

Terms and Conditions

Tom Kelly Athletics Track



These Terms and Conditions supplement the Sporting Facilities Allocation Policy and the Sport and Recreation Licensee Agreement; both available for download from the Sports Hub at Manningham Council's website.

Casual user groups of the Tom Kelly Athletics Track and Athletics Pavilion must adhere to all Terms and Conditions outlined in this document.

General Terms and Conditions

1. The Tom Kelly Athletics Track (athletics track) is closed for casual use on Fridays due to required weekly maintenance, unless otherwise permitted.
2. Applications (requests) for casual use of the athletics track must be submitted to Manningham Council at least ten (10) business days prior to the requested booking date. Requests made under this timeframe will not be accepted.
3. Fees and charges apply for casual use of the athletics track in accordance with Manningham Council's [Adopted Budget 2023/24](#). Refer to [Page 77](#) for fees and charges specific to the athletics track.
4. Care must be taken to ensure that all rubbish is deposited in the bins provided at the athletics track. The athletics track and pavilion must be left in the same state in which it was found. Failure to do this will result in an additional cleaning fee being charged.
5. No damage is to be caused to Rieschiecks Reserve or the athletics track. Costs to repair any damage caused will be charged to the casual user group (casual users). Any damage must be reported to Manningham Council on 9840 9333.
6. In the interest of keeping noise levels to an acceptable level, music must not be played through the PA System for casual athletics track bookings. The PA system is for the announcements of athletic events only. Please see PA system on page 2 for further details on usage times.
7. Casual users are not permitted to consume alcohol at the facility. Council recognises the vulnerability of young people, less than 18 years of age, to alcohol-caused harm. Council supports the position that alcohol is detrimental to sporting performance, can lead to poor recovery and slow repair of injuries. The



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only exception to this is for events that have been issued an Event Permit by Manningham Council whereby alcohol is permitted.

8. Closed-toe sports runners and appropriate sporting attire (Eg: t-shirt, polo shirt, shorts, tracksuits) must be worn on the athletics track at all times.
9. Sub-hire of the athletics track and/or athletics pavilion is not permitted.
10. The following applies to casual use of the athletics track for training purposes:
 - Lanes 1 & 2 must not be used for training sessions
 - Track etiquette must be followed at all times (Eg: Do not walk/run across lanes in front of another runner, respect and ensure shared use with members of the public)
 - Casual users must not have more than 25 athletes from their group on the athletics track at any one time

Athletics track casual usage

Casual user groups (including schools) within the municipality of Manningham that wish to use the athletics track must submit a booking application (request) via the Manningham Council's online [IMS](#) booking system.

Booking Confirmation

A casual allocation (booking) request is not confirmed until it has been approved on the IMS system and a booking approval confirmation email has been sent to the nominated contact for the casual user group.

PA System

Manningham Council does not provide hire of the PA system for use at the athletics track. Casual users must provide their own equipment or alternatively the PA system through Doncaster Little Athletics Centre (DLAC). Music must not be played through the PA system for casual athletics track bookings. The PA system is for announcements of athletic events only.

User groups intending to use the PA system at the athletics track must follow EPA requirements

Prohibited times:

- Monday to Thursday before 7am and after 10pm.
- Friday before 7am and after 11pm.
- Saturday and public holidays before 9am and after 11pm.
- Sunday before 9am and after 10pm.

For more information on the EPA guidelines please visit the EPA [website](#).

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Facility Access times

Casual users must adhere to the allocated start time and finish time as per the booking approval email. Set-up and pack-up times should be factored into the booking request for casual use of the athletics track.

Casual users must seek approval from Council and any other relevant user groups if they wish to drop-off equipment to the athletics track prior to the confirmed booking date and/or time. The same applies in circumstances where late access to facilities is requested by a casual user group.

Athletics Pavilion

Doncaster Little Athletics Centre (DLAC) will facilitate pavilion access for confirmed casual athletic track bookings unless otherwise specified. Should DLAC be unable to facilitate pavilion access, Manningham Council will make alternative arrangements with casual users to provide access to the pavilion where applicable.

