

# Facility Coordinator's Venue Checklist



<b>Meet:</b>		
<b>Venue:</b>		
<b>Date:</b>		
<b>Event Manager's name:</b>		
<b>Technical Director's name:</b>		
<b>Venue Contact details:</b>		
		<b>Notes</b>
<b>1. Liaise with Event Manager and Pool Management concerning H&amp;S Plans including emergency procedures.</b>		
<b>2. Check pool facilities and equipment required including –</b>		
• PA system		
• Lane ropes – safe and compliant		
• False start rope - safe and compliant		
• Backstroke flags - safe and compliant		
• Starting blocks - safe and compliant		
• Meeting room/s		
• Quiet rooms for AOD and recorders		
• Power points for laptops, AOD and starting equipment		
• Tables & chairs for Referee, Recorders and AOD		
• Chairs for TKs, IOTs, JOS and, Starter		
• Barrier for start/referee area (if required)		
• Marshalling area		
• Chairs/benches for marshalling		
• Presentation area (if required)		
• Announcers area		
• Spectator seating		
• Results display area		
• Registration area		
• Emergency exits		
• Rubbish bins		
• Pool ladders		
• Matting for cables		
• Pool depth at both ends		
• Adequate and safe pool deck space		
• Life guards – name & where stationed during meet		
• Venue contact person		
• Venue H&S Plan including emergency procedures		
• Areas for BBQ, raffles and Coffee vans (if required)		
• Identify any out of bound areas		
<b>3. Hand completed checklist to EM to file with Event Docs</b>		