All requests for bookings must be made on the relevant Application Form. Requests for seasonal bookings must be made by the due date specified by Council. Bookings remain tentative until confirmed by Council and an invoice for hire is issued. No refunds or credits can be applied for booking adjustments following confirmation of a seasonal booking.

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12. Casual bookings and bookings made by user group from out of the area will only be considered where there is no existing booking request.
13. Casual bookings will not be confirmed until payment is received.
14. Council will only consider an application if the ground is in a satisfactory condition, which will be determined after consultation with the relevant Council maintenance staff.
15. Season draws must be provided to Council once confirmed by the sporting associations to allow Council to hire out unused sports fields. Blanket bookings are not permitted, and associations must ensure every effort is made to notify Council of any unused dates in advance.
16. Council may at its discretion make a field unavailable at any time for reactive maintenance and/or Council activities. Council will endeavour to provide as much advance notice as practical prior to any closure.
17. The allocation of Christie Park Field #1 and Field #2 and ELS Hall Park Field #1 shall be provided to the representative football teams competing in NSW Football National Premier League competitions in accordance with correspondence D23/35799.
18. Where a not-for-profit (NFP) organisation utilises the services of a commercial/corporate operator to deliver an activity on their behalf it will be solely for the attendance of members of the NFP organisation. Attendance of participants outside of the NFP will be considered a sub-leasing arrangement by Council and in breach of the Terms and Conditions of hire.

## 4. References and Legislation

Updating of this policy is required to be done in consultation with representatives of the City of Ryde Sporting Group community.

## 5. Attachments

Attachment 1: Priority Matrix

Attachment 2: Sportsgrounds in City of Ryde

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## Definitions:

Application Form	The 'Application for Hire Form' provided by Council Officers for user groups to complete.
Casual Bookings	Irregular one off booking for a sportsground(s) made by a user group.
City of Ryde Based	<p>Organisation must be named or based in a suburb within the Ryde Local Government Area and/or or plays in a competition which is centred in the City of Ryde Area.</p> <p>Non-City of Ryde user groups – Does not meet the criteria detailed above.</p>
Commercial Operator	An Individual/Organisation which operates for profit and generates an annual turnover of less than \$2million
Corporate Operator	An Individual/Organisation which operates for profit and generates an annual turnover of greater than \$2million
Grassroots Sport	Organised sport practiced by amateur sportspeople in the lowest available level of local competition.
In Season Sports	<p>Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, and Hockey.</p> <p>Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.</p>
No Allocation	No booking for the use of a sportsground is provided to the applying organisation or individual.
Preseason Training	18 <sup>th</sup> February to 31 <sup>st</sup> March for limited fields only. Summer Season hire will maintain priority of access.
Representative Sport	Organised sport participated in at a higher level of competition than is readily available at the local level.
Seasonal Bookings	Booking for a sportsground(s) made for a summer or winter period and can relate to training or competition use by a user group.
Season Draws	Official competition draws provided by the relevant governing association for that particular sport. These competition draws will cover the period that the booking is requested.

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## Attachment 1:

### PRIORITY MATRIX

The total playing membership of the club or association will form a major consideration when making ground allocations. In the first instance, the allocation of sportsgrounds will be made based on the need of the sporting group and the membership numbers within that group. Where there is a change in membership numbers (either an increase or a decrease) and this can be substantiated by Council, this will be reflected in the field allocation made.

Where two or more user groups have applied for an available sportsground and Council officers are unable to facilitate shared use, the following assessment criteria shall be used. The highest scoring user group will be given the priority allocation. An application will not be considered for allocation where a user group's application receives a 'no allocation' score.

Principle	Scoring	Assessment Guide	Specific Criteria	Strategy
Historical use of facilities	10	Historical home ground of CoR based local user group (i.e. no other club/association has ever been based there)	Recognition of the social and cultural importance of a user groups historical connection with a home ground and will give priority to a home ground application over a non-home ground application.  Club/associations base determined as per the definitions provided in the 'Sportsground Allocation Policy.'	Council will give preference to CoR based user groups over non-CoR user groups.  The length of a user groups past tenure of a sportsground will be considered when assessing an application.
	5	CoR home based local user group for more than 5 years		
	3	CoR home based local user group for less than 5 years		
	1	Non-CoR home based user group for over 5 years		
	0	All other groups		

