

OPERATIONAL - CHECKLIST -



**SUNSHINE
COAST
HOCKEY**

January 2019

QUICK REFERENCE PHONE NUMBERS

Ambulance	000
Fire	000
Police Comms	131 444
Maroochy Police	5475 2444
Police Tac Squad	5493 7100
Discount Glass	5443 7772
Gas Supplies	5446 8777
WIN TV	5409 4799
SC Daily	5430 8000
Sparky (Accord)	5438 2382
Sparky (Potts Elec)	0409 758 474
Council	5475 7272

Personnel

Board

Grendell Antony (Pres)	0412 602 353
Kayleen Smith (Sec)	0431 805 314
Bev Nunan	0438 442 195
Alan Knight	0416 777 275
Nate Milevskiy	0447 003 917

Administration

Bruce Potts	0439 077 057
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Canteen

Jenny Venier	0412 224 323
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SCHA

WiFi Password	mitch1991
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EMERGENCY KEYS

Security Box : Outside the office next to the air conditioning unit
- contains keys for ambulance gate and tech bench.
PIN: 999 (and turn dial)

Two Keys Enclosed:

- (a) Ambulance Gate Turf
- (b) Standard key - opens tech bench (ice access); watering control door; changerooms - grills & doors; shed for gas bottles;

PLEASE ENSURE KEYS ARE PUT BACK

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Clubhouse

Canteen

Administration

Workplace Health & Safety
Liquor Licence

Club Roster & Duties

FRIDAY

Hours:

Management	600pm-close
Bar	630pm-1030pm
Canteen	600pm-930pm

Program:

600pm	Turn on turf lights (Office panel) - see instructions Page 6 Open tech bench; turn on dugout lights Turf water top up Open changerooms; turn on lights Turn on lights toilets; (Key for changerooms, tech bench etc in register top drawer)
630pm	Open Bar - unlock bar fridge. Money will already be in bar till. Top up bar fridge if necessary.
1015pm	Last call for drinks Lock tech bench; turn off lights downstairs Turn off turf lights. Lock kiosk gate (leave main entry gate open until leaving)
1030pm	Lock Bar fridge. Clear till and complete bar \$\$\$ count. Turn register key to Z, press CASH - printout to go in bag. Bag to go in bottom drawer of filing cabinet (right at the back) (Alternative arrangements may be made by Administration)
Close	All chairs on verandah to be pushed back against glass. Tidy up clubhouse - rubbish; chairs back around tables; wipe down. Any rubbish on chairs/ground to go in bins. Turn off lights and lock changerooms. Lock centre gate. Lock clubhouse sliding doors. Lock office door. Turn off all internal lights. Padlock front door on exit. Ensure all members/guests departed - lock front gate on exit. (Car park lights are on timers and will go off automatically later.)

Coordinate with Canteen Convenor who can also provide direction in certain areas on close up. The Canteen will be doing a clean up as part of their roster at close of night.

Club Roster & Duties

SATURDAY

Hours:

Management	100pm-close
Bar	1200pm-1030pm
Canteen	800am-1000pm

Program:

100pm	Top up bar fridge if necessary.
Afternoon	Turf water top ups between games and half time; general continual tidy up clubhouse. Rubbish in bins; place chairs back around tables; wipe down tables. Check bins; empty if necessary. New bags in sideboard in clubhouse; Rubbish to be stacked down by the shed.
600pm	Turn on turf lights (Office panel) - see instructions Page 6 Turn on dugout lights Changerooms; turn on lights (NOTE: 600pm is only a guide - as winter progresses, lights may need to be turned on earlier)
Evening	General continual tidy up clubhouse. Rubbish in bins; place chairs back around tables; wipe down tables.
1015pm	Last call for drinks Lock tech bench; turn off lights downstairs Turn off turf lights. Lock kiosk gate (leave main entry gate open until leaving)
1030pm	Lock bar fridge; Clear till and complete bar \$\$\$ count. Turn register key to Z, press CASH - printout to go in bag. Bag to go in small safe - see Canteen Convenor.
Close	All chairs on verandah to be pushed back against glass. Tidy up clubhouse - rubbish; chairs back around tables; wipe down. Any rubbish on chairs/ground to go in bins. Turn off lights and lock changerooms. Lock centre gate. Lock clubhouse sliding doors. Lock office door. Turn off all internal lights. Padlock front door on exit. Ensure all members/guests departed - lock front gate on exit. (Car park lights are on timers and will go off automatically later.)

