



# New Sports Delegate Information

---

## **Congratulations on being elected to represent your club on the Sports Council.**

The position you have elected to fill is an important role in the future development of your club's facilities and growth. Not only do you hold the responsibility of your clubs interests, you also have the opportunity to work with other club delegates to establish strong links with Council. These strong links involve working together in the development of future plans for new sporting infrastructure in your Sports Council's area that will benefit all sporting clubs.

### **1. Your Role**

Your position is to provide your club with a voice and enables the Sports Council to enjoy your input in developing future facilities that will benefit all of the community.

You will act as your club's representative and contact point for Port Stephens Council and the Sports Council. You are required to attend all of your Sports Council meetings per year and relay the information received to your club.

The following information and attached documents will provide some insight into how sport is managed in Port Stephens.

### **2. Sporting Clubs Role**

The sport clubs are the lifeblood of sport in a community and for them to function successfully they must have a strong membership and a good management committee.

Sport today is business and all clubs must address their operations in a business like manner to succeed.

#### **Clubs must:**

1. Provide all booking requests and insurance for approval prior to their use
2. Follow Council's Sportsground Closure Procedure
3. Receive approval for any works undertaken on Council Owned Land by completing the Works on Council Land Application Process.
4. Complete the Financial Assistance Form and provide a quote when applying for financial assistance from Sports Council
5. Contact Council for support and approval when applying for grant applications
6. Pay fees and charges promptly
7. Not place private locks on Council Facilities and maintain a key register for your club
8. Not have any outstanding financials when applying for Sports Council Financial Assistance. E.g. Membership fees, Electricity Levy, Project Contributions where applicable.

### **3. Sports Council Role**

The role of the Sports Council is outlined in the Council adopted constitution. In general terms it is to:

- 1) Work with local clubs and Council to produce a Sports Development Strategy that will guide the planning and funding of facilities in the future.

The Sports Development Strategy (SDS) is a works program that outlines projects any associated costs that have been endorsed by your Sports Council. The SDS is reviewed at the October meeting for discussion and updated as agreed by members.

Approved projects listed on the adopted SDS are then prioritised according to available funding and included in Port Stephens Council's Forward Works Programs.

- 2) Act as a communication network for all sports - To be one voice
- 3) To assist in developing best practice in sports management so that resources are used as efficiently as possible.

**The Sports Council achieves this by being involved in:**

- Identification of sporting needs
- Facility development planning (Sports Development Strategy)
- Sports Development Levy setting and facility bookings
- Prioritisation and funding of improvements
- Promotion of Sport
- Education of sports administrators to help them gain maximum opportunities for their sport.
- Support of clubs in meeting their objectives
- Recognition of Club/Association good practices and promote to others
- Promoting the concept of shared resources
- Equity – integrated disabilities
- Actively promoting and supporting Code of Behaviour in sport

#### **4. Grant Funding**

Grants are funds that are given to organisations and individuals for specific elements of a project or services to assist the community. Grants are made available to support community groups and organisations who add social, economic or environmental benefits to our region.

A number of external grants are available that provide financial support to clubs wishing to undertake improvements to facilities. Association and clubs seeking grant funding are required to contact their relevant Council contact (as stated below) prior to application to gain Council support and approval.

#### **5. Sports Council Financial Assistance**

Sporting clubs are entitled to apply for funding assistance from their Sports Council for a proposed project. A sporting club is to complete the Sports Council Financial Assistance Request form with a minimum of one quote and submit to Community and Recreation two weeks prior to the scheduled Sports Council Meeting. (Please refer to *355c Committee Terms of Reference* for more information).

#### **6. Liaising with Port Stephens Council**

Your club's Sports Council Delegate is the preferred point of contact to liaise directly with Council. This person will be contacted first for information such as bookings, arising issues, sportsground closures etc.

All maintenance requests are to be submitted via lodging a CRM which can be done online <https://authorityapp.portstephens.nsw.gov.au/eservice/communityProjectsInit.do?keyNum=66&alternateHierarchy=Y> and/or by contacting Customer Service on **49880 255**.

If urgent maintenance is required or an incident has occurred, please immediately contact Customer Service on **4988 0255**. You will be transferred to an after-hours emergency officer.

All proposed Works on Council Land requires Council approval and a Works on Council Owned Land application form must be submitted to Council.

#### **7. Contact**

**All Sports Councils**  
Community and Recreation Officer  
Port Stephens Council

[Communityandrecreation@portstephens.nsw.gov.au](mailto:Communityandrecreation@portstephens.nsw.gov.au)