

Reserves Manager

Guide for Clubs

This guide outlines the process and functionality of the Reserves Manager program for seasonal clubs.



Version 4.0

About this program

From time to time, Council's need to check the reserves under their control for any maintenance issues to buildings or grounds.

Some issues found may be the Council's responsibility - some may be the responsibility a club using that facility.

The IMS Reserves Manager program allows the Council to easily check and capture anything that requires attention, delegate responsibility to either a club representative or Council, and set a deadline to ensure the work is done in a timely manner.

The program is also used to manage sportsground bookings, collating all the required paperwork and data to allow Council to manage clashes and approve bookings.



Table of Contents

About this program	2
Logging on	3
Update your contact details.....	4
Reserve inspections	4
Notifications.....	4
Inspection report letters	5
Outstanding issues	5
View issue details	5
Mark issues as complete	6
Maintenance issue reporting	6
Log an issue	6
Close a maintenance issue	7
Seasonal Sportsground Applications	8
Once your application is submitted	14
Casual, Preseason and Finals bookings.....	15
Completing an application	15
Once your application is submitted	18

Logging on

This program is cloud based and can be accessed from any computer or device with internet connection. Your key contact will be provided login details in any email notification received, including the URL of the program, your unique username and password.

Tip: Save www.imscomply.com.au and <https://www.imscomply.com.au/morelandcm/> in your email system as “not junk” to ensure you receive these notifications.

Step 1 Cut and paste the program URL supplied into your preferred internet browser.	
Step 2 Enter your username and password provided by your program administrator, then click on sign in .	

Once logged in, you will see the following page broken into several tabs:

Richmond Runners

Applications/licence forms

Report letters

Outstanding issues

Maintenance

Update contact details

Upload documents

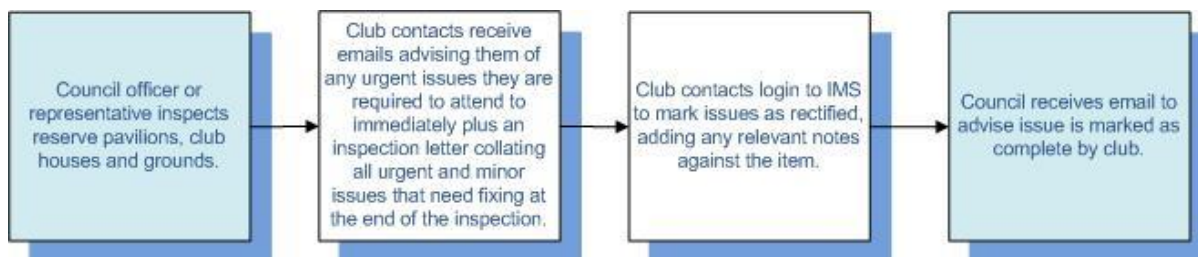
Sportsground allocation applications

Lease type	Season open date	Applications open	Applications close	Status	Action
Summer Season	22 Aug 2017 - 31 Mar 2018	20 Jun 2017	15 Aug 2017	<div>Continue application</div>	

Update your contact details

About	How to																																				
<p>Update contact details</p> <p>You can keep your key contact's details up to date in this area including:</p> <ul style="list-style-type: none"> – Name of key club contact for the program – Club details – Password and email 	<p>Always ensure there is a valid email address entered, so email alerts can be received and attended to. If you change your email address, your username will change to reflect this.</p> <div> <div>Applications/licence forms</div> <div>Report letters</div> <div>Outstanding issues</div> <div>Maintenance</div> <div>Update contact details</div> <div>Upload documents</div> </div> <table border="1"> <tr> <td>Organisation</td> <td>Richmond Runners</td> <td>Landline number</td> <td>07 5425 3265</td> </tr> <tr> <td>Title</td> <td>Mr</td> <td>Mobile number</td> <td>0421 236 326</td> </tr> <tr> <td>First name</td> <td>Hugh</td> <td>Business phone</td> <td>07 5450 2362</td> </tr> <tr> <td>Last name</td> <td>Jackman</td> <td>Fax number</td> <td></td> </tr> <tr> <td>Postal address</td> <td>PO Box 45</td> <td>Incorporation number</td> <td>563 256 396</td> </tr> <tr> <td>Suburb</td> <td>Cotton Tree</td> <td>ABN</td> <td>56 236 365</td> </tr> <tr> <td>State</td> <td>QLD</td> <td>Email</td> <td>test4@mscomply.com.au</td> </tr> <tr> <td>Postcode</td> <td>4558</td> <td>The email address is your username</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Password</td> <td>test4password</td> </tr> </table> <p>Save changes</p> <p>Click on save changes if any edits are made.</p>	Organisation	Richmond Runners	Landline number	07 5425 3265	Title	Mr	Mobile number	0421 236 326	First name	Hugh	Business phone	07 5450 2362	Last name	Jackman	Fax number		Postal address	PO Box 45	Incorporation number	563 256 396	Suburb	Cotton Tree	ABN	56 236 365	State	QLD	Email	test4@mscomply.com.au	Postcode	4558	The email address is your username				Password	test4password
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Reserve inspections



Notifications

During a routine inspection, if an issue is found that requires the attention of your club, you will be notified in one of two ways:

1. **For urgent issues:** An email will be sent immediately, outlining the location, issue, actions required and deadline.
2. **For non-urgent issues:** At the end of the inspection, a letter will be emailed to the key contact at your organisation highlighting any issues, urgent or not urgent, that require attention.


