



Cricket ACT Indoor Centre User Guidelines

Induction and Safety Briefing

On arrival to the facility, please report to Cricket ACT staff member who is in charge of the facility. The staff member will be your point of contact and run outline the following points.

- As a safety management requirement each person entering the building must complete a Building Orientation & Safety Induction Brief conducted by Cricket ACT staff.
- For the management of groups within the facility please contact Cricket ACT staff prior to arrival and the induction brief will be provided to the person responsible for the group.
- It is the responsibility of the staff member managing groups to provide the orientation and safety induction to people in the group prior to using the facility.
- All persons entering the building must abide by a sign in/out requirements as outlined from time to time by Cricket ACT

Note: Whilst in the building, staff members responsible for user groups are responsible for the safety and wellbeing of all persons within the user group they are managing.

Site Familiarisation

Please note the following areas:

- Fire door 1 located at the back of the indoor centre, next to the reception.
- First Aid Kit Location – on the back wall, next to the Alarm Code Panel
- Defib - within the reception
- Toilet locations
- Personal equipment placement area
- Location of all fire hoses and fire extinguishers – at rear exit door and front exit door on roadside
- Emergency Assembly Point, and
- Any 'No Go' areas

Booking Requirements

Each booking for use of the Cricket ACT Indoor Centre must include the following:

- Completed booking form and acceptance of terms & conditions
- Completed payment of booking
- Lodged photo of Working with Vulnerable People (ACT) or Working with Children Check (NSW) card

Building Entry

Ensure provision of an access key, alarm pin and carpark key prior to commencing use of the Indoor Centre.

Alarm Code Panel

The panel is located next to the fire door at the back of the Indoor Centre.

To DISARM security:

- Insert 4-digit pin
- Press OFF
- Press area digit (0, 1 or 2) – 0 = whole building, 1 = office & 2 = indoor centre
- Press ENTER

If any issues arise with the alarm whilst in the facility, please contact a Cricket ACT staff member and report the issue.

Lighting

- Ensure walkway lights have been turned on. Lights are located next to every entrance/exit door.
- Ensure relevant net lighting has been turned on for net(s) booked. Net lights are located on the wall between the female toilets and storage room 1.

Netting

- Ensure netting is positioned suitably for the safe and effective use of the Centre.
- Please note the black tags on the netting, which have been inserted as the position point for hooking over the cable.
- The device to unhook the nets is located on the wall between the reception area and the male toilets.
- Ensure all kit bags and participants' equipment is stored outside the netting area. Personal equipment should be stored in storage room 1 or near roller doors
- Please ensure a clear walkway for participants or parents/guardians to move freely between the equipment and the exit door.

Ventilation

- The Centre has three heat extraction fans fitted.
- The fans should only be used in the event of heat over 35 degrees Celsius.
- The switches to turn on the heat extraction fans are located between the reception area and the male toilets.

Safety Rules and Regulations

- All participants must wear appropriate cricket rubber soled shoes or joggers. At no point are cricket steel spiked shoes permitted to be worn in the Centre.
- Ensure all participants place rubbish into the bins provided.
- No tackling, wrestling or games involving physical contact are permitted in the Centre.
- Participants must not adjust or move netting other than under the direct supervision of Cricket ACT staff.
- All participants under the age of 16 must always be supervised by a coach, participant or guardian.
- No playing or training equipment is provided by the Centre. All participants must use personal cricket equipment.
- Personal protective equipment (PPE) – including helmets for all batters and wicket keepers is compulsory for all activities when a hard cricket ball is used.

Emergency Procedures

In the event of an emergency please notify the onsite Cricket ACT staff member who will immediately respond - assess the situation and coordinate the required response.

If an ambulance is required to attend the Centre, the Cricket ACT staff member will call the ambulance (000) and provide access via the carpark at 6 Spoering Street, Phillip.

In the case of a fire, please follow the evacuation procedures as outlined at each entry exit point within the centre. The Cricket ACT staff member must evacuate the building immediately before assessing the situation. The Cricket ACT staff member will either use the fire safety equipment in the building or call the Fire Department (000).

All injuries/incidents must be lodged with Cricket ACT immediately – please email HPCentre@cricketact.com.au

Damage to Building/Equipment

Please report any damage within the facility.

- If the building or any equipment suffers any type damage or items are broken whilst you are in the Indoor Centre, please inform a Cricket ACT staff member immediately.
- All user groups are responsible to ensure the facility is left in the same condition it was found to ensure we provide a safe facility for all to utilise.
- If damage to the facility or any broken equipment occurred due to lack of care of the user groups, you may be responsible for the full cost of repair or replacement of equipment.

Please ensure any incidents including damage to the facility or equipment are reported prior to leaving the facility by emailing HPCentre@cricketact.com.au.

Facility Rules

- All user groups must book the Indoor Centre prior to use.
- Appropriate Personal Protective Equipment (PPE) must be worn within the Indoor Nets.
- Users must be supervised by a group member, with a First Aid/CPR certificate at all times.
- Only qualified persons are authorised to utilise the bowling machine at all times.
- PPE must be worn by all persons utilising bowling machines.
- Only those persons using the bowling machine are permitted in the bowling machine net. The batsman should be the only person in front of the machine whilst in use.
- All machines and balls need to be returned and put away after usage.
- Squads to bring all other required equipment – cricket balls, side arms, pug nets etc.
- All Kit bags are to be stored neatly at the back of the Centre during training.
- Area must be cleaned and remain tidy after use.

Closing procedures

Lighting

- Any lights turned on must be turned off at the conclusion of your use of the Indoor Centre.
- Net lights are located on the wall between the female toilets and storage room 1.
- Ensure walkway lights have been turned off. Lights are located next to every entrance/exit door.

Netting

- Ensure all netting has been pulled to maximum length and positioned on ceiling hooks.
- Please note the black tags on the netting, which have been inserted as the position point for hooking over the cable.
- The device to unhook the nets is located on the wall between the reception area and the male toilets.

Ventilation

- Ensure the heat extraction fans are turned off. The switches to turn off the heat extraction fans are located between the reception area and the male toilets.

Equipment and rubbish

- Ensure participants have placed rubbish into bins provided.
- Ensure all equipment is packed away or returned after use.
- Ensure all coaching apparatus and equipment is packed and stored away.
- Check the toilets and changerooms before leaving the building.

Alarm Code Panel

The panel is located next to the fire door at the back of the Indoor Centre.

To ARM Security:

- Insert 4-digit pin
- Press ON
- Press area digit (0, 1 or 2) – 0 = whole building, 1 = office & 2 = indoor centre
- Press ENTER

It is the responsibility of everyone utilising the facility outside regular business hours to ensure the last person to leave the building turns the alarm system on.

The Cricket ACT staff member will ensure the appropriate key is used to lock the gate to the carpark.

Contact numbers

If you require any assistance while using the facility, please contact the CACT staff member on site in the first instance. If the Cricket ACT staff member on site is unable to answer your question, please contact the Centre Manager on **0483 891 018**.