

MANLY EAGLES BASEBALL CLUB

Clubhouse and Equipment Policy

Operations and safety policy • 2026 review

Our commitment

MEBC will use the MWDBA clubhouse and related facilities responsibly, safely and respectfully. We will protect Club equipment, support authorised users and cooperate with MWDBA and Northern Beaches Council in caring for the venue.

Policy owner	MEBC Board
Responsible officers	President and Board-appointed Facilities and Equipment Coordinators
Applies to	MEBC members, players, coaches, officials, volunteers, guests, contractors and other authorised users
Approval date	To be inserted
Next review	Two years after approval, or earlier if arrangements or legal requirements change
Related documents	MWDBA venue conditions; MEBC Canteen Policy and User Guide; emergency procedures; incident register; asset and access registers

Status note: Before approval, confirm current ownership, management, booking, security, liquor and food-service arrangements with MWDBA and Northern Beaches Council. Those requirements prevail over this policy.

1. Purpose

This policy establishes requirements for access to, use of and care for the clubhouse, canteen, storage areas, furniture and MEBC equipment. Its purpose is to reduce risk, protect shared facilities and assets, and make responsibilities clear.

2. Authority and scope

MWDBA controls the clubhouse and Northern Beaches Council is understood to own the building. MEBC occupies and uses the facility only to the extent permitted by current booking, licence, hire or other venue arrangements. MEBC cannot approve a use that MWDBA or Council has reserved to itself.

This policy applies whenever a person enters or uses the clubhouse, canteen, balcony, MEBC storage areas or MEBC equipment under MEBC's authority or in connection with an MEBC activity.

3. Responsibilities

3.1 MEBC Board

- approve access arrangements, delegations and expenditure;
- appoint people responsible for facilities, equipment, keys, alarm codes and inspections;
- maintain appropriate asset, access, inspection and incident records; and
- escalate building defects and venue issues to MWDBA, Council or another responsible party.

3.2 Coaches and activity leaders

- provide appropriate supervision and safe instructions;
- check the activity area and equipment before use;
- ensure equipment is accounted for, cleaned where necessary and returned correctly; and
- stop an activity and report hazards, damage, injury or unsafe behaviour.

3.3 Authorised users

- follow this policy, venue signage, emergency procedures and reasonable directions;
- use only areas and equipment for which they have permission and competence;
- take reasonable care for their own safety and the safety of others; and
- promptly report hazards, damage, loss, security concerns and incidents.

4. Access and security

- Access is limited to people authorised for the relevant activity. Financial membership alone does not create a right to enter restricted areas, use the canteen, hold keys or alarm codes, or use specialist equipment.
- Keys, access devices and alarm codes may only be issued by an authorised Board officer and must be recorded in the access register.
- Keys and codes must not be copied, shared, labelled with the venue address or disclosed to an unauthorised person.
- The last authorised person leaving must check that people have left, equipment and hazards are secured, doors and windows are closed, lights and appliances are dealt with as required, and the alarm is set.
- Lost keys, suspected code disclosure, forced entry, vandalism or other security concerns must be reported immediately to the President or nominated Facilities Coordinator and, where required, to MWDBA, Council, security or Police.
- Keys and access devices must be returned immediately when authority ends. Codes should be changed when compromise is suspected or when directed by MWDBA.

Emergency exception

In an emergency, personal safety comes first. Leave by the nearest safe exit, call 000 where required, and do not delay evacuation to complete normal closing tasks.

5. Bookings and private use

- Clubhouse use must relate to an approved MEBC activity or an approved booking.
- A member seeking private or special-event use must submit the request to the MEBC President or delegated officer with reasonable notice and provide the purpose, date, time, attendance, responsible adult and any food or alcohol proposal.
- MEBC will refer the request to the MWDBA booking officer or other venue authority. Use may proceed only after written approval and satisfaction of all conditions, fees, insurance, supervision, cleaning, security, food and liquor requirements.
- Approval is not transferable and may be withdrawn if conditions are not met or risks cannot be managed.

6. General care of the clubhouse

- Keep entries, exits, fire equipment, electrical boards and emergency access clear.
- Leave rooms, amenities and shared areas clean and ready for the next user; remove waste as directed.
- Do not alter, attach to, repair or remove building fixtures without approval.
- Report damage, leaks, graffiti, pests, electrical concerns and other defects promptly. Do not attempt work unless authorised and competent.
- Indoor chairs are to remain inside. Small folding chairs may be used on the balcony if permitted. Bar stools must not be taken onto the balcony.
- Smoking, vaping, flames, hazardous substances and other restricted activities must comply with law, signage and venue conditions.

7. Equipment management

7.1 Purchase, issue and records

- Equipment purchases must follow approved budgets, delegations and procurement controls.
- Significant items should be recorded in an asset register, including description, location, custodian and relevant inspection or service information.
- Equipment may only be issued to an authorised person and must not be removed from the venue or lent to another organisation without approval.

7.2 Safe use

- Use equipment only for its intended purpose, in accordance with instructions, and only when the user has the appropriate skill, supervision and protective equipment.
- Coaches and activity leaders must make a reasonable pre-use check of the area and equipment. Higher-risk or electrical equipment must also receive periodic inspection, testing or servicing appropriate to the manufacturer's instructions, risk and legal requirements.
- Junior players must be supervised at a level appropriate to their age, ability, activity and equipment.
- Individual training may occur only where permitted by Club and venue arrangements. It does not remove MEBC's duty to manage known risks, and participants must not use restricted equipment or areas without authorisation.

