

CENTRAL NORTH MIDLANDS NEW COMMITTEE MEMBERS KIT

A GUIDE TO ASSIST CLUB OFFICIALS WITH COUNCIL REQUIREMENTS

October 2015



Perenjori
Embrace Opportunity



INTRODUCTION

Welcome to the world of grassroots sport in WA, and congratulations on your new position. The shire would like to thank you for giving your valuable time to assist sport in our community. We understand that there are significant expectations placed on volunteers in grassroots sport. This information kit is aimed to make things easier for you; it is a 'one stop shop' for everything you need to know about Council processes and requirements relevant to a club committee. We hope this helps you in your new role.

This toolkit contains key contacts, significant information to be aware of, and a step by step guide to processes you will be asked to undertake by Council in your role.

It may seem like a lot of information, maybe a little daunting but don't worry, you will soon discover that you are not on your own. Rather, that you are part of a like-minded community which is what makes volunteering in Sport so rewarding.

Once again *thank you* for raising your hand as a volunteer in grassroots sport in our Shire. We hope that you find this tool will give you some clarity and answer some of the queries you may have. If you have any questions or would like further assistance or any other information in regards to Council processes or requirements please feel free to contact the Club Development Officer for the shire.

CONTACT DETAILS

Club Development Officer
club@perenjori.wa.gov.au
Perenjori, Morawa and Three Springs



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INITIATIVES

1.1 The Club Development Officer Scheme.

The position of Club Development Officer has been made available through funding from the Department of Sports and Recreation (DSR) along with the shires of Perenjori, Morawa and Three Springs.

Your Club Development Officer is here to provide support to local sport and recreation clubs in their short and long-term development. This part time role provides clubs with;

- Club development information
- Relevant club development training, education, information workshops/programs and opportunities
- Assist clubs to improve their governance and management practices through development of club plans, policies and procedures.
- Work to support clubs to complete the Australian Sports Commission's (ASC) Healthy Club Check, Club Plans and offer training, including the DSR Club Talk workshop program. These programs are designed to improve the development of the clubs and increase a clubs chance of receiving funding in the future.
- Help to identify club needs and provide continued support.

A quarterly sports newsletter, 'Club Connection' is released monthly across the shires, providing useful resources, advice and opportunities for sporting groups.

If you have any achievements, events or stories you would like to promote or people you would like to recognise please email your club development officer at club@perenjori.wa.gov.au



1.2 KIDSPORT

KidSport is an initiative by the Department of Sports and Recreation (DSR) aiming to make it possible for Western Australian Children to participate in community sport and recreation, no matter what their financial circumstance.

KidSport will allow eligible youth aged 5 – 18 years to apply for financial assistance towards their club fees. The assistance provided totals \$200 this can be used across sports, being divided up be used with a total of 3 clubs. If the amount goes over the \$200 it is up to the parent/youth to pay the excess. The fees go directly from the Shire to the registered KidSport clubs participating in the project.

All you need to do to register a club is follow the link to the DSR Website and Register. www.dsr.wa.gov.au/clubs. You will need to register for Clubs Online, once registered you can log in to edit your account, in this edit section you will see a button to register for KidSport. I would highly recommend using a club e-mail address to register for KidSport so that you do not have to continually change details; however you will need to log in annually to update your club fees.

THE PROCESS IS:

- Kids register for the club using a KidSport Voucher
- Kids/Parents Fill out KidSport vouchers at shire and present their concession card. (this is soon to be an online process)
- Shire add the child onto the KidSport database; Scans the KidSport form and Concession Card and sends a copy to the club to confirm who has applied/been accepted

INVOICING:

- The club can then invoice the Perenjori Shire with the names listed, and the vouchers (with concession cards) attached. Also if they have uniform, this must also be itemised.
- The invoice to Perenjori must be itemised with each person listed so that we can then cross reference that with the KidSport Database and tick it off on there before approving payment.

REFERRAL AGENTS:

Referral Agents must be registered with the Department of Sports and Recreation. There currently is a paper form to fill, however this will soon be an online process. Referral Agents are usually Police officers, youth workers or school teachers. They must have a good knowledge of the family situation. If they refer someone it is asked that they also give reasoning. This can be given to the shire to write on the form if not wanting to do it near the youth/their family. Reasoning can be financial hardship, getting them off the street (especially if drugs/vandalism/alcohol abuse is a risk) etc.



