

Tenancy Requirements



Monash Licensed Clubs

Please read the summary of documents required from clubs as part of the tenancy requirements for the upcoming season. Please ensure your Club supplies the requested documents to Recreation by the date provided in the IMS application notifications, as keys to pavilions will not be issued until all documents are received by Council. Council must hold on file all documents requested (where applicable) as per the conditions under the Licence Agreement.

Contact Details/Office Bearers

This is to ensure your current Club representatives can readily be contacted via phone, mail or email.

Key Register

Your application will have section for keys to be recorded, if you recall which keys you require or if there are any changes to the previous year's allocation of keys, please list them in the Key Register section of your application.

Please note that at any time, your club will be invoiced for any keys lost at a replacement cost of \$50 per key. Yearly Clubs are not required to return keys, however must provide a list of current allocated keys by the advised date. **Keys are not to be passed from one Club to another, even if this has been the practice in the past. All keys must come through Council for redistribution.**

Registered Teams

Registered team details will be the primary source of information for ground allocations. This will provide Council with a wider collection of data to help Council understand the trends and growth within Monash. Please complete all fields carefully, the information provided needs to be accurate as it will aid Council in preparing grounds for the required usage. It is important that clubs do not form new teams without prior written permission from Council.

Please contact Council if your ground allocation requirements should change prior to or during the season. Please also be reminded that it is the Club's responsibility to mark the ground, line marking paint should be used, never poison such as Roundup or lime. The Club must ensure that line marking complies with the correct dimensions as set out by your Association. Routine checks will be conducted throughout each season.

Ground & Pavilion Usage

Please take the time to select each Council facility/asset your club will utilise throughout the season. This information will assist with ground allocations and asset management.

Public Liability Insurance

Clubs must submit their Public Liability insurance certificate of currency **before** approval will be given to commence pre-season training or regular fixtured games. If your insurance is organised through your Association, please contact them now to organise a copy.

Incorporation Certificate

A current copy of the Club's Incorporation Certificate must be sent in. If your Club does not have a copy, an extract is available from Consumer Affairs Victoria or visit <http://online.justice.vic.gov.au> and go to the Business Registration link then Search for Incorporated Association link. A print out from this search showing that the Club is currently registered is acceptable.

Emergency Plan

It is a requirement of both Council and insurance companies that the Club has an Emergency plan. This includes emergency numbers, evacuation procedures and contact details. It is expected that Clubs will review this plan every 12 months.

Liquor Licence (If Applicable)

This only applies to Clubs who serve alcohol – a current copy of the Club's liquor licence is to be provided to Council and must also be displayed in the bar/canteen area.

Food Act Registration (If Applicable)

If your Club sells food it must be registered with the City of Monash Public Health department. The Public Health unit will issue Clubs with a certificate of registration, a copy of which must be supplied to the Recreation department. Please note if your Club has a liquor licence it may also be required to be registered to sell food.

Certificate of Conformity or Compliance for Portable Soccer Goals (if applicable)

The Club must provide evidence to Council that all portable soccer goals used by the Club conform to the regulations as per the current Standards Australia Handbook HB227-2003 for "Portable Soccer Goalposts – Manufacture, use and storage" (for a copy www.standards.com.au). This may be a certificate of conformity or compliance from the manufacturer or a registered engineer. Please note for the protection of both the Club and Council this certificate of compliance is required **before** any training or game play can be undertaken.

Annual General Meeting Report

Council must have a copy of this report; it is a requirement of all incorporated Clubs.

Team Fixtures

Please submit when available from Associations.