



Reserves Manager for Club Representatives

About this program

From time to time, council's need to check the reserves under their control for any maintenance issues to buildings or grounds.

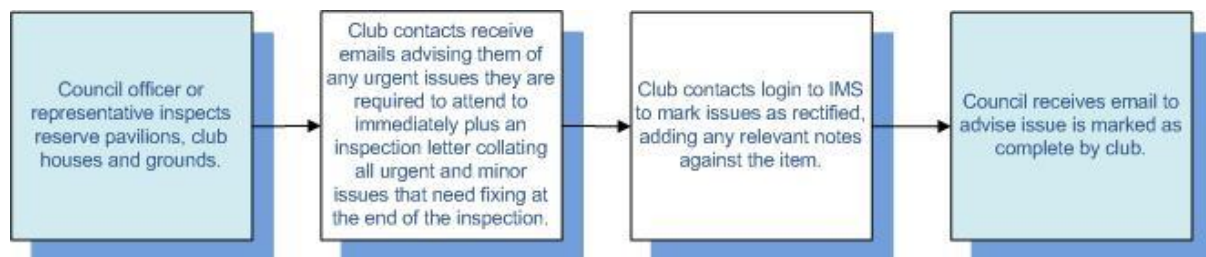
Some issues found may be the council's responsibility - some may be the responsibility a club using that facility.

The IMS Reserves Manager program allows the council to easily check and capture anything that requires attention, delegate responsibility to either a club representative or council, and set a deadline to ensure the work is done in a timely manner.

The program is also used to manage sportsground bookings, collating all the required paperwork and data to allow council to manage clashes and approve bookings.

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Reserve inspections



Notifications

During a routine inspection, if an issue is found that requires the attention of your club, you will be notified in one of two ways:

1. **For urgent issues:** An email will be sent immediately, outlining the location, issue, actions required and deadline.
2. **For non-urgent issues:** At the end of the inspection, a letter will be emailed to the Club Representative highlighting any issues, urgent or not urgent, that require attention.

Logging onto IMS

You will be provided login details in any email notification received, including the url of the program, your unique username and password.

To access the program, simply cut and paste or type the url into any internet browser ie Internet Explorer, Chrome, Safari etc.

Tip: Save www.imscomply.com.au in your email system as “not junk” to ensure you receive these notifications.

Example:  <http://www.imscomply.com.au/democlub/index.php>

Then type in your username and password and click on login:

The screenshot shows the IMS Reserves Manager Login page. At the top, it says "IMS Integrated Monitoring Systems Reserves Manager". Below that, it says "Reserves Manager Login". A message states: "A user account is required to access the IMS Casual Booking System" with a link to "Create Account". The login form has two input fields: "Username:" and "Password:". Below the password field is a "Login" button with a green arrow icon. A link "Forgot your password?" is located below the login button.

Once logged in, you will see the following page, with up to 4 tabs:

The screenshot shows a horizontal navigation bar with four tabs: "Report letters", "Outstanding issues", "Applications/licence forms", and "Update contact details".


Inside IMS

Tab

Report letters

Any letters you are emailed following an inspection will be available to download here.

Click on the PDF to download the letter or click on the issues outstanding hyperlink for a quick look at the issue.

Report letters Outstanding issues Applications/licence forms Update contact details			
Date of inspection	Total issues found	Issues outstanding	PDF download
01-Oct-2014	2	1	

Outstanding issues

This tab displays any issues found during an inspection.


Issues outstanding that are both the responsibility of the club and council are listed here. You only need to review and complete the club issues.

Click on the blue header to open and view the issues.

Report letters Outstanding issues Applications/licence forms Update contact details
<ul style="list-style-type: none"> Issue/s requiring attention by Cooroy Football Club (1) Issue/s requiring attention by Council (1)

To review the issues and action, click on the reference number hyperlink.