About

Inspection report letters

Letters emailed following an inspection will be available to download.

How to

Click on the PDF to download the letter or click on the issues outstanding hyperlink for a quick look at the issue.

Applications/licence forms	Report letters	Outstanding issues	Maintenance	Update contact details	Upload documents
Date of inspection	Total issues found	Issues outstanding	PDF download		
13-Nov-2017	2	1			



13 November 2017


Attention: Hugh Jackman
Richmond Runners
President
PO Box 45
Cotton Tree QLD 4558

Dear Hugh,

Shire of Paradise undertakes regular inspections of all council's facilities to ensure they are safe and accessible for user groups and the community. Inspections help inform council of major and minor improvements, programmed maintenance requirements and projects for inclusion in any facility upgrade programs.

The most recent inspection at Cooroy Reserve was carried out on 23 Oct 2017 with issues identified below requiring attention by your club, as per the licence agreement.

It is important that once all issues are completed that the club informs council using the Shire of Paradise login details provided.

Kitchen/Cafe/Canteen Is the kitchen and storage area free from evidence of pests?		Ref no: 10037 Status: Important
Issue:	Pests visible.	Inspector: Natalie Firth
Action:	Clean kitchen and arrange fumigation.	Complete by: 27 Nov 2017
Photos:		

Shire of Paradise
40 Main Road
Maroochydore QLD 4558
PH: 07 5322 5394
FAX: 075 322 5395
www.imascomply.com.au

Outstanding issues

This tab displays any issues found during an inspection.

Issues outstanding that are both the responsibility of the club and council are listed here.

Click on the blue header to open and view the issues.

Applications/licence forms	Report letters	Outstanding issues	Maintenance	Update contact details	Upload documents
Issues requiring attention by Richmond Runners (1)					
Reserve	Question	Deadline	Issue	Urgent	Ref no
Cooroy Reserve	Administration Office Are the office areas neat and tidy?	20 Nov 2017	Office area is messy.	No	10046
Issues requiring attention by Council (2)					

Tip: Only review and complete the issues assigned to your organisation. Issues at your reserve that are the responsibility of council can be viewed by only closed by them.

View issue details

Issues can be opened further to view photos, inspection dates and inspectors.

To review the issues and action, click on the reference number hyperlink.

Applications/licence forms	Report letters	Outstanding issues	Maintenance	Update contact details	Upload documents
Issues requiring attention by Richmond Runners (1)					
Reserve	Question	Deadline	Issue	Urgent	Ref no
Cooroy Reserve	Administration Office Are the office areas neat and tidy?	20 Nov 2017	Office area is messy.	No	10046

Mark issues as complete

If your club has been assigned responsible to fix any issue, once rectified, you can add some notes, photos (if required) and close the issue.

Once this issue has been attended to, write some notes in the completion notes text box and tick mark as completed to notify Council and remove from your outstanding items list. Council issues will also disappear once council have attended to them.

Cancel

✓ Mark as completed

Ref # 10046

Urgent No

Inspector Natalie Firth

Date lodged 13 Nov 2017

Section Administration Office

Question Are the office areas neat and tidy?

Issue Office area is messy.

Action required Please tidy as customer facing.

Complete by 20 Nov 2017

Responsible Hugh Jackman
Richmond Runners

Inspection photos

Completion notes
These notes will be automatically saved as you type

Completion photos

Take photo
Files supported: .jpg, .jpeg, .png

Cancel

✓ Mark as completed

Maintenance issue reporting

Maintenance issues that arise at the reserve can be reported to council via the Maintenance reporting area. Council will assign responsibility to either a club or Council to attend to the issue.

Log an issue

Go to the **maintenance** tab.

Click on **Log new issue** from the maintenance tab.

Applications/science forms Report letters Outstanding issues Maintenance Update contact details Upload documents

Log new issue

Outstanding Completed

Ref no	Date identified	Reserve	Describe the issue	Responsibility	Due date	Urgent	Status	Action
5	02 Nov 2017	Cooroy Reserve	Bins not collected for 2 days.	Council	14 Nov 2017	Yes	Issue assigned	Q

Describe the issue, date of incident and load any photos if required.

Complete details then click **Save & Exit**. Council will receive an email and assign issue to relevant party to address.

