BRISBANE HOCKEY MANAGEMENT GROUP INC.

FUNDRAISING, CLUB ACTIVITIES AND EVENTS POLICY

Version 1.1 Approved.
Approved by: BHMG Board.
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Brisbane North Hockey Centre
Kittyhawk Drive, Chermside QLD 4032

Contents

1. Policy Detail 2
2. Purpose 2
3. General Requirements 3
3.1 Approval Requirements 3
3.2 Legislative and Policy Compliance 3
3.3 Food Safety and Hygiene 3
3.4 Workplace Health and Safety 4
3.5 Alcohol 4
3.6 Noise and Amplified Sound 4
3.7 Signage and Sponsorship 5
3.8 Commercial Activities 5
3.9 Facility Care and Clean-Up 5
3.10 BHMG Authority 5
4. Activities Not Permitted 6
5. Activity Categories 7
5.1 Club Days 7
5.2 Training Night Fundraising 8
5.3 Club Carnivals 9
5.4 Clubroom Functions 10
5.5 Raffles and Art Unions 11
5.6 Major Events and Tournaments 12
6. Activities Involving Alcohol 13
7. BHMG Approval Process 14
Appendix A - Activity Matrix 15
Appendix B - Quick Decision Guide 16

Classification: Public

1. Policy Detail

Policy Owner: Brisbane Hockey Management Group Inc (BHMG)

Applies To: All clubs, associations, teams, coaches, managers, volunteers, sponsors and facility hirers using Brisbane North Hockey Centre (BNHC).

Related Documents:

- BNHC Facility Booking Policy
- BNHC User Manual
- Sponsorship Signage Policy
- Kedron Wavell Alcohol Procedure
- Queensland raffle and art union legislation

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2. Purpose

This policy establishes the requirements for fundraising activities, club activities, raffles, events and food sales conducted at Brisbane North Hockey Centre.

The objectives of this policy are to:

- Support affiliated clubs in raising funds.
- Ensure activities are safe and appropriately managed.
- Protect BNHC's liquor licensing obligations.
- Prevent activities that unfairly compete with BNHC commercial operations.
- Provide a consistent approval process.
- Clarify what activities are permitted under each booking type.

3. General Requirements

The following requirements apply to all club activities, fundraising activities, events, raffles, promotions and functions conducted at Brisbane North Hockey Centre (BNHC).

3.1 Approval Requirements

- All activities covered by this policy must receive prior approval from BHMG.
- Activities may only be conducted within approved dates, times and locations.
- Activities must not be advertised, promoted, ticketed or commence until approval has been granted.
- BHMG may impose conditions on any approval and may amend or withdraw approval where required.
- BHMG approval may be subject to facility availability, operational requirements, licensing obligations, sponsorship arrangements and safety considerations.

3.2 Legislative and Policy Compliance

Organisers must ensure activities comply with:

- All applicable legislation, regulations and local authority requirements.
- The BNHC Facility Booking Policy.
- The BNHC User Manual.
- The BHMG Sponsorship Signage Policy.
- The Kedron Wavell Alcohol Procedure where alcohol is involved.
- Any conditions imposed by BHMG.

3.3 Food Safety and Hygiene

Where food or beverages are prepared, handled, sold or distributed:

- Appropriate food safety and hygiene standards must be maintained.
- Food must be prepared, stored and served safely.
- Organisers are responsible for ensuring volunteers and workers follow safe food handling practices.

3.4 Workplace Health and Safety

Organisers are responsible for ensuring activities are conducted safely and without undue risk to participants, spectators, volunteers, staff and other facility users.

This includes:

- Identifying and managing risks associated with the activity.
- Ensuring equipment is used safely and for its intended purpose.
- Keeping walkways, exits and emergency access points clear at all times.
- Reporting any incidents, hazards or damage to BHMG as soon as practicable.

3.5 Alcohol

Any activity involving alcohol must comply with:

- The current Kedron Wavell Alcohol Procedure.
- Applicable liquor licensing requirements.
- Any conditions imposed by BHMG.

Approval of an activity under this policy does not constitute approval for the sale, supply or service of alcohol.

