
LA TROBE SPORT

SPORTS PARK

GUEST GUIDE



LA TROBE
UNIVERSITY



LA TROBE
UNIVERSITY

Sport

WELCOME



Welcome, thank you for choosing the La Trobe Sports Park as your next training destination. The information below is designed to give you information on how to use this space effectively and provide you with some basic troubleshooting solutions to ensure the success of your training and competition needs.

If any of the below information is unclear, or you have questions outside the scope of this document, please don't hesitate to ask any member of the La Trobe Sport team.

The purpose of the *Sports Park Guest Guide* is to:

- Ensure the best management and maintenance of the Sports Park facilities, ensuring a safe and inclusive environment for all participants.
- Ensure a consistent and transparent approach is always undertaken by La Trobe Sport in managing its facilities.

In addition, two La Trobe Sport staff members (Duty Manager and Receptionist) will be on shift and available to assist with any queries.

This document includes hyperlinks to various webpages that can only be accessed electronically. To access these, please request a soft copy version.

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KEY CONTACTS

LA TROBE SPORT

Stadium Reception
9479 2973
Sport@latrobe.edu.au

CAMPUS SECURITY

9479 2222

EMERGENCY SERVICES

Fire, Ambulance, Police
000

NICK LAMBERT

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BRAD RICHARDS

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MICHAELA PETRONIO

Duty Manager/Supervisor
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Duty Manager/Supervisor
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OPERATING HOURS

Monday – Friday

8.00am – 10:00pm

Saturday & Sunday

9.00am – 8.00pm

**Bookings made outside of these hours can be accommodated at an additional cost.*



**#TEAM
LATROBE**

IMPORTANT INFORMATION

- Public toilets and a DDA change room can be found in main hallway behind the Information desk. There are four change rooms and toilet blocks located in between the two Court Halls, which can be allocated to different users depending on the specific booking requirements and the Duty Manager's discretion.
- Vehicles are only permitted to park in the designated car parking areas of a venue according to parking restrictions. The closest car parks are CP2 & CP1 on the main campus as well as CP2A & CP2C. **Please see section on Parking & Wayfinding.*
- The Primary Emergency Evacuation point is located on the AFL oval. In an emergency, please follow instructions from staff and Public Address system to vacate via the closest external door. **Please see section on Emergency Procedures.*
- Smoking is not permitted anywhere in the Sports Park or surrounding facilities. The closest smoking area is in Car Park 2A.
- The provision of food and drink is only permitted when supplied by our exclusive caterer Bread and Butta.
- No food is to be taken onto the Court Halls areas.
- Only drinks with an enclosed and secure lid are permitted within the Court Hall areas.
- No glass or ceramics are permitted in the Court Hall areas.
- Children 12 and under must be accompanied by a guardian 16 years or older, upon entry and within the stadium.
- All Lost Property will be collected at the end of each day and stored at the Information Desk. Lost Property will be retained for a one-month period after which point it will be donated to a charity of La Trobe Sport's choice.
- All signage and advertising, sale of merchandise, ticketing, filming and photography requires prior approval from La Trobe Sport Facilities Manager. La Trobe Sport retains the right to charge for such services.
- A large Air Compressor is located both in the back-storage compound in between the two court halls. There is also a smaller hand-held device that is kept at the Information Desk.
- An ice machine is available and access will be facilitated and supervised by the Duty Manager on shift.
- All signage and branding once approved by the La Trobe Sport Facilities Manager is to be placed on the electronic screens around the facility, or on pop up banners that leave no markings to the base building i.e. use of Blue-Tac, tape or any other type of adhesive.
- Printing of user group documents will not be facilitated by La Trobe Sport staff. Printing off site prior to booking is required.
- Any adjustments to booking times should be sent to the Sales and Customer Experience Coordinator at least five (5) working days prior to the booking time. Failure to vacate a bookable space at the time of the booking will result in additional charges at the overtime rate as well as any staffing costs that may result.
- For a full list of the Terms and Conditions, follow the [hyperlink](#).

CAR PARKING

The closest car parking for the Sports Park Fields, Ovals, Pitches and Pavilion is Car Park 2A with overflow parking in CP2C and CP as well as CP1 & CP2 on the main campus.

