



Bellbird Park Recreation Reserve Drouin

Hockey Fields And Synthetic Sports Field

User Manual

Contents

General Information	1
Bellbird Park Recreational Reserve – Drouin.....	1
Hockey Fields & Synthetic Sports Field	1
Ground & Facility Bookings	1
Management Structure	1
Facilities	1
General Conditions	2
Insurance	2
First Aid	2
Change Rooms	2
Lost Property	2
PA System	2
Fixtures.....	2
Wet Weather Procedures	2
Smoking	3
Canteen.....	3
Alcohol.....	3
Cleaning and waste removal.....	3
Temporary Structures	3
Synthetic Sports Field	4
Care of Surface.....	4
Footwear:.....	4
First Aid	4
Grandstand/Fences	5
Training	5
Entry Gate Guidelines	5
Lighting	5
Surface.....	5
APPENDIX I	6
HOCKEY FACILITIES USER GROUP BOOKING FORM	6
APPENDIX II	7
HOCKEY FACILITIES SCHOOLS BOOKING FORM	7
APPENDIX III	8
HOCKEY FACILITIES CASUAL USER BOOKING FORM	8
APPENDIX IV	9
Hire Charges 2013.....	9
Cancellation Fees	10
Repair/Restitution/Cleaning Charges	10
Hiring Agreement.....	10
APPENDIX V	11
Hockey Facilities.....	11
APPENDIX VI	12
Rumble Pavilion.....	12
APPENDIX VII	13
Location.....	13

General Information

Bellbird Park Recreational Reserve – Drouin

Hockey Fields & Synthetic Sports Field

Lampard Road
Drouin Victoria 3818

Ground & Facility Bookings

Booking Officer: Angie Ward
Phone: 03 5625 2622 or 0427 534 692
Bookings Officer E-mail: CoM-BBPSGF-Booking@bawbawshire.vic.gov.au
Booking website: <http://www.wgha.asn.au/booking/>

The facilities can only be booked using the booking forms in Appendix I, Appendix II and Appendix III. For further information and to download forms go to the Booking website.

Management Structure

The Bellbird Park Recreational Reserve facilities located to the east of the entrance drive way from Lampard Road and associated car park is managed by a Baw Baw Shire Council Section 86 Committee, the Bellbird Park Synthetic & Grass Fields Committee of Management. The committee consists of representatives from user groups: Aztecs Hockey Club; Drouids Hockey Club; Gippsland Bulls Hockey Club; Gulls Hockey Club; Warriors Hockey Group; and local residents. Baw Baw Shire Council councillors and staff can participate in meetings in an ex-officio capacity. The role of the group is to attend to routine management and maintenance issues of the facility. Contact details for the committee are listed below:

Bellbird Park Synthetic & Grass Fields Committee of Management:
Phone: 03 5625 2622
Mail: Secretary-CoM-BBPSGF, PO Box 785, Drouin, Victoria 3818;
or
E-mail: CoM-BBPSGF-Secretary@bawbawshire.vic.gov.au

The Baw Baw Shire contact in respect to these facilities and the committee of management is:

Gabrielle McBain, Recreation Coordinator, Baw Baw Shire Council by:
Phone: 03 5624 2437; Mobile: 0419 765 526
Mail: PO Box 304, Warragul, Victoria 3820;
or
E-mail: Gabrielle.McBain@bawbawshire.vic.gov.au

Facilities

The facilities include:

- Synthetic Sports Field marked for hockey, with warm up area and lights.
- Grass area that accommodates 3 grass hockey fields.
- Rumble Pavilion (with change rooms, toilets and meeting room).
- Canteen facilities.

A diagram of the facilities is available in Appendix V.

A diagram of the pavilion is available in Appendix VI.

Hire of the grass fields and synthetic sports field includes access to change room and toilets.

The meeting room is available to be booked.

The canteen facilities can be made available by negotiation.

General Conditions

Insurance

The hirer is to provide evidence that the organisation or group have Public Liability Insurance of \$10 million or more.

Period of Hire

The minimum period of hire for training and other use is ½ hour.

The minimum period of hire for matches is 1 ½ hours.

First Aid

The hirer is to provide first aid equipment and supplies. The hirer is responsible for the provision of a qualified first aid attendant.

In an emergency situation contact: 000.