Coordinate with Canteen Convenor who can also provide direction in certain areas on close up. The Canteen will be doing a clean up as part of their roster at close of night.

Club Roster & Duties

SUNDAY

Hours:

Management 1145am-close

Bar 1200pm-700pm

Canteen 1200pm-600pm

(Canteen hours may vary slightly due to fixture changes)

Program:

1200pm Open tech bench;
Open changerooms;
Turn on lights toilets in clubhouse;
(Key for changerooms, tech bench etc in register top drawer)
Open Bar - unlock bar fridge.
Request Canteen Convenor to get money bag from small safe.
Place money in register.
Top up bar fridge if necessary.

Afternoon Top up water turf before and half time; General continual tidy up clubhouse. Rubbish in bins; place chairs back around tables; wipe down tables. Check bins; empty if necessary. New bags in sideboard in clubhouse;
Rubbish to be stacked down by the shed.

600pm Turn on turf lights (Office panel) - see instructions Page 6
Turn on dugout lights
Changerooms; turn on lights
(NOTE: 600pm is only a guide - as winter progresses, lights may need to be turned on earlier)

630pm Last call for drinks
Lock tech bench; turn off lights downstairs
Lock kiosk gate (leave main entry gate open until leaving)

700pm Lock bar fridge;
Clear till and complete bar \$\$\$ count.
Turn register key to Z, press CASH - printout to go in bag.
Bag to go in small safe - see Canteen Convenor.
Top up bar fridge.

Close All chairs on verandah to be pushed back against glass.
Tidy up clubhouse - rubbish; chairs back around tables; wipe down.
Any rubbish on chairs/ground to go in bins.
Turn off lights and lock changerooms.
Turn off turf lights.
Lock centre gate.
Lock clubhouse sliding doors.
Lock office door.
Turn off all internal lights.
Padlock front door on exit.
Ensure all members/guests departed - lock front gate on exit.
(Car park lights are on timers and will go off automatically later.)

Coordinate with Canteen Convenor who can also provide direction in certain areas on close up. The Canteen will be doing a clean up as part of their roster at close of night.

First Aid

TECH BENCH

First Aid Kit

A First Aid Kit provided by SCHA is kept in the tech bench at all times. This service is to provide additional necessities in the event that Clubs are missing items from their kits. It is SCHA Policy that all clubs provide their own First Aid Kits for each team. There are also a number of stretchers including one that can be broken down if necessary.

Defibrillator

A Defibrillator is available and is placed in the tech bench. Summarised instructions have also been provided. Whilst easily operated, members should also seek First Aid qualified assistance if possible, albeit understanding that the use of such equipment precludes any time delays and that First Aid must be administered as a matter of life or death as priority.

Ambulance & Gate

Ambulances are permitted to drive on the turf, in the event of severe injury, however preference is for them to drive on the sideline blue section and with extreme care so the surface is not damaged. Paramedics should be informed as such on arrival. The Ambulance Gate is at the northern (car park) end. The gate is kept locked, however an emergency key is kept in the security box next to where the external turf light switches are. The PIN number for this box is **999** - then turn the dial. Key must be returned to the box and the dials spun upon ambulance departure.



EMERGENCY KEYS

Security Box : Outside the office next to the air conditioning unit
- contains keys for ambulance gate and tech bench.
PIN: 999 (and turn dial)

Two Keys Enclosed:

- (a) Ambulance Gate Turf
- (b) Standard key - opens tech bench (ice access); watering control door; changerooms - grills & doors; shed for gas bottles;

PLEASE ENSURE KEYS ARE PUT BACK

Injury Ice

Injury ice is kept in the small freezer under the tech bench. In the event of ice being required during training and with the tech bench locked, a spare key is kept in the security box next to where the external turf light switches are. The PIN number for this box is **999** - then turn the dial. Key must be returned to the box. During weekend fixtures, more ice is available upstairs in the freezer. See canteen staff for assistance.

Blood Rule

In the event of any blood being spilt on the turf during training or fixtures, the game must be immediately stopped and the blood thoroughly washed off the turf. Buckets and scrubbing brushes are in the medical section. The area infected requires large doses of water to totally dilute any blood remnants. Any blankets which are infected must be placed in a garbage bag and left at the Office for dry cleaning.

CANTEEN & OFFICE

A First Aid Kit is available in the canteen. However this kit is equipped to cover kitchen related accidents such as burns etc. Further supplies of all First Aid supplies can be sourced from the Office. The middle cupboard on the right hand side, marked First Aid, has a stack of supplies - 5th & 6th shelves. Material Safety Data Sheets are filed in top shelf on the right to entry of the office.



