



SPORTS SUPER CENTRE USER MANUAL: HOCKEY FIELD BOOKINGS

Venue: Sports Super Centre (SSC) – Nikki Hudson Hockey Centre
Business: Runaway Bay Sports and Leadership Excellence Centre (RBSLEC)
Street Address: Corner of Sports Drive and Morala Avenue, Runaway Bay 4210
Phone: (07) 5500 9988 **Facsimile:** (07) 5500 9918
Facility Bookings Email: reservations@sportssupercentre.com.au
Duty Manager Contact: 0416 009 985

An RBSLEC staff member (Duty Supervisor) will be on duty whenever the hockey field is booked for trainings and/or games. Any problems should be reported to the staff member on duty. The RBSLEC staff member (Duty Supervisor) will touch base with the main contact prior to each booking and meet with the main contact on arrival. Please report any problems immediately to the RBSLEC staff member on duty.

1. Users Group

This group is made up of RBSLEC representatives that meet regularly through the year with local Hockey Associations and Clubs. The role of the group is to attend to routine management and maintenance issues of the facility. Please contact RBSLEC regarding any feedback about the RBSLEC Hockey Centre.

2. Care of Surface

The following items are prohibited on the hockey field:

- No smoking Cigarettes, cigars and pipes;
- No animals;
- No food or drink on the pitch surface (water excepted)
- No chewing gum or lollies
- No spitting
- No glass containers or bottles
- No sharp tags on boots
- No standing or swinging on gates and fences
- No stiletto or heeled shoes
- No Football Boots, Cleats or any other type of studded footwear allowed on the hockey field.
- Group exercise equipment (example: weights / barbells / kettlebells / steps / medicine balls / mats) are strictly prohibited from the hockey field.
- Hard protective guards for knees and elbows

The following usage guidelines must be adhered to:

- The surface must be cleaned of all foreign material after each use. Spitting on the surface is not permitted. All balls, domes etc. shall be clean of all foreign matter before being used on the artificial surface.
- Goalkeepers are not permitted to mark the artificial surface in any way as may be marked on natural grass surfaces.
- Team sports utilise the hockey field during certain times. Please be aware of potential hazards including balls and other sporting equipment.
- Please ensure bags and backpacks are not obstructing any active areas within the hockey field. Please keep bags in the grand stand behind the fence where possible.
- Please restrict phone usage on the hockey field. Ensure you are not in a hazardous area whilst using your mobile phone. Preferably all phone usage would be behind the black fence.
- All valuables and belongings are left outside the black fence at your own risk.
- Bookings are essential before accessing the hockey field. Please see Sports Super Centre staff for further information



Footwear:

All footwear must be cleaned of exterior rubbish (stones, dirt, mud, grass etc.) before entry to the surface. There are two hoses located for each team (coaches, officials and players) to rinse shoes of grass and debris prior to entering the hockey field. Players or officials on the artificial surface are not permitted to wear footwear with leather or metal sprigs, screw-in plastic sprigs or moulded rubber/plastic sprigs of less than 15 per boot. Goalkeepers may wear boots with moulded rubber sprigs or moulded plastic sprigs provided they are trimmed down to protrude no more than 7mm from the sole and are ground to a smooth dome so that no sharp edges damage the turf. No other type of sprig is permissible. All toe caps are to be taped. RBSLEC have two water hoses (one for each team) and mats available which teams and officials must use prior to entering the hockey field area.

Suitable / Acceptable Footwear

- Rubber soled multi sport or cleated shoes or boots
- Moulded rubber sprigs, provided there is a minimum of fifteen (15) sprigs per shoe. Sprigs must not protrude more than 7mm from the sole and must have a smooth dome shape without any sharp edges.
- Runners, tennis shoes, basketball boots, gym boots.

Unsuitable / Unacceptable Footwear

- Hard plastic soled shoes or boots with either cleats or sprigs
- Boots / Shoes with leather or metal screw in sprigs
- Sharp objects such as buckles must be covered.

3. First Aid

RBSLEC have First Aid qualified staff on-site to attend any first aid issues or emergencies. The hirer is responsible for the provision of a qualified first aid attendant. In an emergency situation contact the RBSLEC Duty Supervisor. Any individual that sustains a bleeding injury shall move or be removed from the turf as soon as possible. Any blood stains on the turf must be reported to RBSLEC staff to allow cleaning. Playing or training persons shall not take the field with bleeding wounds or wounds that are not adequately covered. Severely (fresh) blood contaminated clothing is not to be worn on the turfs.

Ice is available for emergency First Aid only. Please contact RBSLEC Duty Supervisor if required.

4. Change Rooms

Trackside change rooms are available on the Northern end of the Athletics Stadium. The change rooms will be made available prior to the commencement of each game/training session. Please ensure these change rooms are left clean and tidy after use. No property or items should be left in the change rooms or on-site unattended at RBSLEC. The Centre is not liable for any missing or damaged equipment, valuables or belongings stored on site at RBSLEC.