Report letters Outstanding issues Applications/licence forms Update contact details					
Issue/s requiring attention by Cooroy Football Club (1)					
Reserve	Question	Deadline	Issue	Urgent	Ref no
Cricket	Kitchen/Cafe/Canteen Is the kitchen and storage area free from evidence of pests?	15 Oct 2014	Cockroaches in cupboards.	No	10047

Outstanding issue			
Section	Kitchen/Cafe/Canteen	Ref no:	10047
Question	Is the kitchen and storage area free from evidence of pests?		
Report date	01 Oct 2014	Urgent	No
Issue	Cockroaches in cupboards.	Action	Please arrange for annual pest inspection.
Complete by	15 Oct 2014	Responsible	Allan Murnane Cooroy Football Club
Completion notes	<input type="text"/>	Inspector	Natalie Firth
Mark as completed	<input type="checkbox"/>		
Photos:			

To mark an item as completed

Once this issue has been attended to, write some notes in the completion notes text box and tick mark as completed to notify Council and remove from your outstanding items list. Council issues will also disappear once council have attended to them.

Tab

Update contact details

You can keep your details up to date in this area including:

- Name of club representative
- Club contact details
- Change your password

Always ensure there is a valid email address entered, so email alerts can be received and attended to. If you change your email address, your username will change for logging into the program to reflect this.

Report letters	Outstanding issues	Applications/licence forms	Update contact details
Title	Mr	Landline number	07 5450 2680
First name	Allan	Mobile number	0412 563 265
Last name	Murnane	Email <small>The email address is your username</small>	cl2@imscomply.com.au
Postal address	90 Sippy Downs Drive	Business phone	
Suburb	Sippy Downs	Incorporation number	56 365 698
State	QLD	ABN	56 365 965
Postcode	4558	Password	QHKNZV

Save Changes

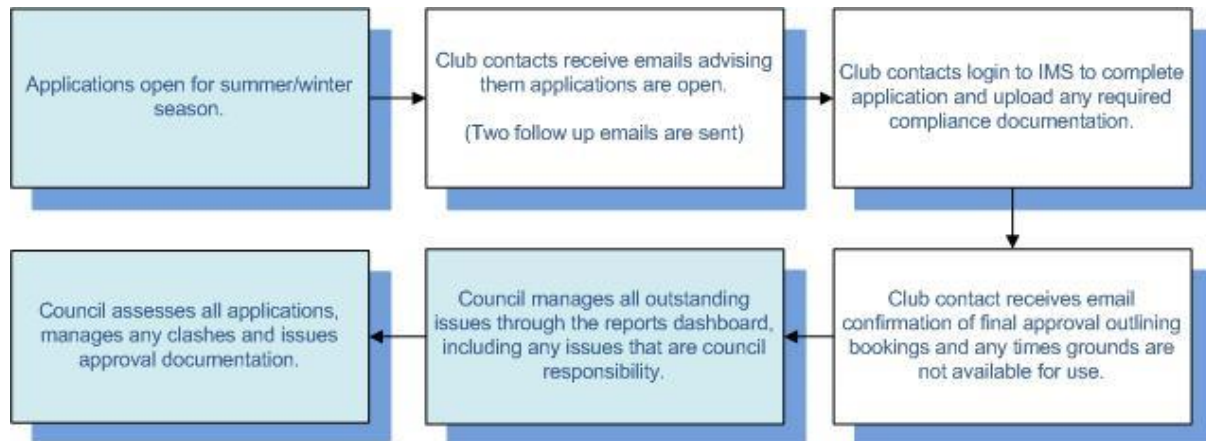
Click on **save changes** if any edits are made. Council will be notified.

Seasonal Sportsground Applications

Previously you may have completed a lot of paperwork to apply for use of grounds, pavilions, club houses etc at reserves in the sporting seasons.

