




Bowls Club Facility Redevelopment Training Series

A step-by-step guide to preparing for and funding your next facility redevelopment



Welcome From Bowls Australia



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Head of Club Support and Club Support Manager – NSW

- <https://www.bowls.com.au/club-support/>
- <https://www.bowls.com.au/club-support/grants-and-funding/>

**GRANTS &
FUNDING**



**CLUB
SUPPORT
MANAGERS**



About the series

- 1 July 2024 – Introducing the Grant Funding Process
- 15 July 2024 – Defining Your Project and Creating the Evidence Base
- 5 August 2024 - Raising Funds and Community Awareness

“A grant is where a sum of money is given by an organisation to another for a specific purpose”



Critical information which will drive your processes



- Who owns the land your facility is on?
- What role do you hope they will play in the redevelopment?

How will you fund the redevelopment?

- Club - fully or partially funded
- Borrowings
- Your landlord (if not council)
- Council
- State government infrastructure funding
- Federal government infrastructure funding
- Individual donations
- Corporate donations from your community (rail, mining, forestry, power, water)
- Philanthropic donations
- How much is currently unfunded that the club will need to raise?
- Gambling license holders



Actions to commence prior to the next session

1. Talk to your club committee about setting up a facility redevelopment subcommittee
2. Recruit your subcommittee members
3. Register subcommittee members for the webinar
4. Share the first webinar with subcommittee members
5. Download and read the infrastructure grant guidelines relevant to your state or territory (links in workbook)
6. Determine who owns the land and buildings of your club



How did you go?



Did anyone get any resistance when talking to their committee?



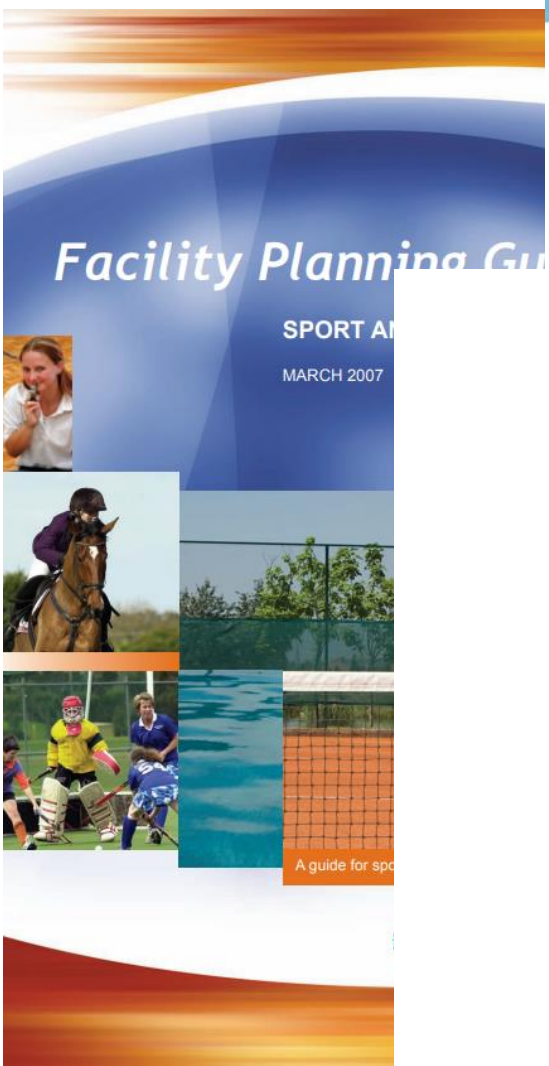
Any luck identifying subcommittee members?



Any different scenarios in your state grant guidelines?

We must prove, through the provision of evidence, to council and the funders that the redevelopment WILL achieve the goals of the club, Council, the sport, the funders and your community!!



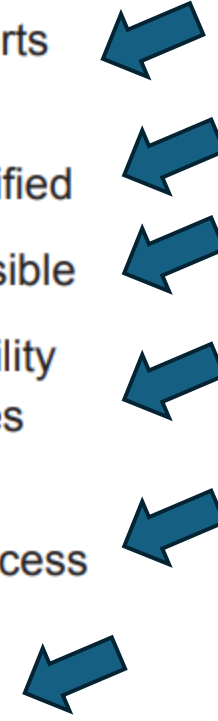


Key Principles of Facility Provision

The Department of Sport and Recreation (DSR) have developed four key principles of facility provision. Together they provide a planning framework for providers of sport and recreation facilities.

PLANNING

- Ensure the proposed facility supports the organisation's strategic plan
- Ensure the proposed facility is justified
- Ensure the proposed facility is feasible
- Coordinate planning with other facility providers and government agencies
- Undertake community consultation throughout the facility planning process
- Ensure that various options have been considered for location



FINANCIAL

- Obtain capital funding that is available from a variety of sources
- Assess short and long term viability against the aim of the facility, its operating philosophy and projected operating costs
- Detail facility maintenance strategies in an asset management plan
- Develop a Life-Cycle Cost Plan



<https://www.dlgsc.wa.gov.au/docs/default-source/sport-and-rec>

WHAT'S MOST IMPORTANT TO US

OUR STRATEGIC PROJECTS

To bring BA's Strategic Plan 2022-2025 to life, some new projects are warranted in addition to our "business as usual" activities. Critically, each project outlined below aligns with one (and in most cases multiple) strategic priority areas and will be designed to bring about the achievement of specific Success Indicators. The successful delivery of these projects will help us achieve our purpose of **CONNECTING MORE PEOPLE TO BOWLS – IN MORE WAYS – MORE OFTEN!**

SEE IT

Elevate our sport and brand to a new place of prominence, drawing greater numbers of participants and larger audiences to the sport and connecting more people with Bowls in positive ways.