Cancel Save & exit

Reserve Cooroy Reserve

Issue identified by Hugh Jackman

Date identified 19 Dec 2017

Describe the issue Rubbish left on field

Urgent No

Photos

Take photo
Files supported: .jpg, .jpeg, .png

Save & exit

Close a maintenance issue

Go to ***Maintenance Tab***

Click on the issue to be closed.

The program records who closed the issue.

Open the issue you wish to close, add completion notes and date and click on **Save & Complete**.

Cancel


Save & complete

Reserve	Cooroy Reserve
Issue identified by	Trevor Trainer - (Castle Cricket Club)
Date identified	02 Nov 2017
Describe the issue	Bins not collected for 2 days.
Urgent	Yes
Responsibility	Council
Due date	14 Nov 2017
Completion notes	<div></div>
Completion date	<div></div>
Completed by	Natalie Firth

Photos

Take photo

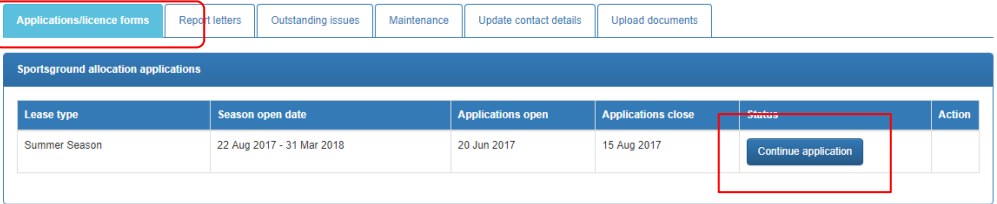
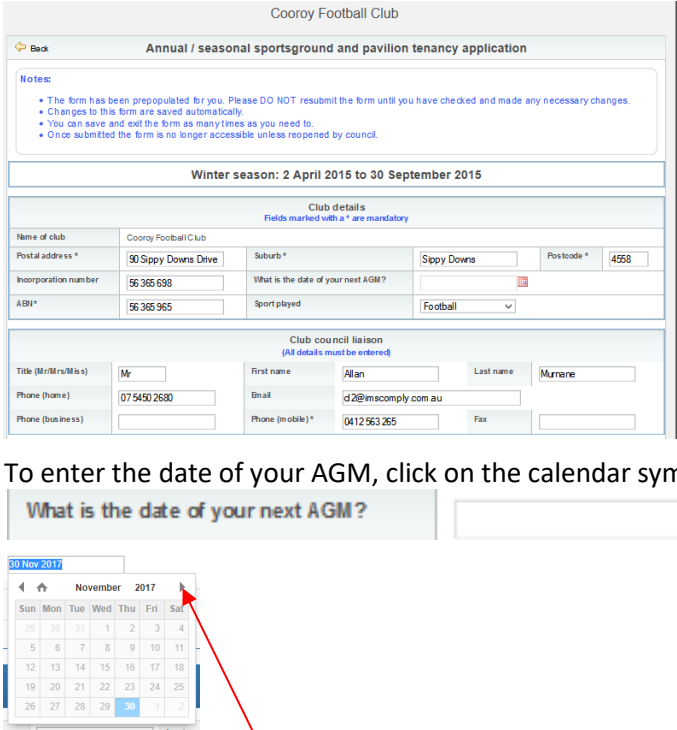
Files supported: jpg, jpeg, png



Seasonal Sportsground Applications

Previously you may have completed a lot of paperwork to apply for use of grounds, pavilions, club houses etc at reserves in the sporting seasons. The program now allows you to apply online, capturing your information for next season, saving you significant time.

When a season is “open” you will receive an email asking you to log onto IMS and complete your application where you will be required to supply any details and documentation required by council to process your application and approve your booking.

About	How to												
<p>Start application</p> <p>Once you are advised to complete your seasonal application, the Start application button will display.</p> <p>Once your application is submitted, you will not be able to access it again unless Council resets it for you to make a change.</p>	<p>From the Applications/license forms tab, you begin your seasonal applications to book sportsgrounds and pavilions.</p> <p>Click on start application to begin or continue application to finalise an application partially completed.</p>  <table border="1"><caption>Sportsground allocation applications</caption><thead><tr><th>Lease type</th><th>Season open date</th><th>Applications open</th><th>Applications close</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Summer Season</td><td>22 Aug 2017 - 31 Mar 2018</td><td>20 Jun 2017</td><td>15 Aug 2017</td><td><div>Continue application</div></td><td></td></tr></tbody></table>	Lease type	Season open date	Applications open	Applications close	Status	Action	Summer Season	22 Aug 2017 - 31 Mar 2018	20 Jun 2017	15 Aug 2017	<div>Continue application</div>	
Lease type	Season open date	Applications open	Applications close	Status	Action								
Summer Season	22 Aug 2017 - 31 Mar 2018	20 Jun 2017	15 Aug 2017	<div>Continue application</div>									
<p>Club details</p> <p>This section will automatically populate your contact details from the <i>Contact Details</i> tab.</p> <p>You can make changes by overtyping the text showing.</p> <p>Any fields with an asterisk are compulsory to complete before you can submit the application.</p>	 <p>To enter the date of your AGM, click on the calendar symbol and select the date.</p> <p>Tip: Use the arrows to move through the months.</p>												

