THE CITY OF
GREATER GEELONG

SPORTS CLUB USER GUIDE

VERSION: OCTOBER 2026

CITY OF GREATER GEELONG

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Fast Facts – Greater Geelong



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SPORTS PAVILIONS



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TENNIS COURTS



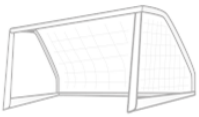
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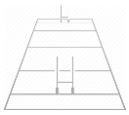
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TARGET RIFLE RESERVE



14

SKATE PARKS



3

RUGBY FIELDS



300+

SPORTING CLUBS & COMMUNITY GROUPS

1.0 Introduction



PURPOSE

The City of Greater Geelong Sporting Club User Guide is designed to be the primary point of reference for sporting clubs and committee members. It provides clear information and guidance on:

- The allocation of sports grounds and pavilions
- Club and Council roles and responsibilities for maintenance
- Management and governance responsibilities
- Operational requirements
- Council's expectations of sporting clubs, including participation and day-to-day operations

The guide also offers education, practical resources and key contacts to support sporting clubs for the effective and compliant use of City of Greater Geelong recreation reserves.

2.0 Quick Reference Guide

KEY CONTACTS

For all enquiries during business hours please see the table below for the relevant contact.

Business Hours: Monday to Friday 9:00am – 5:00pm (excluding Public Holidays)

ISSUE	CONTACT	PHONE	EMAIL
Ground allocations	Community and Recreation Liaison Officer	(03) 5272 5272	comrec@geelongcity.vic.gov.au
Keys	Community and Recreation Liaison Officer		
Casual bookings	Community and Recreation Liaison Officer		
Building maintenance	Facilities Maintenance		fmaintenance@geelongcity.vic.gov.au
Events	Events Officer		events@geelongcity.vic.gov.au
Waste management	Waste Services		waste@geelongcity.vic.gov.au

AFTER-HOURS SUPPORT

For all after-hours enquiries, please call 03 5272 5272.

When contacting the after-hours service, you will need to provide the location, details of the issue, and your contact information.

The service will assess the issue and escalate it to the relevant Council department for action.

In some cases, the issue will be made safe immediately, with further repairs arranged for the next business day.

ONLINE FORMS

Sports club hub

Information for sporting clubs that use City-operated reserves and facilities, including club development resources, facility maintenance, grants, and allocations.

Sports Club Hub - City of Greater Geelong (geelongaustralia.com.au)

Sporting club noticeboard

The Club Noticeboard Newsletter is distributed electronically to keep clubs informed about grounds updates, upcoming seminars, club development opportunities, and key dates.

Subscribe here

3.0 Summary of Key Dates

This section of the City of Greater Geelong Sporting Club User Guide provides details on the processes that clubs must follow to secure, commence and conclude their allocations of Council sporting grounds and pavilions.

Summary of key dates:	
January	
February	Winter season allocation opens
March	Winter season allocations due
April	Winter season commences
May	
June	Winter season ground invoices issued
July	
August	Summer season allocation opens
September	Summer season allocation closes. All requests must be submitted to the Community & Recreation Liaison Officer by this date. Winter season concludes
October	Summer season allocations completed Summer season commences Pre-season allocation opens Submit bookings here
November	Pre-season allocations confirmed in writing to requesting clubs.
December	Pre-season invoices issued to clubs Summer season ground invoices issued

4.0 Your Agreement with Council

The Fair Play Policy is the foundation of Council's approach to sporting reserve management. It guides how facilities are allocated, shared and managed, and informs seasonal allocations, licence agreements, casual bookings, fees and club obligations. Clubs should read this User Guide in conjunction with the Fair Play Policy, as many of the requirements and expectations outlined throughout this document are derived from the Policy.

4.1 LICENCE AGREEMENT

A Licence Agreement is a legal agreement that grants a sporting club non-exclusive use of a sporting pavilion and associated facilities. Consistent with the City's Fair Play Policy, Licence Agreements support the equitable, efficient and sustainable use of Council-owned sporting infrastructure by encouraging shared use and ensuring community facilities are accessible to multiple user groups.