7.3 Faulty, damaged or missing equipment

- Stop using equipment if it is damaged, unsafe or operating abnormally.
- Where safe, isolate it from use and mark it clearly 'OUT OF SERVICE — DO NOT USE'. Do not create an additional hazard while isolating it.
- Notify the coach or activity leader and the Equipment Coordinator or President as soon as practicable.
- Only an authorised and competent person may inspect, repair, modify, test or return equipment to service.
- Report missing equipment promptly. Suspected theft should be preserved for reporting and referred to the appropriate authority.

7.4 Storage and end-of-use check

- After use, count and inspect equipment, clean or dry it where required, and return it to the designated MEBC storage cage or location.
- Store heavy, sharp, powered or hazardous items securely so they cannot fall, obstruct access or be reached by unauthorised users.
- Lock the storage area and report any discrepancy, damage or consumable shortage.

8. Canteen access and food safety

- The canteen is a restricted work and food-preparation area. Entry is limited to rostered or specifically authorised people.
- Users must follow the MEBC Canteen Policy and User Guide, venue requirements and applicable food-safety and hygiene rules.
- A person under 18 may enter or assist only when authorised, directly supervised by a responsible adult and allocated age-appropriate duties. They must not perform any task prohibited by law or Club requirements.
- Food handlers must have the skills and knowledge appropriate to their duties. Any required Food Safety Supervisor arrangements, notification, temperature control, allergen management, cleaning and recordkeeping must be maintained.
- Canteen keys, money, stock, knives, chemicals, gas, hot equipment and electrical appliances must be secured and handled only by authorised people.

9. Alcohol

Alcohol is not automatically permitted merely because an activity is held in the clubhouse. Alcohol may only be brought in, supplied, sold or consumed when all of the following are satisfied:

- MWDBA and any other venue authority have approved the activity;
- the activity complies with the applicable liquor licence, permit, authorisation and conditions;
- alcohol is supplied only by people who are authorised and hold Responsible Service of Alcohol competency where required;
- no alcohol is sold or supplied to a person under 18 or to an intoxicated person; and
- service, supervision, signage, security and closing procedures are followed.

A responsible adult must not encourage or permit underage drinking. Concerns about intoxication, disorder or unsafe behaviour must be acted on promptly, including refusal of service, arranging safe departure or contacting emergency services or Police where necessary.

10. Incidents, hazards and reporting

- For immediate danger, call 000 and follow the venue emergency procedure.
- Provide first aid within the responder's training and arrange medical assistance when required.
- Preserve the scene of a serious incident where safe and legally required, except to assist a person or remove an immediate danger.
- Report injuries, near misses, hazards, damage, vandalism, theft, security failures and policy breaches to the activity leader and President or nominated coordinator as soon as practicable.
- Complete any required incident or hazard record. The responsible officer will notify MWDBA, Council, insurers, regulators or Police where required.
- Do not post photographs, names or commentary about an incident on social media or disclose personal information except through an authorised process.

11. Inspections and maintenance

MEBC will use a risk-based inspection schedule rather than relying only on a fixed weekly check. The schedule should include:

- a pre-use visual check by the coach or activity leader;
- a documented periodic inspection of MEBC equipment and storage areas by the appointed coordinator;
- manufacturer-recommended servicing and any legally required electrical, fire, gas or specialist inspection by an authorised person; and
- an annual review of the asset register, access register, recurring defects and replacement priorities.

Building repairs and services controlled by MWDBA or Council must be reported to the responsible party. MEBC must not commission or undertake such work without authority.

12. Non-compliance

A person who does not comply may be directed to stop the activity, leave a restricted area, surrender access credentials or cease using equipment. Access may be temporarily restricted where reasonably necessary to protect people, assets, food safety, security or an investigation.

Further action must follow the MEBC Constitution and any applicable complaints, discipline or member-protection process, including notice of the concern and a reasonable opportunity to respond. Serious or unlawful conduct may be referred to MWDBA, Council, an insurer, regulator or Police.

13. Definitions

Authorised user	A person approved for the particular area, activity, time and equipment.
Clubhouse	The MWDBA clubhouse and associated internal areas used by MEBC, including the canteen and MEBC storage areas.
Equipment	MEBC-owned, hired, borrowed or controlled sporting, canteen, maintenance, electrical, furniture and other items.
Junior	A person under 18 years of age.
MWDBA	Manly Warringah District Baseball Association.
Venue conditions	Current requirements imposed by MWDBA, Northern Beaches Council, a licence, permit, hire agreement, signage or authorised venue representative.

Approval and amendment history

Version	Review date	Effective date	Summary
1.0	13/08/26	13/08/26	Comprehensive replacement of the former Club House & Equipment Policy.

Pre-adoption confirmation checklist

- Confirm MWDBA's current legal name, clubhouse authority and booking contact.
- Confirm Northern Beaches Council's ownership and the current venue agreement or conditions.
- Confirm who holds any liquor licence or permit, the areas and hours covered, and who may authorise service.
- Confirm canteen notification, Food Safety Supervisor and food-handler requirements for MEBC's actual operations.
- Insert the names or role titles of the Facilities Coordinator, Equipment Coordinator and emergency contacts.
- Approve a practical inspection frequency and the forms/registers that will be used.
- Updated with reference to current NSW guidance on work health and safety, food-business and food-handler responsibilities, and liquor controls. This document is operational guidance and not legal advice.