About	How to																								
<p>Club Liaison</p> <p>The Club/Association will need to appoint a Council Liaison, who will be the primary contact for Council.</p>	<div> <div>Club liaison (Fields marked with * are mandatory)</div> <table> <tr> <td>Title (Mr/Mrs/Miss/Ms) *</td> <td colspan="3"><input type="text" value="Miss"/></td> </tr> <tr> <td>First name *</td> <td><input type="text" value="Trilbie"/></td> <td>Last name *</td> <td><input type="text" value="Conway"/></td> </tr> <tr> <td>Preferred contact number *</td> <td><input type="text" value="07 2542 5265"/></td> <td>Email *</td> <td><input type="text" value="test99@imscomply.com.au"/></td> </tr> <tr> <td>This person completed this allocation application. If not, the name of the person who did is</td> <td colspan="3"><input type="text"/></td> </tr> </table> </div>	Title (Mr/Mrs/Miss/Ms) *	<input type="text" value="Miss"/>			First name *	<input type="text" value="Trilbie"/>	Last name *	<input type="text" value="Conway"/>	Preferred contact number *	<input type="text" value="07 2542 5265"/>	Email *	<input type="text" value="test99@imscomply.com.au"/>	This person completed this allocation application. If not, the name of the person who did is	<input type="text"/>										
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This person completed this allocation application. If not, the name of the person who did is	<input type="text"/>																								
<p>Registered teams</p> <p>Enter all your teams here, as well as the league/associations they are registered to.</p>	<p>Click on Add another team to add more.</p> <div> <div>Registered teams (please list) (Information for all teams and association/leagues must be entered)</div> <table> <thead> <tr> <th>Team name</th> <th>Age Category</th> <th>Age Group</th> <th>Gender</th> <th>Association/League</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="First XI"/></td> <td>Seniors (1 ▼)</td> <td>Open ▼</td> <td>M ▼</td> <td>Cricket Victoria ▼ League <input type="text" value="Premier Bocce"/></td> <td></td> </tr> <tr> <td><input type="text" value="Fifteenth XI"/></td> <td>Seniors (1 ▼)</td> <td>Senior ▼</td> <td>M ▼</td> <td>North Metro Cricket As: ▼ League <input type="text" value="15th DIV"/></td> <td></td> </tr> <tr> <td><input type="text" value="Junior Boccceeeeeee"/></td> <td>Juniors (L ▼)</td> <td>U14 ▼</td> <td>G ▼</td> <td>North Metro Cricket As: ▼ League <input type="text" value="U14s"/></td> <td></td> </tr> </tbody> </table> <div>Add another team</div> </div>	Team name	Age Category	Age Group	Gender	Association/League	Action	<input type="text" value="First XI"/>	Seniors (1 ▼)	Open ▼	M ▼	Cricket Victoria ▼ League <input type="text" value="Premier Bocce"/>		<input type="text" value="Fifteenth XI"/>	Seniors (1 ▼)	Senior ▼	M ▼	North Metro Cricket As: ▼ League <input type="text" value="15th DIV"/>		<input type="text" value="Junior Boccceeeeeee"/>	Juniors (L ▼)	U14 ▼	G ▼	North Metro Cricket As: ▼ League <input type="text" value="U14s"/>	
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Club Membership

Information on all teams entered above must be completed in this section.

Club membership information (Data for all teams must be entered)

	Male		Female		Self-described	
	No. players	No. teams	No. players	No. teams	No. players	No. teams
Sub-junior (U6 - U11)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Juniors (U12 - U18)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors (19+ years)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="365"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Masters (35+ years)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Players with a disability (Not included in totals as should be included within an age group category)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Aboriginal or Torres Strait Islander (Not included in totals as should be included within an age group category)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	0	0	380	16	0	0

Committee Members

This where you enter your Committee Members.

Select **Yes** under club council liaison if you also hold one of these positions to auto populate your details from above.

Please list the gender for each Committee Member, as well as any keys they possess. Additional Committee Members can be added. This section must be completed.

