

Reserves Manager

Guide for Leased Clubs/Associations

This guide outlines the process and functionality of the Reserves Manager program for Leased Clubs/Associations.



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/Association 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.



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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 <https://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:

Applications/licence forms

Report letters

Outstanding issues

Update contact details

Upload documents

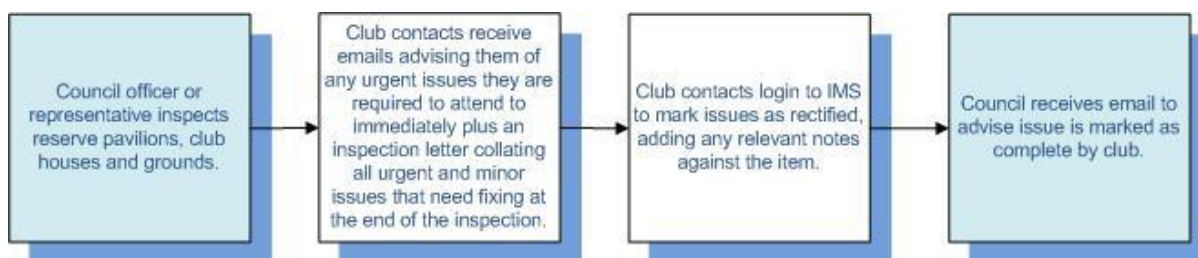
Sportsground allocation applications

Lease type	Season open date	Applications open	Applications close	Status	Action
Lease Season	01 Dec 2020 - 30 Nov 2021	01 Nov 2020	24 Nov 2020	<div>Start 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/Association contact for the program – Club/Association 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> Applications/licence forms Report letters Outstanding issues Update contact details Upload documents </div> <div> <table border="1"> <tr> <td>Organisation</td> <td>A test hirer</td> <td>Landline number</td> <td><input type="text"/></td> </tr> <tr> <td>Title</td> <td>Miss</td> <td>Mobile number</td> <td><input type="text"/></td> </tr> <tr> <td>First name</td> <td>Marge</td> <td>Business phone</td> <td><input type="text"/></td> </tr> <tr> <td>Last name</td> <td>Maisal</td> <td>Incorporation number</td> <td>2123123123</td> </tr> <tr> <td>Postal address</td> <td>123 Smith Road</td> <td>ABN</td> <td>2323423432</td> </tr> <tr> <td>Suburb</td> <td>Maroochydore</td> <td>Club website</td> <td>www.google.com</td> </tr> <tr> <td>State</td> <td>QLD ▼</td> <td>AGM month</td> <td>August ▼</td> </tr> <tr> <td>Postcode</td> <td>4558</td> <td>Email <small>The email address is your username</small></td> <td>test201@imscomply.com.au</td> </tr> <tr> <td></td> <td></td> <td>Password</td> <td>\$password1</td> </tr> </table> <div>Save changes</div> </div> <p>Click on save changes if any edits are made.</p>	Organisation	A test hirer	Landline number	<input type="text"/>	Title	Miss	Mobile number	<input type="text"/>	First name	Marge	Business phone	<input type="text"/>	Last name	Maisal	Incorporation number	2123123123	Postal address	123 Smith Road	ABN	2323423432	Suburb	Maroochydore	Club website	www.google.com	State	QLD ▼	AGM month	August ▼	Postcode	4558	Email <small>The email address is your username</small>	test201@imscomply.com.au			Password	\$password1
Organisation	A test hirer	Landline number	<input type="text"/>																																		
Title	Miss	Mobile number	<input type="text"/>																																		
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Postcode	4558	Email <small>The email address is your username</small>	test201@imscomply.com.au																																		
		Password	\$password1																																		

