



Hertfordshire Swimming Pool information

Review Date:	5/2/24	Reviewed By:	Andy Chapman
Pool Name	Stevenage Swimming Centre – Everyone Active		
Pool Contact:	Sam Gasston		
Pool Email Address:		Pool Phone No:	01438 901463
Pool Location: (what3words.com)	///daily.field.sobs	Website:	https://www.everyoneactive.com/centre/stevenage-swimming-centre/
		Virtual Tour	https://vr.everyone-active.spinview.io/stevenage-swimming-centre/?s=pano29
Information & Recommendations	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	St Georges Way, Stevenage, Herts, SG1 1XY		
Parking information & Costs:	Free to users, conditions apply, on-site registration required		

Pool Operational Procedures

Who has them	Duty Manager
Where are they located	Reception

Lane Information

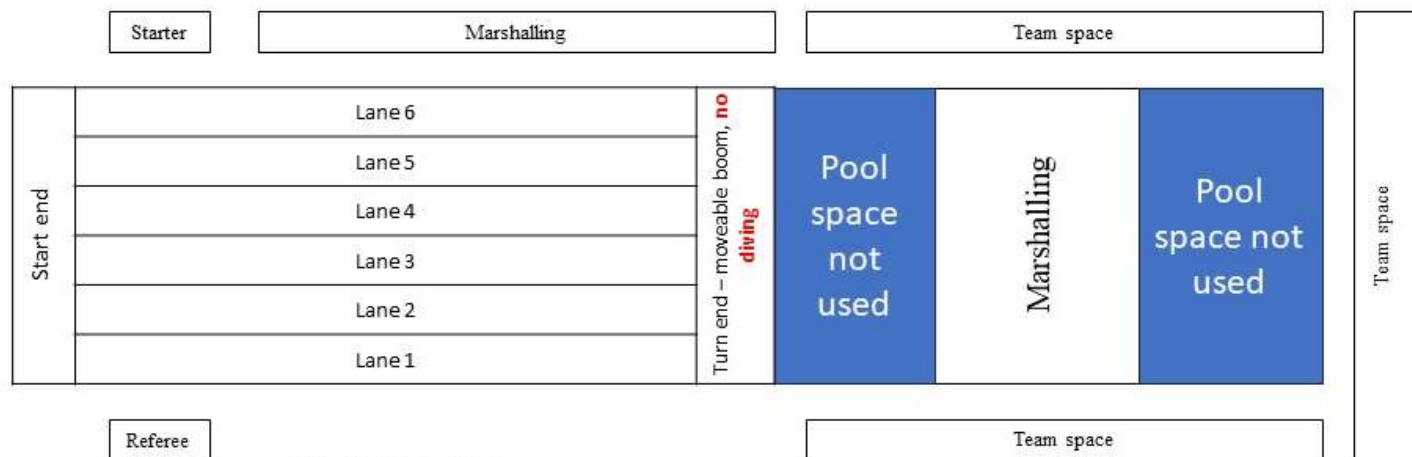
How many lanes	6
Lane Numbering (where is lane 1 in relationship to the pool layout)	Gallery side, as per sketch
Which lanes are used (10 lane pool are all used if not which ones)	All



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

Starting blocks must be requested at the time of booking, the pool can provide and install these.

“Window” side



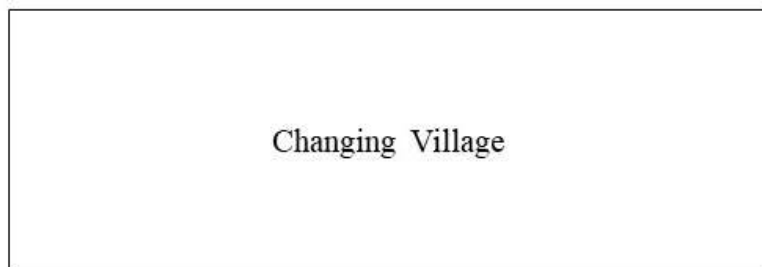
Mezz level
 “Crow’s nest”
 for recorders,
 power available
 here

Refs
 table

First
 Aid
 Room

Referee

“Gallery” side





Power			
How is power provided:	Power available within Mezz level "Crow's nest" for recorders		
	Provided by Pool		Comments/Instructions
Earth Leakage Protection	Yes	No	Power not poolside, so probably not needed, assume not provided if deemed needed.
Extension leads available		No	
Any Special Adapters		No	

What Furniture is Required			
	Provided by Pool		
How many chairs and where	Chairs usually available for recorders kept in Crows nest, if not, will be available on request to DM.		
How many tables and where	Tables usually available for recorders kept in Crows nest, if not, will be available on request to DM.		
Table Sizes	Single	Double	Double
Quantity	1	1	1
Location	Gallery Payment Desk - 1 table with 2 chairs https://vr.everyone-active.spinview.io/stevenage-swimming-centre/?s=pano57	Referee Desk https://vr.everyone-active.spinview.io/stevenage-swimming-centre/?s=pano49	Recorders Desk https://vr.everyone-active.spinview.io/stevenage-swimming-centre/?s=pano49
Special Requirements			You will need a bulldog clip on a string line over the rail to acquire timing paperwork from poolside, no easy way to get from poolside to "crows nest"
Information	The recorders are located in the "crows nest" which is located at the same level as the gallery and at the far left hand end of the pool (as seen from reception). You can get there from the gallery and you have to step over the rail. It has not direct access to the pool other than over the side of the rail, hence the bulldog clip on a piece of string for paperwork.		

PA System		
Does the pool have one	No - Hosting club to provide, if you need power for this, you will need to run an extension lead from the "crows nest"	
If pool: who has details on how it works		
If pool: Static or Wireless Microphone	Static	Wireless
	Where does the announcer go	who has the mic
	N/A	N/A



Automatic Officiating Equipment (AOE)	
AOE Operator Contact Details	N/A
Does the pool own one	No
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, but only if not required by themselves on the same evening elsewhere, and would be dependent upon the availability of a volunteer to provide access, to which pool staff do not readily have.
Specifically, what	Starter kit & PA
Starting System at pool	No - Hosting club to provide
Local Club Key Contact(s)	Andy Chapman – Club Chair
Local Club Contact Email(s)	chair@stevenageswimclub.org.uk