Committee members (Committee members marked with * are mandatory)

Role	Club liaison (if same as above)	First name	Last name	Gender	Phone	Email	Keys
President *	<input type="text" value="▼"/>	<input type="text" value="Imma"/>	<input type="text" value="El Presik"/>	<input type="text"/>	<input type="text" value="0438 14"/>	<input type="text" value="tmason@more"/>	<input type="text" value="All of em"/>
Treasurer *	<input type="text" value="▼"/>	<input type="text" value="Peter"/>	<input type="text" value="Moneyb"/>	<input type="text"/>	<input type="text" value="0438 14"/>	<input type="text" value="dsww@gmail.c"/>	<input type="text"/>
Secretary *	<input type="text" value="▼"/>	<input type="text" value="Susan"/>	<input type="text" value="Officewc"/>	<input type="text"/>	<input type="text" value="0438 14"/>	<input type="text" value="officeworks@o"/>	<input type="text"/>
Club Council Liaison	<input type="text" value="▼"/>	<input type="text" value="Tribie"/>	<input type="text" value="Conway"/>	<input type="text"/>	<input type="text" value="(03)8471"/>	<input type="text" value="test99@imscol"/>	<input type="text"/>
<input type="button" value="Add committee member"/>							

About

Select the facilities





This is where you request the days and times for each sports facility.

How to

Select the reserve and type of ground or pavilion you require from the dropdown box. You will see all grounds available to you. If your usual ground is not displaying, contact council.

Complete the timeframes the booking is required for next to the relevant day and enter the team that will be using this ground/pavilion at this time.

Ground and pavilion usage information
(At least one reserve must be selected)

Name of reserve 1	A Test Reserve - Pavilion		
	Shared usage	Usage times required (At least one start and end time must be selected)	Team
Monday	<input type="checkbox"/>	<div>From 5:30pm</div> <div>To 8:30pm</div>	First XI  
Tuesday	<input type="checkbox"/>	<div>From 5:30pm</div> <div>To 8:30pm</div>	Fifteenth XI  

(Select only the times you plan to be there and whether am or pm).

For shared bookings on weekends, tick the shared usage column.

Click on **Add Reserve** as many times as required.

Additional Club details

This is to provide Council additional information about the Club/Association, details for online presence, and any relevant policies.

Additional club details

Club website	www.bocce.com.au	
AGM month	June	
Have you searched for your club on Active Moreland and checked the details are still up to date?	No	
Social media platforms used	<input checked="" type="checkbox"/> Facebook page <input type="text" value="www.facebook.com"/> <input type="checkbox"/> Facebook group <input checked="" type="checkbox"/> Twitter <input type="text" value="@bocce"/> <input checked="" type="checkbox"/> Team App <input type="text" value="TeamAPPPPPPPPP"/> <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest <input type="checkbox"/> Other	
List any milestones the club will reach this season	<input type="text"/>	
City of Moreland Plastic Wise Policy	<input checked="" type="checkbox"/> The Committee has read the City of Moreland Plastic Wise Policy https://www.moreland.vic.gov.au/globalassets/key-docs/policy-strategy-plan/plastic-wise-policy.doc	

Concessions

Clubs are eligible for a maximum 20% concession for clubs' fees and charges. This can be achieved by:

Concession application

Please indicate the concessions your tenant club believes it is eligible to receive.






Category	%	Please tick
An active community program for any one of these categories: <ul style="list-style-type: none">Aboriginal/Torres Strait IslandersPeople with a disability	5%	State Sporting Association Registered programs include: <ul style="list-style-type: none"><input type="checkbox"/> Cricket Blast<input type="checkbox"/> Master Blasters<input type="checkbox"/> Junior Blasters<input type="checkbox"/> Hook in2Hockey<input type="checkbox"/> MiniRoos<input type="checkbox"/> Auskick<input type="checkbox"/> NetSetGo<input type="checkbox"/> Registered Active After School Program
Club development initiatives: <ul style="list-style-type: none">Council's club development series - 100% attendance requiredCouncil's sports club forums - 100% attendance required Clubs are notified via email of all upcoming development workshops and forums.	5%	<input type="checkbox"/> A record of attendance is retained by Recreation Services.
Active registered competition team/s in any one of the following: <ul style="list-style-type: none">All ability team	15%	Our club has an active registered team in the following categories: <ul style="list-style-type: none"><input type="checkbox"/> Women / girls
40% female representation on the Committee of Management.	20%	<input type="checkbox"/> Our club has 40% female representation on the Committee of Management

Compliance documentation

You will be asked about documentation here and where you have it, you will be required to upload it or explain why it is not available.


Compliance documentation

Please submit current copies of the following with your application. Please note that Allocation requests will not be processed if documents are not current to the season being applied for.


Document	Required	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	Required	  To replace document, delete the existing document first	Expiry date: <input type="text" value="01 Feb 2018"/>
Registration of Incorporation Certificate	Is your club incorporated? <input type="button" value="Yes"/>	 Upload The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available <input checked="" type="checkbox"/>	
Liquor Licence	Are you required to have a Liquor Licence? <input type="button" value="Yes"/>	 Upload The club agrees to forward its Liquor Licence as soon as it becomes available <input checked="" type="checkbox"/>	
Food Registration Certificate	Are you required to have a Food Registration Certificate? <input type="button" value="Yes"/>	 Upload The club agrees to forward its Food Registration Certificate as soon as it becomes available <input checked="" type="checkbox"/>	

If you select yes to any questions you will be given the ability to attach the required document to the booking.

