



Hockey Queensland Inc  
*incorporating the*  
State Hockey Centre

**USERS MANUAL**

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## Hockey Queensland – State Hockey Centre

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Colmslie Qld 4170

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PO Box 246  
Morningside Qld 4170

**Phone:** (07) 3399 6577

**Facsimile:** (07) 3399 6969

**Facility Supervisor Email:** [ggunner@hockeyqld.com.au](mailto:ggunner@hockeyqld.com.au)

**State Hockey Centre Email:** (bookings): [office@hockeyqld.com.au](mailto:office@hockeyqld.com.au); [statehockeycentre@hockeyqld.com.au](mailto:statehockeycentre@hockeyqld.com.au);

A SHC staff member (Duty Supervisor) will be on duty whenever the SHC is open. Any problems should be reported to the staff member on duty. The SHC staff member can be identified by recognisable uniform with the logo on the front. Please report any problems immediately to the SHC staff member on duty.

### 1. Users Group

This group is made up of a representative from each HQ, BWA and BHA that meets regularly through the year. The role of the group is to attend to routine management and maintenance issues of the facility. Contact can be made to the Users Group via contact to Hockey Queensland. The BHA and BWA representative are appointed as the representative of those organisations to assist with the smooth passage of information both in and out of the State Hockey Centre.

### 2. Care of Surface

The following items are prohibited on the turf:

- |  |   |
|--|---|
| 1. Cigarettes, cigars and pipes              | 6. Drinking glasses and cans  |
| 2. Chewing gum or lollies                    | 7. High heeled or Stiletto shoes  |
| 3. All foodstuffs                            | 8. Hard plastic soled shoes or boots with either cleats or sprigs. Boots/Shoes with leather or metal screw sprigs |
| 4. Bobby Pins                                | 9. Hard protective guards for knees and elbows  |
| 5. All drinks other than water/sports drinks |   |

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.

#### 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 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

The first aid room is available for the use of all SHC hirers; however the hirer is responsible for the provision of a qualified first aid attendant.

In an emergency situation contact the SHC staff member on duty.

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 SHC 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 in the First Aid Room.

#### 4. Change Rooms

Four change rooms are available in the main grandstand. 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 unattended at SHC will not be responsible for its safe keeping.

#### 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 dug out is left in a clean and tidy condition.

#### 6. Technical Benches

The technical benches will not be made available unless officials/persons responsible for the bench from the hiring organisation accept responsibility for that person. If there is no official present the timing of the game will be the responsibility of the use by hirer.

#### 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 SHC staff.

#### 8. Training & Games

Training will be on Field 2 whenever possible. Field 1 will be utilised only if Field 2 is unavailable.

The use of Main Circles and Nets is not permitted unless a full-field training game is being played.

**NO TRAINING** to be undertaken in the main circles or nets. Duty Supervisors are authorised to 'police' this rule.

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.

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 sound a siren at the 5 minute mark.

Booking parameters are as follows:

1. Peak Hours Season - February 1<sup>st</sup> to September 30<sup>th</sup>

##### a) Activities

- i. Association and club training
- ii. Association fixtures
- iii. State and National Championships
- iv. International events
- v. QAS training
- vi. School training

##### b) Priority of Bookings

In order of preference –  
 International Games  
 International Training  
 National Games & Training  
 State Games & Training

BHA/BWHA Rep Games & Training  
 BHA/BWHA Fixtures  
 BHA/BWHA Club Training  
 School Games & Training  
 Individual Training  
 Note - QAS have permanent bookings Monday to Thursday 5.30 PM to 7.30 PM

- c) Peak Times for Training and Fixtures
    - i. 5.00pm to 11.00pm Monday to Friday
    - ii. 7.00am to 11.00pm Saturday to Sunday
  - d) Off Peak Times for Training and Games
    - i. 7.00am to 5.00pm Monday to Friday
2. Off Peak Hours Season October 1<sup>st</sup> to January 31<sup>st</sup>
- a) Activities
    - i. Association and club training
    - ii. Association fixtures (summer hockey)
    - iii. State and national championships
    - iv. International events
    - v. QAS training
    - vi. School training
  - b) Priority of Booking
 

As listed previously

Note - Peak and off peak times will be based on the priority or details covering the booking.