The hirer is responsible for the safety of athletes and officials during use of the facilities and should take into consideration weather conditions (particularly heat, thunderstorms and cold weather) when running training or events.

Change Rooms

The change rooms and toilets will be made available prior to the commencement of each period the facilities are hired. Please ensure that the change rooms and toilets are left clean and tidy after use.

Lost Property

All lost property will be held at the Rumble Pavilion. Property left for more than 30 days will be either destroyed or forwarded to an appropriate charity.

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.

Fixtures

All enquiries about West Gippsland Hockey Association (WGHA) and Gippsland Bulls Club (GBHC) games/fixtures should be directed to WGHA or GBHC.

WGHA 0414 932 960

GBHC 0428 149 218

Wet Weather Procedures

Officials of organisations hiring the facility/ies are responsible for cancelling games and/or training should the surface/s become unplayable. Technical Officials, Umpires and Club/Association Officials are responsible for cancelling games if the fields remain playable, but the weather is not conducive to continuation of that game.

Smoking

No smoking rules apply as per Government and Baw Baw Shire regulations.

Smoking is not permitted in the area in the Rumble Pavilion or within 10 metres of entrances.

Smoking is not permitted within the perimeter fence or within 10 metres of the perimeter fence of the synthetic sports field.

Smoking is also discouraged in all other areas of this venue, particularly when sports and recreational events are in progress.

Canteen

The Canteen will, where possible, be open for all fixtures.

For special events Canteen opening hours will be as agreed and appropriate notification has been advised.

Alcohol

No alcohol is to be consumed at this venue without the provision of a liquor license. A liquor license can only be applied for in respect to the area occupied by the Rumble Pavilion.

No alcohol is to be made available, served or consumed while junior sporting events (that is events for people under 18 years of age) are in progress.

Cleaning and waste removal

Organisations or groups are responsible for leaving the facility in a clean & tidy condition after an event.

Please note an additional charge of \$100.00 will be charged for cleaning the facilities should the area and facilities be left in an untidy condition.

Temporary Structures

The use of large temporary structures (temporary seating, large tents or similar) may require a building permit. Organisations or groups planning to use such large temporary structures are required to contact Planning Administration, Baw Baw Shire Council, phone 5624 2592 to ascertain if a Building Permit is required.

Synthetic Sports Field

Care of Surface

The following items are prohibited from within the perimeter fence of the synthetic sports facility:

- *Cigarettes, cigars and pipes*
- *Smoking*
- *Vehicles*
- *Pets or animals*
- *Chewing gum*
- *All foodstuffs (except those suitable for an athlete before, during and after training or competitions)*
- *Drinks in ceramic cups, glasses, cans or glass bottles*

The following items are not allowed onto the synthetic surface:

- *All drinks other than water*
- *High heeled or Stiletto shoe*

The surface must be cleaned of all foreign material before and 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 stop 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, metal or screw in sprigs
- Sharp objects such as buckles must be covered.
- Hard protective guards for knees and elbows are not permitted.

First Aid

Any individual that sustains a bleeding injury shall move or be removed from the turf as soon as medically safe to do so. Any blood stains on the turf must be cleaned as soon as possible. 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.

Grandstand/Fences

- Jumping over the fence is not permitted.
- Only players, coaches and officials are permitted onto the playing and warm-up areas.
- Persons playing or training must enter and leave the playing and warm up areas at official entry points only.
- Junior players are not permitted onto the playing or warm up areas without supervision.
- First aid attendants and other medical or paramedical staff are permitted to go onto the playing and warm-up areas in a medical emergency.
- No spectators are permitted onto the playing and warm-up areas.

Gates to the synthetic sports field will be opened prior to start time of the first game of the day. There is to be no admittance to the field prior to the opening by the club or association officials.

Training

- The use of Main Circles and Goals is not permitted unless a full-field training game is being played.
- Four training "Ds" are available, two each on the eastern and western sides of the facility. The training nets only are to be utilised for training drills.
- Hitting of balls against block wall/wire fence surrounds of the field is not permitted.
- **No training is to be undertaken in the Ds and goals at the southern and northern ends of the field. Users are to ensure that this rule is "policed".**
- 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 warm up area or playing surface until the scheduled start time. Training sessions must be completed no later than 5 minutes prior to the ending booked time, to allow the next users to begin at the start of that users booked time.

