



Start of the season preparedness for sporting recreation reserves

A guide to being ready for your
first home game

This document provides some resources and guidelines to assist your club in preparing for your first home game of the season.

TASK	TIMELINE	INFORMATION	Tick when completed
City of Greater Bendigo seasonal booking application submitted	Summer sports: September Winter Sports: March	Enquire about the availability of a City sporting reserve for training and competition at bookings.bendigo.vic.gov.au	<input checked="" type="checkbox"/>
Line marking completed on the field	Summer sports: N/A Winter sports: February/March Volunteers to maintain as required.	Email the City's Sports and Leisure team for further information sportandleisure@bendigo.vic.gov.au	<input checked="" type="checkbox"/>
Field lighting checks	Before the winter season arrives and field lighting checks cannot be conducted	Ensure field lights are in good working order for training and match day requirements www.bendigo.vic.gov.au/forms/general-customer-request	<input checked="" type="checkbox"/>
Completed hardcourt maintenance responsibilities	Summer sports: N/A Winter sports: March Ongoing throughout the season.	Sweep courts with broom or air blower approximately once per week depending on severity of surface contamination. Where practical, foreign deposits should be hosed off with clean water.	<input checked="" type="checkbox"/>
Seek support for facility repairs (sports playing field or pavilion related)	Year round. Recommended to be completed after each home game. Ongoing throughout the season.	City of Greater Bendigo maintenance request information www.bendigo.vic.gov.au/forms/general-customer-request	<input checked="" type="checkbox"/>
Complete a building access register resource	During/after the AGM.	Updated club key register. Confirm that all club access is set for the coming season. Access to storerooms, canteen, change rooms, social room etc has been granted. The City's Access Equipment team needs a minimum of five working days notice to complete any requests www.bendigo.vic.gov.au/about-us/council-land-and-facilities/keys-and-access-equipment-city-properties	<input checked="" type="checkbox"/>
Complete a storage room audit	Summer sports: September Winter sports: March Ongoing throughout the season.	Ensure appropriate storage of hazardous materials, such as gas bottles	<input checked="" type="checkbox"/>
Check scoreboard functions	Summer sports: September Winter sports: March	www.bendigo.vic.gov.au/forms/general-customer-request	<input checked="" type="checkbox"/>
Check defibrillator battery	Summer sports: September Winter sports: March	www.defibforlife.org.au/collections/defibrillators-for-sporting-clubs	<input checked="" type="checkbox"/>
Bin audit	Summer sports: September Winter sports: March Ongoing throughout the season.	Bin audit: <ul style="list-style-type: none"> • General waste, recycling, and organics, including the club's sanitary bin needs www.bendigo.vic.gov.au/residents/general-waste-recycling-and-organics • Storage considerations – lockable spaces/storage 	<input checked="" type="checkbox"/>

TASK	TIMELINE	INFORMATION	Tick when completed
Complete food registration	Summer sports: August/ September Winter sports: January/ February	Food registration is required for clubs to sell and serve food onsite. Consider if the club needs to have any offsite variations to the club's registrations for operating any canteens, BBQs at away venues or events such as finals. www.bendigo.vic.gov.au/community-services/public-health/food-businesses	<input checked="" type="checkbox"/>
Apply for or renew liquor license	Summer sports: August/ September Winter sports: January/February	A liquor licence and Responsible Service of Alcohol certificate must be obtained by the Club when selling or serving alcohol. Liquor Licensing. Support sits with Liquor Control Victoria www.bendigo.vic.gov.au/community-services/sport-and-leisure/liquor-licences-sport-clubs	<input checked="" type="checkbox"/>
Check testing and tagging of kitchen and all other equipment is valid	Summer sports: September Winter sports: March	Testing and tagging of all electrical appliances.	<input checked="" type="checkbox"/>
License agreement	Based upon individual agreement schedule.	Does the club have an updated License agreement with the City? License agreement date check. Email the Sport and Leisure team sportandleisure@bendigo.vic.gov.au for more information.	<input checked="" type="checkbox"/>
Sponsorship signage audit	Summer sports: September Winter sports: March Ongoing throughout the season.	Check that sponsorship signage is in date and does not require any maintenance.	<input checked="" type="checkbox"/>
Child safety	Summer sports: September Winter sports: March Ongoing throughout the season.	Refer to your State Sporting Association for further information	<input checked="" type="checkbox"/>

Repairs, maintenance and service queries can be submitted via:

- An [online request](#)
- Emailing requests@bendigo.vic.gov.au
- Phoning 1300 002 642

Please submit requests according to disciplines of trades where possible – for example please group all plumbing requests together and submit an additional electrical request if this information is known.

Requests for upgrades and new developments should be submitted to Active and Healthy Communities, activeandhealthy@bendigo.vic.gov.au