Turf Lights

Overview

An upgrade to the turf lights and systems were completed in 2012 by Stowe Lighting. This included total replacement of all bulbs and fittings on each tower, the installation of timed circuits depending on power available (ie lights will turn on each tower independently without overloading depending on output); installation of a fail safe circuit breaker system for each tower in case of surge as well as a computerised systems board (in the office) for both manual and automatic operation.

Design

The lights are designed as a two tier format - upper lights are for training, and lower lights are to be switched on in conjunction for games.

Power Surge

In the event of power surge, the circuit breakers will trip in the main circuit board (in office first) - tower lights are the orange breakers at the top - the running sheet shows which circuit belongs to which tower. If by chance this fails, circuit breakers will also trip in each individual tower. To reset, the tower panel needs to be taken off and the trips flicked back on.

Please note that heavy rain or moisture can trip these circuits BEFORE tripping the main board in the office. Only one tower seems to be more affected by this - southern tower on the corner of the clubhouse side. Please also be aware that in heavy rain, deep pools of water will sit around the base of the towers. If in any doubt of your safety, call the Emergency Electrician. Allen keys will be required to take panels off. Also note that these panels are very heavy and awkward - assistance should be sought.

Operation

The lights can be turned off and on manually from both in the office and in the light box outside near the main power board. Lights will also be set automatically during hockey season for training nights - the lights will come on 30 minutes before sunset and will turn off at 945pm. The timers are set for the sunset phase so will turn on automatically each day through winter as the day shortens.

Timers must be turned on Tuesday AM and turned off Friday AM (diarised on computers) otherwise they will turn off automatically during the last game on fixture weekends. In case of trainings not being completed late, Administration must contact clubs involved and ask them to turn off the lights manually from the outside switch box. This needs to be monitored constantly.

Timer Settings **MUST NOT BE ADJUSTED** without Office approval first.



Office Operation

Main Panel Screen: Touch screen and the following screen will appear (next photo)



Normal Operation: Three Switches - Training, Game and All Off. Note when each switch is off, they will appear black. When they are on - they will be white (as per ALL OFF panel shown here). Please note that each section cannot be turned off, once they are all on. All lights have to be switched off. Whilst not totally necessary, it is wise to wait 20 minutes before re-turning lights back on. There is a high probability that bulbs will blow if not cooled down first.



Timer Operation: Press Timer Adjust and this panel will appear. Timer 1 applies to Training Lights, Timer 2 to both. Timer 2 cannot be activated (game lights) without Timer 1 already on. Note panels are black which means the Timers are OFF in this photo (will be white when on) - **each panel** has to be pressed again to turn the Timers OFF - there is no All OFF switch as per normal operation.

Outside Operation



Outside Operation: Left switch OFF; next two switches must be on on for full illumination. Game lights cannot be turned on from here - plate covered



Switchboard Office: Tower lights circuit breakers are those orange breakers on the top both sides. Details of which breaker relates to which tower is highlighted on the running sheet kept on the door of the circuit board.



Switchboard Office: Main overload circuit breaker. Activation of this switch will see total loss of Power for the whole facility. If occurring while turf lights are on, turn lights off on computer panel and wait 20 minutes before re-turning lights on.



Tower Circuit Breakers: Are located behind the heavy metal panel as shown. Manipulation (wooden spoon is handy) may be required as there is a perspex covering over the main breaker switch. Please note that if the lights do not come back on from the circuit trips in the Office, then it is guaranteed that it has been tripped in the tower. This only happens in periods of heavy rain or moisture. Be aware of water lying about around your feet. Allen keys required.

