HALE HOCKEY CLUB
TERMS OF USE: TURF BOOKINGS & HIRE

Name:	**Terms & Conditions: Turf Use, Bookings & Hire**		
Document No:	**TCH-001**	Version:	**2019/3.0**
Approved By:	**Board of Management – Old Haleians Hockey Club**		
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Introduction

The Hale Hockey Club Turf Facility shall be utilised as a venue for hockey. The Playing Surface ('the Turf') may be utilised for other activities or purposes subject to the approval by the Facilities Manager ('FM') in consultation with the Old Haleians Hockey Club Board of Management ('the Board').

Any of the conditions contained herein may be amended or altered at the discretion of the FM in consultation with the Board of Hale Hockey Club.

Interpretation

Premises shall mean: Any facilities or infrastructure owned by, or for the time being under the control or management of Old Haleians Hockey Club ('the Club'), and all buildings, fences, gardens, car parks, structures, access ways, fixtures, fittings, machinery, chattels or equipment forming part of such facility or used in connection therewith;

Facility Manager shall mean: The person appointed by The Board to direct, manage, and control the facility. In the absence of the FM, the Assistant Facilities Manager, or other person appointed as such who shall be empowered in the same;

Ground Controller shall mean: The staff person appointed by Hale Hockey Club to manage the set up and use of all fields when the FM is not present.

Booking Conditions

1. Bookings will only be accepted in writing (email, fax, letter) to the Facilities Manager, with times, dates, modes of activity (e.g. training, clinic, games) and user contact details if not previously supplied (billing address, email and phone);
    a. All bookings made on behalf of a Club or Association must be made by an officer or coordinator of the booking party;
    b. Under no circumstances will the coaches of individual teams be permitted to make bookings on behalf of their Clubs without written consent;
2. Any subsequent booking amendments are to be in writing to the FM;
3. No booking is considered valid until written notification is supplied to the Hiring Party from the FM;
4. The FM may impose conditions on any bookings at the time of booking confirmation, or with no less than seven (7) days notice in writing;
5. Payment of the appropriate hire fee is required on a weekly basis, upon receipt of invoices from Hale Hockey Club, unless otherwise advised (e.g. cash payment prior to departure);
    a. All invoices will have payment terms of 14 days, unless authorised by the Board;
    b. The Club reserves the right to impose deposit conditions on any hirer;
6. Recurring booking requests are to be made no later than January 30th of each year, but will not provide exclusive hire, as the FM reserves the right to amend or cancel bookings as required;

7. All booking requests should state the intended start time, and take into account the need to water the pitch;
8. Cancellation of bookings requires no less than seven (7) days notice in writing, or the full amount of the booking may be charged;
    a. During HockeyWA Finals, all clubs with a pre-existing booking are required to given notice in writing by close of business on the first business day immediately after the fixture.

Match/Team Payments

1. Match Payments can be made at the bar;
2. Payment **must** be made on the day of the match;
    - Alternative arrangements can be made by contacting the FM no less than three (3) working days in advance of the scheduled match.
3. Delinquent Payments will be invoiced to clubs at the next invoice period.
    a. A club that has delinquent payments will be notified in writing after each delinquent payment;
    b. Should a club accrue three (3) delinquent payments in a single season an Administration Fee of 15% of the Match Fee will be assessed against that club for each subsequent delinquent payment for the remainder of that season;
4. Clubs with teams that have a documented history (greater than two full seasons) of failing to make Match/Team Payments on or before the scheduled match day will be invoiced the 15% Administration Fee immediately, irrespective of the Clubs standing with Hale Hockey Club;
    a. Clubs with teams that have a documented history of non-payment will be notified prior to the start of the current season in writing by the FM.