SUCCESS INDICATORS

- Marketing, communications, and media strategies aligned to drive the increased visibility of Bowls and our diverse community with increased key media metrics
- Whole of sport utilisation of BowlsLink
- Increased involvement by all ages, abilities, genders and cultures within our sport i.e. participation; membership; boards and committees; coaches; officials and staff


STRATEGIC PROJECTS/ACTIONS

- Implement the Marketing, Brand and Communications Strategy
- Grow media interest in the Australian Open, the Nationals, BPL and BPL Cup
- Implement our National Facilities Strategy
- Implement our National Digital Strategy
- Grow the use of BowlsLink





Strategic Framework



Strategic Objectives

Using the key learnings from the case studies, in combination with the SWOT review, five key strategic objectives were identified. These will form the basis of the strategic framework, and will be used to develop a state-of-the-art analytical approach to anticipate and inform strategic decision making.

- 

1 Understand the current **geographic spread of clubs, facilities and population growth areas**
- 

2 Determine the **optimal number and location of facilities**, which will create a sustainable model for the sport
- 

3 Proactively **identify strategic partnership and affiliation opportunities** with Retirement and Lifestyle Villages to create strong, vibrant, welcoming and revitalised facilities
- 

4 **Grow the presence of bowls as a community, health and well-being hub** through multipurpose/shared facilities and greater engagement with LGAs
- 

5 Ensure a mix of traditional, social and retirement/lifestyle village venues that **create opportunities for everyone to play bowls all year round**



Your s



WHAT IS MOST IMPORTANT TO US

OUR PRIORITIES AND PROJECTS

SEE IT - Innovatively connecting more West Australians through Bowling clubs

SUCCESS INDICATORS

- Increased event live streaming and other digital content metrics annually.
- Our digital/technology systems allow us to efficiently connect with all elements of the WA Bowls community and the broader WA community; and for them to connect with us.
- Accurate participation and membership data is collected by clubs, accessed by BWA and used to promote the sport and its community impact in Western Australia; and to secure increased government and commercial funding.
- Greater levels of diversity in all elements of the West Australian Bowls community – i.e. participation, membership, Boards and committees, coaches, officials, staff, supporters and viewers.
- A network of club facilities, capable of growing club revenues and Bowls participation in WA, is maintained.

STRATEGIC PROJECTS/ACTIONS

- Develop and implement a Bowls in WA Marketing and Communications Plan (inclusive of a Live Streaming Strategy). This will include research into the key demographics that we are seeking to “sell our product(s) to”.
- Partner with BA in the development and implementation of the National Membership and Participation QR Code Project in WA.
- Partner with BA in the implementation of the National Diversity and Inclusion Strategy in WA.
- Build upon the work undertaken by BA in the implementation of the National Digital Strategy in WA.
- Develop and implement a Bowls in WA Facilities Strategy, to provide an evidence-based roadmap for the optimal mix of facilities for the future of Bowls in WA.

PLAY IT - More people in WA playing Bowls in more ways

Your club's strategic plan

- Does your club's strategic plan clearly show that our proposed redevelopment project supports the future direction of the club?
- Ideally your clubs strategic plan will be written in a way that supports the goals of the funders also?

Your club's strategic plan

- Player recruitment, development and retention (identifying different player cohorts)
- Coach recruitment, development and retention
- Volunteer recruitment, development and retention
- Sporting formats offered (different formats for different community groups)
- Improvement of club governance
- Financial position of the club – current and future needs
- Improving communications, marketing and audience
- History and past players
- Sporting results and performance

Your club's strategic plan

- From a facilities perspective you do not need to define the exact changes required.
- It is OK to set a goal to plan the plan
- We can define the steps we will take and set dates:

E.g.

We will complete the facility review and redevelopment recommendations by XX/XX/XXXX

We will complete our community consultation and facility redevelopment feasibility study by YY/YY/YYYY.