It is recommended that users of the Sports Stadium in CP1 / CP2.

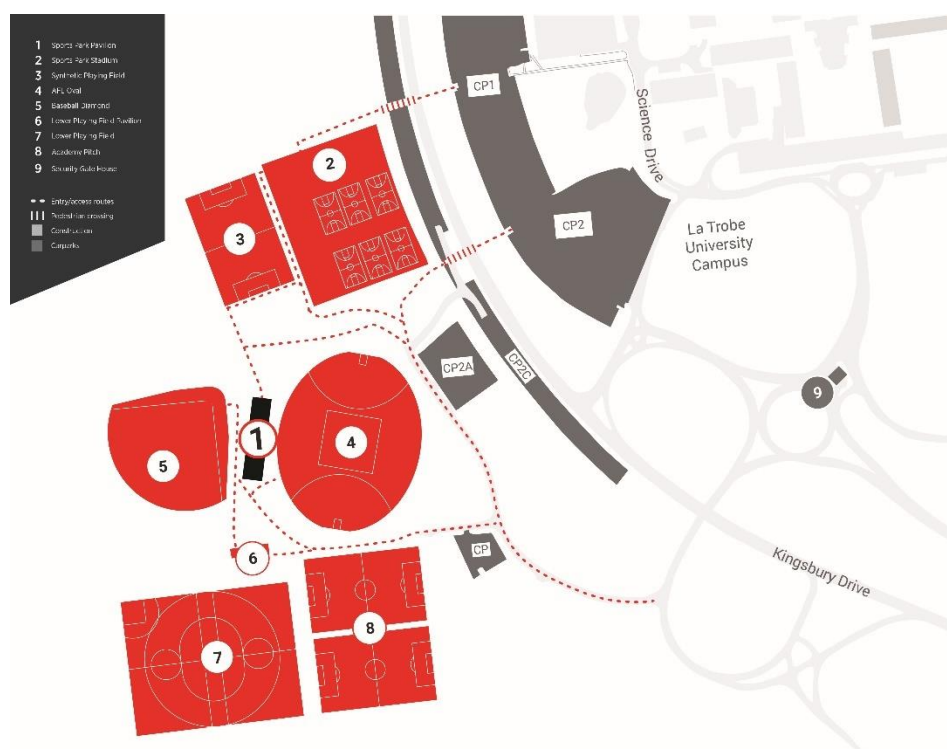
To access CP2C, patrons should enter the University and follow the Wayfinding signage through to CP2A. Patrons entering from the main campus should follow the campus wayfinding signs to the CP2A and continue through the car park to the gravel area of CP2C.

There are over 1000 car parking spots in the primary car parks of CP1 & CP2 overflow, as well as over 400 car parking spots in the CP2A and CP2C overflow. Please be aware these spots are potentially shared between multiple sporting activities and events.

Please note patrons parking in CP1 & CP2 a pedestrian crossing across Kingsbury Drive has been commissioned as well as the existing underpass to facilitate safe access across Kingsbury Drive.

Patrons are required to enter via the main reception foyer area unless organised in advance with La Trobe Sport, where access can be provided via the southern entrance double doors.

The parent drop-off point, detailed in the map below, provides a direct path to the Northern entrance point and is protected by CCTV cameras as well as being lit by state-of-the-art lighting from the Synthetic Pitch.



Vehicles are only permitted to park in the designated car parking areas of a venue according to parking restrictions.

All car parking spaces on the Melbourne Campus require a valid car parking permit Monday to Friday, 8am-5pm. Outside of these hours, parking is free. The best way to pay for parking casually during these hours is below:
<https://www.latrobe.edu.au/transport-central/car-parking/melbourne-parking/pay>

'CellOPark' is a Virtual parking ticket which requires online payment.

Payment can be made by card in all car parks, except for CP2A & CP2C where payment is only permitted via the 'CellOPark' app. Payment for parking cannot be made with notes or coins.

For information on parking fees and other important parking information can be found in the below link <https://www.latrobe.edu.au/transport-central/car-parking/melbourne-parking/fees>

*It is important to note that on Sunday's between **6.00am until 1.00pm**, Car Park 2 will be closed for the Market Day. Access will be slightly different, and patrons should follow the detour signage set up.

