



Hertfordshire Swimming Pool information

Review Date:	15/02/2024	Reviewed By:	Hemel Hempstead Swimming Club – Julie Thomsit
Pool Name	Hemel Hempstead Leisure Centre – Everyone Active		
Pool Contact:	David Tenny – Manager, or Duty Manager		
Pool Email Address:	davidtenny@everyoneactive.com	Pool Phone No:	Duty Manager mobile no 07849 092220
Pool Location: (what3words.com)	///stiff.take.snaps	Website:	https://www.everyoneactive.com/centre/hemel-hempstead-leisure-centre/
		Virtual Tour	https://vr.everyone-active.spinview.io/hemel/?s=pano120296
Information & Recommendations	Up until 18:30 on Saturday, there is usually a disability session, you will not be allowed poolside until that is finished. Swimmers will not be allowed in the changing room until it is cleared. Suggest you make contact with the Duty Manager on the Thursday before the event and make sure they have the pool layout diagram to setup.		
Pool Address	Hemel Hempstead Leisure Centre Park Road Hemel Hempstead HP1 1JS		
Parking information & Costs:	Car parks at front and back of leisure centre – free, scan QR code on the parking sign as you come in the foyer or in reception to go to a website to enter your registration details. Limited on-street parking in local area too. There is an overflow car park on Park Road.		

Pool Operational Procedures

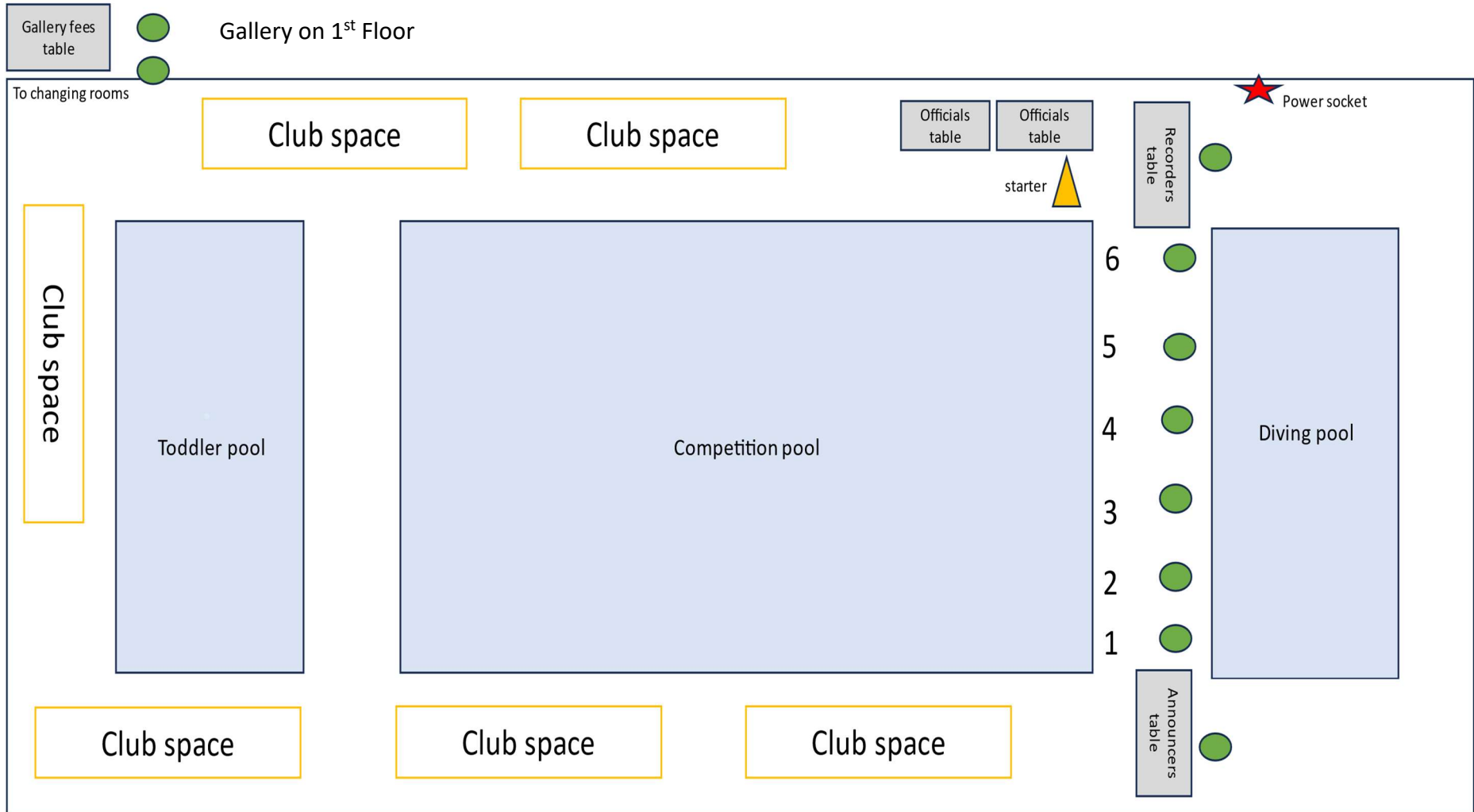
Who has them	Duty Manager – ask at Reception
Where are they located	Duty Manager office behind reception