Click on **upload** to load the document.

Registration of Incorporation Certificate	Is your club incorporated?	<input type="button" value="Yes"/>	 Upload
---	----------------------------	------------------------------------	---

If you do not have documentation, you may be asked to agree to supply later this by ticking a checkbox. You can load documentation via the *Upload documents* tab.

Registration of Incorporation Certificate	Is your club incorporated?	<input type="button" value="Yes"/>	 Upload The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available <input checked="" type="checkbox"/>
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About

How to

Submitting your application

Finally, you will be asked to read the privacy statement, declaration and license agreement and agree to terms and conditions by ticking the checkboxes. When all required data is entered, and these are ticked, you will be able to submit the application to Council.

On behalf of the organisation

I/We state that I/We are authorised to make application to Council for use of community facilities and open space and confirm that I/We have read and understood the organisation's obligations as outlined in the "Sporting facilities, grounds and pavilions user guide 2020", "Allocation and use of sporting facilities, grounds and pavilions policy" and the "Management and maintenance of Council sporting grounds policy". I/We agree that by signing we bind the organisation contractually and upon approval & Council's acceptance of this application the organisation accepts and agrees to use the facilities named on this form abiding by all terms and conditions contained in Council's standard "Sporting facilities, grounds and pavilions user guide 2020".

☒ Tick this checkbox when you are sure the application details are complete and correct



Summer Sporting facilities, grounds and pavilions user guide

This agreement must be read before indicating your agreement to terms and conditions.

☒ I, on behalf of the club, agree to all terms and conditions set out in the seasonal licence agreement

Save and complete later

Submit only if fully completed

Upload supporting documentation

If you were not able to add your supporting documentation at the time you submitted your application, this can be done from the **Upload documents** tab.

Applications/licence forms

Report letters






Outstanding issues

Maintenance

Update contact details

Upload documents

Compliance documentation

Document	Documentation	Additional details
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	  To replace document, delete the existing document first	Expiry date: <input type="text" value="01 Feb 2018"/>
Registration of Incorporation Certificate	 Upload	
Liquor Licence	 Upload	
Food Registration Certificate	 Upload	

Update participation data

As your team and player numbers may not be finalised before submitting your application to council, you will be able to update these numbers after submitting the application from the **Application/license forms tab**.

Click on **Update participation**.

[Applications/license forms](#) [Report letters](#) [Outstanding issues](#) [Maintenance](#) [Update contact details](#) [Upload documents](#)

Sportsground allocation applications

Lease type	Season open date	Applications open	Applications close	Status	Action
Winter Season	01 Apr 2018 - 30 Sep 2018	02 Nov 2017	31 Mar 2018	Application has been submitted. Ground requests cannot be changed.	Update participation

Changes will be saved automatically and feed into council reporting.

Club membership information
(Data for all teams must be entered)

	Male		Female	
	No. players	No. teams	No. players	No. teams
Sub-junior (U6 - U11)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Juniors (U12 - U18)	45	2	<input type="text"/>	<input type="text"/>
Seniors (19+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masters (25+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	45	2	0	0

Special interest groups
(Numbers entered here should be included in the club membership information above)

	No. of male players	No. of female players
Players with a disability	1	<input type="text"/>
Indigenous players	1	<input type="text"/>

Close

Once your application is submitted

When your application is approved, you will receive a letter by email, outlining your booking details and advising of any periods you will not be able to use the grounds due to community events. Your approval letter will be accessible from the Applications/License forms tab.

Some of the data captured in your application will populate next year, saving you preparation time.

Casual, Preseason and Finals bookings




Completing an application


Outside of your seasonal sportsground bookings, you may wish to make a Preseason request, Finals training or one-off casual booking for a sportsground or book a community event (if available).