Facility inspections

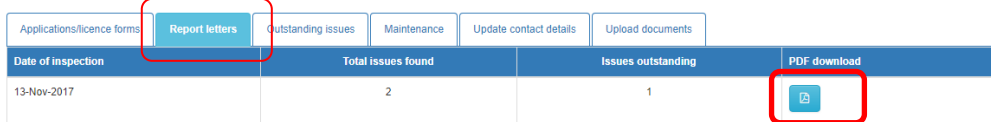

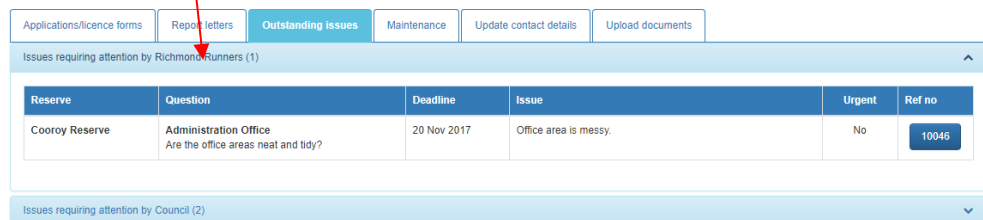
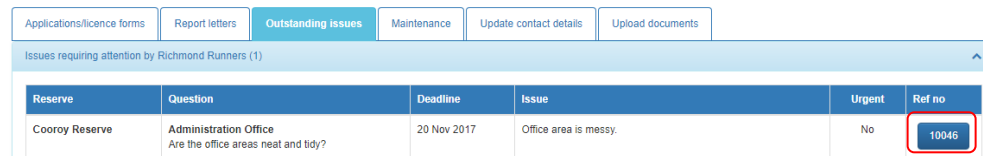


Notifications

During a routine inspection, if an issue is found that requires the attention of your Club/Association, 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	How to								
<h3>Inspection report letters</h3> <p>Letters emailed following an inspection will be available to download.</p>	<p>Click on the PDF to download the letter or click on the issues outstanding hyperlink for a quick look at the issue.</p>  <p>YOUR LOGO HERE</p> <p>13 November 2017</p> <p>Attention: Hugh Jackman Richmond Runners President PO Box 45 Cotton Tree QLD 4558</p> <p>Dear Hugh,</p> <p>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.</p> <p>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.</p> <p>It is important that once all issues are completed that the club informs council using the Shire of Paradise login details provided.</p> <table border="1"> <tr> <td>Kitchen/Cafe/Canteen Is the kitchen and storage area free from evidence of pests?</td> <td>Ref no: 10037 Status: Important</td> </tr> <tr> <td>Issue: Pests visible.</td> <td>Inspector: Natalie Firth</td> </tr> <tr> <td>Action: Clean kitchen and arrange fumigation.</td> <td>Complete by: 27 Nov 2017</td> </tr> <tr> <td>Photos:</td> <td></td> </tr> </table> 	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:	
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:									
<h3>Outstanding issues</h3> <p>This tab displays any issues found during an inspection.</p> <p>Issues outstanding that are both the responsibility of the Club/Association and Council are listed here.</p>	<p>Click on the blue header to open and view the issues.</p>  <p>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.</p>								
<h3>View issue details</h3> <p>Issues can be opened further to view photos, inspection dates and inspectors.</p>	<p>To review the issues and action, click on the reference number hyperlink.</p> 								

Mark issues as complete

If your Club/Association 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	<div>These notes will be automatically saved as you type</div> <div></div>
Completion photos	<div>Take photo</div> <div>Files supported: .jpg, .jpeg, .png</div>

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/Association 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	Bin not collected for 2 days.	Council	14 Nov 2017	Yes	Issue assigned	

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	<div>Take photo</div> <div>Files supported: .jpg, .jpeg, .png</div> <div></div>

Close a maintenance issue

Go to **Maintenance Tab**

Click on the issue to be closed.

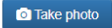
The program records who closed the issue.

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	<input type="text"/>
Completion date	<input type="text"/>
Completed by	Natalie Firth

Photos

 **Take photo**


Files supported: jpg, jpeg, png



Leased Season Applications

The program now allows you to submit the Leased Club/Association's annual reporting information online, capturing all relevant details and saving you significant time.

When a application 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.

