



**CAIRNS HOCKEY IS TRYING TO CREATE AN ENVIROMENT THAT SERVICES THE NEEDS OF MEMEBRS  
EFFICIENTLY AND EFFECTIVELY  
CLEAR COMMUNICATION  
SIMPLE DIRECTION**

### **INTRODUCTION**

WE HAVE CREATED THIS INFORMATION TO BE USED AS A GUIDE TO ENABLE THE NEEDS OF OUR MEMBERS TO BE MET THROUGH CAIRNS HOCKEY WORKFORCE – VOLUNTEERS AND STAFF WORKING TOGETHER

Cairns Hockey Facility Services are managed by Kym McPhee-Smith with our ground staff Rance Wallace and Ray Bolton assisting. For any questions in relation to facility services, please contact the office 07 40532308 or email [info@cairnshockey.com.au](mailto:info@cairnshockey.com.au)

Cairns Hockey does not have the staffing capacity to have supervisors for all times and we seek the assistance of clubs and members to assist us in this regard

FOR EMERGENCY ONLY – CALL 0419308078



### **CLUB TRAINING – Turf**

- Clubs are given a facility key to enable access to the facility and provide a service to members – access to the site, watering and lighting and locking the facility is the club's responsibility. Access to Rainforest turf for training is via Lake Street while the renovations are taking place under the old club house and Rutherford St once they are finished. Access to Reef turf will be via the main gate near the car park and the pool.
- All trainings – all club training must be booked through the CHA office [info@cairnshockey.com.au](mailto:info@cairnshockey.com.au). This includes all grass trainings.
- The hiring fee allows access to
  - (i) Turf. Clubs will rotate the turf they use at the start of each month.
  - (ii) Access to Toilet facilities
  - (iii) Lights – should be turned off at the end of the hiring period. In the new system we can monitor the times the lights are turned off and if this is different from the hiring times, clubs will be notified and given a first and final warning. CHA is extending a courtesy to clubs and will provide a 10 min grace period but if after the first warning, -the clubs will be charged additional lighting costs

- (iv) Watering – there are 2 watering cycles included in the hiring charges – if more water is used than authorized, the clubs will be charged.
  - (v) Access to First Aid Kit – these will be available in the technical bench in case of minor injury.
  - (vi) NO ICE IS PROVIDED BY CHA FOR CLUB TRAINING. Clubs will need to bring their own.
  - (vii) Reef Turf has the training rooms available if booked.
- Clubs need to have some-one from the club available to turn the water on and the lights on and off and lock the premises.
  - On arrival clubs will need to check that the technical bench has been opened, and the toilets and showers have been opened. On Reef turf the door for the toilets and showers is the sliding glass doors located on each side of the building. On Rainforest turf the toilet & showers are in the building behind the turf near the playground.
  - For the first session the turf will be watered by CHA staff, for the additional watering the clubs will need to water when the turf is dry as per the instructions attached. **Attachment 1 & 2**. A copy will also be available in the technical bench.
  - Clubs must not turn on water unless they have an unobstructed view of the turf and the water cannons to ensure risk assessment can be undertaken and not turned on when people are in close- proximity of the water cannons for safety reasons
  - At about 6.00pm (maybe earlier in winter) the lights will need to be turned on using the instructions attached. **Attachment 1 & 2**. A copy will also be available in the technical bench.
  - All players and team officials must enter the turf via the water troughs and not step over or around them.
  - All players and club personnel must abide by the turf rules. All jewellery must be removed before entering the turf.
  - At the conclusion of training
    - (i) The lights on the turf need to be turned off as per instructions attached. **Attachment 1 & 2**
    - (ii) All other lights and fans in the dugouts and technical bench must be turned off.
    - (iii) All areas should be left clean & tidy.
    - (iv) The technical bench is to be locked.
    - (v) The toilets and showers are to be locked.
  - Clubs that train on a Tuesday night need to put the goal boxes back in the correct position for games at the end of their training session.
  - If junior teams are training on a Wednesday afternoon, they will need to make sure that the goal boxes are in the correct positions for games after their training session.
  - Clubs are reminded that no alcohol can be consumed on the premises unless it is purchased from the bar which is not opened on training nights.
  - Once all players have left the premises then the gate will need to be locked.
  - CHA would appreciate advice on any maintenance/repair issues that are identified during training. Please send an email to [info@cairnshockey.com.au](mailto:info@cairnshockey.com.au)
  - Cairns Hockey is happy to work with clubs to overcome any unusual circumstances.