Access to some areas of the pavilion may be limited at various times depending on any Victorian State Government requirements that may be implemented as part of the Covid-19 response. The First Aid Room and internal Public Toilets are available for confirmed casual bookings at the athletics track.

Equipment

Manningham Council does not provide hire of any athletics equipment for use at the athletics track. Casual users must provide their own equipment or alternatively hire equipment through Doncaster Little Athletics Centre (DLAC).

Casual users who wish to hire athletics equipment must contact Paul Reynolds on 0412 550 552 or email equipment@doncasterlac.org.au. Please contact DLAC only if a booking approval confirmation email has been received.

Food and Beverage Services

In accordance with the arrangement in place between Manningham Council and Doncaster Little Athletics Centre (DLAC), food preparation and sales are the sole responsibility of DLAC.

Casual users who require canteen services must contact Paul Reynolds on 0412 550 552 or email equipment@doncasterlac.org.au. Please contact DLAC only if a booking approval confirmation email has been received.

Casual users who do not require the canteen should advise Council at least four (4) weeks prior to the confirmed booking date by emailing Recreation2@manningham.vic.gov.au.

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Additional food and/or beverage arrangements can be assessed on a case by case basis where DLAC specify that the canteen is unavailable. In these circumstances, casual users must contact Council to discuss the use of other food and/or beverage service providers.

Public Liability Insurance

Casual users must have Public Liability Insurance to the value of \$20,000,000, or as otherwise specified by Council insurers. This is a casual allocation (booking) requirement as per the Sporting Facilities Allocation Policy, available to download from the Manningham Council [website](#).

Indemnity

The casual user group agrees to indemnify and to keep indemnified Manningham City Council, its Councillors, staff, servants and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising out of or in connection to the seasonal or casual use of a Council facility and/or in any other manner related to this Agreement.

The casual user group's liability to indemnify the Council under this clause shall be reduced proportionally to the extent that any act or omission of the Council directly contributed to the loss or liability.

Cleaning

Casual athletics track fees and charges includes cleaning of the athletics pavilion.

Casual users are responsible for ensuring that all individuals or groups using the athletics track and pavilion leave the facilities in a clean and tidy condition. Failure to do this may result in an additional cleaning fee being charged.

All rubbish must be deposited in the bins provided at the facility and any large items such as empty cardboard boxes should be taken away from the facility by the casual user.

Cancellations

Cancellations must be received by Council at least one week (7 days) prior to the confirmed booking date in order for casual users to be eligible for a refund. Where feasible, a credit may be issued instead of a refund.

Manningham Council reserves the right to cancel a casual allocation (booking) at any time. In these circumstances, the casual user will be offered an alternative booking and/or be provided with a refund if casual usage fees and charges have already been paid by the casual user.

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Inclement Weather

Should inclement weather prevent a casual booking from proceeding, Council will work with casual users to reschedule bookings where feasible. If a booking is unable to be rescheduled, a credit will be issued.

Council will consider casual use of the athletics track on a Friday of the same week in which a booking has been impacted by inclement weather. These requests will be assessed on a case-by-case basis and in conjunction with Council's Parks & Reserves Maintenance Team.

Bus Parking Management Plan

Council has implemented a Bus Parking Management Plan for Tom Kelly Athletics Track to provide guidance on bus parking arrangements around the facility, to improve safety and decrease localised congestion in George Street during drop-off and pick-up times for athletics events. The Plan identifies designated short-term and long-term bus parking zones, areas that prohibit parking, and nominates traffic movements.

It is recommended that the Plan be forwarded to the relevant bus operators to ensure they are familiar with the site and to ensure compliance with parking conditions. A copy of the Plan will be distributed to casual users closer to the date of their confirmed booking.

Child Safe Standards

Casual user groups must ensure they comply with the Child Safe Standards and are following obligations as stated in the [Working with Children Act 2005](#).

New Child Safe standards in Victoria commence on 1 July 2022. The eleven new Standards replace Victoria's current seven standards and principles. For more information see the Commission for Children and Young People [website](#).

Casual user groups should also refer to [Manningham Council's Child Safe Policy](#).

Enquiries

For any enquiries please contact the Recreation Business Support Officer on 9840 9333 or by emailing Recreation2@manningham.vic.gov.au.