Your Licence Agreement outlines:

- Fees and charges applicable to your club's use of the facility.
- Maintenance, cleaning and operational responsibilities.
- Shared use requirements and arrangements with other user groups.
- Approved club-funded infrastructure, equipment and installations.
- Any reserve-specific conditions relating to the facility or sporting reserve.

Clubs are required to comply with the terms of their Licence Agreement as a condition of ongoing use of Council-managed sporting facilities.

If you do not have a copy of your current Licence Agreement, please contact propertyandleasing@geelongcity.vic.gov.au.

4.2 SEASONAL ALLOCATION

The City allocates sporting facilities in accordance with the Determination of Seasons principles adopted by Victorian sporting bodies.

Seasonal allocations are made for the following periods:

Summer Season: 1 October to 31 March

Winter Season: 1 April to 30 September

Seasonal allocations provide clubs with priority access to allocated sports grounds, pavilions and associated infrastructure during their nominated season. Allocations are subject to annual approval by the City and do not provide exclusive use of facilities.

As Council-owned sporting facilities are community assets, seasonal allocations operate within the principles of the Fair Play Policy, which promotes equitable access, shared use and the efficient utilisation of sporting infrastructure.

4.3 PRE-SEASON FEES

Pre-season bookings for local sporting clubs may be approved where facility capacity allows. Approved pre-season use will be charged at the applicable proportionate fee and allocated in six-week blocks.

Pre-season access must be coordinated with the seasonal tenant to support fair access to Council facilities and minimise scheduling conflicts. Pre-season use will generally occur at times when the playing field is not required by the seasonal tenant.

Approval of pre-season use does not provide exclusive access to a facility and remains subject to ground conditions, maintenance requirements and operational considerations.

For further information, please refer to the **Pre-Season Use Guidelines**

4.4 PROPORTIONATE FEES

In accordance with the City's Fair Play Policy, the City applies a proportionate fee model to support equitable access, shared use and the sustainable management of Council-owned sporting facilities.

Where eligible sporting facilities are shared by multiple clubs, fees may be based on the proportion of access allocated to each club rather than charged equally. This approach recognises that clubs have different facility requirements and ensures fees more accurately reflect a club's level of use.

The proportionate fee model aims to:

- Encourage the shared use of sporting facilities.
- Support equitable access to community assets.
- Reduce costs for clubs with lower usage requirements.
- Create greater opportunities for emerging and growing clubs.

For eligible playing fields, fees are calculated based on the days and times allocated to a club during the season. For example:

- A club allocated Tuesday and Thursday evenings may be charged 20% of the applicable seasonal playing field fee.
- A club allocated competition use from Friday to Sunday may be charged 60% of the applicable seasonal playing field fee.

Please note:

- Proportionate fees apply only to eligible playing fields as determined by Council.
- Court-based facilities, including tennis courts, continue to be charged under the applicable court fee structure.
- Fees are based on the confirmed seasonal allocation and are not determined by actual usage during the season.

For further information, please refer to the Fair Play Policy and the City's current Fees and Charges Schedule.

4.5 CASUAL BOOKINGS

Bookings that fall outside approved seasonal allocations or pre-season use arrangements are considered casual or ad-hoc bookings. Requests for casual use of Council-managed sporting facilities can be submitted online via the Casual Booking Application Form.

Casual bookings are subject to facility availability, ground conditions and existing seasonal allocations. Approval must be obtained prior to use of any Council sporting facility.

4.6 GROUND CLOSURES & GROUND MAINTENANCE

The City is committed to maintaining safe, high-quality playing surfaces for all users. To protect sporting facilities and support their long-term sustainability, the City reserves the right to close any sports ground at any time due to:

- Wet weather or unsuitable ground conditions.
- Player safety concerns.
- Ground rehabilitation and recovery.
- Scheduled maintenance works.
- Capital works or facility upgrades.
- Any other circumstance that may impact the condition or safe use of the facility.

Where practicable, the City will notify affected clubs of ground closures as early as possible to allow alternative arrangements to be made.

Club Responsibilities

While the City undertakes regular inspections and maintenance of sporting facilities, clubs are responsible for conducting a visual inspection of the playing surface and immediate surrounds prior to each training session, match or event.