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Current hours allocated per member	10	Over 35 members per field per hour	The ratio of registered participants to existing allocated hours.	Council will give preference to user groups who currently accommodate a greater number of participants into their existing allocated hours. This will ensure the most efficient use of Council's sportsgrounds
	5	Between 25 - 35 members per field per hour		
	3	Between 15 - 25 members per field per hour		
	1	Less than 15 members per field per hour		
Tenancy Record	5	Good Record – no breaches in the previous 5 years	Council will take into account the pattern, number and severity of tenancy breaches, unpaid or late payments of fees to Council and upheld complaints over the previous five years when assessing seasonal allocation applications.	Council recognises the social and cultural importance of a user group having a good relationship with Council, co-tenants and the local community.
	3	Fair Record – no breaches in the previous 2 years		
	No Allocation	Where there has been non-compliance with 3 or more of Council's terms and conditions		

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Division of Sports Season	5	In-season application	<p>The definition for 'in-season sports' as outlined in the Councils 'Sportsground Allocation Policy'.</p> <p>In the absence of an application from an in-season sport, Council may consider an 'out of season' application where there is sufficient sportsground capacity.</p>	Ensuring a diverse range of activities is available and use is not dominated by one activity.
	3	Out of season application with no in-season user group application contesting the allocation.		
	No allocation	Out of season application against an existing in-season sport booking.		
Contribution Towards Council Infrastructure	10	Capital investment over \$50,001	<p>Recognition of organisations who have contributed toward facility improvements at the sportsground in question within the last 10 years and the resulting benefits to other facility users.</p>	<p>Providing incentive and recognition to sport and recreation organisations to contribute toward facility upgrades.</p> <p><i>Note. Council will 'cap' use of sportsgrounds by allocated users where appropriate.</i></p>
	6	Capital investment between \$30,001 and \$50,000		
	2	Capital Investment between \$10,001 and \$30,000		
	1	Capital investment under \$10,000.		

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Club / Association Development	5	User groups with documented policies, and initiatives to support volunteers.	Recognition of organisations that develop and implement best practice RM practices.	Council Working in partnership with users to ensure good risk management (RM) principles are incorporated into sports development and initiatives to ensure a safe environment for all participants.
	3	Policies in development.	Examples are established policies for member/child protection, anti-harassment, facility management, succession planning, constitutional review etc.	
	0	No documented policies or plans score in place.		
<b>TOTAL</b>				

\*Winter codes are: Football (Soccer), Netball, Rugby League, Rugby Union, Australian Rules Football, Hockey.

\*Summer codes are: Athletics, Baseball, Cricket, Ultimate Frisbee, Oz Tag, and Touch Football.

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Attachment 2:

## SPORTSGROUNDS IN THE CITY OF RYDE

Park	Address	Oval	Winter Layout	Summer Layout
<b>BILL MITCHELL</b>	Morrison Road Tennyson Point	1 2	Football (Soccer) Football (Soccer) - Junior	Cricket – Synthetic Wicket Cricket - Junior Synthetic
<b>BRUSH FARM Oval</b>	Lawson Street Eastwood	Oval	Netball - 14 grasscourts Dog Training (Sunday)	Cricket – Synthetic Wicket Dog Training (Sunday)
<b>BRUSH FARM Netball</b>		Netball	Netball – 4 Courts	Netball – 4 Courts
<b>BREMNER</b>	Morrison Road Gladesville	1	Football (Soccer)	Cricket – Junior Synthetic
<b>CHRISTIE</b>	Christie Road Macquarie Park	1 2	Synthetic Field Synthetic Field	Synthetic Field Synthetic Field
<b>CLEEVES</b>	Douglas Street Gladesville	1	NIL	Cricket – Junior Synthetic
<b>DARVALL</b>	Chatham Road West Ryde	1	Football (Soccer)	Cricket – Junior Synthetic
<b>EASTWOOD</b>	Lakeside Ave Eastwood	Upper Lower	Football (Soccer) Football (Soccer)	Cricket – Turf Wicket Community Use
<b>E.L.S. HALL</b>	Kent Road North Ryde	1	Synthetic Field	Synthetic Field
		2	Football (Soccer)	Baseball
		3	AFL	Cricket – Turf Wicket
<b>FONTENOY</b>	Fontenoy Road North Ryde	1	Football (Soccer) - Junior	Community Use
<b>GANNAN</b>	Buna Street Ryde	1	Baseball	Cricket – Synthetic Wicket