IMPORTANT DOCUMENTS

2.1 USE OF SHIRE FACILITIES

To obtain use of a shire facility for your club you must complete the Facility Hire document and return it to the shire. Please remember to mark if you are applying for regular use, or one off use. If you are going to use the facility on a different day/time than what you have applied for, you must inform shire and sign a hire document for the one of use for that time period. It is important that you check this document to see when you are eligible to use what facilities.

CONFIRMATION FOR USE OF COUNCIL FACILITIES LETTER

Each year that clubs that want to use the Shire's sporting fields; they are required to apply under Shire's Right of Use (ROU) Program. In the case of hiring other Shire Sporting facilities (e.g. indoor stadiums, Pavilion and other sport specific buildings) clubs complete a Hire Form. As a new committee member it is important that you locate the relevant document and confirm your clubs bookings for the year.

RIGHT OF USE AGREEMENT

When your club receives confirmation of ROU they will also receive a booklet called 'Right of Use' Agreement. It is important that you read the document, this details the terms and conditions for use of Shire's Sports Fields to which your club will be expected to abide by.

Please Note: You can also access the 'Right of Use' Agreement on-line on the Shire's Website

LEASE AGREEMENT

The committee should let you know if they are leasing facilities off the local council. As a new committee member we want to ensure that you locate and read your lease agreement. This important as the document outlines your clubs responsibilities, legal obligations and any conditions that you must comply to; including the permitted use for the facility and any restrictions with this. The specified permitted use needs to be adhered to especially when your club is planning any event to be held within your leased premise.

To obtain a copy to your lease or to discuss any clause in more detail contact your local shire

PREVENTATIVE MAINTENANCE CHECKLIST

If you are under a Right of Use Agreement, and any maintenance may be required or if you have concerns about a potential issue, inform the shire that the maintenance check needs to be done.



To assist clubs to maintain their leased premises, the shire has a checklist of maintenance tasks which should be completed each year. It is important that your club conduct this preventative maintenance check as part of your agreement with the shire to ensure that the facility is well maintained and that little problems don't turn into big ones. If the check is one that the club cannot perform, or you have concerns about a potential issue, inform the shire that the maintenance check needs to be done.

To obtain a copy of the Preventative Maintenance Checklist or discuss in more detail, please ask your local shire.

END OF SEASON INSPECTIONS

The shire will conduct end of season inspections at the conclusion of your booked period. If the building and equipment is not clean and in acceptable condition, it will be up to the club to rectify these issues.

2.2 SPORTS PLANNING SPREADSHEET

It is a really good idea to plan for the future, if the courts or greens need replacing in 10 years, when is that and how do we pay for it? Is there any other things that we may need to upgrade, and when?

The shire recommends putting together a spreadsheet to identify and prioritise key projects for which they require funding. Each year in September your club should review and update this for the New Year. This information should then be provided to Council to plan for future infrastructure and to assist clubs in seeking funding/assistance from a variety of sources.

2.3 STRATEGIC PLAN

Strategic plans focus on the direction of an organisation over an extended period of time, usually 3-5 years. Your clubs strategic plan is a critical document for all committee members. As a new committee member it is important to read to get an understanding of the previously agreed direction for the club, including the clubs priorities.

If you find as you enter your new role, that the club does not have a strategic plan we strongly suggest that the new committee consider developing one. Having a strategic plan in place will assist your club to ensure that everyone is moving in the same direction and working toward the same goals, it also aids in reducing conflict within the committee. The plan should outline what you want to do and why you are doing it, it is that simple- nowhere near as complicated as it first sounds. It is also a good idea to consider your state or regional associations' strategic plan for your sport when developing your own plan.

If your club does have a strategic plan it's a good idea to review the plan each year to see if it is still relevant or if changes are required. But also act as a fond reminder of where the club is headed.

2.4 OPERATIONAL PLAN

Operational plans outline the focus of an organisation on a day-today /month by month basis. As a new committee member it is a good idea to locate and read your clubs operational plan. It will specify



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actions that have been agreed on to meet your strategic plans objectives and identify who is responsible for each action. This ensures that not one person is getting stuck with all the work and helping reduce volunteer burn out.

If your club does not have an operational plan, the new committee should consider developing one to give direction and ensure everyone is focused on what needs to be done, when and by whom. If your club does have an operational plan, it should be reviewed at the end of each year to monitor your performance in relation to achieving your objectives. It is also a good idea to report on your performance against your plans to your club members each year, this can be a few paragraph write up to be presented at the AGM- nothing big.