Panel

Turf Light Setup

X - Training Lights

X - Game lights

X **X**
X **X**

X **X**
X **X**

X **X**
X **X**
X

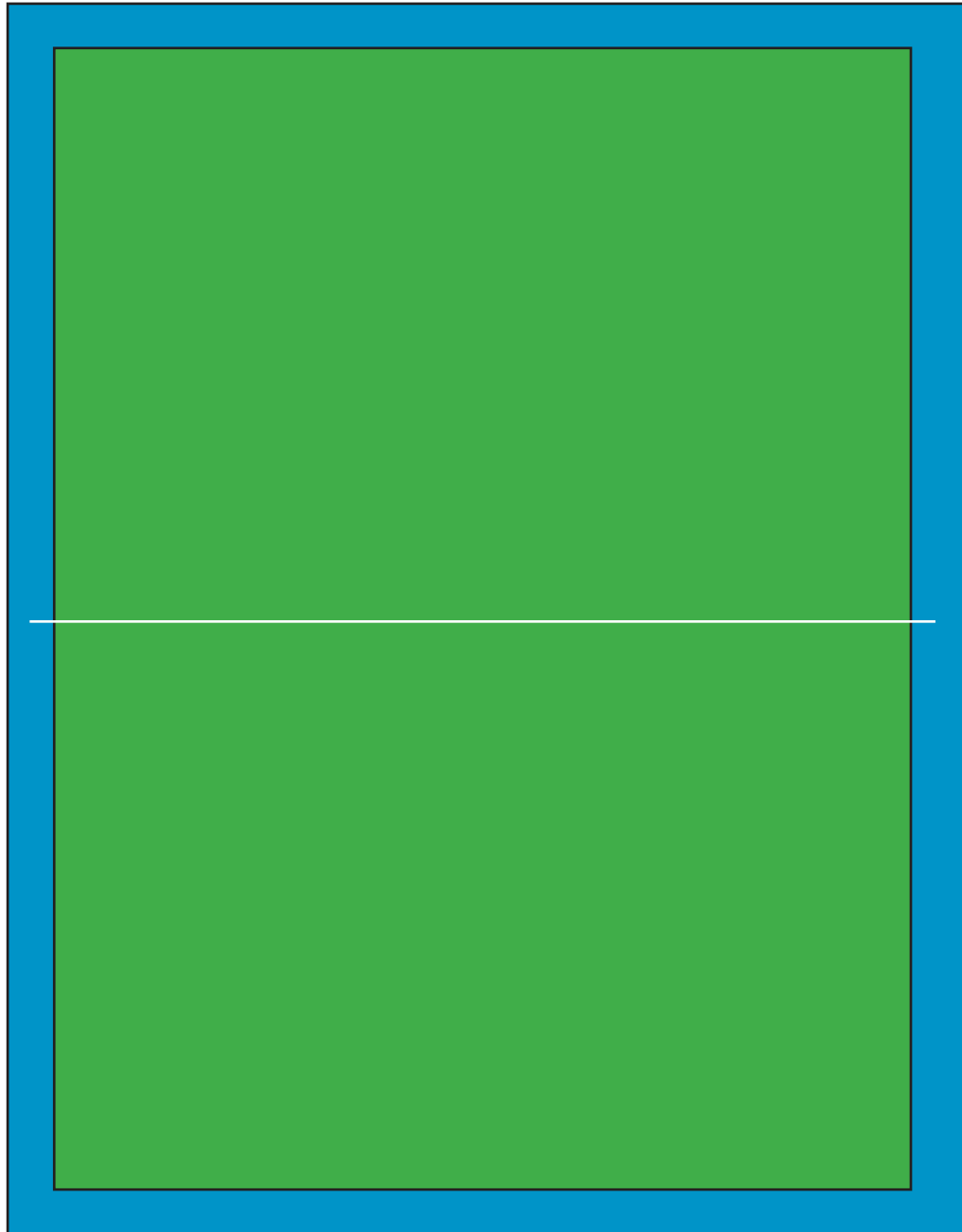
X **X**
X **X**
X

X **X**
X **X**
X

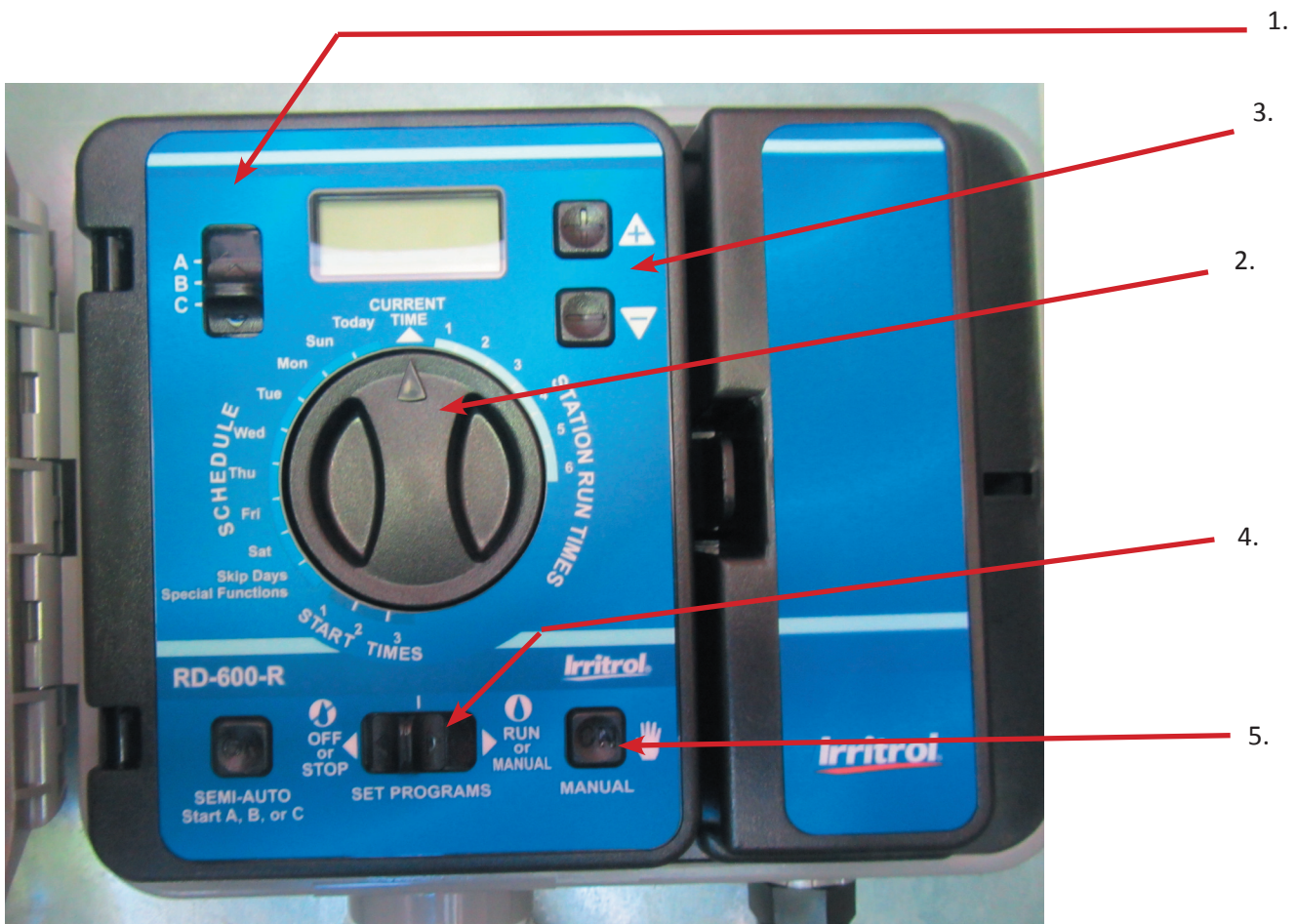
X **X**
X **X**
X

X **X**
X **X**

X **X**
X **X**



Turf Watering



1. Slide Lever down to C
2. Shift dial to cannon number (see next page for cannon numbers)
3. Use arrow buttons for minutes
4. Slide lever over to right
5. Press button

The next cannon can be set whilst the watering is happening.
Time available is 5 minutes at half time and 8 minutes at full time between games for watering.