We will up grade our lighting to allow junior training by ZZ/ZZ/ZZZZ

Ensure the pro

2.5 AN EXAMPLE OF AN EXISTING CONDITION SURVEY IS SET OUT BELOW:

INTERNAL WORKS

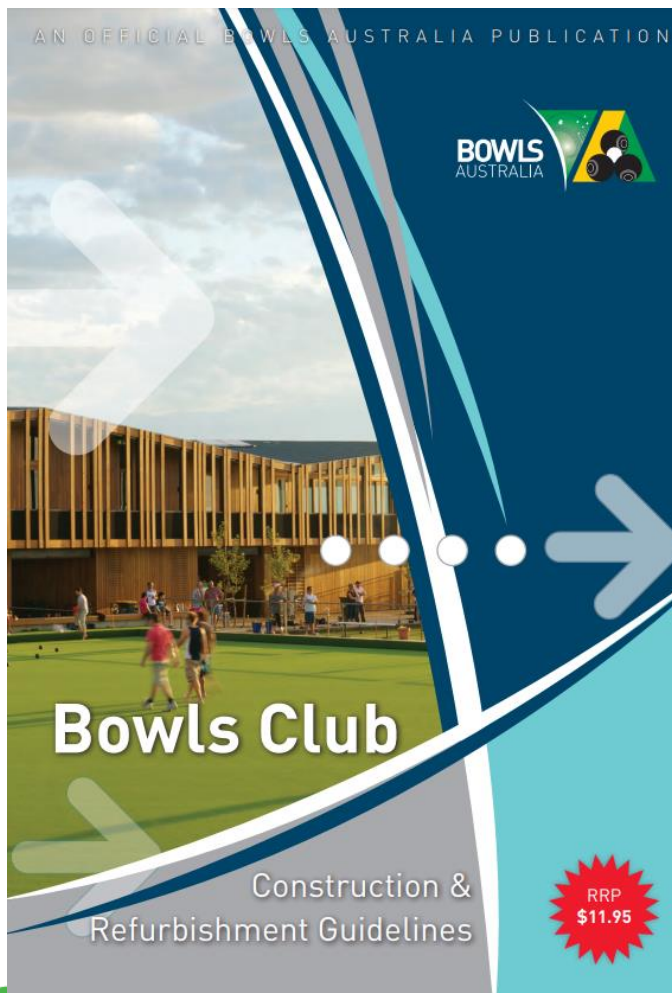
ROOM: MAIN CLUBROOMS:

	DESCRIPTION OF WORK	COMMENTS
Floor Finishes:		
Carpet and underlay Ceramic floor tiles	- Replace with new - Replace damaged tiles with new - Re-point all joints in matching colour grout - Thoroughly clean	Check floor for dampness
Sheet vinyl	- Remove existing vinyl - Replace with new - Provide new junction strip	Level floor as required
Rubber anti slip flooring behind bar	- Replace with new studded rubber sheet flooring to selected colour	
Entry mat	- Remove existing coir mat - Replace with new rubber mat in aluminium frame	
Timber strip flooring	- Punch all nail holes and fill with approved stopping compound. Machine sand, and seal with three coats clear polyurethane	Satin finish
Wall Finishes:		
Walls	- Clean down all wall surfaces - Patch, fill, and sand smooth any damaged areas as required - Fit new corner beads to plasterboard and hard plaster surfaces as required - Paint walls two coats 'wash and wear' acrylic low sheen to selected colour	
Timber dado	- Replace any damaged sections with new with profile to match existing - Paint satin enamel to selected colour	
Wall tiles	- As for floor tiles above	
Blinds	- Replace with new to match existing	
Doors and architraves	- Replace doors to male and female toilets with flush panel semi-solid core doors - Paint full gloss enamel to selected colour - Replace any damaged door grilles with new to match existing - Remove existing door furniture, replace with new	

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PLANNING

- Ensure the proposed facility supports the organisation's strategic plan
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- Ensure that various options have been considered for location



Ensure the proposed facility is justified

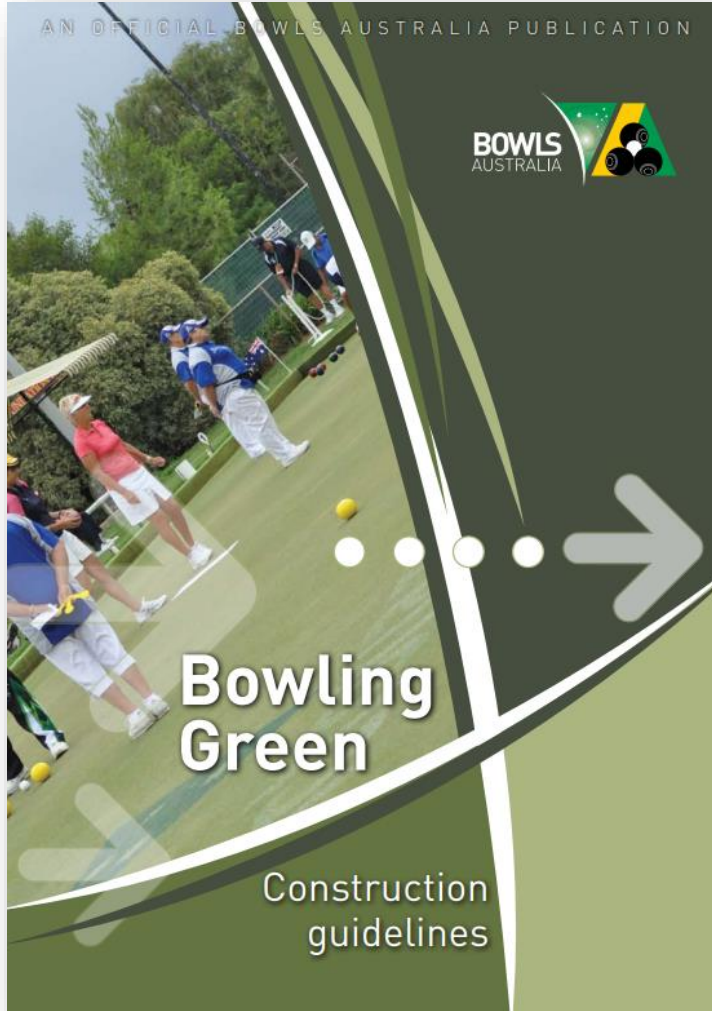
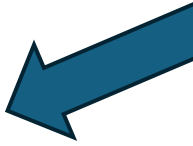