WAYFINDING

The simplest instruction for users to find the La Trobe Sport Stadium is to type the desired car park into their GPS system.

For users of the La Trobe Sport Park Synthetic Pitch, AFL Oval, Lower Playing Fields, Pavilion (Function Room) or Baseball Diamond, it is recommended to park in 'La Trobe University Car Park 2A' then follow the wayfinding signage.

For users of the La Trobe Sports Stadium is recommended to park in 'La Trobe University Car Park 1' or 'La Trobe University Car Park 2', then follow the wayfinding signage.

Alternatively, patrons can navigate to the main university campus and follow in the internal wayfinding signage to the appropriate car park.

For CP2A, users will need to make the turn at the roundabout located by main security gatehouse and under the Kingsbury Drive overpass and towards the signs for Car Park 2A.

Please note users that park in CP2A looking to enter the Stadium will be required to walk along the left-hand side of the Synthetic Pitch to the front of the Stadium. It is for this reason it is recommended parking in CP1 or CP2.

Mobility Impaired Users

There is a limited amount of disabled parking located in CP1 & CP2, CP2A and alongside the Synthetic Pitch. Entry to the Stadium from disabled parking in CP2A or alongside Synthetic Pitch parking can be provided via the back-double glass doors and is permitted only for mobility impaired persons or users with prams. Users should utilise the intercom system to alert staff who will then aim to provide access as soon as possible. Mobility Impaired persons looking to drop off at the Sports Park Pavilion can utilize the lower service road where they can push the intercom button to request access from security. Alternatively, an access card can be organised with enough notice.

Busses and School Groups

Busses and school groups should aim to drop off at the turnaround point located by the Synthetic Pitch which is accessed by passing through CP2A towards the Stadium. Special access can be provided to school groups to the Sports Stadium via the back-double glass doors and use of the intercom system. Prior notice is highly recommended. All other areas of the Sports Park can be accessed from this drop off point. Busses should aim to park in CP2A after drop-off is completed.

Public Transport

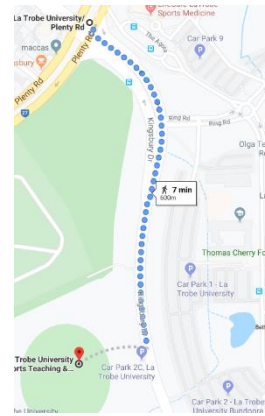
Tram

Tram 86 from the city stops at the Plenty Road entrance to the Melbourne (Bundoora) Campus.

The tram stop is only a short walk to the centre of the Sports Park. Although it is a bit slower than other services from the city, the tram service runs more frequently and later in the evening on weekdays and weekends. You can also catch tram 86 from north of La Trobe University.

To plan your journey, visit the Public transport Victoria website via the below link:

<https://www.ptv.vic.gov.au/journey>

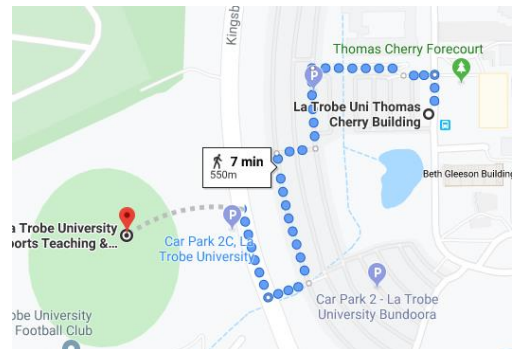


Bus

There are a range of buses that service La Trobe University, including bus numbers 250, 350, 548, 550, 551, 561, 566 and Night Rider Bus Service (Eltham).

For a full list of public transport options, visit the University webpage via the below link:

<https://www.latrobe.edu.au/transport-central/public-transport/melbourne>



EMERGENCY PROCEDURES

Evacuation

The primary Emergency Evacuation point is located on the AFL oval. In an emergency evacuation, ALL PATRONS must follow instructions from staff and Public Address system to vacate via the closest external door. *A detailed description of the relevant La Trobe University Emergency Procedures can be found in the appendix items at the back of this document.*

Each long-term user group should have a dedicated warden to assist in an evacuation scenario. Each warden is responsible for ensuring members of their own organisation vacate the facility as quickly and safely as possible.