### Booking Arrangements

Peak Season:

- During the month of January bookings will be received from SHC all bookings will be based on a first come basis during this period.
- From February, bookings will be received from BHA & BWHA only
- For training and fixtures BWHA will be charged for there booking.
- For training SHC will charge the BHA clubs.
- SHC will charge BHA for their fixtures.
- March to September - SHC will accept bookings from BWHA for training (including clubs) & fixtures for Monday, Wednesday, Friday, Saturday & Sunday
- March to September - SHC will accept bookings from BHA for training (including clubs) & fixtures for Tuesday, Thursday, Saturday & Sunday

Off Peak Season

Bookings on a first come basis, noting BWHA summer hockey will have priority other than bookings that may occur as listed under priority bookings.

## 9. Cancellation

Cancellations must be in writing and forwarded to [statehockeycentre@hockeyqld.com.au](mailto:statehockeycentre@hockeyqld.com.au). Cancellations will be charged as follows:

- |  |           |
|--|-----------|
| ▪ At least 72 hours notice given prior to booking date                         | NO CHARGE |
| ▪ At Least 48 hours notice given prior to booking date                         | 25 %      |
| ▪ Less than 48 hours but more than 24 hours notice given prior to booking date | 50%       |
| ▪ Less than 24 hours notice given prior to booking date                        | 75%       |

## 10. Entry Gate Guidelines

No entry gate will be charged for standard fixture games. The State Hockey Centre reserves the right to charge a gate for major events. Access into the State Hockey Centre shall only be via the designated entry gate(s).

Gold Medal Club Members & FIH Accredited persons are permitted free entry for all events unless otherwise advised by Hockey Queensland.

## 11. Lighting

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

## 12. Watering of Fields and Windy Days

If a team is dissatisfied with the moisture of the turf, contact the SHC 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 SHC reception area. Property left for more than 30 days will be either destroyed 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 SHC.

## 15. Fixtures

All enquiries about BHA and BWAHA games/fixtures should be directed to the relevant association.

BHA - (07) 3899 4399

BWAHA - (07) 3357 9560

Priority is given to Hockey Queensland, BHA and BWAHA games/fixtures and training; however time slots are also available for independent hirers. Enquiries regarding bookings should be directed to the SHC. The Booking Sheet is available for downloading from the Hockey Queensland Web Site – [www.hockeyqld.com.au](http://www.hockeyqld.com.au) and also as an attachment at the end of this manual.

## 16. Wet Weather Procedures

The SHC 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 SHC Duty Supervisors will update the wet weather information phone number (1900 962 018) as the inclement weather and conditions change.

## 17. Smoking at the State Hockey Centre

No smoking rules at the State Hockey Centre apply as per Government regulations. Although the State Hockey Centre 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 in the grandstand area.

## 18. POLICY ON HEAT EHAUSTION

Hockey Queensland has compiled this set of guidelines and checklist with the support and advice from Sports Medicine Australia, (South Australia and Queensland Branches) and OAMPS Insurers. The document is to assist our affiliates, their clubs, coaches and officials and other individuals when considering their duty of care responsibilities.

The guidelines are not binding on Hockey Queensland, however they are highly recommended. All parties must act responsibly with all due care and common sense predominant in making and considering the cancellation or modification of hockey fixtures and/or training. Cancellation of events or withdrawal from participation may be appropriate even in circumstances falling outside these guidelines. When considering cancelling or postponing a specific hockey event, there are many factors that need to be considered. This guideline is not intended to address all those factors.

Please refer to the Hockey Queensland Risk Management Policy available from all Queensland affiliates and the Hockey Queensland website.

## USEFUL CONTACT NUMBERS

Ambulance – non urgent 24 hours	13 12 33
Police – 24 hours	3364 6464
Hospitals – Mater	3840 8111
Princess Alexandra	3240 2111
Dentist – after hours emergency	3862 1946

Other emergency and useful contact numbers are located on the entrance doors to the HQ offices, the notice board outside the toilets, the tech benches, and the duty supervisors have a copy.