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COMMUNITY
CRICKET
GUIDELINES
HELPING LOCAL COMMUNITIES



AFL PREFERRED
State, Regional, Local,

BUILDING DEVELOPMENT
Guide to plan and deliver successful facilities development projects



GRASS FIELD MAINTENANCE
Guide to sports field surface quality and maintenance



PROVIDER PROCUREMENT AND MANAGEMENT
A guide to developing and implementing suitable contract management strategies



FOOTBALL
VICTORIA

FOOTBALL FACILITIES

BUILDING DEVELOPMENT GUIDE

Local & Community Competit Level (Junior)

Similar to the Local and Competiti Level (Senior) category, these facil have a reduced level of amenities (compared with NPL), which wou suitable for hosting competitions : levels. Junior level facilities are sel standalone and are usually an exte and or co-located with the associa



Match Officials Amenities

First Aid

Media Viewing

Broadcast / Filming

Undercovered Viewin Area

Cleaners

Store

Kitchen Kiosk

Multipurpose / Social Room

Public M/F Toilets

Public Disabled Toilet



OUTDOOR

Pitch Size	100-105m
Pitch Runoff (min.)	3

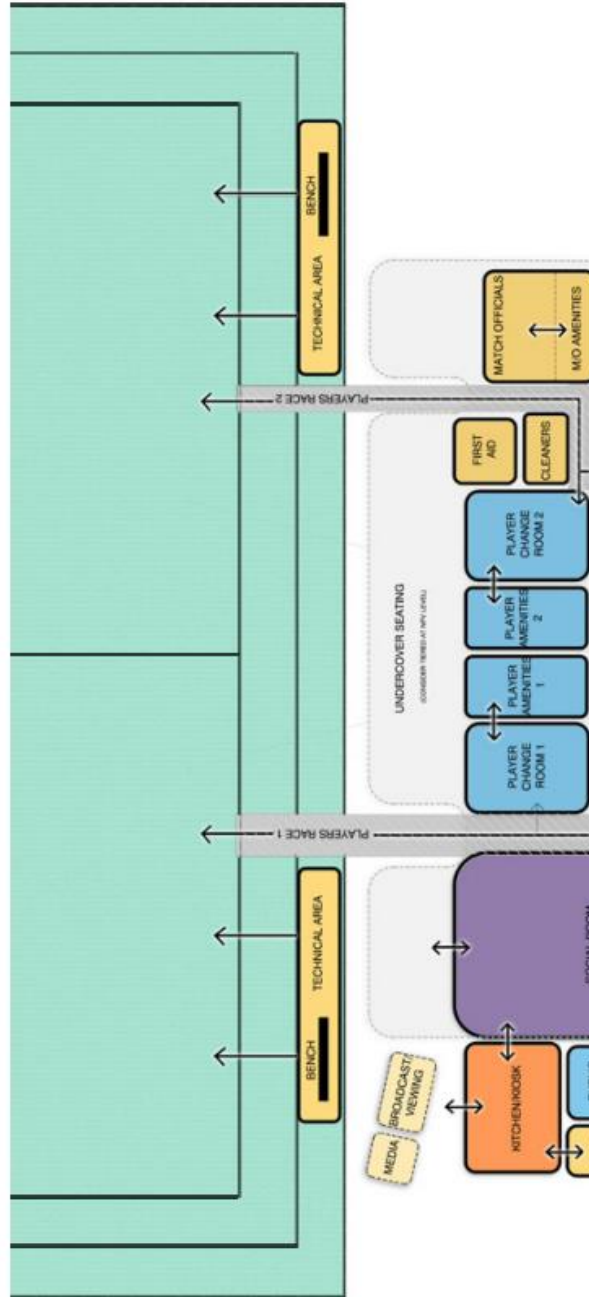
Covered Players Race	2m wide x covered change playin
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Technical Area	Formally li
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BUILDING

Players Change Room	4no. @ 35
Players Amenities	4no. @ 25 3 pans, 3 ea
Match Officials Room	20:

The below diagram assumes a stand-alone football specific facility and not integrated as part a multi-sport facility:



Refer to Page 14 for diagram

FACILITY AREA SUMMARY

No.	Room Name	Area (M ²)
01	First Aid	13
02	Match Officials Room	23
03	Change Room 1	26
04	Change Room 2	25
05	Amenity Room 1	18
06	Amenity Room 2	24
07	Storage 1	15
08	Storage 2	13
09	Social Room	75
10	Kitchen / Kiosk	19
11	Cleaner's Room	2
12	Public WC (incl. Acc WC)	28
13	Office (Optional)	15
Total		296
Circulation Area And Wall Thickness		42
External Covered Area		208