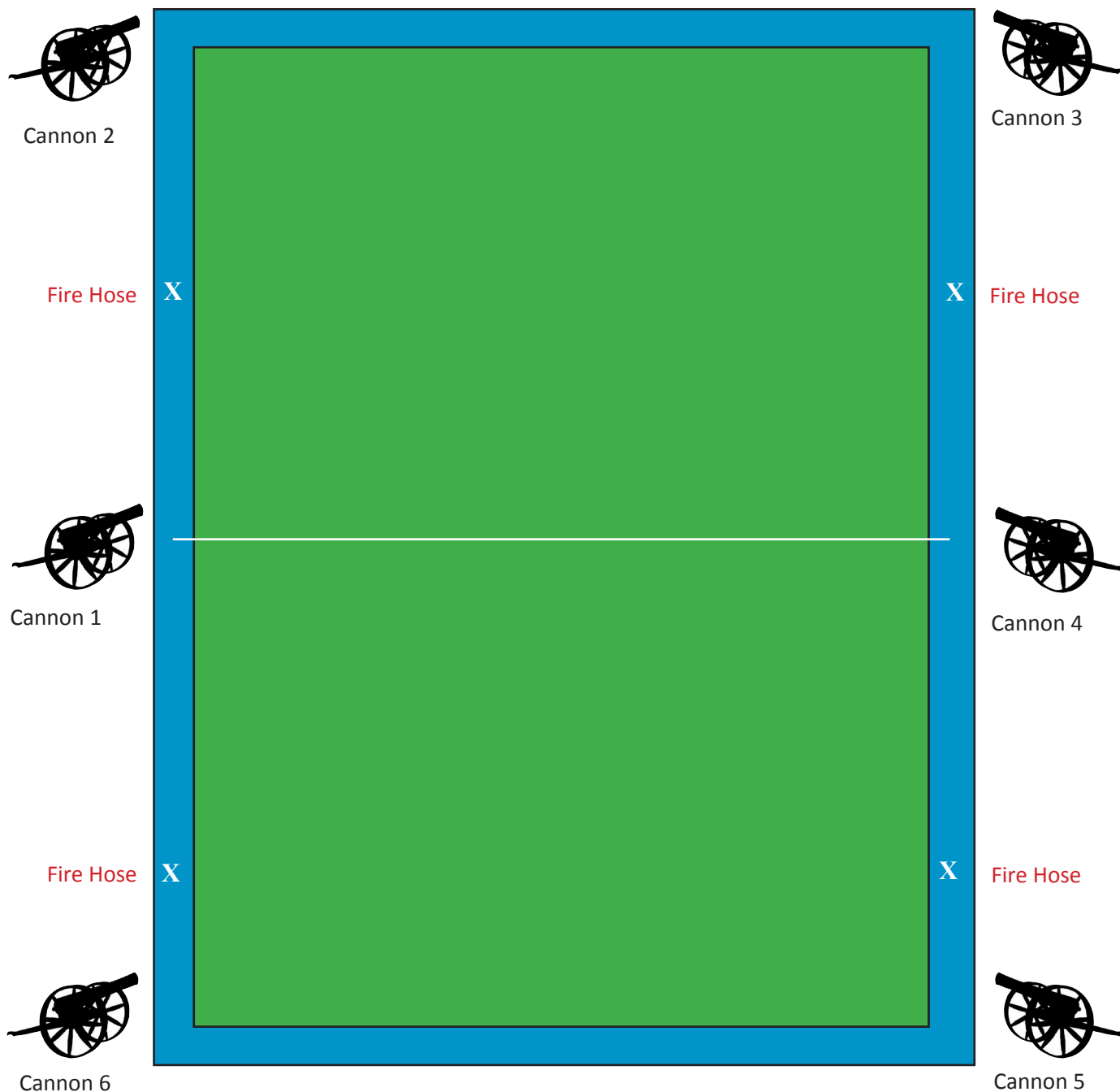
It is recommended that:

Cannons 2,3,5 & 6 be run for one minute at halftime.
Cannon 1 & 4 be run for two minutes each at fulltime.

Remember to remove Cover over Cannon 1 (in front of tech)

On very windy or hot days, the firehoses maybe required to dampen areas the cannons cant reach or to freshedn up high use dry areas.

Turf Watering Setup



NOTE:

Cannon numbers as indicated above relate to the numbers/sequence on the Powerboard for watering the turf.

Cannon 1

Cover to be removed first - stand on end behind cannon

All Cannons

In the event of strong winds, sometimes not all of the turf can be covered. In these instances, firehoses to be used to address dry patches.

BLUE VANE SCOREBOARDS P/L

17/513 Maroondah Hwy., RINGWOOD, Vict. 3134. AUSTRALIA.
TEL: (03)9870-9331. Fax: (03)9870-9669. Email: Scoreboards@Bluevane.com.au
ABN: 92 613 100 422



OS/A - OPERATING INSTRUCTIONS

The following instructions are to operate an OS/A scoreboard with electronic team names.

Setup

Plug the keyboard into the side of the scoreboard control panel. This keyboard can be removed at any time during use. If a plug-in system, plug the scoreboard control panel into the wall socket.

Team name entry

Please note that 'touch typing' cannot be used. Enter names one character at a time to avoid mistakes.

Press **[F1]** and type the 3 character name for team 1, followed by **[ENTER]**.

Press **[F2]** and type the 3 character name for team 2, followed by **[ENTER]**.

Game timing

With the timer switch set to pause:

- Press the **reset time** button to set timer. Additional presses will bring up more times.
- Press the **adjust time** button to reduce time by 1 minute.
- Move the timer switch to **run** (downwards) to start time countdown, or press the run/pause button if a wireless system.

Scoring

- Press **team 1 score** button to add a score to team 1.
- Press **team 2 score** button to add a score to team 2.

Siren

- Press the **siren** button to manually sound the game siren if required.