Clubs should check for any hazards that may present a risk to participants, officials or spectators, including but not limited to:

- Holes, uneven surfaces or exposed irrigation equipment.
- Damaged infrastructure or fencing.
- Debris, litter or hazardous materials.
- Unsafe playing conditions resulting from weather or vandalism.

Any safety concerns, damage or maintenance issues must be reported to the City as soon as possible. If a hazard presents an immediate risk, clubs should take reasonable steps to prevent use of the affected area until the issue has been assessed and managed.

The City and clubs share responsibility for protecting and maintaining community sporting facilities. Prompt reporting of issues helps ensure facilities remain safe, accessible and fit for purpose for all users.

5.0 Facilities & Infrastructure

5.1 PAVILIONS

Clubs are responsible for looking after their allocated pavilion and using it in accordance with their Licence Agreement.

Alterations and Installations

Clubs must obtain written approval from the City before making any alterations, additions or installations to a Council-owned pavilion. Unauthorised works may be required to be removed and the facility reinstated at the club's expense.

Damage

Clubs are responsible for the cost of repairing damage caused by their activities, members or users where the damage is beyond normal wear and tear.

Maintenance

Maintenance of sporting pavilions is a shared responsibility between the City and clubs. For information about club and City maintenance responsibilities, refer to Section 5.10 Maintenance Responsibilities and the Maintenance Schedule attached to your Licence Agreement.

Pavilion safety

Clubs must ensure pavilions are used safely and that emergency and fire safety equipment is not obstructed, damaged or interfered with.

- Exit doors and emergency exits must always be kept clear and accessible.
- Fire extinguishers and other fire safety equipment must not be removed, obstructed or tampered with.
- Any damage, faults or concerns with emergency or fire safety equipment should be reported to the City promptly.

Gas Bottles

Gas bottles, including those used for club BBQs, must not be stored inside Council-owned pavilions.

5.2 INSURANCE

Clubs are responsible for maintaining appropriate insurance coverage throughout their occupancy of Council facilities.

Property Insurance

Council-owned buildings and Council-owned fixtures, fittings and assets are covered under the City's insurance program unless otherwise advised.

Public Liability Insurance

It is a condition of occupancy that all sporting clubs maintain Public Liability Insurance with a minimum cover of $20 million.

The City's public liability insurance does not cover the activities or operations of sporting clubs, associations, committees or other independent organisations using Council facilities.

Clubs are responsible for:

- Maintaining a minimum of $20 million Public Liability Insurance.

- Ensuring insurance remains current for the duration of their tenancy or booking.
- Providing evidence of current insurance to the City when required.
- Ensuring their insurance appropriately covers their club activities and use of Council facilities.

Clubs should contact their insurer or relevant State Sporting Organisation if they require advice about appropriate insurance coverage.

Club Property & Contents

The City does not insure club-owned assets, equipment or contents stored within Council facilities. This includes, but is not limited to:

- Sporting equipment.
- Furniture and appliances.
- Club-owned fixtures and installations, including anything contained within the social space.
- Merchandise and stock.
- Cash and consumable goods.

Clubs are responsible for arranging their own insurance to cover loss or damage to property caused by events such as fire, theft, vandalism, storm damage or water damage.

The City accepts no responsibility for loss of, or damage to, club-owned property stored at Council facilities.

Glass Insurance

The City recommends that clubs maintain **Glass Insurance** to cover the repair or replacement of internal glass within pavilion social and community areas where damage occurs through accidental breakage, misuse or club activities.

Glass Insurance is not currently mandatory; however, the City is reviewing its insurance requirements and may include this as a requirement of future Licence Agreements.

External glass damaged as a result of vandalism will remain the City's responsibility, in accordance with the applicable maintenance responsibilities.

5.3 WORKS ON COUNCIL LAND

The City supports sporting clubs that wish to invest in improvements to the pavilion or reserve they occupy. These are referred to as Collaboration Projects and may include club-funded alterations, upgrades, new infrastructure or installation of equipment within a Council-managed facility or reserve.

Approval must be obtained from the City before any works commence. Clubs should not engage contractors or commence works until the required approvals and consent have been provided.

Planning a project?