3.6 Noise and Amplified Sound

Amplified sound is generally prohibited at Brisbane North Hockey Centre unless expressly approved by BHMG.

Activities conducted at Brisbane North Hockey Centre must comply with the current Kedron Wavell Amplified Sound Noise Management Procedure.

Organisers must identify any proposed use of amplified sound as part of their application.

Applications that involve amplified sound may require additional approvals and must be submitted at least 21 days prior to the proposed activity to allow sufficient time for assessment and regulatory approvals.

Approval of an activity under this policy does not constitute approval to use amplified sound.

BHMG may impose conditions relating to sound levels, operating times, equipment location and noise management requirements.

3.7 Signage and Sponsorship

- Club, sponsor and promotional signage must receive prior approval from BHMG.
- Signage must comply with the BHMG Sponsorship Signage Policy.
- Signage must not conflict with existing BNHC sponsorship arrangements.
- All temporary signage must be removed at the conclusion of the activity unless otherwise approved.

3.8 Commercial Activities

Activities must not unreasonably compete with BNHC commercial operations, including the canteen and pro shop.

Examples may include:

- Operating an independent canteen or food outlet.
- Selling products normally supplied by the BNHC canteen.
- Selling hockey equipment, apparel or merchandise that competes with the BNHC pro shop.
- Operating commercial services that duplicate those already provided at BNHC.

BHMG will determine whether a proposed activity is considered to compete with existing BNHC operations and may refuse, restrict or impose conditions on any activity accordingly.

3.9 Facility Care and Clean-Up

The organiser is responsible for ensuring:

- The activity area is left clean, safe and tidy.
- All rubbish is removed or appropriately disposed of.
- Equipment, decorations and temporary infrastructure are removed at the conclusion of the activity.
- Any damage to BNHC facilities is reported to BHMG immediately.

3.10 BHMG Authority

BHMG reserves the right to:

- Refuse an application.
- Impose conditions on an approval.
- Withdraw an approval.
- Direct that an activity cease where safety, compliance or operational concerns arise.
- Recover costs associated with cleaning, repairs or damage caused by an activity.
- Refuse future applications where an organiser has failed to comply with this policy or approval conditions.

4. Activities Not Permitted

The following activities are prohibited at Brisbane North Hockey Centre:

- The sale, supply or service of alcohol except as permitted under approved liquor licensing arrangements and the current Kedron Wavell Alcohol Procedure 2026.
- The engagement of third-party alcohol providers, mobile bars, beverage buses, pop-up bars or external liquor licence holders is prohibited.
- Unapproved food or beverage sales.
- Activities that unreasonably compete with BNHC commercial operations, including the canteen and pro shop.
- The sale of hockey equipment, apparel or merchandise that competes with the BNHC Hockey Pro Shop without approval.
- Installation of club, sponsor or promotional signage without prior approval.
- Fundraising activities conducted outside approved dates, times or locations.
- Gambling activities other than approved raffles or art unions.
- Activities that may adversely affect BNHC operations, safety, liquor licensing obligations, sponsorship arrangements or existing commercial agreements.
- The use of amplified sound except where expressly approved in accordance with the Kedron Wavell Amplified Sound Noise Management Procedure.
- Any activity that has not received the required approval under this policy.

5. Activity Categories

5.1 Club Days

Purpose

A Club Day is intended to promote club participation, engagement and club culture during the hockey season.

Eligibility

- Must involve two or more club teams participating in successive fixtures.
- Maximum of two Club Days per season per club.

Permitted Activities

- Club promotion activities.
- Recognition activities.
- Free giveaways.
- Distribution of soft drinks, chips, confectionery and similar items free of charge.

Not Permitted

- Sale of food or beverages.
- Fundraising activities.
- Profit-making activities.

Profit

No profit may be generated from a Club Day.

5.2 Training Night Fundraising

Purpose

To allow clubs to undertake limited fundraising activities during their normal training allocation.

Eligibility

- Must occur during a club's approved BNHC training allocation.
- Subject to facility usage levels and operational requirements.

