GOLD COAST PERFORMANCE CENTRE

GOLD COAST PERFORMANCE CENTRE USER MANUAL: ATHLETIC STADUIM BOOKINGS

Venue: Gold Coast Performance Centre (GCPC) – Athletic Stadium (Main Field and Track)
Business: GCPC / Runaway Bay Sports and Leadership Excellence Centre (RBSLEC)
Street Address: 1 Sports Drive, Runaway Bay 4210
Phone: (07) 5500 9988
Facility Bookings Email: gcpc.bookings@sport.qld.gov.au
Duty Manager Contact: 0416 009 985

A GCPC staff member (Duty Manager) will be on duty whenever the Athletics Stadium is booked for training sessions and/or games and events. Any problems should be reported to the staff member on duty. The GCPC staff member (Duty Manager) 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 GCPC staff member on duty by calling the Duty Manager Contact number listed above.

1. Users Group

This group is made up of GCPC representatives that meet regularly through the year with external contractors who provide athletics or sports training services at GCPC. The role of the group is to attend to routine management and maintenance issues of the facility. Please contact GCPC regarding any feedback about the GCPC Athletics Stadium.

2. Care of Surface

*The following items are **prohibited** in the Main Stadium:*

- No smoking cigarettes, cigars and pipes
- No animals
- No food or drink on the track (water excepted)
- No chewing gum or lollies
- No spitting or littering
- No glass containers or bottles
- 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 Track
- Group exercise equipment (example: weights / barbells / kettlebells / steps / medicine balls / mats) are strictly prohibited from the area unless authorised for an event
- No sharp tags on boots

The following usage guidelines must be adhered to:

- Always run counter-clockwise during peak times on the track
- During peak times, inner lanes are “fast” lanes and outer lanes “slower” lanes
- Avoid headphone usage, especially during peak times (4:00pm-6:00pm)
- Throwing equipment only available during supervised session with qualified coach
- Hurdles only be used in lanes 4-10
- No hurdles to be left on infield
- Spike length not to exceed 7mm for running; 9mm for throwing and jumping. Pyramid or Christmas tree spikes are permitted
- Needle/Pin spikes **strictly prohibited**
- Move to right if someone yells “Track!” to allow others to pass
- Group Exercise equipment (weights, kettle bells, steps) are not to be taken out to the Athletics Stadium
- Do not cross grass infield while throwing sessions are taking place
- No jumping over the fence on main straight
- No standing or jumping on grandstand seating
- Always rake jumps pit after usage
- Check GCPC track booth for timetable, updates and availability or speak with the Track, Field & Events Coordinator
- All sled use to be discussed with Track, Field & Event Coordinator prior to use
- Ensure personal belongings and bags are not obstructing any active areas within Athletics Stadium. Bags may be left in grandstand behind fence or in designated lockers of change rooms (only available to GCPC members, not casual users)
- Restrict phone usage on Track – preferably all phone usage should be behind black fence on front straight

- All valuables and belongings left trackside are at your own risk
- Team sports utilise the infield at times. Be aware of potential hazards including balls and other sporting equipment. An infield bookings schedule can be found on

  the window of the track booth which is subject to change due to in-house groups and late bookings
- Avoid running more than 2 people abreast
- Pay attention when stopping and look both ways before crossing the track
- Be mindful of conversing on the track – try not to block the flow of other runners
- No football boots, cleats or any other type of studded footwear allowed on track. Football boots are to be put on and taken off on the infield only. Where possible GCPC staff will place rubber matting across track for athletes to cross. Please only use approved running, jumping or throwing spikes, or regular running footwear

3. Footwear and Spike Rules

Standard running shoes with soft bottoms are conducive to use on the track. GCPC only permit 'Pyramid' or 'Christmas Tree' spikes (also called compression tiered spikes) to be used on the track for athletic activity.
NOTE: 'Needle' or 'Pin' spikes are strictly not allowed.
Maximum length spikes are essential to performance and track longevity.

- Running activity maximum of 7mm
- Throw and Jump activity maximum of 9mm

Any groups or individuals using footwear outside these guidelines will be liable for any damages.

3. First Aid

GCPC have First Aid qualified staff on-site to attend any first aid issues or emergencies. During hire or events, the venue Hirer is responsible for the provision of a qualified first aid attendant. In an emergency situation contact the GCPC Duty Manager. Any individual that sustains a bleeding injury shall move or be removed from the Track surface as soon as possible. Any blood or body fluid spills on the Track surface must be reported to GCPC staff to allow cleaning. Playing or training persons shall not take enter the track with bleeding wounds or wounds that are not adequately covered. Severely (fresh) blood contaminated clothing is not to be worn on the track.

Ice is available for emergency First Aid only. Please contact GCPC Duty Manager if required.

4. Change Rooms

Trackside change rooms are available and should be booked if required for an event. Please notify GCPC if your event or booking will produce over 1000 participants (includes spectators) as there may be additional cleaning charges. Should extra facilities be required due to the size of the event staged, the Hirer shall be responsible for additional equipment, including supply and removal of portable toilets if required. Please ensure 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 GCPC. The Centre is not liable for any missing or damaged equipment, valuables or belongings stored on site at GCPC.