Clubs proposing works must submit a Proposal for Works, including details and plans of the proposed project. The City will assess the proposal and may arrange a site meeting before progressing the required internal approvals.

Depending on the type and scale of the project, clubs may be required to provide:

- Plans and project details.
- Budget, costings or quotes.
- Safe Work Method Statements (SWMS).
- Contractor licences and evidence of required inductions.
- Planning and/or building permits, where required.
- Other documentation relevant to the proposed works.

The level of approval and documentation required will vary depending on the nature and risk of the project. Examples range from minor works such as mounting a television or painting a wall, through to scoreboards, storage sheds, solar panels and works that alter the footprint of a building.

Completion & Handover

Once works are complete, the City may inspect the project to confirm that the works have been completed satisfactorily, the site is safe and any defects have been rectified. Clubs may also be required to provide contractor completion documentation, manuals and warranties.

Completed works may then be recorded as a Tenant/Licensee Installation or incorporated into the club's Lease or Licence Agreement where required.

Important!

Discuss your project with the Community & Recreation team early in the planning process. City approval is required before works commence.

5.4 SECURITY & KEYS

Clubs are responsible for keeping their allocated facilities secure and managing access throughout their tenancy.

Keys and Access

- Clubs must maintain a register of keys issued to members, volunteers or other authorised users.
- Additional keys can be requested through the Sports Club Hub.
- External key lock boxes are not permitted on City-owned or maintained buildings.

Securing the Facility

- Clubs must ensure pavilions, gates, chain gates, padlocks and other security equipment are securely locked after each use.
- City-owned keys, locks and padlocks must be appropriately managed and not removed or replaced without approval.
- Clubs may be responsible for the replacement cost of lost or missing keys and padlocks.

Security and Alarm Systems

Clubs wishing to install an alarm, CCTV or other security system must obtain City approval before installation. Clubs are responsible for all costs associated with club-installed security systems, including installation, monitoring, maintenance and repairs, and must provide the City with relevant access codes where required. Clubs must ensure that the City’s contractor pin code is registered in any new device.

5.5 ADVERTISING SIGNAGE AND SPONSORSHIP

The City supports appropriate advertising and sponsorship opportunities that contribute to the sustainability of sporting clubs, while ensuring signage on Council-owned reserves remains safe, well maintained and appropriate for a public facility. The draft policy proposes a more consistent approach to signage across City-owned and managed facilities.

Sporting clubs proposing advertising or sponsorship signage should ensure that signage:

- Is associated with the club's current lease, licence or seasonal allocation.
- Is appropriately located and does not damage Council assets.
- Meets any applicable planning, building, Crown land or other statutory requirements.
- Is maintained in a safe and presentable condition.

- Is removed, relocated or covered when required by the City.

Where reserves are shared seasonally, the current seasonal tenant has first right to the primary advertising and sponsorship signage locations during their allocation period.

5.6 TEMPORARY NAMING OF GROUNDS

Temporary naming is separate from general advertising and sponsorship signage.

Clubs may apply to temporarily associate a sponsor's name with an individual sporting ground, playing surface or hardcourt during their approved allocation period. Temporary naming does not change the official name of the reserve or Council asset.

Temporary naming:

- Requires City approval.
- Is limited to the club's approved allocation or tenancy period.
- Does not allow the recreation reserve as a whole to be renamed.
- Must not replace the official reserve or ground name in City records, directional signage or emergency information.

5.7 SHIPPING CONTAINERS

Shipping containers are generally not supported as permanent storage solutions on Council-owned or managed land. Where a club can demonstrate a genuine operational need and no reasonable alternative storage option is available, the City may consider a shipping container as a temporary storage solution.

Clubs seeking approval for a shipping container must demonstrate:

- A genuine need for additional storage.
- Why existing or shared storage options are not suitable.
- What equipment will be stored.
- How long the container is required.
- A plan for a longer-term or permanent storage solution.

All shipping containers require a current Council permit and may also require planning, building, Crown land or other relevant approvals. Clubs are responsible for maintaining appropriate insurance, including $20 million Public Liability Insurance and contents insurance.

Approved containers are subject to location, appearance, maintenance and safety requirements. Clubs are responsible for maintaining and securing the container and for its removal and reinstatement of the site when approval ends.