About	How to
Start application Once you are advised to complete your Leased application, the Start application button will display. 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>From the Applications/license forms tab, you begin your Leased application.</p> <p>Click on start application to begin or continue application to finalise an application partially completed.</p> 

Club/Association details

This section will automatically populate your contact details from the *Contact Details* tab.

You can make changes by overtyping the text showing.

Any fields with an asterisk are compulsory to complete before you can submit the application.

Notes

- The form has been prepopulated for you. Please DO NOT resubmit the form until you have checked and made any necessary changes.
- Changes to this form are saved automatically.
- You can save and exit the form as many times as you need to.
- Once submitted the form is no longer accessible unless reopened by council.

Lease season: 1 December 2020 to 30 November 2021

Club details
(Fields marked with * are mandatory)

Name of overarching sports club			
Tenant club	A test hirer		
Postal address *	123 Smith Road	Suburb *	Maroochydore
State *	QLD	Postcode *	4558
Incorporation number *	2123123123	Sport played	Select sport
ABN *	2323423432		

To enter the date of your AGM, click on the calendar symbol and select the date.

What is the date of your next AGM?

30 Nov 2017

November 2017

Sun Mon Tue Wed Thu Fri Sat

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 1 2

Tip: Use the arrows to move through the months.

Club/Association Liaison

The Club/Association will need to appoint a Council Liaison, who will be the primary contact for Council.

Club liaison
(Fields marked with * are mandatory)

Title (Mr/Mrs/Miss/Ms) *	Miss		
First name *	Marge	Last name *	Maisal
Preferred contact number *		Email *	test201@imscomply.com.au
This person completed this allocation application. If not, the name of the person who did is			

About

How to

Registered Participants

Enter all participants who are registered with an affiliated league/association.

Click on **Add another team** to add more participants/groups.

Registered participants

Grade played	Participant Category	Age Group	Association/League	Action
<input type="text"/>	<div>select</div>	<div>select</div>	<div>select</div>	
			<div>League</div> <input type="text"/>	

Add another team

Club/Association Membership Information

This participation data helps Council strategically plan for code specific infrastructure projects and participation development opportunities.

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Juniors (U12 - U18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seniors (19+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masters (35+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Players with a disability <small>(Not included in totals as should be included within an age group category)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Aboriginal or Torres Strait Islander <small>(Not included in totals as should be included within an age group category)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Committee Members

This where you enter the 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 *	<div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treasurer *	<div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretary *	<div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Club Council Liaison	<div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add committee member

About	How to																
<p>Hours of Operation</p> <p>This is where you provide details on the hours the Leased facility operates.</p>	<p>Select the reserve and type of facility or pavilion you require from the dropdown box.</p> <p>You will see all Facility's available to you. If your usual Facility is not displaying, contact Council.</p> <div> <div>Hours of operation</div> <table border="1"> <tr> <td>Facility 1</td><td colspan="3">select reserve ▼</td></tr> <tr> <td></td><td>Public access</td><td>Usage times required (At least one start and end time must be selected)</td><td>Competitions / sessions</td></tr> <tr> <td>Monday</td><td>No ▼</td><td> From Select time ▼ To Select time ▼ </td><td></td></tr> <tr> <td>Tuesday</td><td>No ▼</td><td> From Select time ▼ To Select time ▼ </td><td></td></tr> </table> </div> <p>Complete the timeframes required next to the relevant day and enter type of Competition/session usage for this timeframe.</p> <p>(Select the times sessions start for the day, and end for the day, ignoring any potential breaks that may occur during that period)</p> <p>For shared bookings on weekends, tick the shared usage column.</p> <p>Click on Add another reserve as many times as required.</p>	Facility 1	select reserve ▼				Public access	Usage times required (At least one start and end time must be selected)	Competitions / sessions	Monday	No ▼	From Select time ▼ To Select time ▼		Tuesday	No ▼	From Select time ▼ To Select time ▼	
Facility 1	select reserve ▼																
	Public access	Usage times required (At least one start and end time must be selected)	Competitions / sessions														
Monday	No ▼	From Select time ▼ To Select time ▼															
Tuesday	No ▼	From Select time ▼ To Select time ▼															
<p>Additional Club/Association details</p> <p>This is to provide Council additional information about the Club/Association, details for online presence, and any relevant policies.</p>	<div> <div>Additional club details</div> <table border="1"> <tr> <td>Club website</td><td>www.google.com</td></tr> <tr> <td>AGM month</td><td>August ▼</td></tr> <tr> <td>Have you searched for your club on Active Moreland and checked the details are still up to date?</td><td>No ▼</td></tr> <tr> <td>Social media platforms used</td><td> <input type="checkbox"/> Facebook page <input type="checkbox"/> Facebook group <input type="checkbox"/> Twitter <input type="checkbox"/> Team App <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest <input type="checkbox"/> Other </td></tr> <tr> <td>City of Moreland Plastic Wise Policy</td><td> <input 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 </td></tr> </table> </div>	Club website	www.google.com	AGM month	August ▼	Have you searched for your club on Active Moreland and checked the details are still up to date?	No ▼	Social media platforms used	<input type="checkbox"/> Facebook page <input type="checkbox"/> Facebook group <input type="checkbox"/> Twitter <input type="checkbox"/> Team App <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest <input type="checkbox"/> Other	City of Moreland Plastic Wise Policy	<input 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						
Club website	www.google.com																
AGM month	August ▼																
Have you searched for your club on Active Moreland and checked the details are still up to date?	No ▼																
Social media platforms used	<input type="checkbox"/> Facebook page <input type="checkbox"/> Facebook group <input type="checkbox"/> Twitter <input type="checkbox"/> Team App <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest <input type="checkbox"/> Other																
City of Moreland Plastic Wise Policy	<input 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																