5. Entry and Parking Guidelines

No entry gate will be charged for standard fixture games. RBSLEC reserves the right to charge a gate fee for major events. Access into RBSLEC shall only be via the designated entry gate(s). The Duty Supervisor will touch base with the relevant organisations main contact if there are any variations in access points or parking locations.

Hockey Field Access

All teams and officials must enter via the two gate entries on the western end of the field. Unless authorised by RBSLEC staff only Players, Coaches, Managers and Medical staff may enter the hockey field. Arriving teams cannot enter the hockey field until the departing teams have left. As a safety requirement, all persons must remain outside the fenced area during the game. As Teams leave the hockey field and team seated areas they are requested to ensure that the team seated area is left in a clean and tidy condition.



Team and Official Lists

Every booking must provide details of team members and officials attending hockey trainings and games at RBSLEC. This list must be sent via email to relevant booking contact or Duty Supervisor at least 2 days prior to booked session. The main contact must touch base with the Duty Supervisor on arrival. The team and officials who are named on the contact list do not need to sign-in on arrival.

Visitors and Spectator Access

All visitors and spectators must sign in at Front Reception or sign in area located by the Trackside Change rooms.

Parking

Please see map for parking locations. The Duty Supervisor will advise prior to arrival if there are any changes in parking locations.

6. Technical Benches

Timing of the trainings and games are the responsibility of the hirer. The RBSLEC Duty Supervisor will be on-site to monitor scheduled timings are adhered to according to booking schedule.

7. Grandstand/Fences

Jumping over the fence is not permitted. Persons playing or training must enter and leave the field at official entry points only. Gates to fields are opened prior to start time of the first game of the day. There is to be no admittance to the fields prior to the opening by the RBSLEC Duty Supervisor.

8. Training & Games

- The eastern and western side goal nets only are to be utilised for training drills.
- Please do not isolate training sessions in one area of the hockey field.
- Hitting of balls against block wall/wire fence surrounds of the field is not permitted.
- Exiting and returning to the field to retrieve any balls hit out of the field is through official entry points only.
- Jumping over the fence is not permitted.
- Users are not permitted on to the playing surface until the scheduled start time. Training sessions must be completed no later than 5 minutes prior to the end of the booked time, to allow the next users to begin at the start of that users booked time. The Duty Supervisor will notify teams at the 5 minute mark.

9. Cancellation

Cancellations must be in writing and forwarded to reservations@sportssupercentre.com.au. Please see terms and conditions regarding cancellation policy.

10. Lighting

Lighting will be set for training and games. Five minutes after the last game/training lights will be gradually turned off over the next five minutes.

11. Watering of Fields and Windy Days

If a team is dissatisfied with the moisture of the turf, contact the RBSLEC Duty Supervisor. The Duty Supervisor is responsible for the watering of the fields. Authorised personnel only are permitted to water the fields. Spectators may get wet from the water spray used on the fields before, during and after the game. On windy days an announcement by the Duty Supervisor may be made to warn spectators of field watering.



12. Lost Property

All lost property will be held at RBSLEC Front Reception area. Property left for more than 30 days will be either destroyed or forwarded to an appropriate charity.

13. PA System

A small PA System is available if required by the hirer as an extra charge. Prior arrangements for the use of the PA system should be made at the time of booking with RBSLEC.

14. Fixtures

All enquiries about games/fixtures should be directed to the relevant association:

Gold Coast Hockey Association - (07) 5571 2244

Labrador Hockey Club - (07) 5591 8990

Priority is given to Gold Coast Hockey and local hockey clubs for games/fixtures and training; however time slots are also available for independent hirers. Enquiries regarding bookings should be directed to RBSLEC on reservations@sportssupercentre.com.au. The RBSLEC Booking Form is attachment at the end of this user manual.

15. Wet Weather Procedures

The RBSLEC Duty Supervisors are responsible for cancelling games and/or training should the surface/s become unplayable. The Technical Officials are responsible for cancelling games if the fields remain playable, but the weather is not conducive to the continuation of that game. Play is stopped by lightning (variously) where flashes are noted to be 30, 20 and 15 seconds prior to thunder, local knowledge of weather is relied on. The RBSLEC Duty Supervisors will keep those organisations up to date on any cancellations if required.

16. Smoking / Consumption Of Alcohol

Smoking is not permitted within the Centre (including all buildings and grounds). Alcohol may not be brought into or consumed in any areas of the Centre, including all buildings and grounds.

USEFUL CONTACT NUMBERS

RBSLEC Duty Manager - 0416 009 985

Runaway Bay Ambulance - (07) 5547 3535

Runaway Bay Police - (07) 5557 6999

Emergency Services (24 hours) - 000

Gold Coast Hospital - 1300 744 284

***“We look forward to hosting you and the team at
the Nikki Hudson Hockey Centre”***

- Staff at the Sports Super Centre