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| **UKCC Venue Checklist** |
| **THIS FORM MUST BE COMPLETED BY THE COURSE ORGANISER AND SENT TO** **BRITISH ORIENTEERING** |
| **Date of Course**:       **Course Organiser:**      **Venue Address:**       **Venue Contact Name:**        **Phone Number:**       |
| **VENUE REQUIREMENTS** |
| **General Arrangements:**Adequate accessible car parking [ ]  Toilets [ ] Access to refreshments and lunch for all days [ ] Time the venue is to be opened has been confirmed [ ] Access to the room prior to and after the workshop each day [ ] Full access for people with disabilities and appropriate equipment available**\*\***      Telephone available [ ]  Mobile phone coverage [ ] Contact number and Emergency number ……………………………………………………………………………..…………………………………………………………………………………………………………………………….. |
| **Indoor:**Main room is of adequate size [ ]  Are breakout rooms required and available [ ] Rooms are well heated, lighted and ventilated [ ] Adequate and comfortable seating for all delegates [ ] Adequate table space available as required [ ]  |
| **Outside:**Ready and close access to mapped area – i.e. **Venue either adjacent to or on the map** [ ]  Specialised full colour orienteering map available for use [ ]  **Note**; The area must be capable of supporting Technical Difficulty 3 for Level 1 course; TD 4 for Level 2 and TD 5 for Level 3.Mapped area of suitable complexity and standard [ ] First Aid Kit available [ ]  Risk analysis completed [ ] Accessibility to entire area or restrictions [ ]  Are there any restrictions? E.g. area cordoned off……………………………………………………………………..Options in case of bad weather………………………………………………………………………………………….Essential equipment for candidates to use (Maps, Compasses, markers etc.) …………………………………………… |
| **Equipment Availability:**Laptop to be able to load either a CD or memory stick [ ]  Data Projector + screen [ ] OHP and pens [ ]  Flip Chart [ ] TV and DVD**\*\*** [ ] Photocopier**\*\*** [ ]   |
| Please return this form to: **Janine White** either electronically or by post: jwhite@britishorienteering.org.uk British Orienteering, 8a Stancliffe House, Whitworth Road, Darley Dale, Matlock, Derbyshire, DE4 2HJ **Please note:**This form must also be sent to the UKCC **Coach Educator** along with a copy of the specialised orienteering map to be used. A copy of the map must also be sent to Janine White at the British Orienteering Office at the address as given above. |