Venue Conditions

1. Any person, club, association or organisation conducting any function, event, carnival or competition shall be responsible for the conduct, safety of the participants, officials and spectators during the conduct of such function, carnival, event or competition and shall prevent overcrowding and ensure that no damage is done to fencing, buildings or any other part of the facility or property of the Club by any person or persons;
2. Permission to conduct any function, event or carnival deemed by the FM to be a 'special event' shall be subject shall be subject to the completion of a Risk Management Plan;
3. **NO** additions or modifications to stadium, including additional advertising are allowed without prior written permission of FM;
4. The dugouts and change rooms facilities are to be left free of litter and in a tidy condition after use;
5. A utilities charge to cover the costs of minimum standard lights and watering is included in the hire charge;
6. All accidents/incidents shall be recorded in the Turf's Incident Register as soon as practicable;
7. No person shall for reward or profit, teach, coach or train any person on the turf without the prior consent of the FM;
8. The facility staff is responsible for coordinating the use of the facility in the absence of the FM, Staff shall have the authority of the FM in that person's absence;
9. Hale Hockey from time to time shall and for periods it deems necessary shall close the facility;
    - Hale Hockey Club shall close for Public Holidays at the discretion of the Board and FM;

10. Any person asked to leave the facility by the FM, or an agent of the FM, shall withdraw from the premises in a timely and peaceful manner in accordance with [***POL-C002] Codes of Behaviour Policy***, ***[POL-C004] Alcohol Management Policy***, ***[POL-C005] Smoke Free Policy*** and/or the ***Liquor Control Act (1988)***.

Liquor at the Venue

1. The sale of liquor shall only occur in those areas identified by the authority granted within the Old Haleian's Hockey Club's Club Restricted License ('the License');
2. The consumption of liquor must be confined to those areas as identified in the License;
3. All liquor sold at the Club shall be done so under ***[POL-C004] Alcohol Management Policy*** adopted by the Club;
4. The Approved Manager and staff has the right to refuse to serve alcohol to any individual. The Approved Manager and/or FM may request that person leave the facility;
5. If liquor is to be sold or consumed outside of the normal conditions of the liquor license, with the prior approval of the licensee and the Director of Liquor Licensing, the hirer is responsible for any and all costs related to the approval of changes, extensions or exemptions to the license including any additional requirement, e.g. providing security.

Playing Surface Conditions

1. Particular care should be taken with the playing surface in order to avoid damage to it and any associated infrastructure. For this reason no service vehicles will be permitted on the playing surface without prior approval of the FM;
2. Without exception, no hard plastic or metal cleats or spiked footwear will be permitted on the playing surface. The FM or agents thereof retain the right to inspect any players' footwear and refuse entry onto the playing surface;
3. Only authorised personnel are permitted to operate or interfere with the water system, water cannons and field lighting;

Conditions Pertaining to Persons within the Venue

No person, or persons shall;

- Take into the premises any containers of any intoxicating liquor unless authorised by the FM
- Enter or be in the premises whilst under the influences of liquor or drugs;
- Act or appear in an indecent manner or commit any acts of public indecency or misconduct;
- Deliberately through misuse or interference cause damage to any of the fittings, structures in a manner other than intended;
- Enter or Depart from any part of the premises except by means of the respective entrances or exits set aside for that purpose;
- No person shall be permitted onto the turf whilst barefoot;
- No person shall be permitted onto the turf or its immediate surrounds with glass containers.
- No person shall be permitted onto the turf wearing inappropriate footwear.

Access to Fields

Under **NO** circumstances will spectators be allowed onto the turf at half time or between games to play, unless as part of an approved activity as determined by HockeyWA or Hale Hockey Club. Aside from the

grounds being under extreme pressure from the high frequency of use, liability and insurance issues may arise in the event that an unauthorised person is injured in the course of these activities.

All entrance onto the turf is to be through the designated areas. No person(s) are permitted to enter the ground by jumping over the perimeter fencing.

Dirt, Grass and Leaves tracked onto the turf cause friction at the base of the turf carpets pile, and eventually wears through the fibres. Dirt also accumulates in the percolation holes, which can result in pooling of water in turn diminishing the effectiveness of the turf.