Note: The game siren will automatically sound when the timer reaches zero.

Undo and Master Reset

- Press the **undo/reset** button to undo the last scores or fouls entry.

With the timer switch set to pause:

- Hold the **undo/reset** button for 3 seconds to reset the scores.

End of usage

Blank the team names by pressing **[F1]** followed by **[ENTER]**, then **[F2]** followed by **[ENTER]**.

If a plug-in system, unplug the scoreboard control panel from the wall socket. Press the tab on the socket and pull the plug out.

Turf Summary/Overview

Overview:

The current synthetic turf surface was installed in 2011 replacing the other which was 12 years old. The new surface is a hybrid surface which can be played either wet or dry. It is SCHA Policy (due to water costs) that all training and junior fixtures be played on dry only. Senior fixture games and all tournaments will be run with a wet surface. The turf is slated for replacement in 2023/2024 - and will also require the replacement of the rubber underlay which was only repaired in certain areas in 2011.

Dry fixtures will see the ball 'stick' a little more as well as more bounce. Injury due to turf burns is also increased. Wet surface will see the ball running smoothly and vastly reduced effect of turf burns, however these can still occur.

Permanent Ds are marked on the eastern ends of the turf. All fixture warmups are to be used in this area for shooting at goals. The only exception is the finals and tournaments where the regular Ds maybe utilised. Captains can ask for exceptions particularly late afternoons when the low sun can affect the GKs warming up in the D.

Turf Rules are to be followed strictly and to the letter. SCHA Policy includes fines, and in some cases removal from the grounds if these rules are not followed. Particular care must be taken with visiting teams to ensure footwear and policy issues are adhered to. These are normally highlighted during manager meetings for the tournaments involved.

There is a dedicated turf maintenance policy in place. The turf is sprayed for **Algae Treatment** every 6-8 weeks during the course of the season and every three months off season. Algae Treatment stops the risk of infection due to turf burns. Entry to the turf is by the northern end steps and **MUST** be used only with the water trough in place to clean shoes on entry. Screens have also been placed around the base of the fenceline to minimise rubbish and grass ingestion onto the field. Whilst seams are regularly checked, it is urged that members/players inform the Administration of any holes or lifting seams.





Turf Entry: One way only - members must wash shoes through water trough at the base of the stairs. Any members jumping the fence will be fined and ejected from grounds.

Other Areas:

Whiteboards: Are provided in each team dugout. These are NOT to be cleaned with Methylated Spirit. Best results are from kitchen detergent and soft cloth available from the canteen.

Medical Section & Equipment: At the far end of the northern dugout is the dedicated medical section mainly used for tournaments. A First Aid Kit provided by SCHAA is kept in the tech bench at all times. This service is to provide additional necessities in the event that Clubs are missing items from their kits. It is SCHAA Policy that all clubs provide their own First Aid Kits for each team. There are also a number of stretchers including one that can be broken down if necessary.

Ambulance & Gate: Refer First Aid Page

Injury Ice: Refer First Aid Page

Blood Rule: Refer First Aid Page

RCD Store Room: The store room in the southern dugout is for the sole purpose of storing equipment for RCDs and coaching purposes. Access is by appointment only in conjunction with the office. The equipment is available for all representative requirements and in special circumstances, for clubs and personal use. All equipment is to be returned and stored neatly.

Light Switches: Refer to Turf Lights Operation

Pumps: The turf has an automatic pumping system in the event of heavy rain causing flooding. The turf is designed with a camber that sees the water run off to the southern end with the drain in the corner being the main outlet point. Water is then pumped based on an auto activation system of the amount of water in the storage sump. There are two pumps set at different levels.

Activation of the pumps is through a control box on the mound at the southern end and opposite the sump pit which is on the other side of the fence. Both pumps and control systems were replaced in 2016. The system is automatic however can be run manually as well. Keys for the control box are in the office on the key rings opposite the circuit power box.

There is an annual contract in place with the Pump House (Nambour) who do a quarterly check as well as an annual maintenance of the pumps.



Turf Exit: Exit only - absolutely no entry by players. Officials or special circumstances may allow entry with clearance from office - and going to Tech only - with no entry onto turfed area permitted.



Control Box: Control box for the pumps for removing excess water on the Turf.

Weather:

In times of very heavy rain, there are two main issues to note.

- (a) Player safety is heavily compromised in heavy rain with low traction for footing leading to knee injuries and twisted ankles. Also play becomes dangerous with less grip on sticks.
- (b) In heavy or constant rain, it is not unusual for the turf to become inundated and it will start to bubble as pockets of air are trapped by the excessive water. Because of the camber of the turf, a dry patch will run down the centre of the turf.