An example of the evacuation diagram from both level 1 & 2 can be found below. Users should take the time to familiarise themselves with the emergency exits and fire fighting equipment should the situation arise.

First Aid Equipment

Equipment	Location
Defibrillator	First Aid Room
Oxygen	First Aid Room
First Aid Kit	First Aid Room, Upstairs Kitchen, Reception / Customer Service Desk, Kiosk, Biomechanics Lab, Strength and Conditioning Lab.
Wheel Chair	First Aid Room
Crutches	First Aid Room
Stretcher	First Aid Room
Ventolin & spacer kit	First Aid Room
Epi-Pen (Junior and Adult)	First Aid Room
Fire Extinguishers	Refer to evacuation diagrams.
Hose Reels	Refer to evacuation diagrams.

Please note there is a requirement that all user groups bring their own First Aid Kits as well as nominate a designated trained first aider.

Whilst La Trobe Sport staff on shift will assist in medical situations, especially major emergencies, there is an expectation that each user group administers first aid and basic supplies consumables for each incident. Refer to Booking Terms and Conditions.

Please note all non-consumable single use items e.g. Wheelchair, Crutches etc must be returned to La Trobe Sport and the Duty Manager on shift.

First Aid Emergency

All responses to medical scenarios should follow the DRSABCD response process as per First Aid training.

Within certain steps in the DRSABCD there are requirements specific to La Trobe University which are listed below.

D
DANGER
Check for danger - ensure scene is safe

R
RESPONSE
Check for response - ask name, squeeze shoulders

S
SEND
Send for help - call Triple Zero (000) for an ambulance, or ask a bystander to make the call

A
AIRWAY
Open mouth - look for foreign material and maintain the airway

B
BREATHING
Check for breathing - look, listen, feel

C
CPR
Start CPR - 30 compressions : 2 breaths
If unwilling or unable to perform breaths, perform chest compressions only (100/min)

D
DEFIBRILLATION
Apply Defibrillator (AED) as soon as available
Follow the voice prompts

[Send for Help](#)

During a medical emergency i.e. may require assistance of emergency services, it is critical that you enlist the help of the Duty Manager on shift immediately. If the Duty Manager is not immediately identifiable, please

contact receptionist who will then radio through the Duty Manager to assist or will assist in their absence depending on the nature of the emergency.

In an emergency it is important that when the emergency services are called (000) that the campus security team (9479 2222) are notified. It will be the security team who will meet the emergency services at the gatehouse and then direct them to the Sports Park Stadium.

Defibrillator

The Defibrillator (AED) is located in the First Aid room. Access to the First Aid Room is to be given by the Duty Manager on shift as the first point of contact.

Additional First Aid supplies and equipment is also located in the First Aid Room with access to be provided by the Duty Manager on shift.

Incident Reporting

An incident is an event of Health and Safety where an injury (even minor) has occurred, poor patron behaviour and/or where there has been damage to property or the environment.

An incident also includes an event where something nearly occurred and had the potential for injury and/or damage – commonly known as a near miss.

Reporting is imperative so that the incident can be dealt with, then the underlying causes determined and corrective action taken.

All incidents or near misses must be reported as soon as possible.

In the instance of minor first aid where a user group administers the first aid, they should be responsible for completing the report. The link to the incident report can be found below along with an example of a report in the appendices.

*Please note La Trobe Sport staff will be available to assist in completing any incident reports.

https://www.latrobe.edu.au/incident-reporting/report_submit.php

In the instance of more serious first aid incidents such as major first incidents, where La Trobe Sport staff administer some type of first aid, the La Trobe Sport staff member will complete the necessary reporting.

The type of information that should be provided include

- Date & Time
- Location (Including the exact location within the Sports Park)
- Contact details of those involved
- Incident Category (Type of incident)
- Description of incident
 - Details about the following should be recorded in this section
 - Actions that occurred at the time of the incident
 - Persons / tools, equipment directly involved
 - The events leading to the consequential injury or damage
 - Any unusual condition(s) at the time of the incident
 - Immediate action taken after the incident, including any treatment provided
- The extent of the damage to persons or La Trobe property.