All training sessions must be booked through Bellbird Park Recreation Reserve Hockey Facilities Booking Officer and a confirmation received, no other bookings will be accepted.

Entry Gate Guidelines

Entry shall be by the designated entrance to the synthetic sports field on the north western corner of the facility.

All patrons shall clean their footwear before entry. People wearing muddy footwear will not be allowed to enter the perimeter fence

Bellbird Park Recreational Reserve Committee of Management reserves the right to charge an entry fee for major events.

Players, coaches, managers and officials of participating team are always exempt from any charges relating to special events upon approval by Bellbird Park Recreational Reserve Committee of Management.

Lighting

Lights can be configured for the whole area or half the area.

As soon as possible following the completion of the last game/training session the lights should be turned off. Security lighting is located at the northern end of the facility.

Charges for the lights will be applied half an hour before the listed official sunset time. A list of these times will be available on the Booking website.

Surface

The hybrid synthetic surface can be played on when wet or dry.

APPENDIX I

Bellbird Park Recreation Reserve - Drouin HOCKEY FACILITIES USER GROUP BOOKING FORM									
ALL SECTIONS ARE TO BE COMPLETED BEFORE A BOOKING CAN BE ACCEPTED									
<i>This form is to be completed by an authorised officer of the organisation booking the facility/ies. Bookings are to be made at least 48 hours in advance. Cancellation less than 24 hours before the booking will incur a charge.</i>									
Date				Time					
Name									
Position in Organisation									
Organisation Name									
ABN				Copy of Current Certificate of Currency Attached				<input type="checkbox"/>	
INVOICE TO BE SENT TO: <i>(Must be completed before the booking will be accepted. The invoice will be sent to this address after the event.)</i>									
Name				Phone Numbers					
Postal Address				Work					
Suburb				Home					
State			Post Code			Mobile			
Email Address				Fax					
Contact name for the period of hire									
Mobile number				Daytime number					
Email Address									
BOOKING REQUIREMENTS: <i>[Tick the boxes. Enter dates in dd/mm/yyyy format. Enter time in 24 hr clock format (hh:mm)]</i>									
Field 1 - Synthetic	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game	<input type="checkbox"/>	Half Field	<input type="checkbox"/>	Full Field	<input type="checkbox"/>
Lights will be required from dusk or due to poor light conditions									
Field 2 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game	<input type="checkbox"/>				
Field 3 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game	<input type="checkbox"/>				
Field 4 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game	<input type="checkbox"/>				
Request Club Room	<input type="checkbox"/>	Request Canteen Service Be Available						<input type="checkbox"/>	
Request PA Be Available	<input type="checkbox"/>								
Date/s Required	Start				End				
Time/s Required	Start				End				
ADDITIONAL COMMENTS:									
FORWARD THIS FORM TO:		Hockey Facilities Booking Officer Bellbird Park Recreational Reserve – Drouin EMAIL: CoM-BBPSGF-Booking@bawbawshire.vic.gov.au							
BOOKINGS WILL BE CONFIRMED VIA EMAIL									

APPENDIX II

Bellbird Park Recreation Reserve - Drouin HOCKEY FACILITIES SCHOOLS BOOKING FORM					
ALL SECTIONS ARE TO BE COMPLETED BEFORE A BOOKING CAN BE ACCEPTED					
<i>This form is to be completed by an authorised officer of the school booking the facility/ies. Bookings are to be made at least 48 hours in advance. Cancellation less than 24 hours before the booking will incur a charge.</i>					
Date				Time	
Name					
Position in School					
Name of School					
ABN		Secondary School	<input type="checkbox"/>	Primary School	<input type="checkbox"/>
INVOICE TO BE SENT TO: <i>(Must be completed before the booking will be accepted. The invoice will be sent to this address after the event.)</i>					
Name				Phone Numbers	
Postal Address				Work	
Suburb				Mobile	
State		Post Code		Fax	
Email Address					
Contact name for the period of hire					
Mobile number			Work number		
Email Address					
BOOKING REQUIREMENTS: <i>[Tick the boxes. Enter dates in dd/mm/yyyy format. Enter time in 24 hr clock format (hh:mm)]</i>					
Field 1 - Synthetic	<input type="checkbox"/>	Half Field	<input type="checkbox"/>	Full Field	<input type="checkbox"/>
Lights will be required from dusk or due to poor light conditions					
Field 2 - Grass	<input type="checkbox"/>	Field 3 - Grass	<input type="checkbox"/>	Field 4 - Grass	<input type="checkbox"/>
Booking For:	<i>Sports Lesson</i>	<input type="checkbox"/>	<i>School Sports</i>	<input type="checkbox"/>	<i>Inter-School Sports Comp</i>
	<i>Regional Schools Sports Comp</i>	<input type="checkbox"/>	<i>Other Competition</i>	<input type="checkbox"/>	
Request PA System	<input type="checkbox"/>	Request Canteen Service Be Available			<input type="checkbox"/>
Date/s Required	Start			End	
Time/s Required	Start			End	
ADDITIONAL COMMENTS:					
FORWARD THIS FORM TO:		Hockey Facilities Booking Officer Bellbird Park Recreational Reserve – Drouin EMAIL: CoM-BBPSGF-Booking@bawbawshire.vic.gov.au			
BOOKINGS WILL BE CONFIRMED VIA EMAIL					

