

Checklist

Assessing Venues for Level 3 Provincial Opens

- **Accessibility** ; Easy access to the venue by public transport and car, with wheelchair/disability access a priority ;
- **Entrance/Appearance** ; Overall appearance is clean and inviting, with a lobby or reception area, rather than opening directly onto the playing area ;
- **Size** ; The venue needs to be well proportioned and able to support a minimum of 22 tables, with specified court areas of 11m x 6m for Seniors, and 9.5m x 4.5m for Juniors, together with a top table and aisles of at least 2m on 1 side of each court for wheelchair access. For guidance ALSAA is 48m x 27m (48x25 with a 2m aisle), and DCU is 48m x 26m with the bleachers extended (48x24 with 1m aisle each side). Lisburn Racquets Club playing area is approx 45m x 35m, with additional space for bleachers and top table ;
- **Tables** ; Minimum of 22 required for joint Junior/Senior event, 25mm tables – Stiga, Butterfly, Tibhar, Joola, Sponeta or similar rollers of good quality ;
- **Barriers** ; Sufficient barriers to ensure courts with a maximum of 4 tables per court ;
- **Flooring** ; Smooth and level, non-slip flooring is required. Gerflor, Solid wooden or semi-sprung floors are preferential, while solid concrete or carpeted floors are totally unsuitable. Treated concrete floors with shock absorbent agents, such as acrylic latex or rubber cushioning may be permitted depending on the quality and degree of absorption ;
- **Lighting** ; Uniform lighting – minimum 450 LUX - over the whole of the playing area is essential provided by lighting at a minimum height of 3m (10ft) above the floor. Uplighters are not permitted due to shadowing ;
- **Sunlight** ; No direct sunlight should be permitted at any time during the day ;
- **Walls** ; Wall should be non-reflective with a dark colour up to a height of at least 2.5m (8 ft) – otherwise a non-white ball will be required. All windows and external light must be covered as above ;
- **Heating** ; Ideal room temperature of 15-20 degrees Celsius, with relative humidity of 40-50%, and adequate ventilation to prevent condensation. If air conditioning or stand-alone heaters (electric to prevent fumes) are used, then air currents, which will affect the ball flight, must be avoided. Spectators comfort should also be considered, but playing conditions take priority ;

- **Spectators Area** ; Seated viewing area for a minimum of 75 people in average room temperatures as above ;
- **Catering Facilities** ; Catering facilities for minimum 250 individuals. Facilities should include a minimum provision of soup, sandwiches, teas, coffees and water.
- **Changing Facilities** ; Min of 2 showers each for men, women and 1 wheelchair accessible unit ;
- **Toilet Facilities** ; Mens (x1), Ladies (x1) and Wheelchair Toilet (x1) ;
- **Parking** ; A minimum of 100 parking spaces allocated solely for competitors, officials and spectators ;
- **Accommodation** ; Sufficient local accommodation for 250 individuals, with a mixture of hotels and apartments. Local should equate to approx 15 minutes by car, or 30 minutes by public transport ;
- **Officials Requirements** ; PA System, Notice Board, Top Table, Power Points (x3), Umpires Tables + Chairs (x22), ScoreBoards (x22) ;

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