GOLD COAST PERFORMANCE CENTRE USER MANUAL: NIKKI HUDSON HOCKEY CENTRE BOOKINGS

Venue: Gold Coast Performance Centre (GCPC) – Nikki Hudson Hockey Centre (NHHC)
Business: GCPC / Runaway Bay Sports and Leadership Excellence Centre
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 hockey field is booked for training sessions and/or games. 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, including Roosters Hockey Club who are based at GCPC, 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 GCPC regarding any feedback about the GCPC NHHC.

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 or littering
- 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
- Do not stand in front of or close to the water jets while they are active
- Bookings are essential before accessing the hockey field. Please see GCPC 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 and two rubber water troughs located at the hockey field gate entrances 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. GCPC have two water hoses (one for each team) and mats available which teams and officials must use to clean footwear 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 maximum 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

GCPC have First Aid qualified staff on-site to attend any first aid issues or emergencies. The Hirer of the Hockey Pitch 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 turf as soon as possible. Any blood stains on the turf must be reported to GCPC 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 GCPC Duty Manager 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 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 fixture games. 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.

Hockey Field Access

All teams and officials must enter via the two gate entries on the western end of the field. Unless authorised by GCPC 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 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 may use the grandstands by the NHHC and are not permitted to access the hockey field, especially during training sessions or games, unless authorised by the GCPC. Visitors and spectators are not permitted to any other areas of the GCPC except the NHHC. All visitors and spectators must sign in by the NHHC.

Parking

Parking is located at the Western Carpark (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 NHHC by following the path outlined on the map from the Western Carpark to the NHHC. Once this carpark is at capacity all spectators and participants must use the adjacent council carparks.

6. Technical Benches

Timing of the training sessions and games 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.

7. Grandstand/Fences

Jumping over or climbing 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 GCPC Duty Manager.

8. Training & Games

- The eastern and western side goal nets are to be utilised for training drills only
- 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 or climbing the fence is not permitted
- Users are not permitted onto 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. It is the responsibility of the hirer to keep time and ensure that their booking concludes before their designated finish time

9. Event Information

Arrival, Set Up and Pack Down
On arrival the event set up staff will enter through the western carpark. Event set up staff can call the Duty Manager Phone number to gain access through the boom gate if heavy set up equipment is required. Vehicles are not permitted to drive on grassed areas and must keep to the service road. Once equipment has been unloaded all vehicles must be moved to the western carpark to ensure that the service road remains clear, and can gain access through the boom gate again once the event has concluded for pack down.

Marquee Set Up
Please ensure all marquees are adequately weighed down. It is recommended that approximately 20kg be secured to each support pole for a 3m x 3m marquee and 30kg be placed on each support pole for a 3m x 6m marquee. It is the responsibility of the Hirer to ensure all marquees a secured appropriately for the safety of all guests. NO pegs are permitted to be used near hockey pitch.

It is the Gold Coast Performance Centre policy that all marquee structures be taken down when wind speeds are approaching 32km/hour. Centre staff will notify the event organiser and support the take down process when available.

10. Cancellation

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

11. Lighting

Lighting will be set for training sessions and games. Fees may apply if outside of normal hours or if competition lights are required. Five minutes after the last game/training session lights will be gradually turned off.

12. Watering of Fields and Windy Days

If a team is dissatisfied with the moisture of the turf, contact the GCPC Duty Manager. The Duty Manager is responsible for the watering of the fields and only authorised personnel are permitted to water the fields.
Spectators may get wet from the water spray used on the fields before, during and after the game, especially on a windy day. The water cannons are a high-pressure watering system, to avoid injury do not stand in front of or near the water cannons while they are active. Do not place equipment on or near the front of the water cannons at any time.

13. 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.

14. PA System

A small PA System is available if required by the hirer at 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.

15. 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 GCPC on gcpc.bookings@sport.qld.gov.au.

