

6. MERREDIN REGIONAL COMMUNITY AND LEISURE CENTRE (MRCLC)

POLICY NUMBER	-	6.1
POLICY SUBJECT	-	6.1 Supervision of Children at the MRCLC
ADOPTED	-	20 November 2008 (CMRef 29201)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>REVIEWED</u>		<u>22 November 2022</u>

Policy Statement

All children aged 12 years and under have adequate supervision by a parent or supervisor whilst at the MRCLC.

Policy Objective

Stipulate the age that children require full supervision and to define adequate supervision so that the MRCLC is a safe environment for all participants and spectators of all recreational and leisure activities.

Guidelines

1. Any child of 12 years and under must be accompanied by either a parent or supervisor whilst at the MRCLC. The parent or supervisor must provide adequate supervision of the child at all times.
2. A supervisor can be a coach or instructor of the organised program that the child is participating in or a person of 15 years and over, ie sibling
3. Centre staff are not responsible for the safety and behaviour of unsupervised or supervised children.
4. Centre staff have the authority to refuse entry to unsupervised children.
5. Centre staff have the authority to interrupt any activity to find the responsible supervisor of the children that are unsupervised.
6. All liquor licence regulations over-ride age limits in the Grandstand Bar area.

POLICY NUMBER	-	6.2
POLICY SUBJECT	-	6.2 Delivery of Sport and Recreations Programs - Volunteers
ADOPTED	-	20 November 2007 (CMRef 29201)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>RESCINDED</u>		<u>22 November 2022</u>

Policy Statement

~~That volunteers who deliver any recreation or leisure program at the MRCLC agree to the terms of conduct, and deliver such programs in a safe and professional manner.~~

Policy Objective

~~To provide volunteers with information and guidelines in regards to the delivery of recreation and leisure programs.~~

Guidelines

- ~~1. All volunteers who are assisting in or coordinating a children's program, sign the MRCLC working with children confidential declaration and where appropriate, supply a Working with Children Check.~~
- ~~2. The conduct of each program is performed in a safe environment for players, spectators and volunteers.~~
- ~~3. All injuries are reported to Centre staff.~~
- ~~4. Any damage to equipment is reported to Centre staff.~~
- ~~5. The MRCLC Terms of Conduct, Rights and Responsibilities of Volunteers is read and understood.~~
- ~~6. Volunteers will perform under the guidelines of MRCLC policies and operating procedures.~~

POLICY NUMBER	-	6.3
POLICY SUBJECT	-	6.3 Lost Property
ADOPTED	-	20 November 2007 (CMRef 29201)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED (UNAMENDED)	-	17 July 2018 (CMRef 82219)
<u>REVIEWED (UNAMENDED)</u>	-	<u>22 November 2022</u>

Policy Statement

That staff at the MRCLC will discard personal items that are classed as lost property, after an appropriate period of time.

Policy Objective

To provide staff with an effective system to ensure lost property at the MRCLC is claimed by the owner, or the item is discarded after an appropriate period of time.

Guidelines

1. Lost property is defined as any item left by a patron at the MRCLC, or surrounding grounds that has no identification and/or contact details located on it.
2. In the instance where the item has a hygiene risk (i.e a drink bottle) the item will be disposed of after a period of 1 week.
3. In the instance where the item is valuable (i.e a ring, push bike) then the item will be taken to the local police station after a period of 1 week.
4. All clothing or sporting equipment items that remain in the lost property for a period of 1 month will be distributed to charity organisation.
5. Centre staff will not be held responsible for any items left at the Centre or surrounding grounds, including any breakages.
6. When claiming lost property, the owner must prove to a satisfactory level that the item belongs to them.