Lane Information

How many lanes	6
Lane Numbering (where is lane 1 in relationship to the pool layout)	Lane 1 is the far side of the pool
Which lanes are used (10 lane pool are all used if not which ones)	All



Pool Layout: (diagram depicting location of key points poolside)
Recorders (Power outlets for recorders), Judges, Blocks, Starter, Team locations





Power		
How is power provided:	There is a socket poolside, on the left-hand side at the diving pool end. Extension leads are available.	
	Provided by Pool	Comments/Instructions
Earth Leakage Protection	Yes	
Extension leads available	Yes	Ask the Duty Manager – would recommend you bring one or two just in case
Any Special Adapters	Yes	There is an adapter that the pool has that converts from a commando plug to UK 3-pin socket

What Furniture is Required					
	Provided by Pool				
How many chairs and where	11 chairs, denoted in green. 6 for behind the start end. 1 for announcers table, 2 for recorders table, 2 for gallery for fee collectors table				
How many tables and where					
Table Sizes	Single	Single	Double	Single	Double
Quantity	1 table with 1 chair	2 Tables	1 Table 2 Chairs	1 Table 1 Chair	1 Table 2 Chairs
Location	Gallery Payment Desk Outside gallery entrance door https://vr.everyone-active.spinview.io/hemel/?s=pano120368	Referee/Officials Desks Alongside window https://vr.everyone-active.spinview.io/hemel/?s=pano120382	Recorders Desk Sometimes the table works better parallel to window https://vr.everyone-active.spinview.io/hemel/?s=pano120382	Announcement Desk Other end of diving pit https://vr.everyone-active.spinview.io/hemel/?s=pano120382	Payment Desk Located at door entrance to gallery. https://vr.everyone-active.spinview.io/hemel/?s=pano120368
Special Requirements					
Information					



PA System		
Does the pool have one	Yes – unless you have confirmed with the pool, suggest spare portable PA is brought as a backup. Location of portable PA is alongside the announcer desk facing the gallery.	
If pool: who has details on how it works	Duty Manager	
If pool: Static or Wireless Microphone	Static	Wireless
	N/A	Wireless mic. Set up table and chair in the corner at start end next to Lane 1. Suggest you take spare AA batteries for mic in case they run out during the session. The PA system is located in the pool cupboard on the other side of the pool and they issue a wireless microphone.
Information	Sometimes pool provided PA's do not work, recommended to have a portable PA if you have one.	

Automatic Officiating Equipment (AOE)	
AOE Operator Contact Details	Contact Hemel SC
Does the pool own one	Hemel SC does
Is AOE to be used	No – Peanuts & Herts Major League
What system is it	N/A
Are touchpads being used	No
Who operates it	N/A
Will the pool set it up	N/A
If No, who does	N/A

Local Club	
Does the local Club have kit onsite that could be borrowed	Yes
Specifically, what	Starting kit if needed
Starting System at pool	Yes, again suggest you bring a spare.
Information	The HHSC starting kit is quite old and can be unpredictable. If the hosting club wants to borrow it, they will need to contact Mark and collect from HHSC on the Thursday evening prior to the event between 19:00-20:00, sign out the kit, then take it to charge up prior to the event. Kit must be signed back in to a HHSC coach on Sunday between 17:00-19:00 please. No liability taken by HHSC if the kit does not work during the event.
Local Club Key Contact(s)	Mark Horrod – HHSC Coach
Local Club Contact Email(s)	Mark.horrod@btinternet.com