

# Hoppers Crossing Soccer Club Inc

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## **Facility & Equipment Use Policy**

### **Background**

The Hoppers Crossing Soccer Club moved into a brand new, state of the art football facility in 2005. Our aim is to keep this facility in pristine condition and create a culture amongst our members of caring for our facility and ensuring that it is clean, tidy and in good order at ALL times.

This policy applies to all members and all users of the facility.

### **Keys and Alarm**

- The HCSC Executive will control all keys to the facility. Keys are not to be loaned, shared or given to any other person.
- The HCSC Executive will maintain a manifest of all keys and alarm codes.
- The key recipient assumes all responsibility for that key. Lost keys will be replaced by the key recipient. The recipient will also be liable for any additional costs arising from the loss such as locksmith or lock changing.
- All doors internal and external at the venue shall be locked when room is not in use.
- Each team will be allocated at least one key with a corresponding alarm code.
- Alarm code shall be confidential to the owner of the code and the Executive. This code is also the owner's personal voice identification number.
- All keys shall be returned at the completion of the season.

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## **Social Rooms**

- The hire of the social rooms will be governed by a separate Social Room Policy.

## **Team Management**

- A match committee will manage all junior preseason, friendly and any other non-league game involving HCSC.
- The match committee will comprise coaches / managers or representatives of junior teams. The aim of the committee is to manage to facility use for non-league games and ensure that all teams have the option of participating in friendlies, carnivals and pre season events.
- Match committee shall keep a diary of games and shall arrange in consultation for facility to be prepared for games. This includes ground markings, canteen staff and any other club requirements.
- The practice of individual coaches arranging games without consultation is strictly forbidden. Any games arranged and /or played outside of the match committee management will be deemed to be non-HCSC games and accordingly HCSC will not assist with regards to facility, insurance claims or any other area.
- Teams will be made up from players of the respective age division. Playing of underage players is forbidden and is only allowed in circumstances where the Football Director recommends and approves such course of action.
- Coaches WILL ensure fair play and quality time for ALL children. A playing to win mentality is deliberately not encouraged within HCSC. Deliberately leaving lesser players on the bench or out of the game for extended periods is against HCSC policy and continued breaches will see the coach removed from his or her position.
- Coaches and managers are responsible for the behaviour their players.

## **Change rooms**

- All teams are responsible for changerooms that they and their opposition use.

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- The team manager shall ensure that when they take over a changeroom it has been left clean for them. At the completion of room use the team manager is to ensure that the changeroom and opposition changeroom is clean, tidy and free of damage. All rubbish from changerooms is to be placed in the bin and not swept into a pile and left.
- If damage is found in the opposition changeroom the Executive are to be informed immediately with sufficient information to allow for costs to be recuperated from the offending club. In order for this to work managers MUST inspect opposition rooms at the completion or each and every use.
- Ball use is strictly forbidden inside changerooms. This also applies to opposition team.
- HCSC is a smoke free venue. Offenders against this policy will be asked to leave the venue. This includes opposition teams.

### Equipment

- HCSC will provide all equipment for use in the coaching and playing of games. Any additional equipment requests shall be made to the Executive.
- Coaches, managers and parents are strictly forbidden in providing or using any equipment that has not either been purchased or approved by HCSC.
- Teams (coaches and managers) are responsible for maintaining their own equipment. Lost or damaged equipment beyond expected wear is to be reported to HCSC Executive.
- Equipment includes training equipment, match day equipment and strips.

### Lights/Pitches

- Each team will have access keys to lighting for their allocated area.
- The training allocation will be strictly controlled by the Club Executive or their nominated representative.
- No team can change their training night or time before consultation with the Club. Cancellation of training should occur prior to any move if Club is unable to be contacted in time, or reach a decision in time.
- Each team will be allocated training space. Sufficient illumination for this space only should be used.

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- Lights are to be used sparingly with consideration for electricity costs.
- Respect of other teams/coaches areas is mandatory. If a coach/team is not utilising their allotted space then prior to any encroachment occurring expressed consent MUST be obtained from the coach controlling the lesser space prior to moving into another coaches/teams area.
- Coaches must respect each other and sort out training needs in advance prior to causing any disruptions with the Club or with other coaches and teams.

### **Ground Marking**

- The club will give an undertaking to the first time the grounds will be available.
- All lines to be in place before games can go ahead.
- The use of cones to mark grounds in lieu of white paint is strictly prohibited.
- Ground marking is the sole responsibility of the club grounds person or his nominated delegate.
- The unauthorised use of ground marking equipment is strictly prohibited.
- The groundmarking equipment must be left in clean and working order after use.
- The club groundsperson will provide a date at the commencement of each season that the grounds will be available for matches. No matches are to be organized at the club venue prior to this date.

### **Gymnasium**

- Rules for gym are set by the Club Executive and are to be strictly adhered to.
- No junior team under 16 and below is to use any weight training equipment. Teams Under 17 and above must only use weight training equipment under the supervision of their team coach after receiving proper instruction from a properly qualified person.
- The club expects users of equipment to return said equipment to place of storage after use. This includes weight racks.

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- All persons using equipment must wear suitable gymnasium attire including closed toe sports shoes, shorts or track pants and suitable upper body covering. Bare chests, thongs, sandals and work/casual clothes are prohibited.
- Persons using gymnasium should have a sweat towel with them at all times. Persons are also encouraged to supply their own drink bottle.
- Whilst it is expected that Adult players will be the main users of the gymnasium, it should be noted that the gymnasium and equipment is not for the sole use of the senior squad or any adult team.
- Damage to room or equipment must be reported as soon as possible to a member of the Club Executive. Unless exceptional circumstances exist, the cost of repairing damage and/or replacing equipment will be borne by the person.
- Teams requiring exclusive use of the gymnasium for team fitness must lodge and application to use the facility with the Club Executive. The club will ensure that during the times required the facility is available for sole use by the team requesting. Any disputes will be settled on a seniority basis i.e. Senior will have use over Reserves, Reserves over Thirds/Veterans. The Club Executive will have first and final say in settling any dispute as to gymnasium use.
- Non weight training equipment may be used by any team Under 14 and above. This includes spin cycles, mats, medicine balls and any other equipment that does not involve the lifting of heavy weights.

### **Club Undertakings**

- The Hoppers Crossing Soccer Club undertakes to clean the venue twice per week. Once clean will be a general tidy and wipe down, the other clean will be a professional clean by a paid contractor.

### **Other**

This policy is written as a guide to facility and equipment use at Hoppers Crossing Soccer Club. If members, players, coaches or any person disagree with any aspect of this policy then this matter should be raised, in writing, with the Executive of HCSC so that the matter can be heard and determined in a fair and reasonable manner.