## STATE HOCKEY CENTRE - BOOKING REQUEST

**ALL SECTIONS ARE TO BE COMPLETED BEFORE BOOKING CAN BE ACCEPTED**

Today's Date		Current Time	
Name of the person making the booking			
<b>This form is to be completed by the person with the authority to do so</b>			
Organisation Name			
Contact name for the day of hire			
Mobile number		Daytime number	
Email address			

**INVOICE TO BE SENT TO:** (Must be completed before the booking will be accepted) Invoices will be issued according below. to the details No changes will be made once the invoice has been processed.

	Name(s):	Phone Numbers	
Organisation(s):		Work:	
Postal Address:		Home:	
		Mobile:	
		Fax:	
Email Address			

## REQUIREMENTS

## Artificial Surface Bookings

Date Required	Start		Ending		Full Field	<input type="checkbox"/>	Game	<input type="checkbox"/>
Time Required	Start		Ending		Half Field	<input type="checkbox"/>	Training	<input type="checkbox"/>

## Grass Field Bookings

Date Required	Start		Ending		Full Field	<input type="checkbox"/>	Game	<input type="checkbox"/>
Time Required	Start		Ending		Half Field	<input type="checkbox"/>	Training	<input type="checkbox"/>

**LIGHTS MAY BE REQUIRED FROM 5PM FROM APRIL TO OCTOBER AND FROM 6PM NOVEMBER TO MARCH**

## Meeting Rooms Bookings

Date Required	Start		Ending		Players Room	<input type="checkbox"/>
Time Required	Start		Ending		Clubhouse	<input type="checkbox"/>

**COMMENTS – also use this section for booking requirements not available above**


**PLEASE RETURN THIS FORM TO HOCKEY QUEENSLAND EITHER  
FAX to (07) 3399 6969 or EMAIL [office@hockeyqld.com.au](mailto:office@hockeyqld.com.au)**

**Bookings are to be made at least 48 hours in advance to assist with staffing and preparation.  
Cancellations less than 72 hours of the booking will incur a charge.**

## OFFICE USE ONLY

Rate \$	Cost \$	Confirmation sent	Yes/No	Other
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# Field Hire

EFFECTIVE 1 FEBRUARY 2012

## SYNTHETIC FIELDS

### Games

	<u>\$</u>
Senior	210.00
Junior	170.00
Schools	115.00
Veterans	210.00

### **Training – PEAK**

**5:00pm – 10:00 pm (Monday – Friday)**

	<u>\$</u>
Senior – Full Field	145.00
Senior – Half Field	75.00
Junior – Full Field	115.00
Junior – Half Field	60.00

### **Training – OFF-PEAK**

**7:00am – 5:00 pm (Monday – Friday)**

	<u>\$</u>
Senior – Full Field	105.00
Senior – Half Field	55.00
Junior – Full Field	85.00
Junior – Half Field	45.00

