

THE CITY OF
GREATER GEELONG

PRE-SEASON GUIDELINES FOR SPORTING CLUBS

Contents

INTRODUCTION	3
KEY DATES	5
FEES & CHARGES	6
GENERAL INFORMATION	6
EXAMPLES	6
PROPORTIONATE FEES	7
ADDITIONAL INFORMATION	8
NEXT STEPS	9

Introduction

Pre-season bookings by local sporting clubs will be permitted where capacity allows. Pre-season use will be charged at a proportionate rate in 6-week blocks.

Pre-season use of facilities must be arranged in collaboration with the primary seasonal tenant. This ensures fair access and prevents scheduling conflicts. Pre-season bookings will occur when the playing fields are not in use by the seasonal tenant.

Access to pavilions for pre-season use should be organised through the primary season tenant. Fees for pre-season pavilion use will not be charged by the City, however a nominal fee by the primary seasonal tenant may apply.

Access to sports lighting for pre-season training must also be arranged with the primary seasonal tenant where lighting forms part of their seasonal allocation.

All pre-season bookings must be submitted through the City's booking process and approved prior to use

PURPOSE

The purpose of this Guideline is to provide a fair, transparent and consistent framework for the allocation and use of City of Greater Geelong sporting fields during the pre-season period. The Guideline supports the principles of the Fair Play Policy by:

- Promoting equitable access to sporting facilities.
- Supporting shared use between seasonal and pre-season user groups.
- Protecting playing surfaces from excessive wear prior to the commencement of seasonal competition.
- Ensuring facilities remain safe, sustainable and fit for purpose.
- Providing clear expectations regarding bookings, access arrangements, responsibilities and fees.
- Encouraging collaboration between seasonal tenants, emerging user groups and the City.

SCOPE

This Guideline applies to all Council-owned and managed playing fields used for organised sport and recreation where pre-season training is permitted, including:

- AFL football ovals
- Cricket grounds
- Soccer pitches
- Rugby fields
- Baseball and softball diamonds
- Courts
- Other designated outdoor sporting fields managed by the City

The Guideline applies to:

- Seasonal licence holders and tenant clubs.
- Clubs and organisations seeking pre-season access.
- Associations and other approved user groups.
- Use of sports lighting associated with pre-season training.

This Guideline covers:

- Booking and approval processes.
- Allocation priorities and shared-use arrangements.
- Access to playing surfaces, sports lighting and pavilions.
- Pre-season fee application.
- Ground condition management and restrictions.
- User responsibilities and compliance requirements.

This Guideline does not apply to:

- Casual community use of reserves outside organised training activities.
- Facilities subject to exclusive lease arrangements.
- Indoor facilities or venues managed under separate booking arrangements

Key Dates

A summary of key dates below:

01 August	Summer Season allocation opens Submit seasonal booking here myGeelong Login - City of Greater Geelong
30 September	Summer Season allocation closes. All requests must be submitted to the Community & recreation liaison officer by this date.
01 October	Pre-season allocation opens Submit Booking for pre-season here
30 October	Summer Season allocations completed
01 November	Pre-season allocations confirmed in writing to requesting clubs. Bookings will remain open past this date for any further requests.
31 December	Pre-season invoices issued to clubs

SEASONAL DATES (AS PER THE SEASONAL DETERMINATION)

Summer 01 October to 31 March

Winter 01 April to 30 September

Fees & Charges

GENERAL INFORMATION

- Pre-season use of playing fields will be charged in 6-week blocks, calculated using a proportionate seasonal fee.
- Whilst the Fair Play Policy states that Proportionate and Pre-season does not apply for Community 1, there are some examples where this will apply. E.g. reserves with only 1 oval or playing field or reserves where second grounds are also graded community 1 (e.g. Drysdale Sports Precinct). Officers will use their discretion when applying fees.
- For pre-season use of playing fields of less than 6 weeks, a standard casual community fee will apply
- Pre-season fees for courts will be charged a casual community fee (per use).
- Sports grounds which have been identified for finals cannot be booked for pre-season use.
- Pre-season use of pavilions must be arranged via the primary seasonal user group. Fair and reasonable fees may apply at the seasonal user group's discretion.

EXAMPLES

Club A wants to access a community 2 oval for 6 weeks pre-season use on Tuesday and Thursday's. The fee calculation would be (based on 2026/27 seasonal fees):

$$(\$3,679 \times 20\%) / 26 (\times 6) = \$169.80 \text{ (incl. GST)}$$

OR

Club B wanted to access 1 x community 2 oval and 1 x community 3 oval for 12 weeks on pre-season (6 weeks prior to Christmas and 6 weeks post-Christmas) on a Monday, Wednesday & Friday

$$(\$3,679 \times 30\%) / 26 (\times 12) = \$509.40 \text{ (incl. GST)}$$

$$(\$1,839 \times 30\%) / 26 (\times 12) = \$254.63$$

$$\text{TOTAL 12 WEEKS} = \$764.03$$

OR

Cricket Club has seasonal agreement for Community 1 (100%) and Community 2 (Saturday & Sunday 50%) = \$5,625.00 + \$1,839.50 = **\$7,464.50**

Home Team Football Club books full season of pre-season on Community 2 (Monday and Wednesday 20%) = **\$735.80**

The City can still book pre-season to a visiting club Tuesday, Thursday and Friday (30%)

PROPORTIONATE FEES

Proportionate fees will be calculated by allocating a percentage of use to each day of the week as follows:

DAY OF USE	PERCENTAGE OF SEASONAL FEE
Monday	10%
Tuesday	10%
Wednesday	10%
Thursday	10%
Friday	10%
Saturday	25%
Sunday	25%

Additional Information

- Pre-season booking applications must be submitted by an authorised club representative. Applications from individual coaches will not be accepted.
- All bookings made Monday – Friday will be allocated 4pm-9pm.
 - Bookings may be used by multiple teams or playing groups within the same club; however, bookings cannot be split or invoiced to another club.
- Training must not be conducted in high-wear areas, including goal squares, centre wickets/squares, or areas immediately outside change room entrances.
- Training activities should be rotated across the playing surface to minimise wear and avoid concentrated use of any one area.
- Pre-season practice matches are not permitted without prior written approval from the City.
- The City may close a ground at any time to protect the condition of the playing surface or the safety of users.
- Where possible, training activities should be conducted off the main playing surface.
- Portable goalposts should be used during training sessions to protect goal squares and distribute wear more evenly across the ground.
- Clubs should seek alternative training venues when grounds are wet, waterlogged or otherwise unsuitable for use.
- Pre-season bookings may be restricted during the finals period.
- Fees are based on the confirmed pre-season allocation and are not determined by actual usage during the pre-season.
- Non studded runners should be worn for pre-season training when practical and surface conditions permit.

Next Steps

1. The club representative must collate all pre-season training requests from coaches before applying.
2. Clubs should determine the training nights and facilities required prior to submitting a booking request.
3. Where a club is seeking pre-season access to its home reserve and is aware of the existing seasonal allocation, a booking form may be submitted directly.
4. Where a club is seeking use of an overflow venue, or is unsure of the seasonal allocation, a booking form may still be submitted; however, clubs must await confirmation from the Community & Recreation team before proceeding with use.

[Booking Form \(Click Here\)](#)