



Lets get it
Right

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 – VOLUNTEER AND STAFF WORKING TOGETHER

Cairns Hockey Facility Services are managed by Megan Schenk 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 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

Megan is available and will assist where possible.

FOR EMERGENCY ONLY – CALL OPERATIONS MANAGER ON 0418 880147



CLUB TRAINING – Monday and Tuesday

- Clubs are given a facility key to enable access to the facility and provide a service to members – access into the site, watering and lighting is the club's responsibility once the new training is completed.
- **All club training must be booked through the CHA office info@cairnshockey.com.au**

- The hiring fee allows access to
 - (i) Booked Pitch and gate access to the facility through the closest gate.
 - (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 give 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 that authorized, the clubs will be charged
 - (v) Access to First Aid Kit – these will be available to training teams in case of minor injury
 - (vi) NO ICE IS PROVIDED BY CHA FOR CLUB TRAINING
 - (vii) Reef Turf has the training rooms available if booked
- Clubs will be given access to the web link and training to the new water and lighting systems
- Clubs must not turn on water unless they have unobstructed view of the pitch and the sprinklers to ensure risk assessment can be undertaken and not turn on when people are in close- proximity of the water cannons for safety reasons
- Those clubs training on Reef can open the Reef Gate near the pool carpark for members convenience and it is the club’s responsibility to lock the gates at the conclusion of training
- Those clubs training on Rainforest can open the Rutherford St Gate for members convenience and it is the club’s responsibility to lock the gates at the conclusion of training
- There is no requirement for the technical office to be unlocked during training – the tech offices are not included in the training fee.
- It is the clubs responsible to have some-one from the club to be on premises to turn the water on and the lights on and off and supervise the safety and well-being.
- CHA would appreciate advice on any maintenance/repair issues that are identified during training. Please send an email to info@cairnshockey.com.au attention MEGAN
- Cairns Hockey is happy to work with clubs to overcome any unusual circumstances.



CHA JUNIOR COMPETITION

- Cairns Hockey Junior Competition oversees the all Primary Grade competition (P Grades) and Secondary 3 and 4. This covers Friday afternoons and Saturday Morning
- Each club appoints a junior coordinator and the role of the junior coordinator when rostered is to supervise this competition.

- A copy of the roles and responsibilities can be found at <http://www.cairnshockey.com.au/wp-content/uploads/2018/06/CHA-Junior-Co-Ordinator-Duties-Watering.pdf>
- In case of wet weather or other extraordinary matters and emergency situations, a list of Board Member contacts will be available in the technical bench and the Board Members are happy to assist junior coordinators in addressing these extraordinary matters. If there is no Board Member available, please look for Janice who will assist. If neither is available, call Operations Manager on 0418880147.
- Please respect the decisions made by the junior coordinator.
- A key to access all facilities required to undertake this role will be available from the office on Fridays.
- When available, there will be junior staff available on Friday afternoon to assist with the duties. This is a service CHA supplied when available but junior coordinators must be aware of all duties in case the junior staff are not available.
- The junior coordinator is responsible to open the venue on Saturday morning and prepare it for the competition and then lock the facilities and place the key in the delivery slot in the front door of CHA office 365 Lake Street.
- Janice Noonan office@cairnshockey.com.au will be working every fortnight on Saturday mornings and will be available for advice.



FRIDAY NIGHT S1 AND S2 GAMES

- In 2019 these games will be controlled by a Tech Bench with technical officials
- 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 coaches/officials if required
- Cairns Hockey Board Member contact details are in the technical bench and in case of extraordinary circumstances, technical officials/umpires can contact Board Members for urgent decision.
- Games are run on central time
- The technical officials will open the technical office and be responsible for watering and lighting
- The technical officials will lock the technical office after the games are completed
- The canteen coordinator or the bar coordinator will lock the facility



C GRADE WOMEN'S COMPETITION – Saturday afternoon

- The Canteen Coordinator will be responsible for opening the venue 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 canteen coordinator will water the turfs ready for the first game
- Central time will be running
- Ice will be available
- First aid will be available
- There are no technical officials on C Grade Games
- At the conclusion of the games, the Canteen Coordinator will be responsible for watering prior to the next game
- If there is an issue in the game and the umpires are unable to resolve this, the team contacts will discuss and have authority to make decisions.
- There is a list of contact details for Board Members, if the matter cannot be resolved, please contact a Board Member for decision.



A GRADE AND B GRADE COMPETITION

- In 2019 CHA are aiming for all games to be controlled by a Tech Bench with technical officials
- These Technical Officials are charged with the running of the game on the relevant turf
- Games are run on central time
- The technical officials will open the technical office and be responsible for watering and lighting
- The technical officials will lock the technical office after the games are completed
- 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
- There is a list of contact details for Board Members, if the matter cannot be resolved, please contact a Board Member for decision.
- The canteen coordinator or the bar coordinator will lock the facility



MASTERS WOMEN AND MASTERS MEN

- New main gate near the pool carpark will be the only entrance
- Bar will be open
- Watering and Lighting will be managed like a training night
- Ice will be available
- First Ait kit will be available
- Technical bench will be open to manage the scoreboard and central timing
- Bar supervisor will lock the facility
- If there is an URGENT MATTER to be resolved and BOARD MEMBERS cannot resolve, please contact Julie McNeil on 0418880147



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
- Local URGENT PROBLEMS refer to CHA coaching staff David McNeil 0419787545



THE FACILITY

- The Cairns Hockey Facility is open when required to meet competition and program needs.
- In 2019 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 Megan at 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 Main entrance in the Pool area and 2 supporting entrances will be open at Rutherford Street and Lake Street. At the end of Junior Competition Lake Street and Rutherford St entrances will be closed and Main Entrance inside the Sporting Precinct near Ref Turf will be open.
- 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 there each turf has gates clearly marked for Ambulance access
- Medical facility for each turf
- 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 at the canteen for convenience
- The new bar will be open at times to be confirmed
- The new canteen will be open at times to be confirmed
- 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 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
- In due course RAINFOREST BENCH and rooms will have a theme to reflect the Rainforest.
- Cairns Hockey is reviewing the Rainforest support amenities and how these will be delivered in 2019