5. Entry and Parking Guidelines

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

Main Stadium Access

Teams attending an event in the Athletics Stadium must enter via the Western Carpark and follow the pedestrian path. As Teams leave the Athletics Stadium they are requested to ensure that the track, field and grandstands areas are left in a clean and tidy condition. General casual use or members can access the Athletics Stadium via the GCPC Front Reception.

Team and Official Lists

Every booking must provide details of team members and officials attending events at GCPC. This list must be sent via email to relevant booking contact or Duty Manager at least 2 days prior to booked session. The main contact must touch base with the Duty Manager 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 (unless advised of a designated event sign in area). Visitors and spectators are not permitted to any other areas of the GCPC except the Athletics Stadium.

Parking

Parking is located at the Western Carpark for events (please see map for parking location). The Duty Manager will advise prior to arrival if there are any changes in parking locations. Players, officials and spectators can access the Athletics Stadium by following the path outlined on the map from the Western Carpark.

6. Track and Field Venue Hire

Timing of the training sessions and events are the responsibility of the hirer. The GCPC Duty Manager will be on-site to monitor scheduled timings are adhered to according to booking schedule. Hirer should ensure they reserve all appropriate track lanes, field access, and athletics areas well in advance. Special consideration should be taken to ensure activities like throws and ball sports do not conflict with other Athletic Stadium bookings.

7. Gates/Fences

Participants training or competing must enter and leave the Athletics Stadium area at official entry points only. Trackside pool gate must **not** be propped or held open to ensure safety of all guests. If the 50m pool/track gate or event gate must be open during the event, the Hirer must organise an adult to supervise, monitor and control access through either of these gates. This is to reduce the risk of anyone entering 50m pool area who are not permitted. There is to be no admittance to the Athletics Stadium or access to relevant gates until the booked hire period commences. The GCPC Duty Supervisor will open the Athletics Stadium and relevant gates once the booked hire period commences.

8. Training & Competitions

Training and Competition activities should be contained within allocated Athletic Stadium areas (track lanes or main field) ensuring patrons utilising other areas are not impacted. Hirer to ensure any gear and training equipment brought onsite is taken away at end of booking.

9. Cancellation

Cancellations must be in writing and forwarded to gcpc.bookings@sport.qld.gov.au.

10. Lighting

Lighting will be set if required for evening training or events. Fees may apply if outside of normal hours or if competition lights are required.

11. Lost Property

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

12. PA System

A PA system is available if required by the hirer as an extra charge. Prior arrangements for the use of the PA system must be made at the time of booking with GCPC. Hirer to ensure sound systems are kept within Council approved decibel levels during events. The hirer must take responsibility for any damages to the PA system while in use for their booking.

13. Electronic Timing System

ALGE Timing photo finish and timing system is available if required by the hirer. Only designated and trained GCPC staff are to operate the photo finish system. It is the responsibility of the hirer to provide a designated starter who will be directed on the starting procedure operating the ALGE starting gun. Meet Manager is utilised at the GCPC to record results and results will be available to Hirer via hard and soft copy.

14. Athletics Equipment

Standard athletics equipment is available for guests training or competing at the GCPC. It is the responsibility of the User/Hirer to ensure equipment is returned, any damaged or lost equipment reported to the GCPC Duty Manager and the facility left in a tidy condition. Athletics equipment is available by the hirer for events at the GCPC if required. Additional charges and set up fees may apply.

15. Line Marking or Rugby Posts

Line marking and rugby post set up must be booked in advance. Additional fees may apply.

16. Inclement Weather Procedures

The GCPC Duty Managers are responsible for cancelling events and/or training should the area become unsafe. The Athletics Stadium will be immediately closed by lightning (variously) where flashes are noted to be 30 seconds prior to thunder, local knowledge of weather is relied on. The GCPC Duty Supervisors will keep organisations up to date on any cancellations if required.

17. 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. Should anyone breach these codes of conduct, GCPC Staff reserve the right to ask attendees to leave the premises.

18. LED Screens

The GCPC have two large LED screens which groups can hire for events. Please enquire through reservations to book accordingly.

19. Evacuation Procedures

During and After Office Hours
On discovery of a fire/emergency situation please advise the exact location to Gold Coast Performance Centre staff by calling **0416 009 985** or **dial 2** from a one of the phones located in the lodges and around the centre.

Evacuation Alarm
Once the Alarm has been raised the Centre's internal communications system will instruct all guests to move to their nearest evacuation point (please see map for evacuation points).

20. Payment

Final payment for all bookings is required one week prior to event or hire period. Athletic Stadium bookings can only be secured after a deposit is paid.

USEFUL CONTACT NUMBERS

GCPC 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 your team at the Gold Coast Performance Centre Athletics Stadium"

- *Staff at the Gold Coast Performance Centre*

ATHLETICS STADIUM ACCESS