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Park	Address	Oval	Winter Layout	Summer Layout
<b>MAGDALA</b>	Magdala Road North Ryde	1	Football (Soccer)	Baseball
		2	Football (Soccer) - Junior	Baseball
<b>MARSFIELD</b>	Vimiera Road Marsfield	1	Football (Soccer)	Cricket – Turf Wicket
		2	Rugby Union	Cricket – Turf Wicket
<b>MEADOWBANK</b>	ENTRANCE in Constitution Road	3	Football (Soccer)	Community Use
	ENTRANCE in Ross Smith Avenue	4	Football (Soccer)	Community Use
	“ “	5	Football (Soccer) - Junior	Community Use
	ENTRANCE in Constitution Road	6	Football (Soccer) - Junior	Community Use
	“ “	7	Football (Soccer)	Cricket – Synthetic Wicket
	“ “	8	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Adelaide Street	9	Football (Soccer)	Community Use
	“ “	10	Football (Soccer)	Cricket – Synthetic Wicket
	ENTRANCE in Andrew Street	12	Hockey	Cricket – Synthetic Wicket
	“ “	13	Hockey	Community Use
ENTRANCE in Constitution Road	LH Waud	Football (Soccer)	Cricket – Synthetic Wicket	
ENTRANCE in Adelaide Street	Netball	Netball – 27 Courts	Netball – 27 Courts	
<b>MONASH</b>	Cnr Ryde Road & Westminster Road Gladesville	1	Football (Soccer)	Cricket – Synthetic Wicket
<b>MORRISON BAY</b>	Morrison Road Putney	1	Football (Soccer) - Junior	Community Use
		2	Football (Soccer)	Cricket – Synthetic Wicket
		3	Football (Soccer)	Cricket – Synthetic Wicket
		4	Football (Soccer)	Cricket – Synthetic Wicket
		5	Football (Soccer) - Junior	Cricket – Synthetic Wicket
		6	Football (Soccer)	Cricket – Synthetic Wicket
<b>NORTH RYDE</b>	Cnr Pittwater Road & Cressy Road North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
<b>PEEL</b>	Morrison Road Gladesville (Near Stanbury Street)	1	Football (Soccer)	Community Use

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Park	Address	Oval	Winter Layout	Summer Layout
<b>PIDDING</b>	Cnr Cressy Road & Wellington Rd Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
<b>PIONEER</b>	Balaclava Road Marsfield	1	Baseball	Baseball
<b>RYDE</b>	Cnr Princes Street & Blaxland Road Ryde	1	Rugby Union	Cricket – Turf Wicket
		3	Rugby Union	Community Use
<b>SANTA ROSA</b>	Quarry Rd / Bridge Rd Denistone East (2 ENTRANCES)	1	Football (Soccer)	Cricket – Synthetic Wicket
		2	Football (Soccer) - Junior	Community Use
<b>SMALLS ROAD</b>	Smalls Road Ryde	Lower Upper	Football (Soccer) - Junior Football (Soccer)	Cricket – Synthetic Wicket Football (Soccer)
<b>TUCKWELL</b>	Cnr Fontenoy & Lane Cove Roads North Ryde	1	Football (Soccer)	Cricket – Synthetic Wicket
<b>TYAGRAH</b>	Tyagrah Street Ryde	1	Football (Soccer) - Junior	Cricket - Junior Synthetic
<b>WATERLOO</b>	Waterloo Road Marsfield	1	Football (Soccer)	Baseball
<b>WESTMINSTER</b>	Cnr Ryde Road and Westminster Rd Gladesville	1	Football (Soccer)	Cricket - Junior Synthetic

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## Guidelines / Procedures

Council has identified the following principles to guide the allocation of the Christie Park Synthetic Fields as outlined in this addendum within the overarching Sportsground Allocation policy. Where the below guidelines/principles are not consistent with those found in section 3 of this policy, the guideline/principle below will apply.

1. Seasonal allocations for representative sport user groups will be conducted on an annual basis.
2. Seasonal allocations provided may encompass the duration of the representative sport season including both pre-season and competitive season. Allocations provided may cover a period across City of Ryde's summer and winter seasons of sport.
3. Booking requests may still be made by non representative-sport users via Council's summer and winter seasonal allocation process. This process will consider any unutilised time from the annual representative football season allocation process and can only occur following the conclusion of the annual allocation for Christie Park.

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