

BRISBANE HOCKEY MANAGEMENT GROUP INC

incorporating the Burringbar Park Hockey Facility

USER MANUAL

DOCUMENT UPDATED: 14th December 2017

A BHMG staff member (Duty Supervisor) or an appointed volunteer will be on site whenever the BHMG – Burringbar facility is open. Any day-to-day facility problems should be reported to the staff member or volunteer on duty. The BP staff member can be identified by a recognisable shirt with the logo on the front. **Please report any daily operational facility problems immediately to the BP staff member on duty.** For larger or ongoing issues please submit details through your club secretary to secretary@brishockey.org.au.

All users of the facility need to leave the facility in a clean and tidy manner after use. This facility is run by volunteer not for profit organisations and the ability to provide quality facilities is directly reflected by the best use of funds and limiting the waste of resources: staff, volunteer and financial.

Contact Details	
Street Address Way Street, Chermide	Postal Address PO Box 503, Morningside, 4170
Venue Phone 0417 814 208	Facility Supervisor & Bookings John Goodall bhmgfacility@gmail.com
Web Site www.brishockey.org.au	Office Hours Email secretary@brishockey.org.au
Queries during Office Hours BWA: 3357 9560	Treasurer Ron Marsden: 0417 778 371
Emergency Contacts Greg on 0407 124 295	Emergency Contacts Ron Marsden: 0417 778 371
Wet Weather Number 1900 962 018	Community Liaison Officer Ian on 0419 725 169
Useful Contact Numbers	
BHA - (07) 3899 4399 secretary@bha.org.au	BWA - (07) 3357 9560 admin@bwba.com.au
Ambulance – Urgent 000	Police – Urgent 000
Ambulance – non urgent 24 hours 13 12 33	Police – 24 hours 3364 6464
Hospital – Prince Charles 3139 4000	Hospital - Royal Brisbane 3636 8111
Dentist : after hours emergency New Farm Dental Emergency 0413 143 422	Dentist: after hours emergency Everton House Dental 3261 9570

1. BHMG Inc Committee

BHMG is an incorporated association with membership from Brisbane Hockey Association Inc (BHA), Brisbane Women's Hockey Association Inc (BWAH) and Kedron Wavell Services Hockey Club Inc (KWSHC) established to lease and manage the Burringbar Hockey Facility. BHMG leases the facility from the Brisbane City Council and manages the operation of the facility to provide a quality facility for hockey in Brisbane.

The BHMG Management Committee has two representatives from each of these incorporated groups: BHA + BWAH + KWSHC. The association rules can be found at www.brishockey.org.au.

2. Care of Artificial Turf Surface

The following items are prohibited on the turf:

1. No Glass including Glass drinking bottles or cans	5. Hard plastic soled shoes or boots with either cleats or sprigs. Boots / Shoes with leather or metal screw in sprigs
2. All drinks other than water/sports drinks	6. Cigarettes, cigars, lighters, matches and pipes
3. Chewing gum or lollies	7. High heeled or Stiletto shoes
4. All foodstuffs	8. Bobby Pins

- 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.
- Hard protective guards for knees and elbows are not permitted.

Footwear:

- All footwear must be cleaned of exterior rubbish (stones, dirt, mud, grass etc.) before entry to the surface. 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.

Suitable / Acceptable Footwear

- Rubber soled multi-sport or non-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.
- Bare feet

3. First Aid

- The first aid room is available for the use of all BP hirers; however the hirer is responsible for any provision of a qualified first aid attendant or sports trainer and first aid kit.
- In an emergency situation contact the BP staff member on duty who will call an ambulance if requested.
- Ice is available for emergency First Aid in the First Aid Room or from the canteen.
- 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 BP staff to allow cleaning.
- Playing or training persons shall not take the field with bleeding or weeping wounds or wounds that are not adequately covered.
- Blood contaminated clothing is not to be worn on the turf.

4. Change Rooms

- Two change rooms are available at the facility. The change rooms need to be shared by all users. Please ensure these change rooms are left clean and tidy after use.
- No property or items should be left in the change rooms as BMHG will not be responsible for its safe keeping.
- On training nights these rooms may be designated one male and one female, please check the signs before entering.