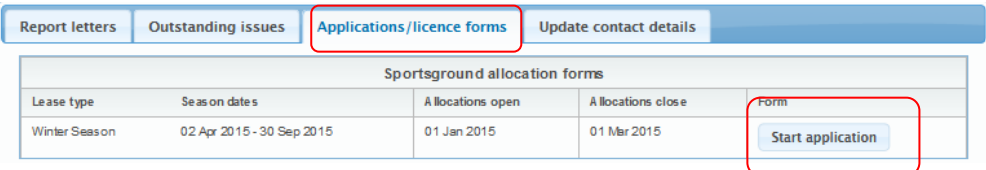
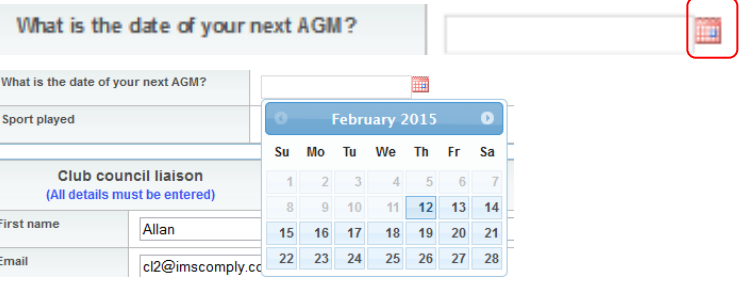
The program now allows you to apply online, capturing your information for next season, saving you significant time.

When a season is “open” you will receive an email asking you to log onto IMS and complete your application where you will be required to supply any details and documentation required by council to process your application and approve your booking.



Completing the application

You will be notified by email once a season is open and you are able to complete your application.

Tab																																			
<p>Start application</p>	<p>From the Applications/license forms tab, you begin your seasonal applications to book sportsgrounds and pavilions.</p> <p>Click on start application to begin.</p>  <p>Tip: You can complete your application gradually. If you save and exit, return to here and click on Continue application to open your partially completed form.</p> <p>Once your application is submitted, you will not be able to access it again unless council resets it for you to make a change.</p>																																		
<p>Club details</p> <p>This section of will automatically populate your contact details from the Update Contact Details tab.</p> <p>However you can make changes by overtyping the text showing.</p> <p>Any fields with an asterisks are compulsory to complete before you can submit the application.</p>	<p>Cooroy Football Club</p> <p>Annual / seasonal sportsground and pavilion tenancy application</p> <p>Notes:</p> <ul style="list-style-type: none"> The form has been prepopulated for you. Please DO NOT resubmit the form until you have checked and made any necessary changes. Changes to this form are saved automatically. You can save and exit the form as many times as you need to. Once submitted the form is no longer accessible unless reopened by council. <p>Winter season: 2 April 2015 to 30 September 2015</p> <p>Club details <i>Fields marked with a * are mandatory</i></p> <table border="1"> <tr> <td>Name of club</td> <td colspan="3">Cooroy Football Club</td> </tr> <tr> <td>Postal address *</td> <td>90 Sippy Downs Drive</td> <td>Suburb *</td> <td>Sippy Downs</td> </tr> <tr> <td>Incorporation number</td> <td>56 365 698</td> <td>What is the date of your next AGM?</td> <td></td> </tr> <tr> <td>ABN*</td> <td>56 365 965</td> <td>Sport played</td> <td>Football</td> </tr> </table> <p>Club council liaison <i>(All details must be entered)</i></p> <table border="1"> <tr> <td>Title (Mr/Mrs/Miss)</td> <td>Mr</td> <td>First name</td> <td>Allan</td> <td>Last name</td> <td>Murnane</td> </tr> <tr> <td>Phone (home)</td> <td>07 5450 2680</td> <td>Email</td> <td colspan="3">d2@imscomply.com.au</td> </tr> <tr> <td>Phone (business)</td> <td></td> <td>Phone (mobile) *</td> <td>0412 563 265</td> <td>Fax</td> <td></td> </tr> </table> <p>To enter the date of your AGM, click on the calendar symbol and select the date. Use the arrows to move through the months.</p> 	Name of club	Cooroy Football Club			Postal address *	90 Sippy Downs Drive	Suburb *	Sippy Downs	Incorporation number	56 365 698	What is the date of your next AGM?		ABN*	56 365 965	Sport played	Football	Title (Mr/Mrs/Miss)	Mr	First name	Allan	Last name	Murnane	Phone (home)	07 5450 2680	Email	d2@imscomply.com.au			Phone (business)		Phone (mobile) *	0412 563 265	Fax	
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Tab

Book your reserve

This is where you choose the grounds you wish to use and the days and times.