5.8 SCOREBOARDS

Clubs may install a scoreboard at their allocated sporting reserve, subject to prior City approval of the location, design and installation.

Clubs are responsible for the ongoing maintenance, repair and safe condition of club-installed scoreboards. Where a scoreboard becomes unsafe or presents a risk to the community, the City may require it to be repaired or removed. The City is not responsible for replacing club-installed scoreboards.

Shared Facilities

Where a sporting ground is used by more than one seasonal tenant, scoreboards are considered shared infrastructure

and must be available for use by all approved seasonal tenants. Clubs should work collaboratively to ensure all users have appropriate access during their allocated season.

5.9 SPORTS LIGHTING

Under the City's Fair Play approach, sports lighting is owned and maintained by the City, supporting a consistent approach to the management of lighting infrastructure across sporting reserves.

Clubs should be aware that:

- Winter seasonal users are charged a sports lighting fee per allocated playing surface.
- Clubs remain responsible for the utility costs associated with their use of sports lighting.
- Clubs must report lighting faults through the Sports Lighting Maintenance Request form.
- Maintenance requests are prioritised based on need.
- New or upgraded sports lighting infrastructure is considered based on City priorities and available funding.

Clubs should report faults as soon as they are identified and should not undertake repairs or modifications to City-owned sports lighting infrastructure themselves.

SPORTS LIGHTING – QUICK GUIDE

City Responsibility

• Owns and maintains sports lighting infrastructure
• Prioritises maintenance requests
• Considers new or upgraded lighting based on City priorities and available funding

Club Responsibility

• Pay applicable sports lighting fees
• Pay electricity costs associated with their use
• Report faults promptly
• Do not undertake repairs or modifications to City-owned lighting

Report a Fault

Submit a Sports Lighting Maintenance Request.

5.10 MAINTENANCE RESPONSIBILITIES

Maintenance of sporting pavilions is a shared responsibility between the City and clubs.

Clubs are responsible for maintaining their allocated facilities in accordance with the Maintenance Schedule attached to their Licence Agreement. The schedule outlines which maintenance, cleaning and repair responsibilities sit with the club and which are managed by the City.

Clubs should:

- Familiarise themselves with the Maintenance Schedule for their facility.
- Complete their allocated maintenance and cleaning responsibilities.
- Report City maintenance issues promptly.
- Notify the City of any damage, faults or safety concerns.

Where a club does not meet its maintenance responsibilities, the City may require the issue to be rectified.

5.11 WASTE

Clubs are responsible for removing all waste generated through their activities and leaving the reserve and pavilion clean and tidy after each training session, match or event.

- Waste generated through club operations is considered commercial waste and must be disposed of using the club's commercial waste service.
- Public bins must not be used for club-generated or commercial waste. Clubs requiring additional bin capacity should arrange this directly with a private waste provider.
- Litter or illegally dumped rubbish found on Council land should be reported to the City via the Report Litter or Dumped Rubbish service.

5.12 UTILITIES

Clubs are responsible for utility costs associated with their use of Council sporting facilities, as outlined in their Licence Agreement.

This may include:

- Electricity
- Gas
- Water
- Sports lighting electricity usage
- Telecommunications and internet services
- Other services specifically associated with club operations

Clubs are responsible for managing their utility accounts and using utilities responsibly. Any utility-related faults or maintenance issues affecting City-owned infrastructure should be reported to the City.

5.13 CARPARKS

The City is responsible for the maintenance of Council-owned car parks and access roads at sporting reserves.

Clubs should report any damage, hazards or maintenance concerns to the City as soon as possible.

Larger repairs or upgrades may require further investigation, design, planning and consideration through the City's budget process and therefore may not be able to be addressed through routine maintenance.

5.14 PUBLIC TOILETS

Public Toilets

The City maintains and pays utility costs for toilets at sporting reserves that are open to the public seven days a week.

Club and Match-Day Toilets

Where toilets are only opened for club activities, training or match days, the club is responsible for opening, closing and cleaning the facilities and for applicable utility costs.

Issues with public toilets should be reported to the City as soon as possible.