Undertake community consultation throughout the facility planning process



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Types of consultation:

- Surveys
- Interviews
- Workshops
- Focus Groups

Consultation Type	Evidence of support
Bowls Australia	
Your state or territory Bowls Organisation	
Your Bowls Association	
Surrounding bowls clubs	
Club Stakeholders	
Committee	
Players of different types and from different formats	
Coaches	
Parents of the players	
Future players, their friends and family	
Life Members	
Coterie Groups (formal or informal)	
Past Players	
Past parents, friends and family of players/athletes	
Government Stakeholders	
Local council - CEO and Exec	
Local council - Councillors	
Local council - Sport and Recreation staff	
State - Member of Parliament	
Federal - Member of Parliament	
State - Opposition Member	
Federal - Opposition Member	
Relevant state and/or federal government agencies (sport, health, community)	
Other stakeholders	
Sponsors and potential sponsors	
Schools and universities	
Co-tenant clubs	
Supporting community groups	
Who else could support our application?	




Letters of support – Bowls Australia

→ bowls.com.au/letter-of-support-form/

line Training Fundraising, Trainin... Google Google Analytics ... IT help and online t... (7) SportsCommunity Twitter Sports Community... SC Comms Planning... Dashboard | Belgrav... Sports Community ... Home - Dropbox

f t i in FIND A CLUB Q

 **BOWLS AUSTRALIA**

News & Media Get Involved **Club Support** Diversity, Equity & Inclusion Events High Performance Shop About BA

LETTER OF SUPPORT REQUEST – GRANT FUNDING

f t i

If your club requires a Letter of Support from Bowls Australia for any grant applications please submit the below request form. By submitting this request we kindly ask to be kept up to date regarding the outcome of the application and project developments as appropriate.

Key considerations into submitting the form:

1. Allow a 10 day timeframe for letters to be complete. Any requests put in outside this timeframe may not be completed by the requested date or at all.
2. BA will endeavour to write the letters before the date requested, but sometimes this is not possible and we will get to them before the grant closes
3. Provide as much information as possible, the more information provided the better it is.
4. Once the letter is complete we will send it to the clubs relevant CSM to forward to the club.

Any questions please contact Patrick at pnewson@bowls.com.au or (03) 9480 7100

Club Information

Club Name *

Address *
Address Line 1

Address Line 2

Resource Hub

- Club Support Managers (CSMs)
- Environmental Sustainability
- Facility Management & Development
- ▶ Grants & Funding
- Marketing & Social Media
- Membership & Participation
- ▶ Strategic Planning & Governance
- Club Benchmarking
- Bowls Disaster Relief Fund
- BowlsLink

Letter of support

onkaparingacity.com/Services/Service-requests/Request-a-letter-of-support

Important update: Organics drop-off service changes for 2024-25
Starting Monday 1 July, there will be a new process for our bulk organics drop-off service.
[Click here to find out more...](#)

Contact us Contact elected members Request a service Pay online

CITY OF ONKAPARINGA
Find almost anything on our website

Community facilities & support **Bins, rates & services** Planning & development Arts, events & tourism Council information & meetings

Home / Bins, rates & services / Request a service / Request a letter of support from council

Request a letter of support from council

We understand that community groups rely on external funding for their programs, projects and activities. Letters of Support are an important part of any grant request, demonstrating to potential funding partners that the application has support from your local council.

We are happy to provide a letter of support for grant applications where the outcomes align with our [Community Plan 2030](#) for strong, vibrant communities, under our themes of People, Place, Prosperity and Performance, and supporting Strategies.

However, please note we do not provide letters of support for Council funded grants.