Whilst umpire discretion, it is SCHA policy that once bubbling starts to appear, that the fixture is stopped and ROP applied until the surface has cleared sufficiently. This is to protect the life of this very valuable resource. Players should also respect the surface and facility by refraining from doing slides or other potential damaging skylarking (which has happened). The Tech bench should also be mindful of the playing conditions and player safety and inform coaches, managers and if experienced, umpires. Some umpires, particularly juniors or inexperienced, will not be mindful or aware of these types of situations.



GRASS FIELDS

Overview

Weather

The grass fields are very much open to weather events and flooding each season unfortunately is pretty much a regular occurrence, usually around the 'wet' season in March.

Confirmation on whether fixtures will proceed will be made either on the Friday or sometimes very early Saturday morning. All notifications are posted on the website and club secretaries are informed. This is usually done by 7am where possible. Depending on how much rain has been through, and the state of the fields, then the call may be made earlier.

Please note that there are extra considerations for grass fixtures from wet weather. The day may be fine, however soft or waterlogged fields can cause injury plus damage to the actual fields is highly probable; future fixtures and/or tournaments are taken into consideration with any decisions.

Ambulance Gates

There are two access gates for Ambulances on the grass fields. One gate is parallel to Field two heading south on the access road, at around the 25 metre mark adjacent to the field. The other is on the easterly section just past the first viewing shed. There is plenty of room for off field parking for ambulances, either between the fields or at either end.

Keys

The locks on both ambulance gates are the same. The keys are behind the Administrators desk in the office. On departure of the ambulance, please ensure the gates are locked firmly with little slackness on the chain due to vandalism issues.



CLUBHOUSE

Keys

There are two keys kept in the small sliding drawer of the Bar register.

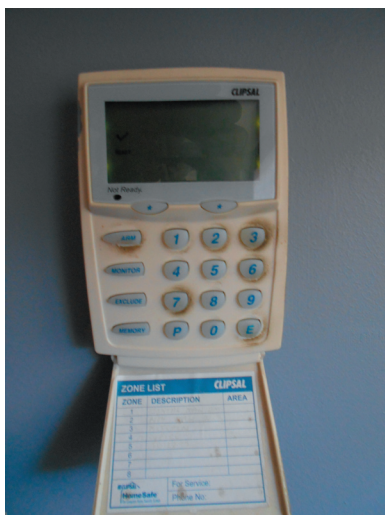
One will open the Office only (small house key style).

The other - larger square style will open/lock:

Changerooms; grills to changerooms; grill to canteen; tech bench; canteen; small shed; water cannon control room;
(Keys to front door and gates are different - use padlocks to lock up on exiting)

Alarm

The alarm box is situated behind the Office door. **Please leave off** (Service under review). For no apparent reason, sometimes it decides just to go off. Press **3762** and the **E** (bottom right) and it will turn off.



Light Switches

The light switches are just outside the office door in the entry. See pic above.

From left to right:

Push Button Switch - use this to provide light of main entry on exit after all lights are off.

Middle Switch - lower two buttons only - garden and patio lights

Right Switch - clubhouse and verandahs/entry

Toilet Switches - are on the wall next to the Mens toilets.

Fuses - see next page for switchboard details. Occasionally overuse of appliances in canteen may trip; likewise occasionally the hand dryer in the womens toilet refuses to turn off - trip the switch and let it rest for a bit to cool down.

Exiting

The alarm box is situated behind the Office door. **Please leave off** (Service under review). For no apparent reason, sometimes it decides just to go off. Press **3762** and the **E** (bottom right) and it will turn off.

Make sure all doors are locked in the clubhouse; changerroom lights off and door locked.

Padlock front door of clubhouse on exit.

Padlock all gates (kiosk road, front entry gate, main gate) - car park lights are on timers.



Main Power Box: Located outside of office; this is for meter reading only. No circuit breakers or access of any kind is available.



Circuits Breakers - Office: Breakers for all three circuits in clubhouse including turf lights. Running sheet for each individual switch and what it relates to is on the inside of the cabinet opposite the breakers.



Switchboard Office: Main overload circuit breaker. Activation of this switch will see total loss of Power for the whole facility. If occurring while turf lights are on, turn lights off on computer panel and wait 20 minutes before re-turning lights on.



Secondary Breaker - Office: Will often trip as a secondary precaution when one of the other circuits breakers trip.