5.15 GRAFFITI & VANDALISM

Clubs are responsible for reporting any external graffiti or vandalism affecting the pavilion or surrounding facilities as soon as possible.

Graffiti removal can be requested through the City's Graffiti Removal Request form.

5.16 GROUNDS

Dogs on Sporting Reserves

Some sporting reserves are designated off-leash, supervised areas when they are not being used for organised sport.

During organised sporting activities, including training and matches, dogs must be kept on a leash.

Animal-related issues can be reported through the City's Report an Animal Issue service.

Line Marking

Clubs are responsible for line marking their allocated playing fields.

Field dimensions and layouts must meet the requirements of the relevant sport, including appropriate run-off areas.

Only **water-based, turf-specific line marking products** that will not damage the playing surface or create a risk to users may be used.

Irrigation

The City is responsible for the operation and maintenance of automatic irrigation systems at sporting reserves.

Clubs must not access, modify or adjust irrigation controllers or settings.

Any irrigation faults, leaks or interruptions to mains power that may affect the irrigation system should be reported to the City as soon as possible.

Report an issue:
Phone: 5272 5272
Email: comrec@geelongcity.vic.gov.au

Vehicles on Sporting Reserves

Vehicles, bicycles, scooters, carts or other forms of transport must not be driven or ridden on sporting grounds without prior approval from the City.

Emergency vehicles are exempt from this requirement.

6.0 Sport-Specific Information

CRICKET NETS & WICKETS

All clubs are required to have a minimum of two synthetic lanes that remain open to the public at all times.

The tenant club will be responsible for all maintenance and replacement costs for any cricket net that is locked up for exclusive use by the club.

Facility	BPCA Clubs	GCA Clubs
Turf centre wickets	N/A	Club responsible for preparation, with support through the City/GCA Agreement.
Turf practice wickets	N/A	Club responsible for preparation and maintenance, including fencing, with support through the City/GCA Agreement.
Synthetic centre wickets	Contact the City for carpet replacement, maintenance or vandalism.	Contact GCA for maintenance or replacement. Report vandalism to the City.
Synthetic training nets	Contact the City for fencing or pitch carpet maintenance.	Contact the City for fencing or pitch carpet maintenance, with support through the City/GCA Agreement.

WICKET COVERS

To protect turf centre wickets during the non-cricket season, the City installs protective wicket covers at relevant sporting reserves.

- Covers are generally installed from March and removed during September in preparation for the cricket season.
- The City's Parks team is responsible for the installation, monitoring and removal of the covers.
- Clubs must take reasonable care to protect wicket covers from damage during training, matches and other activities.
- Clubs must not move, remove, alter or interfere with wicket covers unless authorised by the City.
- Any damage, movement or safety concerns relating to wicket covers must be reported to the City as soon as possible.
- Clubs should consider the location of wicket covers when setting up training activities and portable equipment to minimise the risk of damage.

PORTABLE EQUIPMENT

The City does not provide, maintain or replace club-owned portable sporting equipment, including portable goals, sight screens and other movable training or match-day equipment.

Clubs are responsible for ensuring portable equipment is:

- Safe, secure and suitable for its intended use.
- Regularly inspected and maintained.
- Stored safely when not in use.
- Compliant with any relevant Australian Standards or sporting body requirements.
- Positioned and used so it does not create a safety risk or cause damage to the playing surface.

Sight screens

Only portable sight screens are permitted. Clubs are responsible for their purchase, maintenance and replacement and should ensure they are appropriately secured and designed to minimise the risk of damage during windy or severe weather.

The City may require unsafe or non-compliant portable equipment to be secured, relocated or removed.

TENNIS COURTS

Tennis clubs must ensure that a minimum of two courts remain available for public use outside the club's approved seasonal allocation, including scheduled training and competition times.

Clubs can request replacement tennis nets where they have been damaged through normal wear and tear or vandalism by contacting the Community & Recreation team at comrec@geelongcity.vic.gov.au.

7.0 Managing Your Club

Sporting clubs are responsible for ensuring their activities comply with relevant legislation, City requirements and the conditions of their Licence Agreement or seasonal allocation. The following information highlights some of the key requirements and resources available to support clubs.