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	<div>Upload</div> <div>Reason document cannot be uploaded</div> <div></div> <div>The club agrees to forward its public liability insurance certificate as soon as it becomes available <input type="checkbox"/></div>	
Latest Annual Report (including financial statement)	Required	<div>Upload</div> <div>Reason document cannot be uploaded</div> <div></div> <div>The club agrees to forward its latest annual report as soon as it becomes available <input type="checkbox"/></div>	

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?	Yes ▼	<div>Upload</div>
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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?	Yes ▼	<div>Upload</div> <div>The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available <input checked="" type="checkbox"/></div>
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KPI's

Each Lease has several KPI's that must be met, and evidence provided to Council each calendar year. If the KPI's listed do not match the KPI's in your Lease, please contact Council.

KPI Reporting		
As per your Lease with the City of Moreland, please ensure the following KPI's have been completed.		
KPI	Measures	Supporting document
Ensure the outcomes for the local community are met by encouraging active participation to all Moreland residents.	Annual Report detailing the use by club members for competition and social activities and the use by non-members i.e. the Hiring of the Property.	<div>Upload</div>
Ensure Membership application is open and transparent	Provide Council with the number of requests for membership, the application process and the number of these applications that become members of the Tenant.	<div>Upload</div>
Ensure participation in the activities of the Property remains affordable to all Moreland and community users.	Demonstrate that any charges for hire of the Property are comparable with other community facilities for similar use.	<div>Upload</div>
Provide a diverse range of opportunities for the Moreland community to participation of the game.	Demonstrate a minimum of three (3) open days for the community. Include copies of the advertisement of the activity.	<div>Upload</div>
Ensure the management of the venue is economically sustainable	Demonstrate ability to secure income, funding or in-kind contributions from various entities other than Council. – Refer to the 5 year Scheduled Maintenance Works Program.	<div>Upload</div>

About

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.

How to

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 2019".

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

Schedule 4: Special conditions

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

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/license 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)	<p>To replace document, delete the existing document first</p>	Expiry date: 01 Feb 2018
Registration of Incorporation Certificate	Upload	
Liquor Licence	Upload	
Food Registration Certificate	Upload	

Update participation data

As your participation 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**.

Changes will be saved automatically and feed into council reporting. This is to accommodate changes in participation numbers throughout the year.