16. Wet Weather Procedures

The GCPC Duty Managers are responsible for cancelling games and/or trainings 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 less than 30 seconds prior to thunder, local knowledge of weather is relied on. The GCPC Duty Managers will keep those 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. GCPC Hockey Score Board

The GCPC has a portable score board which users' groups can book to use for matches or training sessions. Please contact the GCPC reservations team if you would like to utilise the score board during your booking.

19. Roosters Hockey Club

The Roosters Hockey Club is proudly based at the GCPC NHHC. If you are interested in organising a game and/or games with the Roosters Hockey Club please contact the following junior and senior hockey coordinators:

- **Junior** - Claude Kovacevich vp.juniors@roostershockey.com.au
- **Senior -** Matt Woosnam vp.seniors@roostershockey.com.au

20. 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).

21. Payment

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

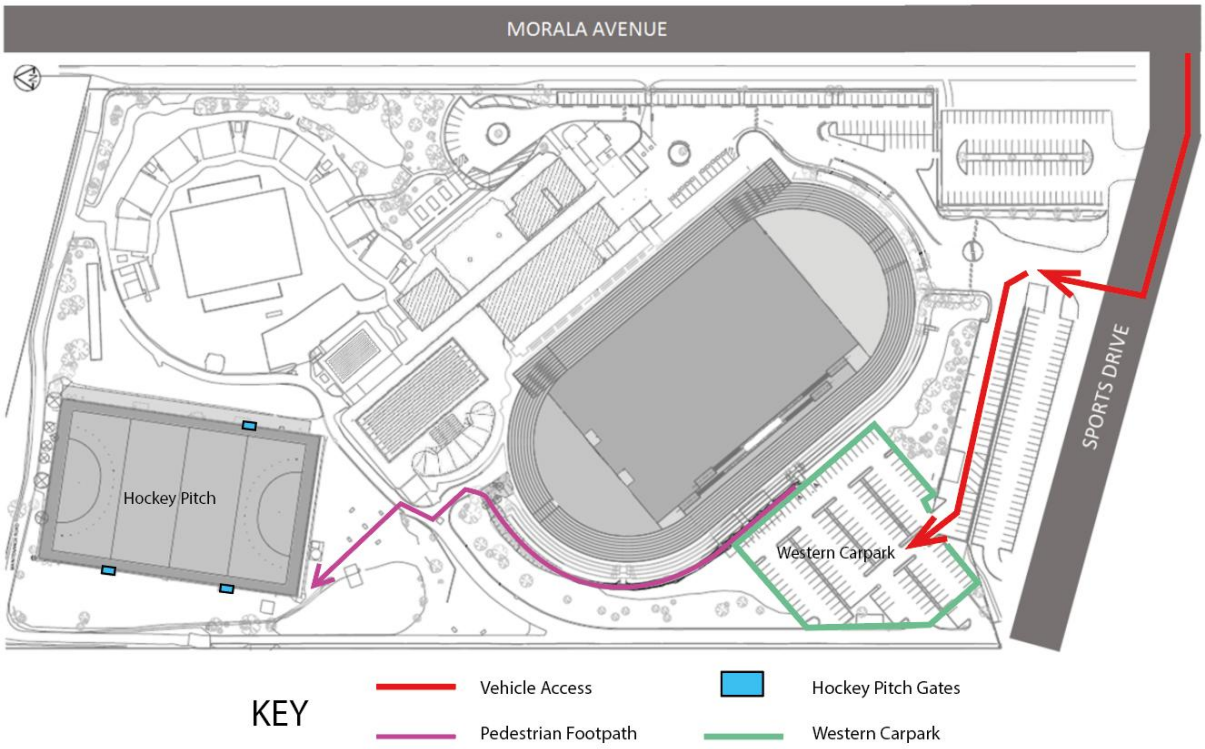
USEFUL CONTACT NUMBERS

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 the team at the Nikki Hudson Hockey Centre"

- *Staff at the Gold Coast Performance Centre*

HOCKEY PITCH ACCESS



FIRE EVACUATION MAP ★ **Emergency Assembly Area** ★ **Stadium Events Emergency Assembly Area**

