

Active Monash Sports Club Framework Refresh (DRAFT)

Recreation Services

OVERVIEW:

This policy has been developed as a tool to incentivise sports clubs in Monash to make meaningful change to create more inclusive and sustainable environments that fosters better representation and increased participation.

The policy provides tangible incentives for clubs that achieve easily measurable outcomes.

RESPONSIBLE MANAGER:

Manager Active Monash for the corporate implementation, review, and interpretation of this policy.

RESPONSIBLE DEPARTMENT:

Recreation Services

APPROVED or RESOLVED BY:

CHIEF EXECUTIVE OFFICER or COUNCIL

DATE:

[insert date approved/adopted]

EDNA NO:

[insert EDNA reference number]

REVIEW DATE:

The Policy will be reviewed by Council every two years or as required due to legislation or other policy changes.



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1. Introduction

The Active Monash Sports Club Framework was developed as a tool for clubs and Council to work together to achieve a shared vision for community outcomes through sport.

The Revised Framework aims to provide a simplified and equitable approach to incentivise all sporting clubs to achieve outcomes under the key pillars of health, inclusion and sustainability.

The revised framework also takes into consideration the learnings from the 2020 Sports Club Framework and feedback received from clubs.

The Framework outlines the eligibility criteria and selection process for the allocation of sportsgrounds and pavilions to ensure a consistent and transparent approach commensurate with the broader objectives of the Framework.

2. Scope

This policy applies to all Sporting Clubs and Associations accessing Council owned or managed Sport Facilities under a direct Licence Agreement, Lease Agreement or Seasonal Allocation with Council.

This policy does not apply to:

1. Sports Club, Associations and Organisations who only have access to Council owned or managed sporting pavilions under an Occupancy Agreement, Casual Hire or Hall Hires agreement.
2. Any sports clubs, associations or organisations who have a land only lease agreement with Council or access Council facilities via a third party ie, visiting team or member of an association.
3. Operators under a management contract for Council owned or managed sport facilities.
4. Pre-season training bookings, practice matches or any other type of casual booking.

3. Background

The Active Monash Sports Club Framework looks to capitalise on Council's investment in sport and recreation by incentivise clubs who improve community outcomes through participation, engagement and inclusion, while reinforcing Council's minimum standards of use.

Sports clubs play an active role in the community by offering children and adults chances to exercise, learn new skills, and take part in competitions and social activities. Through strong leadership, these clubs help promote healthy, respectful attitudes, positive social norms, and good behaviour.

Inclusive, well-governed clubs provide broader opportunities for participation and drive positive social change; those leading in this area deserve recognition and reward.

Experience shows that people are attracted to good clubs, but sports clubs can sometimes give rise to unhealthy environments that can discourage people from participating, deter broader community engagement, and perpetuate unhealthy attitudes and behaviours. The Active Monash Sports Club Framework therefore seeks to incentives clubs and associations across Monash to achieve better outcomes for the community by being **healthy, inclusive** and **sustainable**.

Sporting Clubs and Associations who choose to self-assess against either the silver or gold level of the Framework and meet the specified number of criteria, will be eligible for a subsidy of their in-season or annual tenancy fees

and charges and other benefits from Council. These levels of the Framework seek to incentive or reward clubs who go beyond the mandatory requirements and achieve greater outcomes across the priority areas.

4. Legislative Context and Governance Statement

Council Plan 2025-2029

The Council Plan is a medium-term strategic document that outlines priorities relating to the longer-term aspirations of the community. It sets out the strategic direction and commitment to the community over the next four years, detailing how these outcomes will be achieved.

Health & Wellbeing Plan 2025-2029

Details five health priorities and 11 strategic objectives to enhance community health and wellbeing and address specific areas for improvement. The plan also identifies specific groups in our community who require extra support to achieve equitable health outcomes.

Melbourne East Region Sport and Recreation Fair Access Policy 2024

The Fair Access Policy addresses the State Government's Fair Access Policy Roadmap requirements and enables Council and by extension Monash clubs to remain eligible for State Government funding.

Gender Equity framework

Monash Council is committed to promoting gender equity in our community and our organisation and ensuring that people of all genders enjoy the same opportunities, rights and respect.

Gambling Harm Policy

Outlines Council's commitment to minimising reducing harm from gambling in the local community. The key emphasis is placed on reducing the economic, social and health harms associated with gambling in Monash.

5. Priority Areas

The Framework will focus on three priority areas:

Priority Area 1 - Healthy

This priority ensures Monash sports clubs provide safe, healthy, and family-friendly environments, free from alcohol and drug harm, violence, gambling, discrimination, and harassment. The criteria help create vibrant clubs on and off the field.