About	How to																																																																																	
<p>Start Casual or Preseason & Finals sportsground application</p> <p>Start your application from the Applications/License form tab.</p>	<div><div>Applications/licence forms</div><div>Report letters</div><div>Outstanding issues</div><div>Update contact details</div><div>Upload documents</div></div> <div>Sportsground allocation applications</div> <table border="1"><thead><tr><th>Lease type</th><th>Season open date</th><th>Applications open</th><th>Applications close</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Summer Season</td><td>01 Oct 2020 - 28 Feb 2021</td><td>12 Jul 2020</td><td>12 Aug 2020</td><td></td><td><div>Continue application</div></td></tr></tbody></table> <div>Casual sportsground bookings</div> <table border="1"><thead><tr><th>Booking type</th><th>Description</th><th></th></tr></thead><tbody><tr><td>Casual sportsground application</td><td>For casual bookings of sportsgrounds</td><td><div>Start application</div><div>Check availability</div></td></tr><tr><td>Pre-season and finals</td><td>For sportsground booking for pre-season and finals</td><td><div>Start application</div><div>Check availability</div></td></tr></tbody></table> <p>First click on check availability to see if the grounds you are after are booked for the date and time you need them.</p> <div><div>Back</div><div>Check availability</div></div> <div><div>Date: 11-Feb-2015</div><div><div>Legend</div><div>Seasonal booking</div><div>External booking</div><div>Provisional booking</div></div><div><div>Note 1: provisional bookings are allocated on a first come first serve basis.</div><div>Note 2: C indicates the ground is closed</div></div></div> <table border="1"><thead><tr><th>Sports ground</th><th>9:00am</th><th>9:30am</th><th>10:00am</th><th>10:30am</th><th>11:00am</th><th>11:30am</th><th>12:00pm</th><th>12:30pm</th><th>1:00pm</th><th>1:30pm</th><th>2:00pm</th><th>2:30pm</th><th>3:00pm</th><th>3:30pm</th></tr></thead><tbody><tr><td>Adelaide Reserve - Football Oval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Adelaide Reserve - Tennis Courts</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Cooroy Reserve - Bowls Green</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Once you have confirmed the grounds are free, click on the back key to return to start your application.</p>	Lease type	Season open date	Applications open	Applications close	Status	Action	Summer Season	01 Oct 2020 - 28 Feb 2021	12 Jul 2020	12 Aug 2020		<div>Continue application</div>	Booking type	Description		Casual sportsground application	For casual bookings of sportsgrounds	<div>Start application</div> <div>Check availability</div>	Pre-season and finals	For sportsground booking for pre-season and finals	<div>Start application</div> <div>Check availability</div>	Sports ground	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	Adelaide Reserve - Football Oval															Adelaide Reserve - Tennis Courts															Cooroy Reserve - Bowls Green														
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Contact Details			
Name of Organisation / Group		A test club	
First name *	<input type="text" value="Tribble"/>	Preferred contact number *	<input type="text" value="07 2542 5265"/>
Last name *	<input type="text" value="Conway"/>	ABN	<input type="text" value="dfa21123"/>
Address *	<input type="text" value="PO Box 99"/>		
Suburb *	<input type="text" value="Brunswick"/>		
State *	<input type="text" value="VIC"/>		
Postcode *	<input type="text" value="3000"/>		
Login details			
Username / email	<input type="text" value="test99@rmscomply.com.au"/>	Password	<input type="text" value="\$password1"/>

About	How to																																									
<p>Booking information</p> <p>Select the reserve you wish to book and give the Council some details about your event to allow them to assess your requirements and allocate grounds.</p>	<p>Choose a reserve and provide details on your needs. For any Pre-season and Finals bookings, you will be required to identify which teams will be training/playing.</p> <div> <p>Booking Information - #10890</p> <table border="1"> <tr> <td>Reserve/sportsground required *</td> <td colspan="5"><input type="text" value="select reserve/sportsground"/></td> </tr> <tr> <td rowspan="2">Participating teams *</td> <td>Team name</td> <td>Age Category</td> <td>Age Group</td> <td>Gender</td> <td>Action</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="select"/></td> <td><input type="text" value="select"/></td> <td><input type="text" value="select"/></td> <td><input type="button" value="Add another team"/></td> </tr> <tr> <td>Number of sportsgrounds required *</td> <td colspan="5"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </td> </tr> <tr> <td>Activity to be conducted on reserve/sportsground *</td> <td colspan="5"> <input type="checkbox"/> Pre-season Training <input type="checkbox"/> Finals Training <input type="checkbox"/> Practice Match <input type="checkbox"/> Hosting Finals </td> </tr> <tr> <td>Do you need access to public toilets?</td> <td colspan="5"> <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td colspan="6">* subject to reserve/sportsground amenities *</td> </tr> </table> </div>	Reserve/sportsground required *	<input type="text" value="select reserve/sportsground"/>					Participating teams *	Team name	Age Category	Age Group	Gender	Action	<input type="text"/>	<input type="text" value="select"/>	<input type="text" value="select"/>	<input type="text" value="select"/>	<input type="button" value="Add another team"/>	Number of sportsgrounds required *	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5					Activity to be conducted on reserve/sportsground *	<input type="checkbox"/> Pre-season Training <input type="checkbox"/> Finals Training <input type="checkbox"/> Practice Match <input type="checkbox"/> Hosting Finals					Do you need access to public toilets?	<input type="radio"/> Yes <input type="radio"/> No					* subject to reserve/sportsground amenities *					
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<p>Repeat bookings</p> <p>One or multiple bookings can be made. Tip: For recurring bookings with a holiday break in the middle it is best to make 2 separate recurring bookings, for before and after the break.</p>	<p>Choose the date and start and finish times for the booking. If this is a recurring booking, tick the checkbox and choose a repeat pattern and number of times or end time of the repeating occurrence.</p> <div> <p>Booking number: 1</p> <table border="1"> <tr> <td>Date of booking</td> <td><input type="text" value="19 Dec 2017"/></td> </tr> <tr> <td>Times required</td> <td>From: <input type="text" value="Select time"/> To: <input type="text" value="Select time"/></td> </tr> <tr> <td>Tick box if a recurring event</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Repeat pattern</td> <td><input type="text" value="select repeat pattern"/></td> </tr> <tr> <td>Repeat quantity</td> <td> <input type="text" value="select repeat quantity"/> OR <input type="text" value="Repeat until:"/> </td> </tr> </table> <p><input type="button" value="Add another booking"/></p> </div> <p>To add another booking with different times, click on <i>Add another booking</i>.</p>	Date of booking	<input type="text" value="19 Dec 2017"/>	Times required	From: <input type="text" value="Select time"/> To: <input type="text" value="Select time"/>	Tick box if a recurring event	<input checked="" type="checkbox"/>	Repeat pattern	<input type="text" value="select repeat pattern"/>	Repeat quantity	<input type="text" value="select repeat quantity"/> OR <input type="text" value="Repeat until:"/>																															
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<p>Public Liability Certificate</p> <p>You will be required to upload this document.</p>	<p>Click on upload to add document to the application and enter an expiry date. You will not be asked to attach your PLI to any further Pre-season, Finals or Casual bookings until this date has passed.</p> <div data-bbox="432 241 1418 517"> <p>Certificate of Public Liability Insurance</p> <div> <p>Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.</p> <div>   </div> <p>Expiry date: <input type="text" value="22 Apr 2020"/></p> </div> </div>
<p>COVID Risk Management Plan</p> <p>This will need to reflect the most current DHHS restrictions and code specific guidelines.</p>	<div data-bbox="432 560 1418 752"> <p>COVID Risk Management Plan</p> <div> <p>Please upload a Risk Management Plan according to the latest DHHS Guidelines. This plan should detail how you will comply with those guidelines.</p> <div>  </div> </div> </div>