Select the reserve and type of ground or pavilion you require from the dropdown box.

You will see all grounds available to you. If your usual ground is not displaying, contact council.

Ground and pavilion usage information
(At least one reserve must be selected)

Name of reserve 1	select reserve		
	Share d usage	Usage times required <i>(At least one start and end time must be selected)</i>	Team (e.g. Snrs, Jnrs, Auskick)
Monday		from select to select	
Tues day		from select to select	
Wedne sday		from select to select	
Thurs day		from select to select	
Friday	<input type="checkbox"/>	from select to select	
Saturday	<input type="checkbox"/>	from select to select	
Sunday	<input type="checkbox"/>	from select to select	

Note: Finishing times for 'pavilion use' must not exceed liquor licence hours if a liquor licence is applicable for the facility

[Add Reserve](#)

Complete the timeframes the booking is required for next to the relevant day and enter the team that will be using this ground/pavilion at this time.

(Select only the times you plan to be there and whether am or pm).

For shared bookings on weekends, tick the shared usage column.

You can add further bookings by clicking on **Add Reserve** as many times as required.

Compliance documentation

You will be asked about documentation here and where you have it, you will be required to upload it or explain why it is not available.

Compliance documentation

Please submit current copies of the following with your application. Please note that Allocation requests will not be processed if documents are not current to the season being applied for.

Document	Have document	Upload document or enter reason document cannot be uploaded
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	Yes: <input type="radio"/> No: <input type="radio"/>	<input type="text"/>
Registration of Incorporation Certificate	Yes: <input type="radio"/> No: <input type="radio"/>	select Is your club incorporated?
Liquor Licence	Yes: <input type="radio"/> No: <input type="radio"/>	select Are you required to have a Liquor Licence? Liquor licence No: <input type="text"/> Expiry date: <input type="text"/>
Food Registration Certificate	Yes: <input type="radio"/> No: <input type="radio"/>	select Are you required to have a Food Registration Certificate?

If you select yes in the have document column, you will be given the ability to attach this document to the booking.

Click on **browse** to find the document on your desktop. Click on **upload**.

Document	Have document	Upload document or enter reason document cannot be uploaded
Certificate of Public Liability Insurance (a minimum cover of \$10 million is required)	Yes: <input checked="" type="radio"/> No: <input type="radio"/>	<input type="button" value="Browse"/> No file selected. <input type="button" value="Upload"/> <small>Only pdf or .jpg files are accepted</small>

If you do not have documentation that you do need to supply, you may be asked to agree to forward this on by ticking a checkbox.

Registration of Incorporation Certificate	Yes: <input type="radio"/> No: <input checked="" type="radio"/>	Yes Is your club incorporated? <input type="checkbox"/> The club agrees to forward its Registration of Incorporation Certificate as soon as it becomes available
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Submitting your application

Finally, you will be asked to read the privacy statement, declaration and license agreement and agree to terms and conditions by ticking the checkboxes. When all required data is entered and these are ticked, you will be able to submit the application to council.

Privacy statement:

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accordance with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.


Declaration

The Club agrees that by signing this annual "Facility Allocation Form" that they understand and will comply with all terms contained in Council's standard "Seasonal Licence Agreement".

On behalf of the Club:

I/We state that I/We are authorised to make application to Council for use of community facilities and open space and confirm that I/We have read and understood the club's obligations as outlined in the "Seasonal Licence Agreement". I/We agree that by signing we bind the club contractually and upon approval & Council's acceptance of this application the club accepts and agrees to use the facilities named on this form abiding by all terms and conditions contained in Council's standard "Seasonal Licence Agreement".

I, on behalf of the club, agree to all terms and conditions set out in the seasonal licence agreement

 Winter seasonal licence agreement

Tick this box when you are sure the form is completed

Save and complete later

Submit only if fully completed

Once your application is submitted

When your application is approved, you will receive a letter by email, outlining your booking details and advising of any periods you will not be able to use the grounds due to community events.