Priority Area 2 – Inclusion

This priority area aims to ensure that Monash sports clubs and associations are welcoming and inclusive to everyone in our community, regardless of age, race and ethnicity, sex, gender identity and sexuality, ability, faith and religious beliefs, and/or socio-economic status. The criteria aim to promote inclusion and motivate juniors, women, and people of all abilities to take part.

Priority Area 3 - Sustainable

This priority area seeks to make Monash sports clubs financially sustainable and well-governed and consider their broader impact on the environment through considering how they can operate sustainably. Strong leadership, transparent decisions, and ethical standards are crucial for long-term success. Key actions include setting strategic goals, managing finances carefully, meeting legal requirements, and focusing on members' interests.

6. Benchmarks & Incentives

	MANDATORY	SILVER	GOLD
	Required to be considered for lease, license or gain access to Council facilities via a seasonal allocation.	The Club meets 11 out of 16 criteria, including all mandatory requirements.	The Club meets 17 out of 21 criteria, including all mandatory requirements.
Incentives	✓ Subsidised access to facilities in accordance with fees and charges policy.	✓ 5% discount on in-season fees and charges or annual lease fees. ✓ Priority for capital works upgrades. ✓ Priority access to Council facilities and access to grounds or facilities.	✓ 10% discount on in-season fees and charges or annual lease fees. ✓ Access to Council's bulk purchasing options for gas and electricity tariffs. ✓ Member discounts available at active Monash facilities, including pool, gym, golf, and tennis* ✓ Identified as an Active Monash club. *Subject to terms and conditions.
Healthy	□ Has provided a signed copy of the State Government Fair Play Code. □ Is compliant with Council's Public Health Approach to Gambling Policy and does not promote or advertise any gambling activity or venue on Council-owned and manager land or in Council facilities. This includes but is not	□ Is an alcohol-free club/ association (temp licence for club events permitted). □ Has not been issued with a breach/ disciplinary letter from Council in the last two years.	□ Has an adopted Member Protection Policy displayed on its club website or Facebook page. Evidenced by webpage link. □ Is an alcohol-free club/ association (temp licence for club events permitted).

	limited to advertising or promotion within clubrooms, via newsletters or email banners, on club attire or paraphernalia, or on sports ground fencing or scoreboards. Clubs with participants under 18 must have a Child Safe Policy and ensure that all personnel such as team managers, coaches, and committee members — complete Working with Children checks according to the Working with Children Act 2005. The club is required to provide a copy of its Child Safe Policy as evidence.	- Child Safe Officer and their contact information identified on club website. Evidenced by webpage link. - The Club is a partner of the Love the Game Program.	- Has not been issued with a breach / disciplinary letter from Council in the last three years. - Child Safe Officer, their contact information identified on club website, and the Child Safe Officer has participated in a minimum of one Child Safe or Member Protection training in the calendar year evidence by webpage link and certificate of completion or equivalent. - The Club has a Gambling Harm Prevention Policy and participates in a Love the Game round if applicable or hosts an equivalent event.
Inclusive	- Has provided registered team and/ or participation data for the calendar year via Council's online system. - Has a club website or Facebook page with up-to-date information on who, what, when, where and how the community can participate or join. Links must be	- Has 30% or more of Committee of Management (or equivalent) female. Evidenced by AGM minutes. - Junior only registered players and/or team/s (U18). - Combined junior and senior club/association with 40% or more of registered participants juniors (under 18 years). Evidenced by	- Has 50% or more of Committee of Management (or equivalent) and coaches female. Evidenced by AGM minutes. - Junior only registered players and/or team/s (U18). - Combined junior and senior club/association with 60% or more of