APPENDIX III

Bellbird Park Recreation Reserve - Drouin HOCKEY FACILITIES CASUAL USER BOOKING FORM									
ALL SECTIONS ARE TO BE COMPLETED BEFORE A BOOKING CAN BE ACCEPTED									
<i>This form is to be completed by an authorised officer of the organisation booking the facility/ies. Bookings are to be made at least 14 days in advance. Cancellation less than 48 hours before the booking will incur a charge.</i>									
Date				Time					
Name									
Position in Organisation									
Organisation Name									
ABN				Copy of Current Certificate of Currency Attached				<input type="checkbox"/>	
INVOICE TO BE SENT TO: <i>(Must be completed before the booking will be accepted. The invoice will be sent to this address after the event.)</i>									
Name				Phone Numbers					
Postal Address				Work					
Suburb				Home					
State			Post Code			Mobile			
Email Address				Fax					
Contact name for the period of hire									
Mobile number				Daytime number					
Email Address									
BOOKING REQUIREMENTS: <i>[Tick the boxes. Enter dates in dd/mm/yyyy format. Enter time in 24 hr clock format (hh:mm)]</i>									
Field 1 - Synthetic	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game	<input type="checkbox"/>	Half Field	<input type="checkbox"/>	Full Field	<input type="checkbox"/>
Lights will be required from dusk or due to poor light conditions									
Field 2 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game					
Field 3 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game					
Field 4 - Grass	<input type="checkbox"/>	Training	<input type="checkbox"/>	Game					
Request Club Room			<input type="checkbox"/>	Request Canteen Service Be Available					<input type="checkbox"/>
Request PA Be Available						<input type="checkbox"/>			
Date Required	Start				Ending				
Time Required	Start				Ending				
ADDITIONAL COMMENTS:									
FORWARD THIS FORM TO:		Hockey Facilities Booking Officer Bellbird Park Recreational Reserve – Drouin EMAIL CoM-BBPSGF-Booking@bawbawshire.vic.gov.au							
BOOKINGS WILL BE CONFIRMED VIA EMAIL									

APPENDIX IV**Hire Charges 2013**

Note all charges are exclusive of GST.

Facility	Whole Field	Half Field	Users
Lights	\$20.00 per hour	\$15.00 per hour	All users
Synthetic Field	\$20.00 per hour	\$10.00 per hour	Bellbird Park Recreation Reserve user groups (those who have signed licence agreement with Baw Baw Shire Council)
Synthetic Field	\$50.00 per hour	\$25.00 per hour	Casual Users (including schools for hockey matches and tournaments)
Synthetic Field	\$100.00 per annum \$200.00 per annum \$300.00 per annum		Primary Schools * Secondary Schools ** K/P to 12 Schools ***
Grass Fields	\$200.00 per annum		Bellbird Park Recreation Reserve user groups (those who have signed licence agreement with Baw Baw Shire Council)
1 Grass Field	\$10.00 per hour	N/A	Casual Users (including schools for hockey matches and tournaments)
Half Day Full Day	\$30.00 \$60.00		
3 Grass Fields	\$20.00 per hour	N/A	Casual Users (including schools for hockey matches and tournaments)
Half Day Full Day	\$70.00 \$130.00		
Cleaning Charges (Rumble Pavilion Change Rooms/Toilets): User groups: \$42.50 Casual users: \$85.00****			
* Primary Schools can opt to pay either at Casual User rates or by an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability. ** Secondary Schools can opt to pay either at Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability. *** K/P to 12 Schools can opt to pay either at Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability. *** All one off and annual events will be subject to the Casual User Cleaning Charge.			
Notes: Facility charges include access to toilets and change rooms. The minimum booking period for training and other use is ½ hour. The minimum booking period for matches is 1 ½ hours. Canteen available by negotiation. Rumble Pavilion Club Room available by negotiation: \$20.00 up to 4 hours and \$5.00 per hour after four hours. GST to be added to invoice.			

