



2024–2025

Seasonal Reserve Hire



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Building Sustainable Local Clubs together



Photo courtesy Amy Winter

Introduction

To streamline the seasonal reserve booking process for local sporting clubs, the City of Kalamunda has developed this information pack for your club.

The pack includes all the information your club needs to apply for seasonal hire of the City's sporting reserves, conditions of hire associated with seasonal use and other information your club may find of benefit.

For further useful information for clubs, such as funding and courses, please refer to the City's website under the **Clubs 4 Life** tab where you can also sign up to receive the quarterly Clubs 4 Life eNewsletter.

Should you have any queries regarding any information within this pack, please contact the City's Club Development Team on 9257 9839 or email sport@kalamunda.wa.gov.au.

Club Development & City Funding



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The 'Clubs 4 Life' Program was initiated by the City in 2010 to support local sporting clubs with long-term sustainability and provide assistance to manage club related issues.

Key objectives are to:

- provide clubs with knowledge and education as to how to run a viable and sustainable club.
- keep clubs informed of current industry trends and policies that may affect them.
- inform clubs of resources and funding available from the City of Kalamunda, State Government and other sources.
- ensure that local clubs are given every opportunity to increase active participation rates within the community.
- assist with the promotion and marketing of clubs.

Club Development Funding

The City's funding program supports and encourages local sporting clubs who make a positive contribution to the local community.

The program can assist Clubs with developing Business or Financial Plans, upskilling volunteers, equipment upgrades and more

Categories available for sporting clubs include:

- Kalamunda Sports Star Funding Program. Up to \$250
- Sport and Recreation Development Up to \$1000

For further information, contact the Club Development Team on 9257 9841 or visit kalamunda.wa.gov.au/grants

Capital Grants Program – Clubs & Community Groups

The City's Capital Grants Process provides a coordinated approach to the assessment and approvals of requests for capital grants from sporting clubs and community groups wishing to develop or upgrade facilities.

All sporting and community groups seeking funding support from the city are required to submit an application which will then progress through a process of assessment and priority ranking.

All sporting Clubs applications are progressed for assessment through the City's Strategic Sport and Recreation Advisory Group (SSRAG).

It is the role of this committee to assess, prioritise and rank submissions and to make final recommendations to Council as part of the Budget deliberation process.

For further information, please contact the Leisure Planning Team on 9257 9999.

External Funding Opportunities

Community Sport & Recreation Facilities Funding (CSRFF) & Club Night Light Program (CNLP)

The Community Sport & Recreation Facilities Funding (CSRFF) and the Club Night Lights Program (CNLP) are the major sources of external funds for recreation projects in

the City of Kalamunda.

Both funds are administered by the Department of Local Government, Sport and Cultural Industries and its purpose is to "provide financial assistance to community groups and Local Governments to develop basic infrastructure for sport and recreation."

NOTE: If seeking City of Kalamunda support or to self fund your project through CSRFF or CNLP, applicants must first contact the City to discuss their application and understand the various applicable City processes and timeframes for each funding round.

For more information regarding the CSRFF or CNLP funding program and timelines for applications contact the Leisure Planning Officer on 9257 9855 email enquiries@kalamunda.wa.gov.au or visit www.kalamunda.wa.gov.au/grants.



Photo courtesy Cat Bryant

Important Dates for Clubs

The following deadlines apply as part of the seasonal reserve booking process. Please refer to your Club's relevant season.

SEASON DETAILS	SUMMER SEASON From the second Saturday in October to the last Sunday in March	WINTER SEASON From the second Saturday in April to the last Sunday in September
Applications for pre-season bookings due by: (Pre-season booking form)	Last business day in July	Last business day in January
Applications for seasonal bookings due by: (Seasonal Sporting Reserve Hire Application Form & Conditions of Hire Form)	Last business day in August	Last business day in February
Final player numbers to be submitted to the City by: (You must notify the City of your final player numbers, both seniors and juniors. Following this your club will receive an invoice according to the City's Schedule of Fees & Charges)	Last business day in October	Last business day in April
Reserve hire accounts to be finalised by: (The invoice for reserve hire is to be paid in full by this time)	Last business day in November	Last business day in May

For more information on important dates contact the Club Development Team on 9257 9841 or email sport@kalamunda.wa.gov.au.

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Reserve Hire – Rights & Responsibilities

Information about your Club's rights & responsibilities as a seasonal hirer of the City's Active Sporting Reserves

2024–2025 Seasonal Hire Charge

Fees & Charges	Description	Cost
3 sessions per week	Players that train twice a week and play home games on a City reserve	\$99
2 sessions per week	Players that train once a week and play home games on a City Reserve	\$74.25
1 session per week	Players that either train or play home games on a City reserve	\$49.50
All ability/ Off season social comp player (one session per week)	Players that play on a City reserve as part of a short season or inclusive competition	\$29.50
All ability/ Off season social comp player (two sessions per week)	Players that play and train on a City reserve as part of a short season or inclusive competition	\$49.50
Pre-season training, seniors only	Per hour	\$14
Number of Junior Players (No charge *Under the age of 18)	City does not currently charge juniors for use of reserves – Clubs should incorporate this substantial benefit through their own fee structure	

Looking After Your Field

The City of Kalamunda works hard to ensure a high quality playing surface is provided for each season. Each year the City spends approximately \$1,500,000 on maintaining the various active sporting reserves. This includes:

- » Reticulation maintenance
- » Mowing
- » Fertilising
- » Top dressing
- » Spot maintenance
- » Other various practices undertaken by the City's Parks Team.