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 <input type="text"/>	2 <input type="text"/>	<input type="text"/>	<input type="text"/>
Seniors (19+ years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Masters (35+ 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"/>	<input type="text"/>
Indigenous players	1 <input type="text"/>	<input type="text"/>

Close

Once your application is submitted

When your application is approved, you will receive a letter by email, outlining your application details. Your approval letter will be accessible from the Applications/License forms tab.

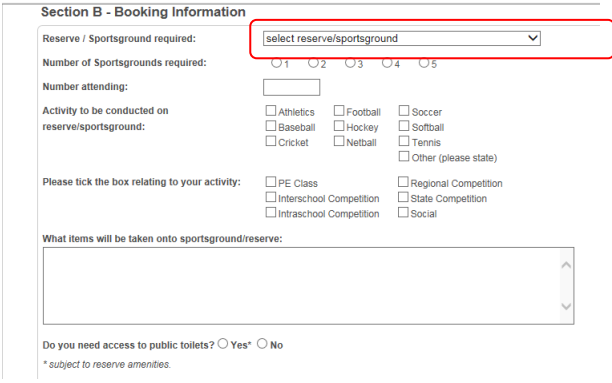
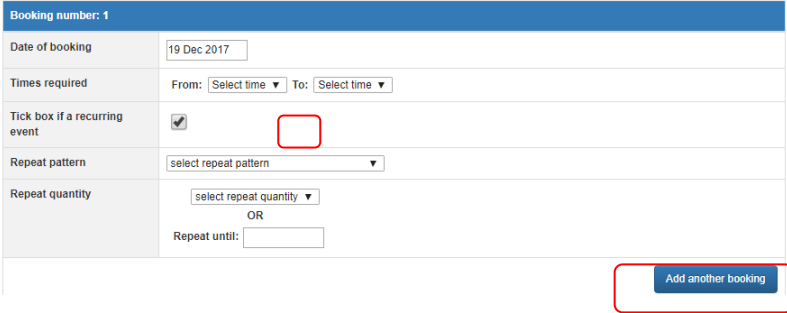
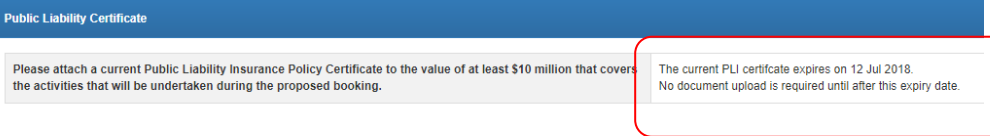
Some of the data captured in your application will populate next year, saving you preparation time.