Cancellation Fees

User Groups and Schools

Cancellations twenty four hours prior to the hire date on a single training session or single fixture booking will not incur a penalty. Any cancellations of more than one training session or fixture may result in a cancellation fee of 25% of the total hire cost if notification is received not less than 24 hours prior to the period of hire. of the total hire cost. Cancellation due to extreme weather conditions will be taken into consideration.

ie:

Cancellation Notice	Fee
At least 24 hours	Nil
Less than 24 hours	25%

Casual Users

Cancellations forty eight hours prior to the hire date on a single training session or single fixture booking will not incur a penalty. Any cancellations of more than one training session or fixture may result in a cancellation fee of 25% of the total hire cost if notification is received not less than 24 hours prior to the period of hire. Any cancellation with notification of less than 24 hours prior to the period of hire may result in a cancellation fee of 50% of the total hire cost. Cancellation due to extreme weather conditions will be taken into consideration.

ie:

Cancellation Notice	Fee
At least 48 hours	Nil
Less than 48 hours but more than 24 hours	25%
Less than 24 hours	50%

Repair/Restitution/Cleaning Charges

Repair and restitution charges, which will be imposed for all damage caused, are to be invoiced at 100% of the direct and indirect cost to the user.

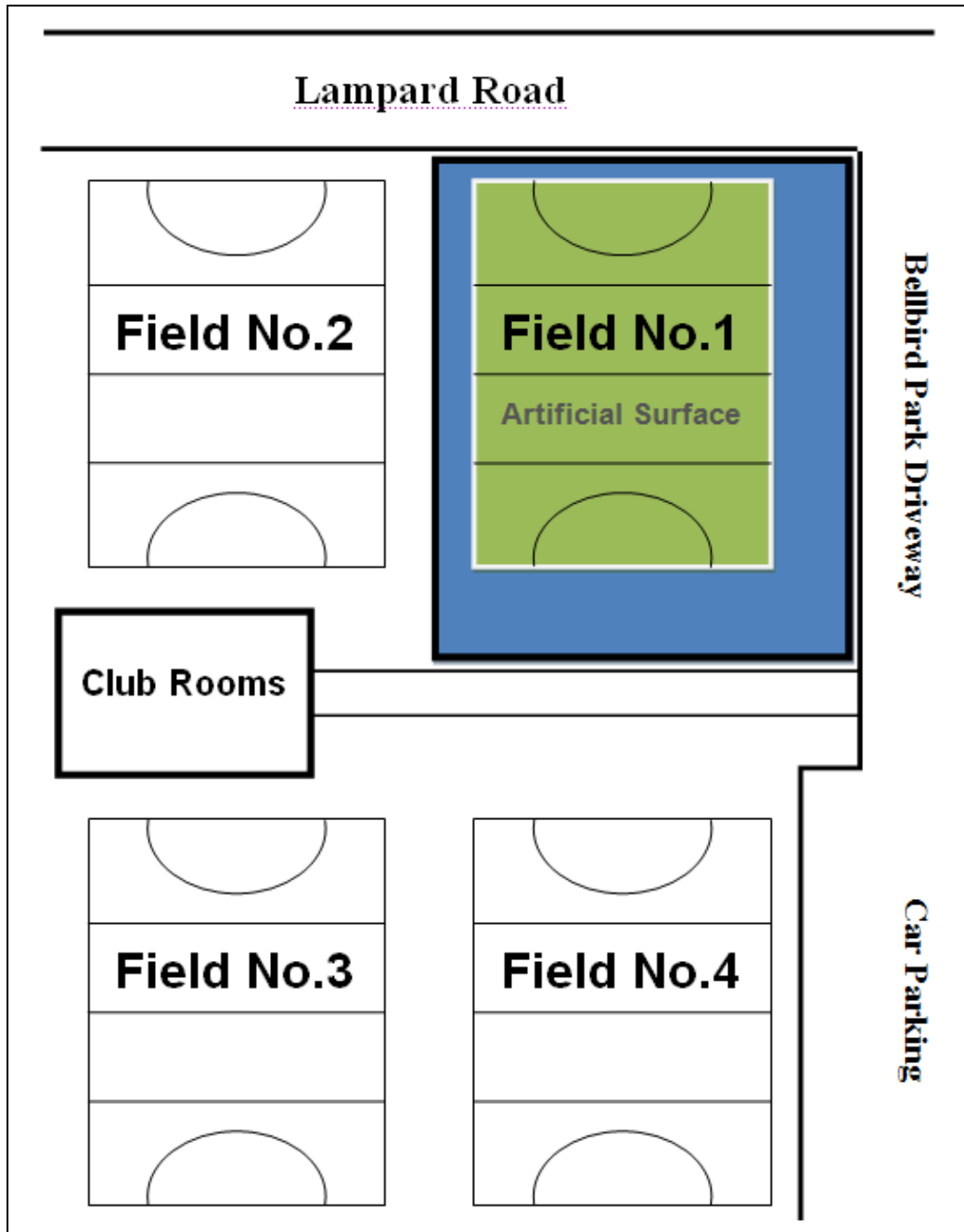
Cleaning charges include any grass or other material brought onto the artificial surfaces.