2.5 CONSTITUTION

Your constitution is a legal document that must be followed; it outlines the guidelines, policies and rules of your club. It is the agreement that defines how the club will be organised, how they are to deal with problems or disputes and what responsibilities the clubs elected officers have. It is recommended for every committee member to get a copy and have a read of this important document.

On occasion, the shire may require your club to supply a copy of your constitution as supporting documentation, for this reason it is a good idea to have a copy that is easily accessible by all members of the Committee. It is also a good idea to review your constitution every couple of years to ensure it is still suitable, that the club is still following it (if it is still suitable) and that it meets the needs of your organisation.

A copy of your clubs constitution (also known by the Department of Commerce as Model Rules, or just Rules) can be obtained by visiting <https://www.commerce.wa.gov.au/consumer-protection/associations-fees-forms-and-online-transactions>

2.6 CERTIFICATE OF INCORPORATION

A certificate of incorporation is the document that your club received from the Department of Commerce after your application for incorporation was approved. Incorporation gives your club certain legal advantages in return for accepting certain legal responsibilities. It helps back up the committee, to ensure that any possible legal costs for the club do not fall on the committee members /their assets.

If you would like to look into some more information and/or apply for incorporation, please visit: <http://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs%20>

To change your incorporation details, please sign on to Associations Online: <http://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/associationsonline>

To Search and find your Incorporation number, follow the below link:

<https://associations.commerce.wa.gov.au/associations/public/publicHomePage.jspx>



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In order for your club to hold a lease or be granted Right of Use (ROU) to Council fields you must be incorporated. Council will from time to time ask your club to supply your Certificate of Incorporation so you should ensure that it is readily available.

For further details in regard to incorporation or to obtain a copy of your Certificate of Incorporation contact the Department of Commerce Associations Registration Section on 1300 30 40 74.

2.7 CERTIFICATE OF CURRENCY

A Certificate of Currency is a document issued from the club's insurance company to prove that your club has insurance. Council will now and again request the club to supply their Certificate of Currency for a particular Insurance cover so it is best to have it readily available. See below for Insurance covers expected to be held by clubs.

PUBLIC LIABILITY INSURANCE

When the club becomes Associated with their State Sporting Association, this generally also covers them for Public Liability insurance. It is recommended that you look into the ins and outs of this and what you are and are not covered for.

In order for your club to hold a lease or be granted Right of Use (ROU) to shire facilities, your club must have public liability insurance of no less than \$20 million. (This usually is included in your affiliation fee from your State Sporting Association.)

BUILDING INSURANCE

If a club has a formal agreement with the shire to conduct their sporting activities on shire land, the shire's policy will cover the building insurance.

If you hold a lease with the local shire; one of the conditions of your lease is that your club must have building insurance cover.

2.8 AUDITED FINANCIAL STATEMENT

Presented at your AGM each year should be an Audited Copy of your financial records for the club. Your clubs financial records should be reviewed by someone with accounting qualifications and/or significant knowledge to be able to complete the auditing process. The auditor then determines whether they are a true and correct record of the financial operations of your club at that time.

If you hold a lease with the shire, one if the conditions is that you are required to provide the Council with a copy of the most recently audited financial statements once passed at your Annual General Meeting (AGM) and a list of your incoming committee members for the year as voted at the AGM.



ESSENTIAL INFORMATION

3.1 LEASING COUNCIL BUILDINGS

Most clubs in the district do not lease council buildings, so this may not apply to you.

3.1.1 UPKEEP

Under a lease agreement the club is responsible for the maintenance of the leased premise.

Maintenance tasks include the rectification of all damage, inherent defects and structural deterioration including fair wear and tear. It also includes removal of any graffiti, repair/replacement of electrical and plumbing infrastructure as needed and upkeep of the building surrounds -landscaping/gardening (if applicable).

Your club is responsible for all costs related to the leased premises including but not limited to water usage, electricity, rates, insurance.

3.1.2 PREVENTATIVE MAINTENANCE

To assist clubs to maintain the facility, the Shire has a checklist of recommended annual maintenance tasks. It is important that your club conduct this check to ensure that the facility is well maintained and that little problems don't turn into big ones. If there are areas of this check that you are unable to do, or any maintenance concerns, please contact the shire to book the check to be done.

The shire also assists your club in preventative maintenance by undertaking periodic inspections. They will undertake a visual inspection every two (2) years and a complete structural and pest report every five (5) years.