### **Individual Sessions**

Half Field only, with maximum of 5 individuals. Cost per head 13.00

## GRASS FIELDS

### Training

	<u>\$</u>
Senior	40.00
Junior	35.00

### Games

Senior	45.00
Junior	40.00

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## Terms & Conditions

Games – Based on 90 minutes per game

Training – Based on 60 minutes sessions

Peak times are all times outside of off-peak times listed

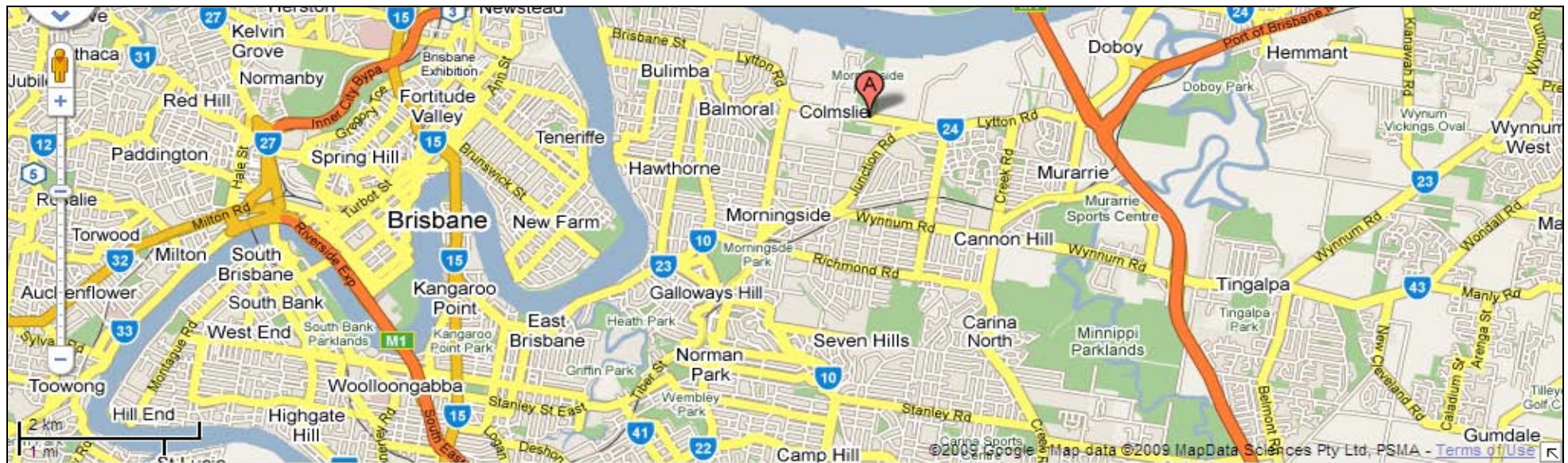
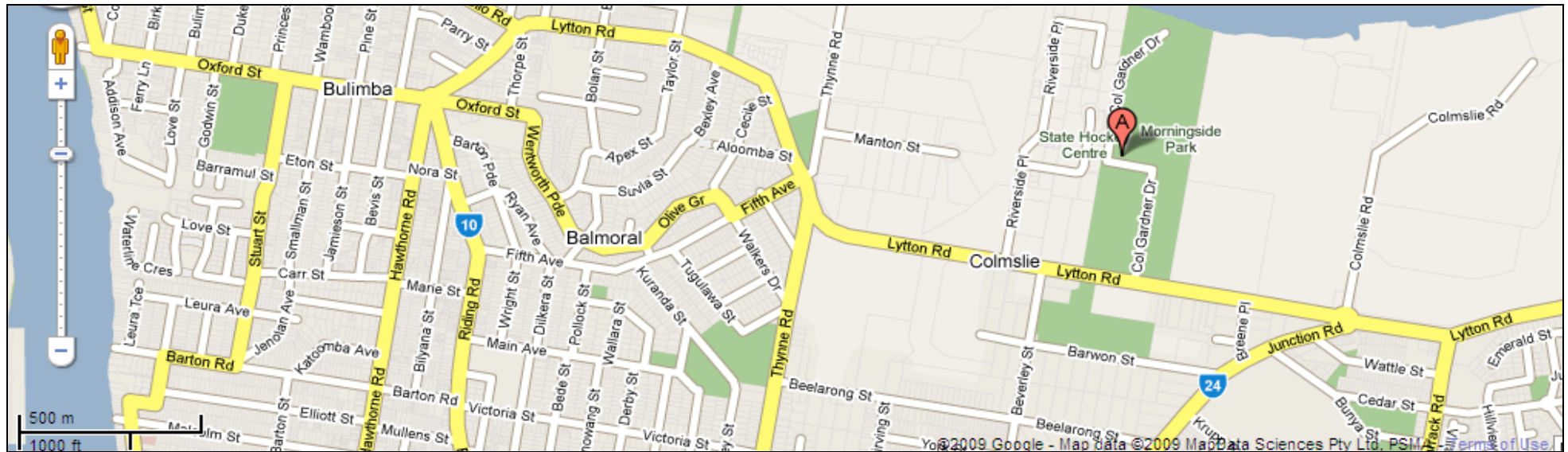
Half Field Training – 50% of full field charge

Cancellations:	- at least 72 hours	NIL
	- at least 48 hours	25%
	- less than 48 hours but more than 24 hours	50%
	- less than 24 hours	75%