Some of the data captured in your application will populate next year, saving you preparation time.

Casual bookings

Completing an application

Outside of your seasonal sportsground bookings, you may wish to make a one-off casual booking for a sportsground or book a community event.

Tab																																																																																												
<p>Start application</p> <p>Start your application from the Applications/License form tab.</p>	<div style="border: 1px solid #0070C0; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px; display: flex; justify-content: space-between;"> Report letters Outstanding issues Applications/licence forms Update contact details </div> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Sportsground allocation forms</th> </tr> <tr> <th>Lease type</th> <th>Season dates</th> <th>Allocations open</th> <th>Allocations close</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Winter Season</td> <td>02 Apr 2015 - 30 Sep 2015</td> <td>01 Jan 2015</td> <td>01 Mar 2015</td> <td style="text-align: right;">Continue application</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Casual Sportsground bookings</th> </tr> <tr> <th>Form</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Community event</td> <td>For booking community events</td> <td style="text-align: right;">Start Application</td> <td style="text-align: right;">Check Availability</td> </tr> <tr> <td>Casual sportsground application</td> <td>For casual bookings of sportsgrounds</td> <td style="text-align: right;">Start Application</td> <td style="text-align: right; border: 2px solid red;">Check Availability</td> </tr> </tbody> </table> <p>First click on check availability to see if the grounds you are after are booked for the date and time you need them.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 2px; display: flex; justify-content: space-between;"> Back Check availability </div> <div style="margin-top: 10px;"> <p>Date: 11-Feb-2015 </p> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> <p>Legend</p> ■ Seasonal booking ■ External booking ■ Provisional booking </div> <div> <p>Note 1: provisional bookings are allocated on a first come first serve basis.</p> <p>Note 2: C indicates the ground is closed</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Sports ground</th> <th>9:00am</th> <th>9:30am</th> <th>10:00am</th> <th>10:30am</th> <th>11:00am</th> <th>11:30am</th> <th>12:00pm</th> <th>12:30pm</th> <th>1:00pm</th> <th>1:30pm</th> <th>2:00pm</th> <th>2:30pm</th> <th>3:00pm</th> <th>3:30pm</th> </tr> </thead> <tbody> <tr> <td>Adelaide Reserve - Football Oval</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Adelaide Reserve - Tennis Courts</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #ADD8E6;"></td><td style="background-color: #ADD8E6;"></td><td style="background-color: #ADD8E6;"></td><td style="background-color: #ADD8E6;"></td><td></td> </tr> <tr> <td>Cooroy Reserve - Bowls Green</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> </div> <p>Once you have confirmed the grounds are free, click on the back key to return to start your application.</p> </div> </div></div>	Sportsground allocation forms					Lease type	Season dates	Allocations open	Allocations close	Form	Winter Season	02 Apr 2015 - 30 Sep 2015	01 Jan 2015	01 Mar 2015	Continue application	Casual Sportsground bookings				Form	Description			Community event	For booking community events	Start Application	Check Availability	Casual sportsground application	For casual bookings of sportsgrounds	Start Application	Check Availability	Sports ground	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	Adelaide Reserve - Football Oval															Adelaide Reserve - Tennis Courts															Cooroy Reserve - Bowls Green														
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<p>Section A – Contact details</p>	<div style="border: 1px solid #0070C0; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px; display: flex; justify-content: space-between;"> Back Shire of Paradise </div> <div style="text-align: center; margin-top: 10px;"> <p>APPLICATION TO HOLD A COMMUNITY EVENT ON A RESERVE/SPORTSGROUND</p> <p style="font-size: x-small;">Complete this form to request a Council reserve/sportsground to hold a community event.</p> </div> <div style="margin-top: 10px;"> <p>Section A - Contact Details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Name of Organisation / Group: <input type="text" value="Cooroy Football Club"/></p> <p>First name: <input type="text" value="Allan"/> Phone (home): <input type="text" value="07 5450 2680"/></p> <p>Last name: <input type="text" value="Murnane"/> Phone (bus): <input type="text"/></p> <p>Address: <input type="text" value="90 Sippy Downs Drive"/> Phone (mob): <input type="text" value="0412 563 265"/></p> <p>Suburb: <input type="text" value="Sippy Downs"/> Fax: <input type="text"/></p> <p>Postcode: <input type="text" value="4558"/></p> <p>Login Details</p> <p>Username / email: <input type="text" value="ct2@jmscomply.com.au"/></p> <p>Password: <input type="text" value="QH-XNZV"/></p> </div> </div> </div>																																																																																											