Hiring Agreement

No use of the facilities by a hirer shall take place without a correctly completed and executed "Hiring Agreement" being in place.

APPENDIX V

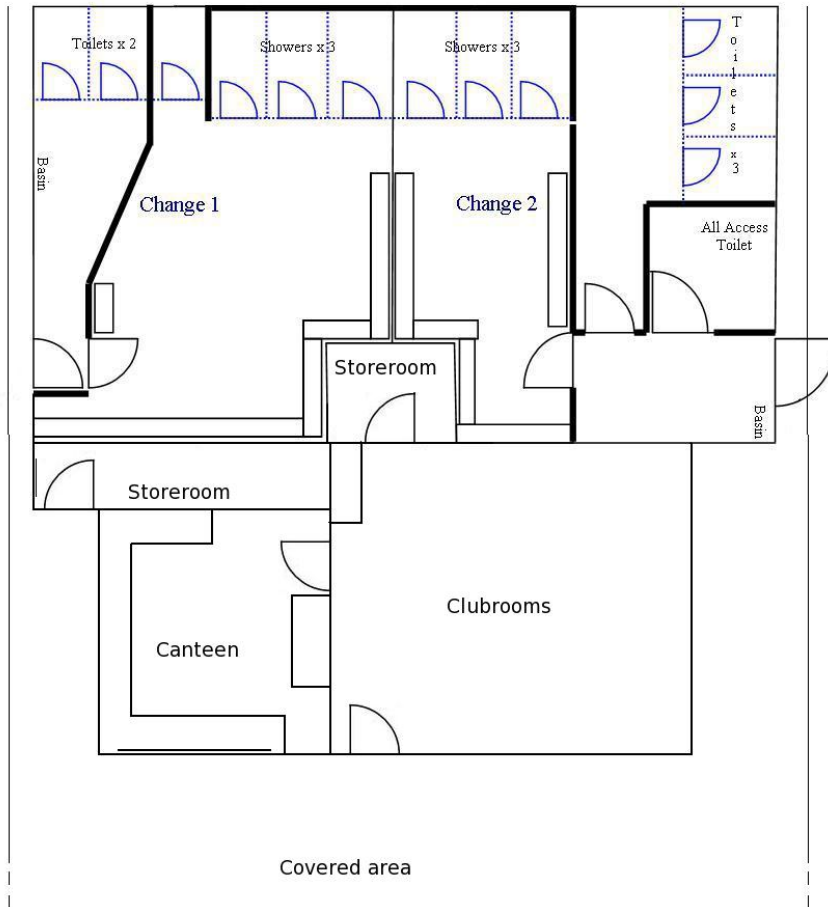
Hockey Facilities



Rumble Pavilion = "Club Rooms".

APPENDIX VI

Rumble Pavilion



Ru

