

FACILITY EVENTS GUIDELINES FOR HIRERS

The following Event Guidelines are designed to assist the Event Organiser in the staging of a School Carnival Swim event at the Waves Fitness and Aquatic Centre (WAVES). They have been developed as a result of staging numerous events in the inaugural 2023 school carnival season and highlight the most effective way to utilise the centre.

PROGRAM OF EVENTS

To assist us in hosting your event, a program of events (if known) should be supplied to the Centre seven (7) days in advance.

CAR PARKING & BUS PARKING

Drop off and pick up School Bus Parking bays are available on Mileham Ave opposite the centre. Public parking is made available along Mileham Ave and the WAVES car park.

All Teachers and School Students are to enter the centre from the “Carnival Entry” gate on Mileham Ave. All Spectators such as parents are to enter the centre through the main reception area, a spectator fee applies.

Anticipated attendance numbers are crucial to the smooth running of WAVES carnival events. It provides the Centre with a guide to ensuring enough catering provisions are in place, sufficient staff have been rostered, allows appropriate planning across WAVES, and ensures enough emergency management staff are rostered to provide for the evacuation of the venue. We ask that all event organisers carefully consider their anticipated attendance figures when completing the necessary details. Failure to provide accurate attendances within a reasonable range may result in additional cleaning and staffing costs post-event.

VENUE CAPACITY, SPECTATOR PROVISIONS & SEATING

WAVES venue capacity is limited to 1410 occupants at any one time. Grandstand seating up to 600 spectators on both sides of the 50m and 25m pool will be used. This will create an appropriate atmosphere for your event and increase the standard and provision of supervision. Overflow seating is made available within the external covered Cabana areas and grassed areas opposite the pools. It is recommended that swimmers dry off and dress appropriately on pool deck before they sit in the spectator seating.

The NSW Department of Education and Training (DET) has set out the requirements for the conduct of excursions and school sport in the Excursion Planning and Management Policy. Schools are responsible for ensuring that the standard teacher to student supervisory ratio is maintained during their visit to the centre.

CROWD BEHAVIOUR & CONTROL

As the organiser of your event, you are responsible for the behaviour of the people attending and participating in the event. If the Centre's staff observe a spectator or competitor behaving in a dangerous or irresponsible manner, they may be asked to take no further participation in the event or will be requested to leave the venue. Certain events may require the Centre to employ additional event staff. This need will be determined prior to your event and will be on charged at applicable hourly rates.

AUTOMATIC FIRE DETECTION AND ALARM SYSTEM

The Centre is fitted with an Automatic Fire Detection and Alarm System. This system is activated when a component of the system goes into alert mode. A warning signal is then broadcast throughout the Centre, which places everyone on standby. During this time, the WAVES Chief Warden will immediately confirm if the Centre is to be evacuated. If the Centre is not to be evacuated, the signal will be cancelled, and the event may resume. If it is decided that the Centre should be evacuated, then your participants will need to make their way to the appropriate emergency exit. Upon exiting the Centre, spectators and competitors should follow the instructions of WAVES staff who will direct them to an assembly area.

FIRST AID ROOM

There is a dedicated First Aid room leading out to the external pool areas (opposite the Children's Splash Pad area). All first aid requirements should be directed to WAVES Pool Lifeguard staff who will render first aid assistance. This includes calling NSW Ambulance Service in the event of an emergency.

A number of First Aid resuscitation kits are located in the venue as well as defibrillator stations. These will be managed by WAVES Pool Lifeguard staff as required when rendering first aid.

SET UP / PACK UP ACCESS

All deliveries (shade structures and the like) can be made via the Carnival Entry point on Mileham Ave on your booking date.

Prior to the commencement of your event – the Waves Senior lifeguard on duty will meet with the responsible staff member hosting the event to confirm anticipated numbers of attendees, School nominated First Aiders, Safety Officers, Café requirements, Staff supervision requirements and provide an event induction to ensure the smooth running of the event.

If level 2 or above Officiating Equipment is required, prior to starting the event, a meeting will be held with the Starter, Timekeepers, Marshals, Water Safety and Waves staff member to explain how to operate the timing equipment and the procedures to follow to ensure the smooth running of the day.

WAVES STAFF INVOLVEMENT

The Centre's staff are available to assist with any problems that may eventuate during your event booking. Once set-up is complete, WAVES Pool Attendants will be located on pool deck to provide safety supervision.

For school swim carnivals the school is asked to provide teachers that act as “Water Safety Officers”, (2 of). Their role is not a life guarding role, their role is to assist any weak swimmers to the side of pool by way of a floatation device. Floatation devices such as “noodles” will be provided by the centre.

CHANGEROOMS

All competitors are to use the changerooms opposite the 50m pool. These change rooms will be closed to the public during school carnival events. Public toilets and change rooms are located within the centre. Cameras & mobile phone cameras are not permitted in changerooms.

DISABILITY ACCESS, LIFT USAGE

There are 2 signposted disability parking locations on Mileham Avenue and 2 locations within the undercover car park. During events, lift usage is restricted to disabled persons and adults only.