Tab

Section B – Booking information

Select the reserve you wish to book and give the council some details about your event. Council will assess your requirements and advise which grounds you are allocated.

Section B - Booking Information

Reserve / Sportsground required:

Number attending:

Date/s of proposed event: From: To:

Times required: From: To:

Community event name:

Short description / aims of community event:

Will any equipment/items be taken onto the sportsground? Yes No
If yes, please attach a site plan showing location and details of all equipment, marquees, stages, portable toilets, rides and all items located on the sportsground and details of measures to be taken at the organisers expense to lessen the impact of these items being located on the playing surface.

Will any vehicles be driven on the sportsground? Yes No
If yes, please attach a vehicle register listing all the types, weights and purpose of all vehicles driving onto the sportsground/reserve and a list of measures to be taken at the organisers expense to lessen the impact of these vehicles driving on the sportsground surface.

Do you need access to public toilets? Yes* No
**subject to reserve amenities.*

If you are taking equipment or vehicles onto the sportsfields, you will be required to upload documentation. This is best in a PDF format.

Will any equipment/items be taken onto the sportsground? Yes No
If yes, please attach a site plan showing location and details of all equipment, marquees, stages, portable toilets, rides and all items located on the sportsground and details of measures to be taken at the organisers expense to lessen the impact of these items being located on the playing surface.

Upload site plan
 No file selected.

Will any vehicles be driven on the sportsground? Yes No
If yes, please attach a vehicle register listing all the types, weights and purpose of all vehicles driving onto the sportsground/reserve and a list of measures to be taken at the organisers expense to lessen the impact of these vehicles driving on the sportsground surface.

Upload vehicle register
 No file selected.

Section C – Public Liability Certificate

You will be required to upload this document.

Section C - Public Liability Certificate

Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.

Upload Certificate
 No file selected.

Sections D and E

These sections outline the fees for the booking and the Terms.

Click on the T&C PDF to read. You might do this before you can submit the application.


Section D - Bond & Fees


Invoice sent on approval of booking

Bond Community Event on Sportsground - no vehicle access to sportsground required	\$0
Bond Community Event on Sportsground - vehicle access to sportsground required	\$1500
Bond Community Event on Sportsground	\$2000
Total amount payable:	\$3500

Section E - Terms and Conditions

Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.

[Terms and Conditions PDF](#) 

Tab																	
<p>Submit application</p>	<p>Once you have read the Terms and Conditions, you will be able to tick the checkbox to agree to them. This will allow you to submit your application.</p> <p>Section E - Terms and Conditions</p> <p>Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.</p> <p style="text-align: right;">Terms and Conditions PDF </p> <p>Community Events require an Event Permit in addition to this request for use of a sportsground. Failure to obtain an Event Permit will render any prior approval to use a sportsground invalid. Further information on Event Permits can be found in the attached Terms and Conditions, on Councils website or please contact Council on 5450 2600.</p> <p>Privacy statement The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.</p> <p><input checked="" type="checkbox"/> on behalf of the organisation / group, agree to all terms and conditions. <small>(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)</small></p> <p style="text-align: center;"> <input type="button" value="Save Incomplete Application"/> </p> <p style="text-align: center;">Please note: changes cannot be made after submitting this form.</p> <p style="text-align: center;"> <input type="button" value="Submit Application"/> </p>																
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Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email and can view the status of your application in the License/Applications tab.