#### **CLUB TRAINING – Grass**

- All training for grass fields must be booked through the CHA office. Email [info@cairnshockey.com.au](mailto:info@cairnshockey.com.au)
- There is no charge for grass field 4, 5, 6, 7 but they must be booked.
- There is a charge for field 1 & 3 if used for stick and ball skills.



## COMPETITION GAMES

### General Information

- All teams that have allocated Technical Officials/ Scorers on their games must have a Manager in the dugout. The Manager must remain in the dugout for the duration of the game and therefore can't be a player or one of the allocated Technical Officials/Scorers. Information for Managers are attached. [Attachment 3](#)
- Matches that don't have allocated Technical Officials/Scorers must have a person from each team who is responsible for filling in the necessary paperwork and scoring. Information for identified person from team is attached. [Attachment 4](#)
- An information folder is available at each technical bench and includes draw, forms extra game fee bags and any information required for the game.
- Managers of club teams (except Brothers who pay their game fees in bulk to CHA) will collect fees from their players for the game and place it in the team fee bag supplied in the game folder in the technical bench
- The first named team on the weekly draw is allocated the dugout on the left of the technical bench as you look at the field. If both teams agree they may change dugouts.
- There is a first aid kit available in the technical bench of each turf for minor injuries.
- If the lights go off due to a surge in the power, just leave the lights and it will take ten minutes before the turf lights will start to come on again.
- The team that is playing the following game **must not** enter the training rooms until after half time of the existing game.

### Before the Game

- Teams are to check if the field needs to be watered. The field only needs to be watered when dry. On games where there is allocated Technical Officials the team is to notify the Technical Official with enough time to run the water cycle. On games where there is no allocated Technical Official the teams will be responsible for watering the turf. Instructions on watering and turf lights are available in the technical bench at each turf.
- The Manager is to collect the pre-game sheet from the game folder in the technical bench, fill in the relevant information and return to the Technical Official at least 10 mins before the start of the game along with a marked game ball.

- Teams are to wait for teams from the previous game to exit the dugout before entering.
- All players and team personnel must enter the turf via the water trough and not step over or around them.
- Managers need to make sure that the players and team officials abide by the turf rules and that all jewellery is removed and players are wearing shin pads before entering the field of play.
- Teams are only allowed players that are listed on the game sheet and three team officials in the dugout.

### **During the Game**

- Managers must remain in the dugout for the duration of the game and need to stand at the end of the dugout closest to the technical bench so the Technical Official can communicate with them.
- The Manager must notify the technical bench if a player needs to leave the dugout during the game.
- All substitutions must be done at the centre on the same side of the field as the dugout. Players need to watch the umpire that maybe running down the sideline.

### **Cards during the Game**

- Players that receive a red card must collect their gear from the dugout and leave the premises as per Cairns Hockey Competition rules rule 14 a (viii).
- Players must leave the field immediately they receive a yellow or green card and sit on the seat in front of the technical bench on the side of their team's dugout.
- The Technical Official will not start timing until the player is seated and must remain seated until instructed by the Technical Official that they may resume playing except at quarter breaks or half time the player may join his team for the break but must return to the seat once the game has started. The players timing is stopped for the break and is restarted once the player is seated and the game has started.
- The suspended player must not take part in the game and this includes calling out to their team mates on the field. They must sit quietly on the seat. Time can be extended for misconduct while the player is suspended.
- The Manager can assist the suspended player with a drink or injury but cannot coach the player.

### **After the Game**

- The players must collect their gear and leave the dugout as soon as possible to allow the next team to access the dugout.
- The Manager needs to enter the technical bench and check the game details sheet is correct and then sign the sheet.