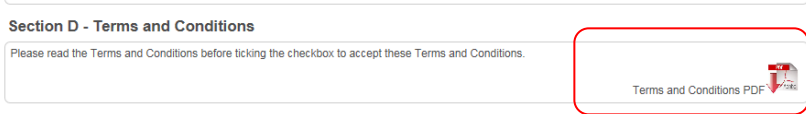
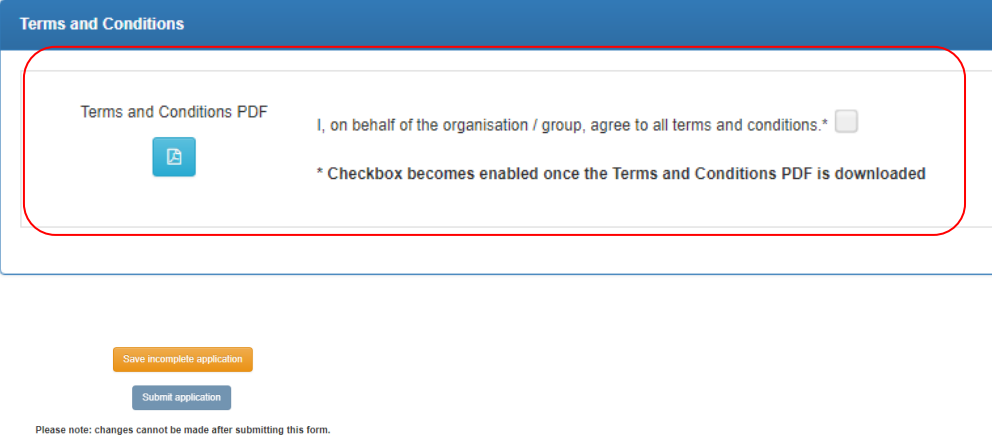
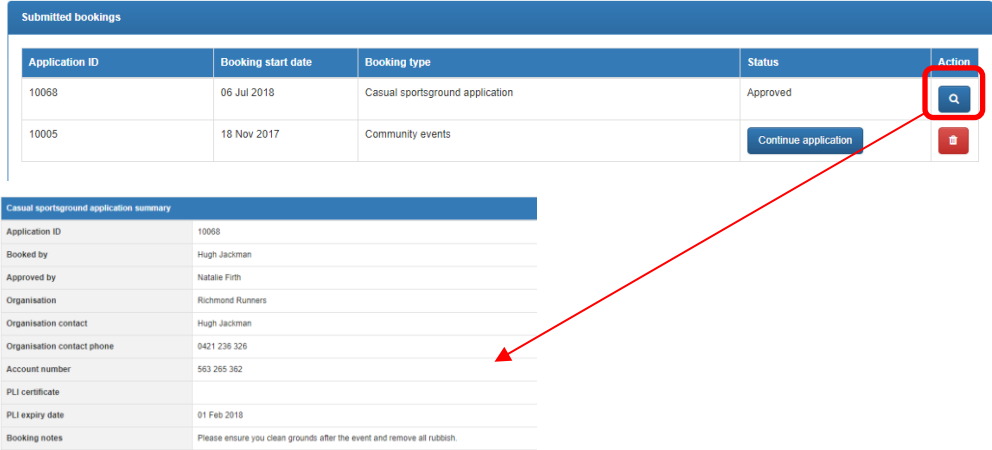
Casual bookings

Completing an application for casual use

Outside of your Leased hours of operations, you may wish to make a one-off casual booking for a sports facility or book a community event (if available).

About	How to																																																																																	
Start casual sportsground application Start your application from the Applications/License form tab.	<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> <div>Sportsground allocation applications<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>Winter Season</td><td>01 Apr 2018 - 30 Sep 2018</td><td>02 Nov 2017</td><td>31 Mar 2018</td><td>Application has been submitted. Ground requests cannot be changed. Update participation</td><td></td></tr></tbody></table></div> <div>Casual sportsground bookings<table border="1"><thead><tr><th>Booking type</th><th>Description</th><th></th></tr></thead><tbody><tr><td>Community events</td><td>For booking community events</td><td>Start application Check availability</td></tr><tr><td>Casual sportsground application</td><td>For casual bookings of sportsgrounds</td><td>Start application Check availability</td></tr></tbody></table></div> <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>Note 1: provisional bookings are allocated on a first come first serve basis. 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></div> <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	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		Booking type	Description		Community events	For booking community events	Start application Check availability	Casual sportsground application	For casual bookings of sportsgrounds	Start application Check availability	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 These will populate from your contact details tab.	<p>Check your contact details are correct.</p> <div>APPLICATION FOR CASUAL USE OF RESERVE/SPORTSGROUND Section A - Contact Details</div> <div><div>Name of Organisation / Group: Cooroy Football Club</div><div><div>First name: Allan</div><div>Phone (home): 07 5450 2680</div></div><div><div>Last name: Murnane</div><div>Phone (bus):</div></div><div><div>Address: 90 Sippy Downs Drive</div><div>Phone (mob): 0412 563 265</div></div><div><div>Suburb: Sippy Downs</div><div>Fax:</div></div><div><div>Postcode: 4558</div></div></div> <div>Login Details Username / email: c12@jmscomply.com.au Password: QHXNZV</div>																																																																																	

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.</p> 
<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>  <p>To add another booking with different times, click on <i>Add another booking</i>.</p>
<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 attached your PLI to any further casual bookings until this date has passed.</p> 

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> 
<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> 
<p>View approved applications</p> <p>You can view approved casual bookings once they have been processed.</p>	<p>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.</p> 

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.