3.2 USING COUNCIL FACILITIES

The Shire coordinates the use of most sporting facilities in the Shire. It is critical that you as a new committee member are aware of the appropriate process for booking these facilities.

FACILITIES IN PERENJORI:

- Pavilion
- Football Oval
- Hockey Oval
- Squash Courts
- Town Hall
- Tennis Courts
- Netball Courts



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- For use of the Sports Club- please contact the club via Facebook- Perenjori Sports Club Inc.
- Bowling Green
- Golf Course

FACILITIES IN MORAWA:

- Football Oval
- Greater Sports Ground Oval Function Room
- Hockey Oval
- Cricket Nets
- Squash Courts
- Tennis Courts
- Tennis Club Rooms
- Netball Courts
- Basketball Courts
- Indoor Gymnasium
- Town Hall
- For use of the Golf and Bowling Club House- please contact the club on:
Morawagbc@gmail.com
- Bowls Green
- Golf Course

FACILITIES IN THREE SPRINGS:

- Football Oval
- Sports Pavilion
- Hockey Oval
- Squash Courts
- Tennis Courts
- Netball Courts
- Town Hall
- Golf Course
- Aquatic Centre Recreation Room
- Rifle Club Grounds
- For use of the Sports Club- please contact the club Via Facebook – Three Springs Sporting Club
- Bowls green

To book any of these fields your club is to complete a booking form each year, stating when you wish to use the field/facility. The club is required to pay an annual/seasonal fee for right of use which applies to each facility required (e.g. if your club utilises two separate facilities then two separate fees will apply- rebates may also apply to multiple facility bookings). As a part of this process your club will enter into a Right of Use Agreement with the shire for that particular ground.



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Allocations are on the basis of users' needs only and blanket bookings are not accepted. The sport which is 'in season' will take priority should the situation arise when more than one sport want to book the same field at the same time. **However they do not have the authority to approve use of fields for any other users and alterations may need to be made to an existing for any special events that come to town.**

3.3 IMPROVEMENTS (E.G. ALTERATIONS/ADDITIONS)

All improvements internal or external, that your club may want to make to the facility require the consent of the shire.

When seeking consent the club should provide the shire with site and building plans (can be rough at this stage), details of why the improvement is required with backing evidence and supply proof that the club has sufficient funding in order to complete the project. The project should have also previously been formally identified to council for planning.

Once consent is provided the club will need to obtain all regulatory approvals prior to starting work on site. Please be aware that all fixed improvements constructed or installed upon the leased premises will become the property of Council from the time that they are constructed or installed.

3.4 SPORTS FIELD CLOSURE - INCLEMENT WEATHER

If inclement weather occurs in the area, the shire may close some/all sports fields. Should this occur, notifications will be placed on the Shire's website.

Please understand that clubs who disregard advice from the Shire in regards to closure of fields will be liable for any repair costs and/or fines applicable. In this circumstance, if you still chose to play, the club may also not be covered under their Public Liability Policy.

3.5 MAJOR SPORTING EVENTS

It is necessary for clubs to seek Council approval for the staging of **all** major/significant events; these include but are not limited to National, State or Regional titles, carnivals, semi and grand finals.

Major events which are supported by Council (e.g. Perenjori Ag Show, Nissan Car Rally etc.) will take priority over any facility use agreement. Shire staff will liaise with clubs prior to these events taking place to ensure that there is the least impact made to clubs as possible.

Please contact your shire if the club would like to gain approval to host an event.

3.6 TURF MANAGEMENT/FIELD RENOVATION PROGRAM

To ensure that the shire's fields and facilities remain in good playing condition, we have implemented an annual reinvigoration program. This work takes place between September and March. Council may elect to close any field for an extended period of time in order to conduct further works. Notification will be placed on the shire's website and attempts will be made to inform any clubs affected. Clubs wanting to conduct any maintenance above and beyond the shire's, are to seek Council approval before commencing works.



3.7 SIGNAGE

Clubs must obtain approval from the shire for any/all signage that they wish to display. All signage must align with Planning Scheme requirements and Council's Local Laws.

To gain approval you will need to put a written request into the shire; this is to include a plan detailing the location, type, size and content of the proposed advertising sign/device.

If you have any questions in regard to Signage please contact your local shire.