About	How to
<p>Terms and conditions</p> <p>Read terms and conditions.</p>	<p>Click on the T&C PDF to read. This must be opened before the applicant can submit the application.</p> <div data-bbox="432 1081 1418 1574"> <p>Terms and Conditions</p> <div> <p>Declaration</p> <p>The Organisation agrees that by submitting this "Pre-season and Finals Application Form" that they understand and will comply with all terms contained in Council's "Sporting facilities, grounds and pavilions user guide 2020", "Management and maintenance of Council sporting grounds policy", and "Allocation and use of sporting facilities, grounds and pavilions policy", copies of which are attached to this application.</p> </div> <div> <p>Terms and Conditions PDF </p> <div> <p>On behalf of the organisation</p> <p>I/We state that I/We are authorised to make application to Council for use of community facilities and open space and confirm that I/We have read and understood the organisation's obligations as outlined in the "Sporting facilities, grounds and pavilions user guide 2020", "Allocation and use of sporting facilities, grounds and pavilions policy" and the "Management and maintenance of Council sporting grounds policy". I/We agree that by signing we bind the organisation contractually and upon approval & Council's acceptance of this application the organisation accepts and agrees to use the facilities named on this form abiding by all terms and conditions contained in Council's standard "Sporting facilities, grounds and pavilions user guide 2019". <input type="checkbox"/></p> <p>* Checkbox becomes enabled once the Terms and Conditions PDF is downloaded</p> </div> </div> </div>
<p>Submit application</p> <p>When all required fields have been entered and the <i>Terms and Conditions</i> opened and agreed to via the checkbox, the <i>Submit Application</i> icon will be available.</p>	<p>Tick the checkbox agreeing to the terms and conditions. Submit application.</p> <div data-bbox="708 1742 1107 1921"> <p>Save incomplete application</p> <p>Submit application</p> </div> <p>Please note: changes cannot be made after submitting this form.</p>

View approved applications

You can view approved bookings once they have been processed.

From the **Applications/Licenses tab**, scroll down to **Submitted applications** find your approved booking or continue to complete an application. Click on the magnifying glass to view details.

Submitted bookings				
Application ID	Booking start date	Booking type	Status	Action
10068	06 Jul 2018	Casual sportsground application	Approved	
10005	18 Nov 2017	Community events	Continue application	

Casual sportsground application summary	
Application ID	10068
Booked by	Hugh Jackman
Approved by	Natalie Firth
Organisation	Richmond Runners
Organisation contact	Hugh Jackman
Organisation contact phone	0421 236 326
Account number	563 265 362
PLI certificate	
PLI expiry date	01 Feb 2018
Booking notes	Please ensure you clean grounds after the event and remove all rubbish.

Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email and can view the status of your application in the **License/Applications tab**.