## **CHA JUNIOR COMPETITION - FRIDAY AFTERNOON SATURDAY MORNING**

- Cairns Hockey Junior Competition includes all Primary Grade competition (P Grades) and U14's. This covers Friday afternoons and Saturday Morning.
- P1 2, P3 4 and P5 6 games are supervised by Club Junior Co-ordinators.
- U14 games are supervised by a Club Co-ordinator appointed by the Clubs.
- A weekly club roster and the duties for the coordinators are attached. **Attachment 5.**
- Each team in the P5 6 & U14 competitions will need to supply a scorer for each game.
- Information for Scorers are attached. **Attachment 6.**
- In case of wet weather or other extraordinary matters and emergency situations, the Coordinator is empowered by Cairns Hockey to make calls in the best interests of hockey. It is recommended to seek advice from any CHA staff or Board Members if available however the final call is with the Coordinator. Please respect the decisions made by the Coordinator.
- A key to access all facilities required to undertake this role will be available from the office on Fridays.
- On Friday afternoon the Junior Co-ordinator is responsible for the P grade games, this includes making sure fields are set up, someone to time each field, turning on field 1 lights and collecting the gear at the conclusion of the games and returning to the storeroom.
- On Saturday The Junior Co-ordinator is responsible for the P5 6 games which includes taking the field and scorers boxes to the grass fields and ensuring the technical benches are set up to start the games.
- The Club co-ordinator will be responsible for the U14 competition, which includes collecting the field and scorers boxes from the grass fields at the conclusions of the games and putting the key in the delivery slot in the front door of CHA office 365 Lake Street.



### **FRIDAY NIGHT U18 GAMES**

- There will be only one entrance open – the entrance near the pool car park
- The Canteen Manager /Bar Staff will open the technical benches.
- U18 games will have allocated Team Scorers for their game. Information for Scorers is attached. **Attachment 6.**
- If there is a decision to be made regarding the game, please contact a Board Member. Board members may be at the games if not contact numbers for Board Members are in the information folder.
- First aid kit will be available in the technical bench for minor injuries.
- Each turf will run their own time, but games must start on time even if the teams are not ready.
- The teams with the assistance of the Team's Scorers will be responsible for watering the turf and turning on the lights.
- Instructions on watering and turf lights are available in the technical bench at each turf.
- The Team Scorers will need to turn off the turf lights, turn off all lights, fans and air conditioners in the technical bench and dugouts and lock the technical bench after the games are completed.
- The Canteen Manger /Bar Staff will lock the facility



### **C GRADE WOMEN'S COMPETITION – Saturday afternoon**

- The Canteen Coordinator/Bar Staff will be responsible for opening the venue at least 30 min before the start time of the C Grade women's matches.
- There will be only one entrance open – the entrance near the pool carpark
- The teams will be responsible for watering the turf. Instructions for watering are available in technical benches.
- Each turf will run their own time, but games must start on time even if the teams are not ready.
- First aid kit will be available in the technical bench for minor injuries.
- There are no Technical Officials on C Grade Games. An appointed person from each team will be responsible for the filling in paperwork and scoring. Information for the appointed person is attached. **Attachment 4**
- If there is an issue in the game and the umpires are unable to resolve this, please contact a Board Member. A Board Member maybe at the game if not their phone numbers are in the information folder.
- For any emergencies phone 0419308078



### **A GRADE AND B GRADE COMPETITION**

- There will be only one entrance open – the entrance near the pool car park
- All A Grade & B Grade games will be controlled by Technical Officials.
- These Technical Official are charged with the running of the game on the relevant turf
- If there is a decision to be made regarding the game – the overall authority to make the final decision rests with the ranking Technical Official – it is hoped that this would be a collaboration with match umpires and team captains if required.
- Each turf will run their own time, but games must start on time even if the teams are not ready.
- The Technical Officials will be responsible for watering and lighting.
- Instructions on watering and turf lights are available in the technical bench at each turf.
- At the completion of the game the Technical Officials will turn off the turf lights, turn off all lights fans and air conditioners in the technical bench and dugouts and lock the technical bench.
- For any emergencies phone 0419308078
- The Canteen Manager/ Bar Staff will lock the facility