POLICY NUMBER	-	6.5
POLICY SUBJECT	-	6.5 Designated Smoking Areas at the MRCLC
ADOPTED	-	18 December 2007 (CMRef 29260)
REVIEWED	-	21 December 2010 (CMRef 30512)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>RESCIND</u>		<u>22 November 2022</u>

Policy Statement

~~That the MRCLC, including all fenced off and verandah areas and bowling green areas surrounding the complex is a smoke free environment.~~

Policy Objective

~~To specify the areas of the MRCLC which are classed as a smoke free environment.~~

Guidelines

- ~~1. The MRCLC, including all fenced off areas, verandah areas and bowling green areas surrounding the complex, is a smoke free environment.~~
- ~~2. The MRCLC Code of Behaviour promotes the Centre, including all fenced off areas, alfresco area, verandah areas and bowling green areas surrounding the complex, as smoke free.~~
- ~~3. Designated smoking areas are located around the facility with butt bins available.~~
- ~~4. Smoking is prohibited within 10 metres of an entrance doorway to the MRCLC.~~

POLICY NUMBER	-	6.6
POLICY SUBJECT	-	6.6 Kitchen Costs for Clubs/Associations
ADOPTED	-	18 December 2007 (CMRef 29262)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED	-	20 May 2014 (CMRef 81368)
REVIEWED (AMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED (UNAMENDED)	-	17 July 2018 (CMRef 82219)
<u>RESCIND</u>	-	<u>22 November 2022</u>

Policy Statement

~~That Associations/Clubs nominated on the liquor license are not charged for the use of the kitchen facilities for standard player dinners, morning/afternoon teas or lunches after fixtured games.~~

Policy Objective

~~To provide details on the cost of kitchen facilities for Associations and Clubs who are nominated on the liquor license for utilising the facilities at the MRCLC.~~

Guidelines

- ~~1. Clubs and Associations nominated on the liquor license for utilising the facilities at the MRCLC are not charged for the use of the kitchen facilities or for preparation of Association/Club meals during a fixtured game including presentation night.~~
- ~~2. Community rates (adopted in Council's annual fees and charges) apply for any additional events or activities hosted by an Association/Club outside of standard club use and fixtures or where the Association/Club stands to make a financial return. Pre-book the facilities as per the Centres booking procedures.~~
- ~~3. Associations and Clubs utilise the facilities in accordance with the MRCLC Guidelines, the facilities Conditions of Use.~~
- ~~4. If the kitchen is left in an unsatisfactory state then a charge may apply on a cost recovery basis.~~

POLICY NUMBER	-	6.7
POLICY SUBJECT	-	6.7 Function Room Costs for Clubs/Associations
ADOPTED	-	18 December 2007 (CMRef 29263)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED	-	20 May 2014 (CMRef 81368)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>RESCIND</u>	-	<u>22 November 2022</u>

Policy Statement

~~That Associations and Clubs nominated on the liquor license utilising facilities at the MRCLC are not charged for the use of the Grandstand Bar, one exclusive event per playing season.~~

Policy Objective

~~To provide details on the cost of Grandstand Bar facilities for Associations and Clubs nominated on the liquor license utilising the facilities at the MRCLC.~~

Guidelines

- ~~1. Associations and Clubs nominated on the liquor license for utilising the facilities at the MRCLC are not charged for the use of the Grandstand Bar, for once exclusive event per playing season.~~
- ~~2. Associations and Clubs pre-book the facilities as per the Centre's booking procedures.~~
- ~~3. Associations and Clubs utilise the facilities in accordance with the MRCLC Understanding and Guidelines and the MRCLC facility conditions of use.~~
- ~~4. Associations and Clubs will be charged a cleaning fee for any additional cleaning that is considered excessive after club functions held at the MRCLC.~~
- ~~5. Associations and Clubs will be charged for staff set up and clean up.~~

POLICY NUMBER	-	6.8
POLICY SUBJECT	-	6.8 Outdoor Club/Associations utilising MRCLC Indoor Facilities
ADOPTED	-	18 December 2007 (CMRef 29264)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMNEDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>REVIEWED (UNAMNEDED)</u>	-	<u>22 November 2022</u>

Policy Statement

On the occasion where outdoor user groups want to utilise indoor facilities due to bad weather, it shall be provided free of charge to the club.

Policy Objective

To provide outdoor Clubs and Associations with guidelines as to when they can utilise the indoor facilities free of charge.

Guidelines

1. Outdoor Clubs/Associations may utilise the indoor facility for normal training purposes, free of charge, when bad weather prohibits the use of outdoor facilities.
2. Indoor bookings take precedence over the usage by outdoor Clubs/Associations.
3. Clubs and Associations are to contact Centre staff during office hours (8:30am-4:30pm Mon to Fri) to organise facility access.
4. The Clubs and Association utilises the facility in accordance with the MRCLC Management Plan.