Casual Turf Use

In the event that the full field is not being utilised or has not been booked out for such purposes, Casual Usage can and will be available to members of the General Public at a cost to the Casual User. General Public is assumed to mean members of a Hockey WA Affiliated Club, Association or Organisation.

Lighting

1. Turf Lighting will be turned off within ten (10) minutes of the final match or training session;
    - Anyone still on the turf after being warned by Ground or Facility Staff that the lights are being turned off will not have the lights turned back on;
2. Lighting for twilight matches will be at the discretion of the umpires for that match or Ground Controllers, acting as agents of the FM;
    a. For Premier League fixtures, this decision will rest with the Hockey WA appointed Technical Official, if present;
3. Lighting for the grass ground immediately behind the club rooms will **not** be turned on for the purposes of teams warming up for their matches on weekends.

First Aid Equipment

1. Clubs are asked to provide their own first aid equipment. There is First Aid Equipment available in the clubrooms, in the cupboards to the East of the Bar;
2. Only appropriately qualified individuals (Senior First Aid and higher, or equivalent) will be permitted to access the First Aid Cupboard;
3. Unless in life threatening circumstances, Ground Staff will render any assistance commensurate with their level of training;
    - Under **NO** circumstances will an individual be placed in a position where they are unsure or uncomfortable to provide care;
4. Please Note that not all Ground Controllers have First Aid Training.

Ice

1. The Ice Machine is located in the middle change room;
    - If you turn the ice machine off, please be courteous enough to switch it back on after you leave the change room;
2. For all Hockey WA & Public Schools Association fixtures, Ice is available in the esky kept in front of the Technical Bench

Stretcher

A stretcher is available in the clubrooms, for Premier/Promotion One and Two fixtures the Stretcher is kept in the Technical Officers Bench. It is only to be used under the supervision of a qualified person (Sports Trainer, Senior First Aider, Doctor, etc.).

Defibrillator

The defibrillator is kept in the First Aid Cupboard; the voice prompts will guide the user through the use of the defibrillator. The defibrillator is tested periodically to ensure correct functionality.

Carpark Usage

All vehicles utilising the car park facilities of Hale Hockey Club do so at the risk and expense of the vehicles owner. Hale Hockey accepts no liability for any damage caused by other vehicles or hockey balls that pass over the perimeter fencing into the car park.

Reserved & Disabled Parking Areas

Any unauthorised vehicle(s) that is parked in a Reserved or Disabled Parking Bay shall be removed at the expense of the owner.

Emergency Access Gates

Any vehicle(s) parked in or obstructing Emergency Access Gates will be asked to move immediately over the Public-Address System. In the event of an Emergency, these vehicles may be removed without the consent of the owner(s) and at the expense of said owner(s).

Breaches of the Terms of Use

Any breaches of the Terms and Conditions contained herein will result in the hirer being charged the full cost of any financial consequences to Hale Hockey Club and possibly refused access to the facility in the future.

Braches of the Terms and Conditions contained herein may also result in the immediate cancellation of any bookings by the FM or agents thereof. In the event of such breaches, the hirer may still be charged the full amount for all bookings in place for the next seven (7) days.

Review of Terms

The Club will review these annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Terms

This policy will be available for viewing by any member of the club via its website (www.halehockey.com.au) or a copy will be provided upon request.

All hirers will also be forwarded a copy of these terms via email upon confirmations of the booking.

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Related Policies & Terms

- POL-C002: Codes of Behaviour Policy
- POL-C004: Alcohol Management Policy
- POL-C005: Smoke Free Policy
- POL-J002: Junior Sport Codes of Behaviour Policy

Revision History

Version	Dated	Distribution	
2019/3.0	31 January 2018		
• Addition of authority to book clause • Defibrillator Check Statement • Minor grammar corrections • Other Minor Additions		Club Governance	
		Website	
		Membership	
		Umpires	
2018/2.0	31 January 2018		
• Transfer to New Format • Addition of Admin Fee • Linked to other Club Policies		Club Governance	
		Website	
		Membership	
		Umpires	

2016/1.0	27 January 2015 – New Document