Permitted Activities

- Sausage sizzles.
- BBQ sales.
- Soft drink sales.
- Other activities specifically approved by BHMG.

Not Permitted

- Alcohol sales or supply.
- Activities competing with BNHC commercial operations.

Profit

All approved profits may be retained by the club.

Club Responsibilities

- Supply consumables.
- Supply gas bottle (if required).
- Maintain food safety standards.
- Clean the area upon completion.

5.3 Club Carnivals

Purpose

To facilitate club carnivals and tournaments conducted during the off-season.

Eligibility

- Conducted during the off-season period (generally October to February unless otherwise determined by BHMG).
- Minimum booking period of eight hours or approved weekend booking.
- Maximum two carnivals per club per off-season unless otherwise approved.

Permitted Activities

- Food sales.
- BBQ operations.
- Soft drink sales.
- Approved fundraising activities.
- Approved sponsor signage.
- Approved raffles or art unions.

Profit

All approved profits may be retained by the club.

Additional Requirements

- Event details must be provided to BHMG.
- Temporary signage must comply with the Sponsorship Signage Policy.

5.4 Clubroom Functions

Purpose

To allow clubs to conduct fundraising events using approved BNHC facilities.

Eligibility

- Must be booked through BHMG.
- Conducted outside normal competition and training activities.

Permitted Activities

- Fundraising functions.
- Meals and catering.
- BBQs.
- Soft drink sales.
- Approved raffles and art unions.
- Approved temporary sponsor signage.

Profit

All approved profits may be retained by the club.

Charges

Applicable facility hire fees may apply.

5.5 Raffles and Art Unions

Purpose

To allow clubs and approved organisations to conduct fundraising raffles and art unions.

Application Requirements

Applications must include:

- Organisation name.
- Contact person.
- Dates and times of ticket sales.
- Location of ticket sales.
- Ticket price.
- Number of tickets.
- Prize details.
- Prize value.
- Draw date and time.
- Promotional material proposed for use.

Post Event Requirements

Within seven days of the draw, organisers must provide confirmation that:

- The draw occurred as approved.
- Winners have been notified.
- Legislative requirements have been satisfied.

5.6 Major Events and Tournaments

Purpose

To facilitate significant hockey events conducted by associations, governing bodies, affiliated organisations or approved event organisers.

Eligibility

- Must be approved by BHMG
- May be conducted by clubs, associations, governing bodies, or approved third-party event organisers.
- May include single-day or multi-day events

Examples

- Representative carnivals
- State championships
- National championships
- Association carnivals
- Schools competitions
- Governing body events
- Multi-day tournaments

Permitted Activities

- Food and beverage sales
- Merchandise sales
- Approved sponsor activations
- Approved raffles or fundraising activities
- Approved event signage
- Approved commercial activities
- Other activities approved by BHMG

Additional Requirements

BHMG may impose additional requirements relating to:

- Event management plans
- Risk management
- Traffic and parking
- Security
- Cleaning and waste management
- Temporary infrastructure
- Amplified sound and noise management
- Food vendors
- Sponsorship and branding
- Alcohol management
- Public liability insurance

Profit
Financial arrangements, fees and profit retention will be determined as part of the event approval process.

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6. Activities Involving Alcohol

Where alcohol is proposed as part of an activity, organisers must notify BHMG during the application process.

Approval of an activity under this policy does not constitute approval for the sale, supply or service of alcohol.

Any alcohol-related activity must comply with the current Kedron Wavell Alcohol Procedure, applicable liquor licensing requirements and any conditions imposed by BHMG.

7. BHMG Approval Process

Applications should generally be submitted at least 14 days prior to the proposed activity. BHMG may consider applications submitted within a shorter timeframe at its discretion.

Applications should include:

- Activity type.
- Date.
- Time.
- Location.
- Organising club, or organisation
- Food and beverage details.
- Signage details.
- Raffle details (if applicable).
- Alcohol requirements (if applicable).
- Where amplified sound is proposed, the requirements and timeframes contained within the Kedron Wavell Amplified Sound Noise Management Procedure apply, including any minimum application periods and fees associated with the application.