### **MASTERS WOMEN AND MASTERS MEN**

- The Bar Supervisor will be responsible for opening the venue at least 30 min before the start time of the Masters matches.
- There will be only one entrance open – the entrance near the pool carpark
- Watering and lighting will be managed by the teams. Instructions for watering are available in technical benches.
- Each turf will run their own time, but games must start on time even if the teams are not ready.
- First aid kit will be available in the technical bench for minor injuries.
- There are no Technical Officials on C Grade Games. An appointed person from each team will be responsible for the filling in paperwork and scoring. Information for the appointed person is attached. **Attachment 4**
- If there is an URGENT MATTER to be resolved and BOARD MEMBERS are available at the Masters games to assist.
- Teams will need to turn off the turf lights, turn off all lights, fans and air conditioners in the technical bench and dugouts and lock the technical bench after the games are completed.
- Bar supervisor will lock the facility



### **REPRESENTATIVE TRAINING**

- Cairns coaching staff will manage representative training where possible
- When staff are unavailable, the coach/manager is responsible for contacting CHA office to arrange for a key and to manage the watering and lighting if relevant
- Please ensure you have some time to be put through a small induction to avoid any challenges with the new system
- Please return the key to the office by depositing in the slot in the front door of the CHA office 365 Lake Street
- There will be ice available
- There will be a first aid kit available in the technical bench for minor injuries.
- Local URGENT PROBLEMS refer to CHA coaching staff



## **THE FACILITY**

- The Cairns Hockey Facility is open when required to meet competition and program needs.
- The main entrance will be at the gate nearest the pool carpark inside the Sporting Precinct
- When the bar is open, this is the only entrance and exit to the facility
- CHA employs a full-time grounds person and a casual grounds person who also assists with electrical and water issues. The ground staff work Monday – Friday unless otherwise agree.
- If there is any maintenance/damage and repair, please contact CHA office and advise of the problem and CHA will address this in a timely manner.
- During Junior competition when the bar is not open, the 2 supporting entrances will be open at Rutherford Street (not while the renovations to the old club house are taking place) and Lake Street.
- Schools will be asked to use the Main entrance or the Lake Street entrance
- Cairns Hockey staff will manage the supervision of the facility for school teams and have the preparation ready
- There are multiple ambulance entrances and each turf has gates clearly marked for ambulance access
- Cheryl McAlister will be available to offer First Aid and support at identified times during the competition year
- If there is no medical first aid person on site, there is access to first aid kit and included resources – if the injury/damage requires additional treatment, CHA recommends serious injury be treated through calling ambulance to site. CHA recommends all players receiving head knocks to seek medical advice in a timely manner.
- Emergency defib machine will be housed outside the bar in a case for convenience
- A P A system is located in each of the technical benches and the bar.
- The bar will be open on Wednesday, Thursday, Friday night and Saturday from 2.00pm onwards.
- The canteen will be open Friday afternoon & Saturday.
- Training Rooms on Reef can be set up with AV resources, but prior booking must be made
- It is the responsibility of each club using the new training rooms to leave them clean and tidy.
- There will be entry conditions at each entrance, and it is the responsibility of the individual to respect the facility and these terms of entry
- Reef Turf – BENCH A (on left of technical bench when facing the field) and the aligned Training Room will be known as AGINCOURT and BENCH B and the aligned Training Room will be known as MICHAELMAS- these names reflect the names of the local reefs
- Rainforest Turf - BENCH A will be on the left of the technical bench when facing the field BENCH B will be on the right of the technical bench when facing the field.
- Cairns Hockey is reviewing the Rainforest support amenities.
- Cairns Hockey is here to ensure that the members needs are meet and that playing hockey is an enjoyable experience for all. For any suggestions and grievances please email Cairns Hockey [infor@cairnshockey.com.au](mailto:infor@cairnshockey.com.au).