Clubs also need to play their part and there are several things each Club can do to help keep the fields in top condition over the course of each season. See **Protecting Our Sporting Reserves** and for more information on Rights & Responsibilities contact the Club Development Team on 9257 9841 or email sport@kalamunda.wa.gov.au.

Other Hire Information

Halls & Facilities

The City has a large number of community halls and facilities available for hire for events such as wind-ups, trophy presentations, fundraisers and other occasions. To hire a City facility, book online via [SpacetoCo](#) or contact the City of Kalamunda on 9257 9999.

Bingo, Lotteries & Other Gaming

If you wish to hold a bingo night or another activity involving gambling, you will need to apply to the Department of Racing, Gaming and Liquor for the appropriate permit. If the value of prizes being offered exceeds \$200 a permit is required.

Working With Children

If your club caters for children under the age of 18, the information will be relevant to your Club. The purpose of this legislation is to protect children under 18 years. This is a State law and compliance is mandatory. For further information visit the Working With Children website at checkwwc.wa.gov.au

Club Signage

Each year clubs will need to place signs out regarding registration days and other events occurring over the season. The City's Planning Department control the permits and associated policies for signs and are the main contact for any queries regarding signs. It is always best to contact the Planning Department as permits and definitive timeframes apply to Clubs. Please contact 9257 9999 for further information.



Preserving Our Grounds

The City encourages the seasonal clubs to assist in the preservation of the turf condition. This can be done in several ways including:

- » **Rotating training pitches** to alleviate excessive wear and tear
- » **Rotating game day match pitches** to give main pitches a break
- » When extreme unforeseen weather conditions occur, consider rescheduling games and using other area's of the grounds to preserve main pitches

Line Marking

Sporting Clubs can only mark reserves with materials approved by the City, which are restricted to dedicated line marking products such as:

- **Whiting** ● **Chalk** ● **Ground Marking**

THE USE OF LIME, HERBICIDES, OIL OR PETROLEUM-BASED PRODUCTS, CREOSOTE OR ANY OTHER SUBSTANCE THAT MAY CAUSE THE TURF TO DIE IS STRICTLY PROHIBITED.

Hirers will be liable for any damage caused by using prohibited materials.

How can you help the lines to last longer?

Linemark after the Reserve is mowed. Reserves are scheduled to be mowed once every two weeks in winter and once every week in summer. Please contact the City for the Mowing Schedule.

Metal Pegs

THE USE OF METAL SPIKES OR PEGS IS STRICTLY PROHIBITED AS IT CAN SERIOUSLY DAMAGE MACHINERY OR INJURE USERS OF THE RESERVE.

THE SPIKES OR PEGS MUST BE MADE OF PLASTIC OR A MATERIAL OF SIMILAR COMPOSITION.

Where an activity on a City Reserve requires the use of spikes or pegs (e.g. line marking, cricket wicket covers, anchoring soccer nets, tent pegs or star pickets)

Pointed objects are NOT to be driven into the surface of any Reserve unless prior approval has been received in writing from the City.

FOR FURTHER INFORMATION CONTACT:

Club Development Team on **9257 9841**
 or sport@kalamunda.wa.gov.au
www.kalamunda.wa.gov.au/recreation



City Resources & Services

Topic	Examples	Services	Contact
Grounds Maintenance	Have you requested your copy of the City's Mowing Schedule? Do you need to report damage to the reserve?	City provides regular mowing and maintenance of all reserves	9257 9986
Reserve Bookings Management	Does your Club wish to train outside of the usual season? Does the Club wish to book another reserve?	The City has a variety of reserves available for hire.	9257 9839
Club Development	Does your Club have a Business Plan? Does your Club have a Constitution?	Clubs can seek assistance and grants from the City to ensure long term sustainability through forward planning and financial management	9257 9841
Graffiti Removal	Have your Club Rooms been targeted by graffiti vandals?	For graffiti removal contact the City's Asset Maintenance Department	9257 9999
Leases	Does your Club have a lease or licence? If so, do you have any queries regarding Club and City responsibilities within the building?	The City provides lease agreements that are long term legal agreements entered into by the facility owner and facility user providing exclusive use of a particular facility.	9257 9850
Grant Funding	Does your Club need to replace sporting equipment? Does your club want to upskill coaches or volunteers?	Clubs can apply for funding through the City's Community Funding Program. There are various programs available	9257 9839
Club Signage	Each year Clubs may need to place signs out regarding registration days and other events occurring over the season.	The City of Kalamunda issues permits for signage on public and private land.	9257 9999
Property Services	Is there damage to the building? Do you need to report damage?	Property Services provide assistance with all minor or major issues within or around your building.	9257 9658
After Hours	Do you need to contact the City on a weeknight after hours or on the weekend?	The City provides after hours call centre for people needing assistance.	9257 9999

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Photo courtesy Amy Winter

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