SWIMMING ATTIRE

The conditions of entry to the Aquatic Centre allow for only recognised swimwear to be worn in the water. Articles of clothing such as T-shirts, casual shorts, bike pants or street clothes are unacceptable.

BOOKED AREA

Your event is restricted to the area you have booked. It does not include the use of the other areas of the facility. It is your responsibility to prevent people associated with your event from entering these areas. Patrons wishing to utilise the leisure pool areas must pay the normal entry fees at the customer service desk.

WARM UP

Any warm-up period must be included in your booking period. Entry is not permitted to the pool prior to your scheduled start time. The use of other pools for warm-up is not permitted unless the pool has been booked.

SOUND SYSTEM

For pool concourse announcements, a radio microphone is made available. When the microphone is being used, it is important to speak clearly and at a normal level as all volume levels have been preset to achieve optimum results.

OFFICIALS' ROOM

The Club Room, adjacent to the 50m Pool, will be provided for use by officials/teachers within your booking. The room will be set up with round tables and chairs. This room can also be used to store officials' belongings, although the centre accepts no responsibility for such items. Where known,

specific First Aid requirements for students (allergies and the like) can be administered by teachers in the official's room.

OFFICIALS' CATERING

WAVES provides a fully catered venue, no commercial food is permitted into the centre. The WAVES Café is located next to main entry point, the Café can be contacted to arrange your food and beverage requirements on wavescafe44@gmail.com and to clarify your students expected break times.

MARSHALLING AREA

For events using the 50m Pool, the marshalling area is located in front of the Club Room. Other marshalling areas on the pool concourse may be allocated depending on the size of your event. The standard layout for each marshalling area is 2 rows of 10 seats. Should an additional marshalling area be required, you should identify your needs at least seven (7) days prior your event.

OFFICIATING EQUIPMENT

Where booked, the use of Scoreboard and Timing Equipment is included in the cost of hiring the Centre. Prior to your event it must be determined what "LEVEL" is most appropriate, as three user levels exist. This will be based on the type of event, the level of experience in organising such events, and the skill level of the participants and officials.

Level 1 involves the use of virtually no equipment, Level 2 is a commonly used level for high school events, while Level 3 is only used for major events or events that are able to supply detailed information prior to the event, such as names of competitors.

Level 1 - Involves the use of no electronic equipment. The Event Organiser will be required to supply manual stopwatches. Stopwatches can be made available from the Centre should the Event Organiser not have access to such equipment. Results and times are not displayed on scoreboard using this level.

Level 2 - This involves the use of WAVES AUTO COACH system, push button timing devices and a false start and starting mechanism together with the appropriate scoreboard. To use this level it is necessary for the Centre to appoint a minimum of (1) operator who will operate the equipment throughout the event. The cost associated with the employment of such personnel is \$50.00 (includes GST) per hour per operator. The WAVES operator must commence at least half an hour prior to warm-up.

Level 3 - This level involves the use of all Officiating Equipment (touchpads, false start etc), as well as the Hytek Meet Manager Software. This level can only be used when there is sufficient information to operate the Hytek Software Program. Its use is applied to events that are termed "major" such as district/zone swim events and requires the use of qualified officials/timekeepers from the NSW Swimming Association.

NOTE: Under no circumstances is food or drink to be taken into or consumed within the Computer AOE area. Any equipment damage relating to this note will be the responsibility of the Hirer.

WATER QUALITY CONDITIONS

The Centre is committed to providing the best possible water quality for your event. Chemical levels are maintained at the lowest possible level while remaining within NSW Dept of Health guidelines. At all times the water temperature in both the 50m and 25m outdoor pools is maintained at approximately 26° - 27° Celsius.

SIGNAGE

As part of your event, you can display signage associated with your event. Signage can be only displayed in two locations. The first location is on the 50m pool concourse grandstand seating while the second location is 25m pool concourse grandstand seating area. Under no circumstance is any sign or banner to be displayed or draped over railings, over stairways, over any emergency exits/signage, or over existing WAFC signage.

DISPLAYING MATERIAL OR INFORMATION

The Centre prohibits the displaying of any material or information at any location except for where notice boards have been provided in the Club Room. The use of masking tape or any other form of adhesive tape is strictly prohibited as The use of crepe paper, colouring crayons and balloons is prohibited. It is the responsibility of the hirer to remove any displayed material or information at the completion of the event.

PASS OUTS

Given the design and nature of the entry to the centre, it is not possible to provide for a “pass out” system. Carnival patrons staying at the conclusion of the event wishing to swim are required to pay normal swim entry fees **at reception and a wrist band will be issued indicating payment has been made.**

NO SMOKING POLICY

Once inside the Centre, smoking/vaping is strictly prohibited.

CLEANING

General waste bins are provided throughout the centre, as a hirer you are asked to ensure participants make use of bins provided. To assist WAVES staff, it is important that your school spot cleans areas after event conclusion, areas such as changerooms, booked rooms and spectator seating.

VENUE DAMAGE

Your organisation/school will be responsible for any damage that is incurred because of your event. At the completion of the event, the venue will be inspected, and a report will be prepared on any damage. You are welcome to join the Centre’s staff on this inspection.