Online

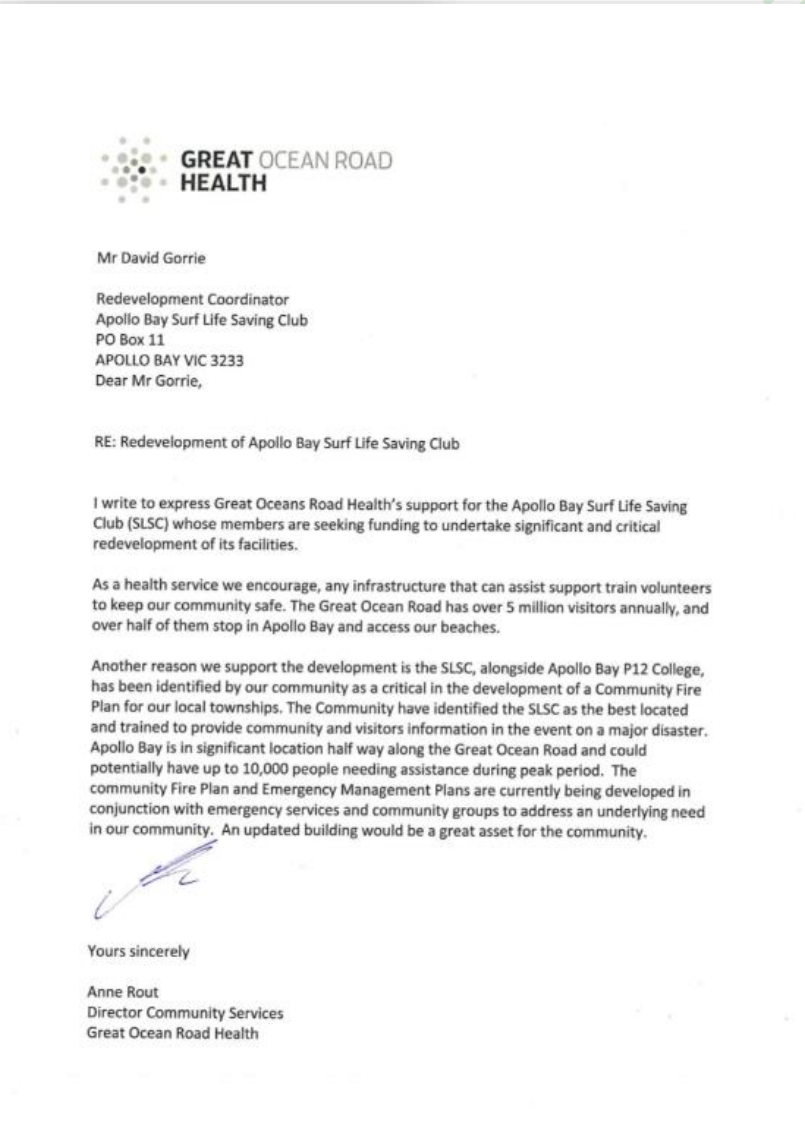
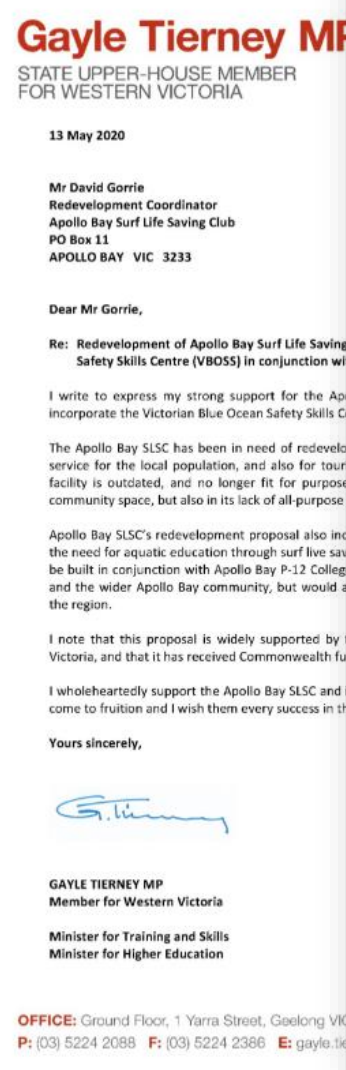
Contact details

For more information please contact
Jan McIntyre
Grants Attraction Officer
Jan.McIntyre@onkaparinga.sa.gov.au
08 8301 7334

Supporting information

A copy of the online application form

Examples of letters of support – Apollo Bay Surf Life Saving Club



Ensure the proposed facility is feasible

- The purpose of undertaking a feasibility study is to determine:
 - If there is a need for the redevelopment (often called a needs assessment)
 - The viability of the proposed redevelopment

PLANNING

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Feasibility Study Guide

SPORT AND RECREATION FACILITIES

JULY 2007



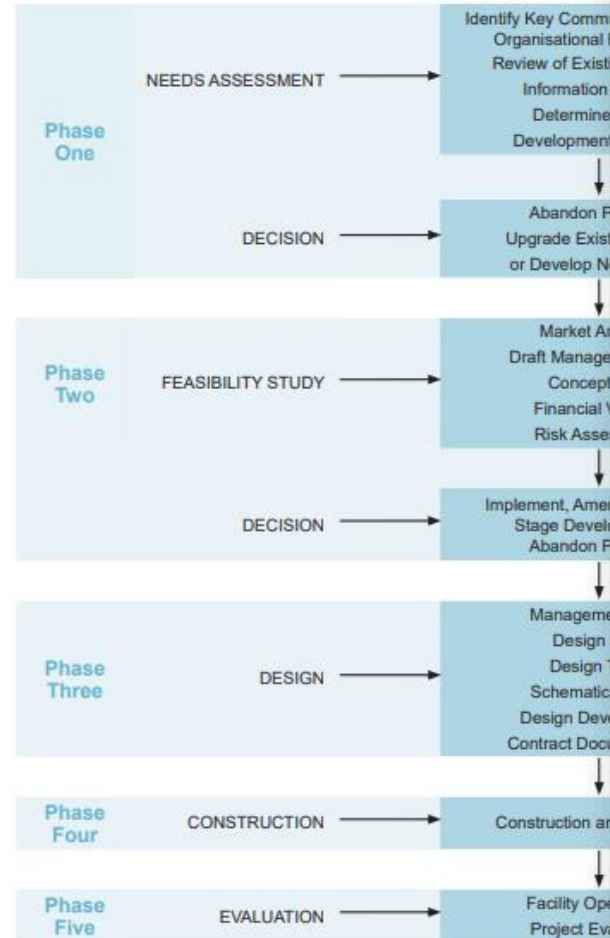
A guide for sport and recreation facilities owners