POLICY NUMBER	-	6.12
POLICY SUBJECT	-	6.12 Closure of Grandstand Bar
ADOPTED	-	18 December 2007 (CMRef 29269)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>RESCIND</u>	-	<u>22 November 2022</u>

Policy Statement

~~That the on duty Bar Manager is delegated the authority to close the Grandstand Bar when appropriate circumstances arise.~~

Policy Objective

~~To ensure the Grandstand Bar is managed efficiently and effectively whilst providing customers a safe environment to socialise in.~~

Guidelines

- ~~1. The on duty Bar Manager has the delegated authority to close the Grandstand Bar under the following circumstances:

 - ~~a. minimal patronage to the area with no prospect of any additional customers entering for the evening;~~
 - ~~b. aggressive behaviour by customers; and~~
 - ~~c. closure guidelines indicated in the Centre's Liquor Licence and/or associated with the Department of Racing, Gaming and Liquor legislations and laws.~~~~
- ~~2. When appropriate, the on duty Bar Manager will contact the local police for additional advice.~~
- ~~3. In the instance where patrons refuse to vacate the premises, the on duty Bar Manager will contact the local police.~~
- ~~4. Management has the discretion to close the Grandstand Bar for public use to accommodation occasional private bookings.~~

POLICY NUMBER	-	6.18
POLICY SUBJECT	-	6.18 Code of Behaviour and Penalty Structure
ADOPTED	-	20 May 2014 (CMRef 81381)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81328)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>REVIEWED</u>	-	<u>22 November 2022</u>

Policy Statement

That users of the MRCLC and Recreation Grounds are to behave in an appropriate manner at all times.

Policy Objective

To provide users of the MRCLC and Recreation Grounds guidelines for an acceptable standard of conduct and the outlining the penalty structure for users contravening the Code of Behaviour.

Guidelines

The Code of Behaviour guidelines stipulates that the following behaviours are deemed inappropriate:

1. Derogatory, abusive or foul language
2. Bullying
3. Physical abuse – fighting, kicking, pushing, punching, scratching etc
4. Spitting
5. Vandalising and intentional damage or equipment and facilities
6. Stealing
7. Littering
8. Arguing with officials
9. Smoking within the facility areas
10. Use and/or possession of illegal drugs
11. Actions that **are not** in accordance with liquor license laws

Penalty Structure:

Contravening the Code of Behaviour may result in the suspension of accessing the MRCLC, including the Merredin Recreation Grounds for a minimum period of one (1) week.

The maximum penalty for contravening the Code of Behaviour may result in the suspension of accessing the MRCLC, including the Merredin Recreation Grounds, for a period of twelve (12) months.

On the advice from the Facility Manager the CEO has the authority to issue suspension notices.

The MRCLC and the Merredin Recreation Grounds are public facilities. Inappropriate behavior will not be tolerated. Police will be notified where appropriate.

POLICY NUMBER	-	6.15
POLICY SUBJECT	-	6.15 Vandalism Policy
ADOPTED	-	15 July 2008 (CMRef 29597)
REVIEWED	-	16 November 2010 (CMRef 30481)
REVIEWED	-	20 November 2012 (CMRef 31008)
REVIEWED (UNAMENDED)	-	18 August 2015 (CMRef 81628)
REVIEWED	-	17 July 2018 (CMRef 82219)
<u>REVIEWED</u>	-	<u>22 November 2022</u>

~~Policy Statement~~

~~That the MRCLC Management be delegated authority to suspend those that are identified as committing acts of vandalism at the MRCLC.~~

Policy Objective

To ensure the MRCLC is managed efficiently and effectively whilst providing users a safe and well-maintained facility, ~~and to ensure all offenders of vandalism are treated equally.~~

Guidelines

All reports of vandalism are to be investigated. Persons who can be identified as committing acts of vandalism are to be suspended from the MRCLC for between one week and twelve months depending on severity as per policy 6.18.

The Shire has the right to recoup the costs of repair/replacement associated with any damages.

~~The actual suspension time, according to severity of act, is to be determined by the MRCLC Management.~~