	supplied via Council's online booking system in user profile.	written confirmation from league/ association. ❑ Has 20% or more of registered participants female (must be registered with league or association). Evidenced by written confirmation from league/ association. ❑ Has run a minimum of one free community program e.g. come and try or open day, or one program targeting underrepresented communities e.g. Monash's CALD community or LGBTIQ+ or event in the calendar year. Evidenced by copy of flyer or promo material. ❑ Has run a minimum of one all-abilities program in the calendar year or has registered all-abilities team/s in the calendar year. Evidenced by copy of flyer/ promo material or written confirmation from league/ association. ❑ Translates club information to other languages to engage with Monash's CALD community. Evidenced by a	registered participants juniors (under 18 years) ❑ Has 40% or more of registered participants female (must be registered with league or association). Evidenced by written confirmation from league/ association. ❑ Has a minimum of one qualified female head or team coach. Evidenced by copy of qualification. ❑ Has a Participation Strategy that has a focus on inclusion with actions that target the CALD community. ❑ Has an on-going all-abilities program throughout the calendar year or has registered all-abilities team/s in the calendar year. Evidenced by copy of flyer/ promo material or written confirmation from league/ association. ❑ Commemorates the cultural diversity of Monash's community through celebration of cultural days of significance e.g. Lunar New Year, Diwali, Harmony Week or NAIDOC Week. Celebration could be a club event, special
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		copy of translated flyer/ promo material.	dinner night with diverse food, or specific fixture round. Evidenced by copy of invitation, social media post, promo flyer or equivalent. □ Has a concession category for memberships that provides reduced membership fees for eligible participants, including and not limited to full-time students, pensioners, health care card holders and junior membership fees set at a reasonable discount. Evidenced by a copy of the club's advertised membership offerings.
Sustainable	□ Provides all annual reporting information in accordance with their Occupancy Agreement and/or Seasonal Allocation Request by the due date. □ Provided its annual reporting obligations to Consumer Affairs Victoria. Evidenced by receipt of submission. □ No outstanding debt to Council	□ Has paid all tenancy fees by the due date or in accordance with an approved payment plan. □ Has an adopted Annual Budget. Evidenced by copy of Adopted Annual Budget and minutes from Committee meeting it was adopted. □ Minimum one coaches/ club personnel has participated in a minimum of one professional development opportunity during the calendar year e.g. coaching course.	□ Has met all criteria of the Sustainable Silver Level. □ Has an adopted and current 5+ year Strategic Plan. Evidenced by submission of plan and minutes of Committee meeting it was adopted. □ Minimum one coach/ club personnel has participated in a minimum of three professional development opportunities during the calendar year e.g. coaching course. Evidenced by certificate of completion or equivalent.

	❑ Has an Emergency Management Plan. Evidenced by submission of the plan. ❑ Complies with Council's Waste Service Provision and Service Standards for Sporting Tenants* ❑ Provides clearly separated waste and recycling streams (general waste and recycling bins) with appropriate signage to minimise contamination.	Evidenced by certificate of completion or equivalent. ❑ Participates in the Victorian Government Container Deposit Scheme (CDS). Evidenced by Donation Partner ID and a statement of receipts. ❑ Has participated in at least one Council-led sustainability education session.	❑ Has audited financial reports demonstrating proportional spend/ investment into junior & female programs and participants. Evidenced by a copy of audited financial reports. ❑ Has a Council approved Waste Management Plan that prioritises waste avoidance and reuse, bans single-use plastics, increases recycling, introduces/ formalises a circular economy for equipment and uniforms, and outlines strategies to eliminate other disposable items wherever possible. Where disposables are unavoidable (e.g., food service), the plan must specify sustainable alternatives and measures to prevent contamination of organics streams. Evidenced by a copy of the plan and the minutes of the Committee meeting it was adopted. ❑ Provides a dedicated Food Organics Garden Organics (FOGO) stream with clear signage and contamination controls. Evidenced by FOGO Bin and copy of contamination controls. ❑ Demonstrates measurable reductions in waste to landfill. Evidenced via an
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			independent waste audit conducted by Waste Service provider or a reduction in the number of Landfill bins or collections.
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*Council’s Waste Service Provision and Service Standards for Sporting Tenants to be resolved in the future.

7. Implementation

Seasonal Hirers

Seasonal Hirers are required to meet the mandatory requirements of the Framework before they can receive an allocation.

Clubs that fail to meet these obligations will be ineligible to receive access to Council Facilities or have access cards/keys allocated. Seasonal Hirers who fail to provide or evidence the mandatory requirements by the due date will not be eligible for any subsidy that year.

Clubs that continue to submit documentation late or not at all will jeopardize their ability to access facilities and may see other clubs given priority access.

Leased Clubs

Leased clubs and associations must provide evidence of all mandatory reporting documentation in accordance with their lease agreement by the due date identified in Council's IMS system each year. Leased clubs and associations who fail to provide or evidence the mandatory requirements by the due date will not be eligible for any subsidy that year.

Failure to provide the mandatory requirements by the due date is also considered a breach of the club's lease agreement. Failure to provide the club's mandatory documentation by the due date 2 years in a row will impact on the club's future tenancy renewal and may result in a short-term lease being offered until the club can demonstrate good governance.