3.8 SPORTS FIELD LIGHTING

All lighting is maintained by the shire, with the exception of any specialised sporting surface (eg tennis courts, bowling green), which is maintained by the club. Any damage, faults or operational issues should be promptly reported in writing to the shire for appropriate action.

The costs of electricity are met by the shire, unless under special circumstances where excessive electricity use may apply.

3.9 LIQUOR PERMITS

Under the Liquor Act, if your club is selling or providing alcohol you are required to have a liquor licence. You should check that your club has a liquor licence and that it is current, clubs that do not comply with the act, or whose licence is no longer current risk being fined.

Your club must also ensure that any volunteer staff involved in the service or supply of liquor holds a current Responsible Service of Alcohol (RSA) training certificate.

For further information on RSA training or liquor licencing, one place to look is Clubs WA
<http://www.clubswa.com.au/>

For information on clubs applying for a liquor licence, please go to the Racing Gaming and Liquor website: https://www.rgl.wa.gov.au/docs/default-source/rgl/club_-amp-club_restricted0e43fba6e2326d0fa9d2ff0000b27513.pdf?sfvrsn=6

All liquor permits for events/similar require council's endorsement. Once you have written to the CEO for approval, you will receive a response from the shire, listing any restrictions that may apply to your event.

For events with alcohol you must register with the WA Police, filling out the Party Safe Form:

<http://police.wa.gov.au/Onlineservices/tabid/1093/Default.aspx#AlcoholTop> (at the bottom of the page)

3.10 OBTAINING FUNDING AND GRANTS

Financial assistance for community and not-for-profit organisations can be obtained from numerous sources; this includes different levels of government and non-government organisations. It is generally expected that any club applying for a grant will also put in financial or 'like' (e.g. labour) contribution. If



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you are applying for a large grant and are also seeking council assistance it is good to work on 1/3 basis- 1/3 grant, 1/3 council and 1/3 club. However you must put in the request early to council so that it may be considered in the budget for one of the following years. Many grant opportunities are listed on the Shire Website; there are also grant databases out there if you search online. If you have any queries, feel free to speak to your local Club Development Officer.

3.11 ONLINE RESOURCES

Shire of Perenjori:

<http://perenjori.wa.gov.au/>

- Club development Page (with link to the MidWest Club Pack)
- Grant opportunities
 - Grant Application Tips
 - Available Grants (click the Grant Directories list on the grant opportunities page)
 - KidSport Information
- Club Contact details.
- Sport Facilities

Shire of Morawa:

<http://www.morawa.wa.gov.au/>

- Community directories
 - Sporting club details
 - Club development information

Shire of Three Springs:

<http://www.threesprings.wa.gov.au/>

- Recreational Facilities
- Community Groups

FACEBOOK:

The Club Development Officer runs a Facebook page, which is regularly updated with grants, team scores, workshops, resources and events in the shires. If you would like something advertised on this, please contact the Club Development officer.

“Sports Clubs Perenjori, Morawa, Three Springs”

Link: https://www.facebook.com/Sports-Clubs-Perenjori-Morawa-Three-Springs-387132978129659/timeline/?ref=aymt_homepage_panel

To register or update your club details for the website, please forward your club details to the Club Development officer, via e-mail at club@perenjori.wa.gov.au and inform them that you are happy for the details sent to go on the website as is.



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SHIRE CONTACT DETAILS:

Shire of Perenjori

Phone: (08) 9973 0100

Email: admin@perenjori.wa.gov.au

Community Development Officer: cdo@perenjori.wa.gov.au

Address: 56 Fowler Street, PO Box 22, Perenjori WA 6620

Shire of Morawa

Phone: (08) 9971 1204

Email: admin@morawa.wa.gov.au

Community Development Officer: cdo@morawa.wa.gov.au

Fax: (08) 9971 1284

Address: Winfield Street, PO Box 14, Morawa WA 6623

Shire of Three Springs

Phone: (08) 9954 1001

Email: admin@threesprings.wa.gov.au

Community Development Officer: cdo@threesprings.wa.gov.au

Fax: 9954 1183

Address: 132 Railway Road, PO Box 117, Three Springs WA 6519

Club Development Officer:

Lara Stanley

Club Development Officer

Shires of Perenjori, Morawa and Three Springs

Phone: 9973 0107 (weekday mornings only)

Mobile: 0407 037 153 (weekday mornings only)

Email: club@perenjori.wa.gov.au

Team App: North Midlands Club Development

Facebook: [Sports Clubs Perenjori, Morawa, Three Springs](#)