2.0 Facility Planning Process

The five key phases in the Facility Planning Process for a sport and recreation facility are shown in the diagram:

Figure 1

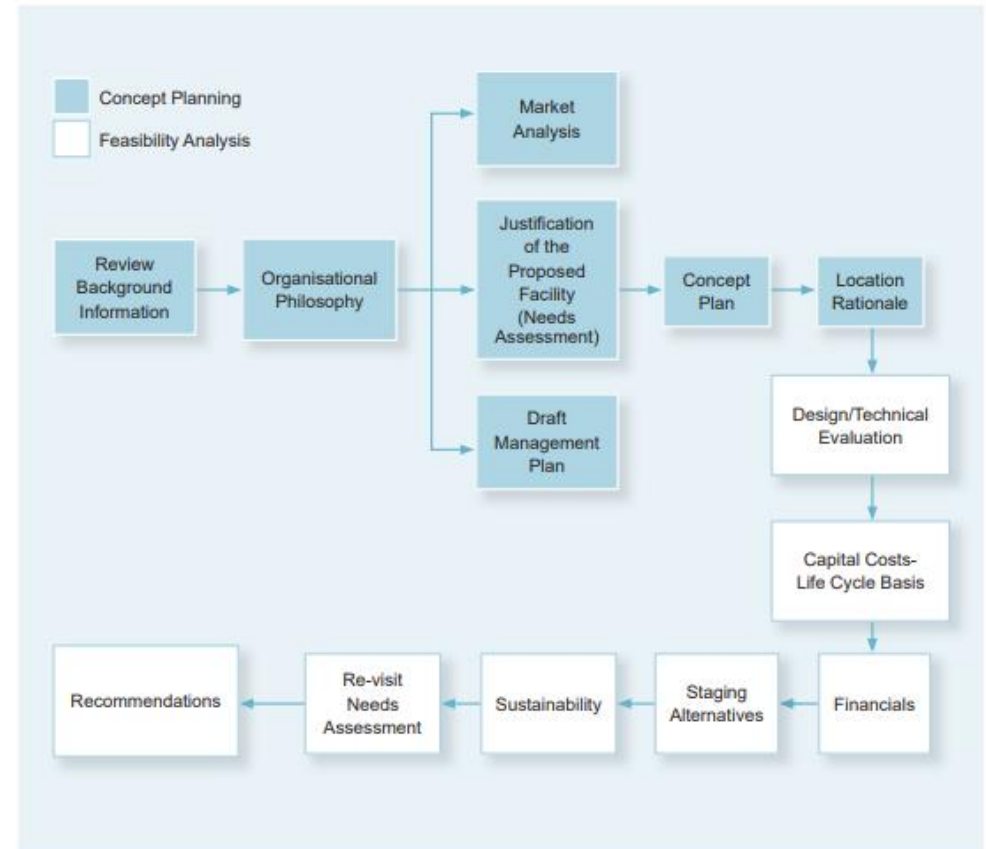


5.0 Feasibility Study Process

THE PROCESS IN BRIEF

It is important to acknowledge the two stages in the Feasibility Study Process. The first stage, Concept Planning, develops the concept of the facility, while the second stage, Feasibility Analysis, tests the practicability of the concept. Ideally, the two stages should be undertaken separately by independent parties to ensure impartial judgement and transparent processes.

Each feasibility study will, and should, vary in process and content. The diagram below illustrates the core elements of the feasibility study process in a sequential progression.



Key information contained in a feasibility study

Background information

Provide the reader all information about your club including:

- History of the club and the existing facilities
- The methodology you used to define the project and why it is needed
- Who are the facility tenants and users are
- Define exactly how the facility does not currently support the goals of the club, council, your sport and most importantly your community

Facility condition report and audit

- Show the current condition of the facility against the guidelines of your sport
- Review of similar facilities in the community

Community Consultation

- Who you consulted with during the process and what was their feedback
- Supporting evidence identified throughout the consulting process

Facility usage data and trends

- Defines the facility usage and participation trends- past, present
- Define the future expected usage and participation projections

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Key information contained in a feasibility study

Business Plans and operating models

- Operating models including financial estimates

Designs, drawings and cost estimates

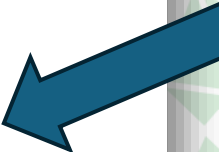
- Sketches and drawings to illustrate the recommendations
- Include photos to show the current condition of the facility

Recommendations

- Recommendations
- Benefits and outcomes of the proposed upgrades

PLANNING

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Doing the work inhouse versus engaging a consultant