8. Reporting

All mandatory documentation must be submitted via Council's IMS system by the due date. For Seasonal Hirers, Council's IMS system will notify each club and association when the system is open for summer, winter or annual allocations requests. All mandatory documentation is to be submitted with the seasonal allocation in accordance with the dates identified in the IMS communication.

For leased clubs, Council's IMS system will notify each club and association when the system is open for submission of mandatory reporting and documentation. All mandatory reporting and documentation must be submitted in accordance with the dates identified in the IMS communication.

For clubs who wish to seek the silver or gold subsidy, they must self-assess using the framework and tick either 10 out of 15 of the silver criteria or 10 out of 15 of the gold criteria which they believe they satisfy and submit all documentation/evidence to Council's Recreation Services.

The Framework self-assessment submission period will be open from 1 December to 31 December each year. Submissions will be reviewed and clubs who comply will receive their subsidy applied to their tenancy fees and charges levied in the following year or financial year depending on their payment schedule. For example:

- Seasonal Winter Tenants (soccer, AFL, NRL, rugby): Submit documentation in December 2026, if compliant, their subsidy will be applied to their 2027 Seasonal Charges.
- Seasonal Summer Hirers (cricket, athletics): Submit documentation in December 2026, if compliant, their subsidy will be applied to their 2027/28 Seasonal Charges.

- Annual Licence Tenants (baseball, softball, netball (Ashwood High), croquet): Submit documentation in December 2026. If compliant, their subsidy will be applied to their 2027 Seasonal Charges.
- Leased (tennis, bowls, hockey, netball, basketball): Submit documentation in December 2026, if compliant, their subsidy will be applied to their 2027/28 Lease Charges.

No late or incomplete submissions will be accepted or carried forward into the following year.

9. Allocation of Sportsground & Facilities for Seasonal Hirers

Seasonal Hirers account for the majority of sportsground and facility allocations in Monash. Allocation periods are typically based on traditional summer and winter sports season; however, it is acknowledged the way people engage with sport is evolving and the traditional seasonal structure is changing with modified formats being offered year-round to keep participants engaged.

To maximise participation opportunities and prioritise gender equitable access of sporting assets throughout the year, flexible allocations may be considered.

To achieve an ongoing allocation, Seasonal Hirers must meet the mandatory level of Framework each year. The extent of allocations a Seasonal Hirer will be considered for is dependent upon the number of participants and programs they cater for. All eligible Seasonal Hirers will be allocated a primary facility (i.e. a home ground) as a priority. The primary facility must be at capacity across the week before additional allocations at a secondary or overflow facility will be considered.

Seasonal allocations will be classified as the following based on actual usage and participation data:

- Low-use allocation (up to 3 session blocks p/w)
- Standard allocation (up to 5 session blocks p/w)
- High-use allocation (up to 10 session blocks p/w).

To optimise usage and community benefit, clubs that are considered to have a **‘low-use allocation’** will be required to share the ground with other club/s and users.

To optimise usage and community benefit, clubs that are considered to have **‘standard-use allocation’** may be required to have to share the ground with other club/s and users.

The ‘home’ club is considered the club that has the higher use of allocated clubs using the sportsground.

With an ever-increasing demand and a finite number of sporting venues available to book, where multiple applicants request the same secondary or overflow facility, priority will be given to the Seasonal Hirer who can demonstrate:

- Compliance with the mandatory level of the Framework by the specified due date over the last three-years.
- Can demonstrate a higher level of achievement across the framework.
- A consistent record of paying invoices within the required thirty (30) days.
- Consistently met all Conditions of Hire or not received formal warnings.
- Participation of women and girls’ teams and women in leadership roles.

- Activity suitability will be evaluated based on how well it matches the requested sportsground or facility, considering factors like size, equipment needs, and seasonal setup.

In addition to this, officers will consider and prioritise where appropriate traditional users of facilities and what access to facilities other than Monash facilities clubs have.

10. Administrative Amendments

From time to time, circumstance may require minor amendments be made to this Framework. Where this does not materially alter the Framework, such amendments may be made administratively by the Chief Executive Officer.

Any amendment which materially alters the Framework must be approved by Council.

11. Review

This policy will be reviewed by the Mager, Active Monash every 3 years or as required should legislative changes require.

12. Document Version

Version Number	Date	Author	Reviewed By	Approved By	Comments

13. Contact

If you have any questions about this Policy, please contact Council:



By emailing: mail@monash.vic.gov.au



By calling Coordinator Sport & Recreation, Recreation Services, on 9518 3490.