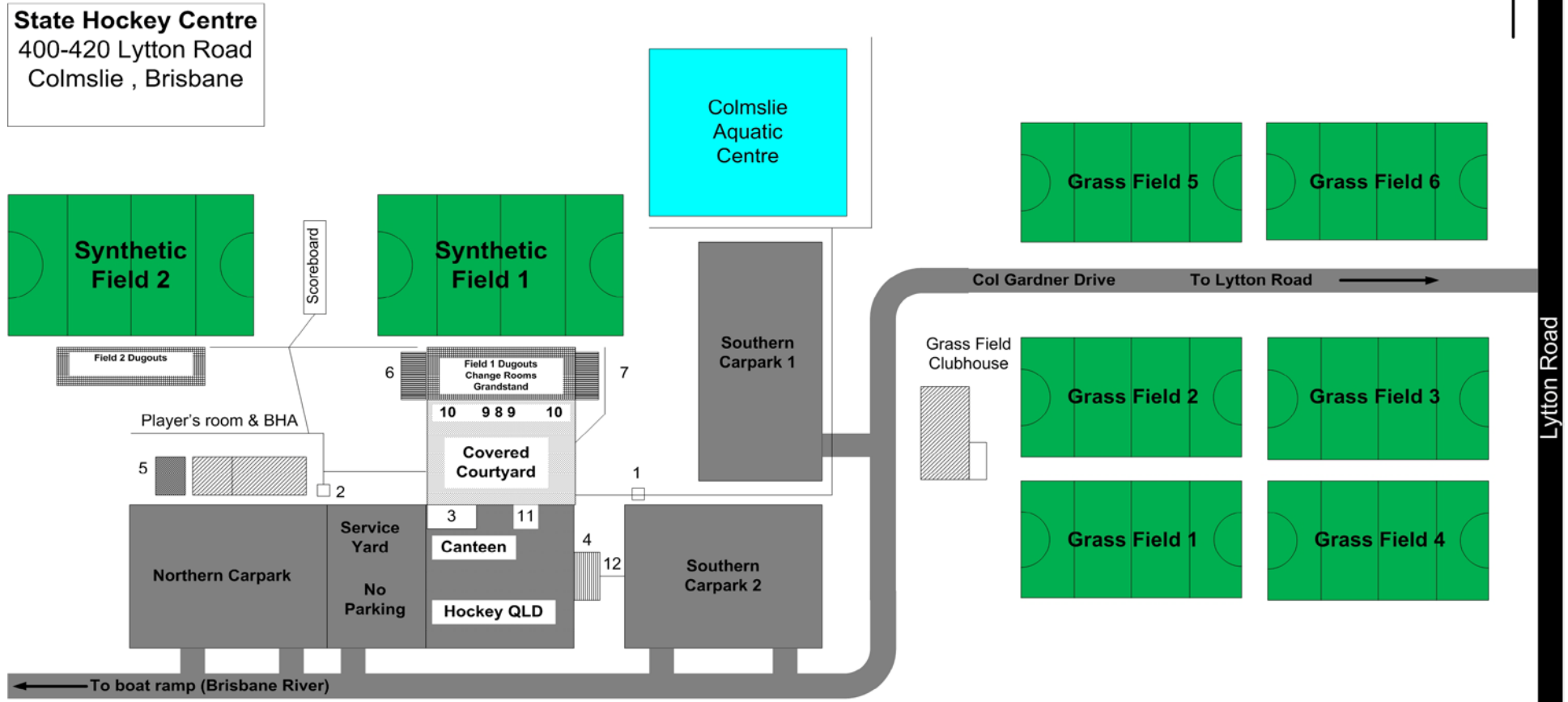
See SHC Users Manual for further terms and conditions.

The Hirer agrees to all terms and conditions listed above and in the SHC User Manual. A game fee shall not be charged unless 55 minutes of game time has elapsed.

## STREET MAPS



# SHC SITE LAYOUT



- Legend:**
- |                         |   |                                  |
|-------------------------|---|----------------------------------|
| 1. Southern Entry Gates | 6. Just Hockey Shop                     | 11. Entrance to HQ Offices       |
| 2. Northern Entry Gates | 7. Storage Sheds                        | 12. Entrance to River Park Place |
| 3. Canteen              | 8. Entrance to Field 1 and Change Rooms |                                  |
| 4. Playground           | 9. Toilets                              |                                  |
| 5. HQ Storage           | 10. Change Rooms                        |                                  |

Bulimba