5. Dugouts

- Entry restrictions apply to the dugouts. Except as advised by any official technical officers, only Players, Coaches, Managers and Medical staff may enter.
- Arriving teams cannot enter the dugouts until the departing teams have left.
- As a safety requirement, all persons must remain in the confines of the dugout area during the game. As Teams leave the dugout area, they are requested to ensure that the dugout is left in a clean and tidy condition.

6. Technical Benches

- The technical bench will not be made available except for fixtures.

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 BP staff.

8. Training & Games

- **NO TRAINING** is to be undertaken in the main circles or nets. The use of the Main Circles and Nets is not permitted during training sessions unless a full-field training game is being played. Duty Supervisors are authorised to 'police' this rule. Repeated breaches can result in termination of the training session.
- The main circles and nets may be used during the warm up for a fixture game only.
- The eastern and western side goal nets only are to be utilised for training drills.
- Hitting of balls against block wall/wire fence surrounds of the field is not permitted.
- Hitting of balls towards the Technical Bench is not permitted during training or warm-up sessions.
- 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. If required the Duty Supervisor will sound a siren at the 5 minute mark.

9. Cancellation

Cancellations must be in writing and forwarded to bhmgfacility@gmail.com. Cancellations will be charged as follows:

- At least 6 days notice given prior to booking date NO CHARGE
- Unless the time slot can be re-booked:
 - At least 96 hours notice given prior to booking date 50 % , Less than 48 hours but more than 24 hours notice given prior to booking date 75%
 - Less than 24 hours notice given prior to booking date 90%.

10. Entry Gate Guidelines

- No entry gate will be charged for standard fixture games. The BHMG Inc reserves the right to charge a gate for major events. Access into the Turf facility shall only be via the designated entry gate(s).

11. Lighting

- Five minutes after the last game/training session is completed the field lights will be turned off, with only the clubhouse, canteen, change room, security and car park lighting remaining. The use of the turf field is subject to a BCC curfew.
- Players must be off the training fields and out of the dugout areas before the field lights are turned off.
- The full facility lights shall be switched off 30 minutes after the last training or fixture, unless other arrangements have been made with the staff or canteen operator.

12. Watering of Fields and Windy Days

- If a team is dissatisfied with the moisture of the turf, contact the BP staff member on duty. 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 over the PA may be used to warn spectators of field watering.

13. Lost Property

- All lost property will be held in the BP reception area. Property left for more than 30 days will be either dumped or forwarded to an appropriate charity.

14. PA System

- A PA System is available if required by the hirer. Prior arrangements for the use of the PA system should be made at the time of booking with the BP.

15. Fixtures

- All enquiries about BHA and BWHA games/fixtures should be directed to the relevant association.
 - BHA - (07) 3899 4399 : secretary@bha.org.au
 - BWHA - (07) 3357 9560: admin@bwha.com.au
- Priority is given to BHA and BWHA games/fixtures and training; then club trainings, however time slots are also available for independent hirers. Enquiries regarding bookings should be directed to the BHMG Facility Staff (bhmgfacility@gmail.com). The Booking Form is available on the BHMG Website - www.brishockey.org.au.

16. Wet Weather Procedures

- The BP Duty Supervisors are responsible for cancelling games and/or training should the surface/s become unplayable.

- BWA and BHA Technical Officials are responsible for cancelling games if the fields remain playable, but the weather is not conducive to the continuation of that game. For example - 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 BP Duty Supervisors will update the wet weather information phone number (1900 962 018) as the inclement weather and conditions change.

17. Smoking at the Burringbar Hockey Turf Facility

- No smoking rules at the BP Turf Facility apply as per Government regulations. Although the BP Turf facility is not considered to be a major stadium by the authorities, no smoking is permitted other than in the designated areas.
- Smoking is **not** permitted on the cement area in front of the clubhouse.

18. Animals

- Animals, including dogs on leashes, are not permitted within the facility.

19. Hire Charges

- Charges are set each year and placed on the website
- Charges can change without notice.