BHMG may approve, decline or impose conditions on any application.

The Activity Matrix (excluding major events and tournaments) is provided as a guide only. Organisers must comply with all requirements and conditions contained within this policy and any specific conditions imposed by BHMG.

Appendix A - Activity Matrix

Activity	Club Day	Training Night	Club Carnival	Clubroom Function
Club promotion	✅	✅	✅	✅
Free giveaways	✅	✅	✅	✅
Sell BBQ food	❌	✅	✅	✅
Sell soft drinks	❌	✅	✅	✅
Other food sales	❌	Approval Required	✅	✅
Fundraising	❌	✅	✅	✅
Make a profit	❌	✅	✅	✅
Raffle / Art Union	Approval Required	Approval Required	✅	✅
Sponsor signage	Approval Required	Approval Required	✅	✅
Alcohol service	Refer Alcohol Procedure	Refer Alcohol Procedure	Refer Alcohol Procedure	Refer Alcohol Procedure
BHMG approval required	✅	✅	✅	✅

Appendix B - Quick Decision Guide

I want to provide free drinks, lollies, fruit or giveaways to players.

Activity Type: Club Day

✅ Club promotion and engagement activities
✅ Free giveaways
❌ Fundraising sales
❌ Profit-making activities
⚠ Approval required

I want to run a sausage sizzle or sell drinks during training.

Activity Type: Training Night Fundraising

✅ BBQ and sausage sizzle sales
✅ Soft drink sales
✅ Club retains profits
⚠ Approval required

I want to run a preseason carnival or tournament.

Activity Type: Club Carnival

✅ Food and beverage sales
✅ Fundraising activities
✅ Approved raffles or art unions
✅ Approved sponsor signage
✅ Club retains profits
⚠ Must occur during the off-season
⚠ Approval required

I want to hold a social or fundraising function in the clubhouse.

Activity Type: Clubroom Fundraising Function

✅ Fundraising event
✅ Catering and food sales
✅ Approved raffles or art unions
✅ Club retains profits
⚠ Facility hire charges may apply
⚠ Approval required

I want to sell raffle tickets or conduct an art union.

Activity Type: Raffle / Art Union

✅ Permitted with approval
⚠ Additional information required
⚠ Must comply with relevant legislation

I want to display sponsor signage or promotional material.

Activity Type: Signage Approval Required

✅ Club signage may be approved
✅ Sponsor signage may be approved
⚠ Must comply with Sponsorship Signage Policy
⚠ Approval required before display

I want to sell food or products that are normally available from the canteen or Hockey Pro Shop.

Activity Type: Commercial Activity Review Required

⚠ Approval required
⚠ May not be permitted if it competes with BNHC commercial operations
⚠ BHMG will determine whether the activity is considered to compete with existing BNHC operations.

I want alcohol at my event.

Activity Type: Alcohol Approval Required

⚠ Notify BHMG as part of your application
⚠ Refer to the current Kedron Wavell Alcohol Procedure
⚠ Approval of an event does not automatically approve alcohol service

I want to run a representative carnival, championship or major tournament.

Activity Type: Major Event / Tournament

✅ Food and beverage sales
✅ Event merchandise
✅ Approved sponsor activations
✅ Approved signage
✅ Other approved fundraising activities
⚠ Additional event requirements may apply
⚠ Approval required

I want to use live music, a DJ, amplified sound or PA system.

Activity Type: Live music noise and Amplified Sound Approval Required

⚠ Must be declared as part of the application

⚠ Approval of an event does not automatically approve amplified sound

⚠ Refer to the Kedron Wavell Amplified Sound Noise Management Procedure

⚠ Additional restrictions or prohibitions may apply

I want to use an external food vendor or food truck.

Activity Type: Commercial Activity Review Required

⚠ Approval required
⚠ Subject to food safety requirements
⚠ May not be permitted if it competes with BNHC commercial operations
⚠ Additional conditions may apply

Not Sure?

If you are unsure which activity type applies, or whether an activity is permitted, contact BHMG before advertising, promoting, selling tickets or making commitments.

Classification: Public