GRANTS

A range of funding opportunities are available to support sporting clubs, including programs for club development, participation and facility improvements.

Visit the Sports Club Hub – Community Grants for current opportunities.

COMPLAINTS & DISPUTE RESOLUTION

Clubs are encouraged to work collaboratively with other facility users to resolve issues wherever possible.

Where a matter involving Council facilities cannot be resolved, concerns or complaints should be submitted in writing to the Community & Recreation team.

Independent dispute resolution assistance is also available through the Dispute Settlement Centre of Victoria on 1300 372 888.

FOOD REGISTRATION

Clubs preparing or selling food must ensure they hold any required food registration and comply with applicable food safety requirements.

Food preparation and sales must only occur from appropriately registered premises and in accordance with requirements provided by the City's Environmental Health team.

LIQUOR LICENSING

Clubs must obtain the appropriate liquor licence before selling or supplying alcohol at a Council facility where a licence is required.

The type of licence required will depend on the club's activities and circumstances.

For further information, visit Liquor Control Victoria - Get started with liquor licensing | vic.gov.au

GAMING & FUNDRAISING

Gambling or gaming equipment must not be introduced onto Council-owned or managed land without appropriate approval.

Clubs conducting gaming, raffles or other regulated fundraising activities are responsible for obtaining any required approvals and complying with applicable Victorian requirements.

EVENTS

Club activities that fall outside normal seasonal, training or competition use may require an **Event Permit**.

Clubs should contact the Community & Recreation team if unsure whether an event permit is required.

Applications can be made through the City's Event Permit application.

NOISE & GOOD NEIGHBOUR RESPONSIBILITIES

Clubs are responsible for managing noise generated by their activities and ensuring members, visitors and guests are considerate of surrounding residents and reserve users.

Clubs should familiarise themselves with applicable EPA Victoria noise requirements and the City's noise information.

SMOKING

Smoking is not permitted inside Council-owned buildings, including sporting pavilions.

Clubs are also responsible for ensuring smoking restrictions applying to junior sporting events and other designated smoke-free areas are observed.

CHILD SAFE STANDARDS

The City of Greater Geelong is a child safe organisation. We prioritise the wellbeing of children and have zero tolerance for child abuse.

Sporting clubs using City-owned or managed facilities are responsible for ensuring they comply with the Victorian Child Safe Standards and relevant child safety legislation.

Clubs should ensure appropriate child safe practices are embedded across their activities, including training, competitions, events and the use of Council facilities.

FAIR ACCESS

The City's Fair Access Policy supports equitable access to community sporting facilities and aims to provide fair opportunities for people of all genders to participate in community sport.

Sporting clubs using City-owned or managed facilities are expected to:

- Provide fair and equitable access to facilities, programs and participation opportunities.
- Promote an inclusive and welcoming club environment.
- Consider equity when allocating training times, competition access, facilities and amenities.
- Work collaboratively with the City and other facility users to support fair access.
- Comply with the requirements of the City's Fair Access Policy and their relevant sporting body.

EMERGENCY & INCIDENT REPORTING

Clubs are responsible for promptly reporting any incidents, hazards, damage or safety concerns that occur at or affect a Council sporting facility.

In an emergency, clubs should first contact the appropriate emergency service. Once the immediate risk has been managed, relevant incidents affecting the facility should be reported to the City as soon as possible.

Clubs should also maintain their own incident records and follow any reporting requirements of their insurer or relevant sporting body.

CLUB CONTACT DETAILS

Clubs are responsible for keeping their contact and committee details up to date with the City. Changes to the President, Secretary, Treasurer or primary Council contact should be provided to the Community & Recreation team as soon as practicable.

SPORT & RECREATION CENSUS

The City of Greater Geelong Sport and Recreation Census is an annual survey that helps the City understand how sporting clubs use local facilities and reserves, including participation and facility use.

Information collected through the Census helps inform future planning, facility improvements and investment in community sport and recreation.

Clubs are encouraged to complete the Census each year and provide accurate, up-to-date information about their membership, participation and facility use.

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CITY OF GREATER GEELONG

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CUSTOMER SERVICE CENTRE

Wurriki Nyal
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Geelong VIC 3220
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