Feasibility Study Guide

SPORT AND RECREATION FACILITIES

JULY 2007



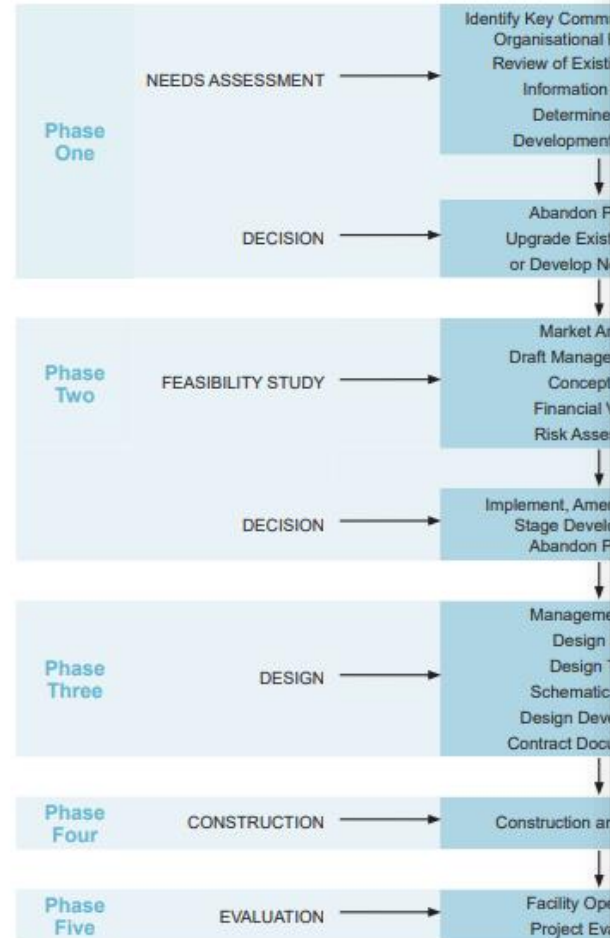
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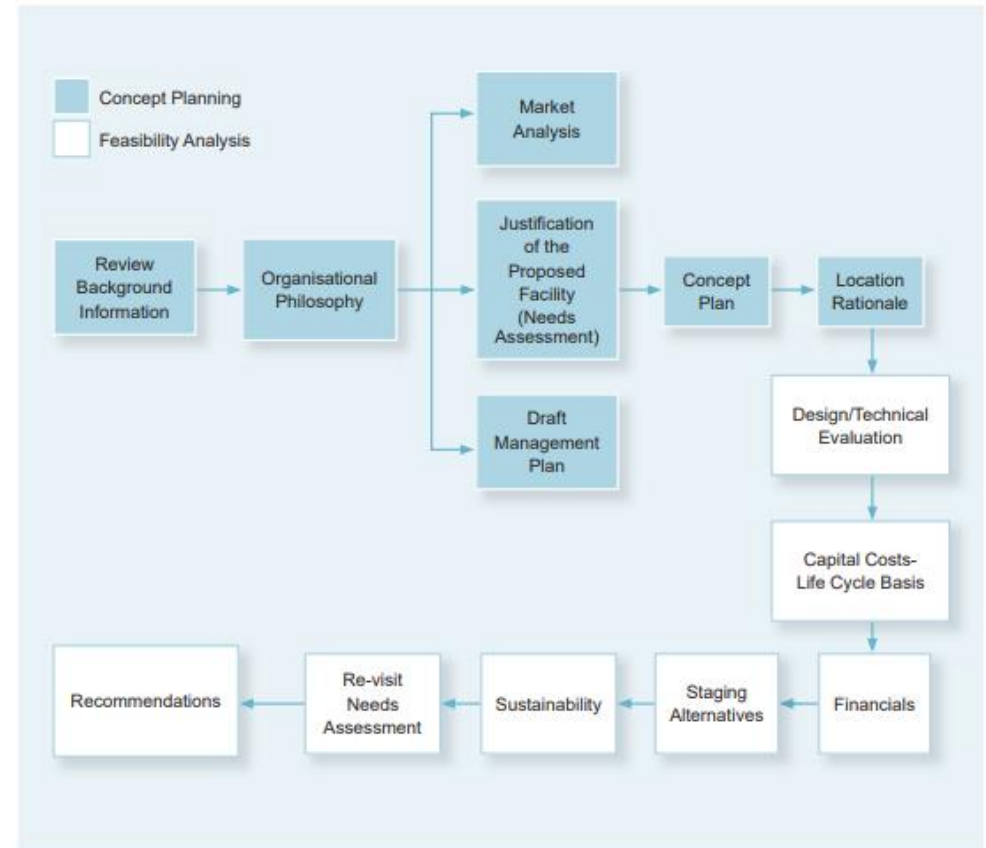


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Actions to commence prior to the next session

1. Review your club's strategic plan
2. Review the Bowls Australia strategic plan and facility plan
3. Review your state bodies strategic plan
4. Review your Council sport and recreation policy and related policies
5. Start to identify who should be included in the community consultation strategy



Question and Answer



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Instagram: @sportscommunity

About the series

- 1 July 2024 – Introducing the Grant Funding Process
- 15 July 2024 – Defining Your Project and Creating the Evidence Base
- 5 August 2024 - Raising Funds and Community Awareness

Thank You For Attending!

- You'll be sent a recording of today's session
- Next session will take place on August 5th
- Q&A's will be put together and provided to attendees
- Need Support?
- Follow Up with your Club Support Manager or the Sports Community Team
- <https://www.bowls.com.au/club-support/>
- <https://www.bowls.com.au/club-support/grants-and-funding/>



BOWLS
AUSTRALIA



**GRANTS &
FUNDING**



**CLUB
SUPPORT
MANAGERS**

