

## **Checklist for Teams Renting the Waukesha South High School Natatorium/Facility:**

### **Important Phone Numbers and Contact Information:**

Autumn Kappes

- Facility Manager
- Beverage Orders
- 262-893-2979
- [autumn@waukeshaexpress.org](mailto:autumn@waukeshaexpress.org)

Laurie Carlson

- Business Manager
- 262-893-4679
- [laurie@waukeshaexpress.org](mailto:laurie@waukeshaexpress.org)

Blaine Carlson

- Head Coach, CEO
- 262-751-7946
- [blaine@waukeshaexpress.org](mailto:blaine@waukeshaexpress.org)

Michael Hamm

- Head Age Group Coach
- 262-309-2776
- [michael@waukeshaexpress.org](mailto:michael@waukeshaexpress.org)

Dan Meinholz

- President All-American Aquatics
- 262-569-7845
- [swimmers@all-americanaquatics.com](mailto:swimmers@all-americanaquatics.com)

### **Items in South facility available for your use:**

- AV Equipment - Loudspeaker System (for Meet Announcements), Wireless Microphone (for Meet Announcer), CD Player (for National Anthem, Warmup Music), Scoreboard (can be configured for Advertising, Meet announcements, etc.)
- Lap Counters (10) - Express is not responsible for broken counters - you may want to bring a few spares along if using 10 lanes.
- Theatre Tape Section Dividers - You can set these up to configure your traffic patterns, officials' zones, etc.
- Colorado System 6 Sports Timer – Our computer is compatible with this system and must be used together.
- Printers and computers-All printers and computers are networked together. Host team must bring all supplies including paper, labels, office supplies, etc.

### **Pre-Meet:**

Two (2) weeks prior to event the following items must be taken care of:

- Confirm lifeguards or need to obtain lifeguards. Lifeguard credentials must be faxed/emailed/mailed to our office.
- All advertisements wanted on scoreboard need to be emailed to Autumn.

- Beverage Order turned in via fax or email to Autumn. Reminder, all beverages must be ordered through Waukesha Express and must be Coke products. No outside beverages may be brought in for any reason.
- Confirm all meet workers with your group.
- Make sure all meet workers are skilled at using Colorado Timing System, Meet Manager, etc. Team renting facility is responsible for training its workers on Colorado Systems or their own Meet Manager software.
- Contact All American Aquatics to schedule them as your meet vendor.
- Contact Autumn for any storage needs for concessions and equipment.
- Confirm start times and end times with Autumn.
- Confirm with Autumn need for tables, chairs, bleachers, etc. Remember tables for awards, concessions, scratch table, staging, etc.
- Confirm layout of tables, chairs, etc.
- Make sure you have necessary equipment needed to run meet (paper, labels, pens, pencils, stopwatches, clipboards, tape, headsets for meet administration and referees, batteries, disks, flash drives, any signage). NO duct tape allowed in the Natatorium at any time.

### **Week Prior to Meet:**

- On the Monday prior to the meet, the following needs to be confirmed with Autumn-
  - Number of swimmers
  - Timeline
  - Number of lanes needed

### **During Meet:**

- No outside programs should be loaded on to Scoreboard computer-it is for scoreboard control ONLY! Installation/use of computer for anything other than scoreboard control invalidates warranty on scoreboard at renter's liability.
- The scoreboard can be configured to send messages regarding meetings, concession specials, advertising, etc. Ask Autumn in advance how to do this to take advantage of this feature.
- Get custodian contact info for any bathroom emergencies (sink overflow, etc.)
- Make sure no traffic exits the back doors of the locker rooms-a periodic sweep of these areas would be appreciated.
- Fire Alarm Procedures-If a fire alarm goes off, it is the responsibility of the renting party to organize and remove ALL participants and spectators out of the building into the adjacent parking lots on South and East sides of the building. Please speak to Autumn to design a plan for your event.

### **Post Meet:**

- All areas cleaned as they were before. Floors and garbage cans will be cleaned by custodial staff, but all areas should be left in a neat and tidy condition. Any bathroom problems/major facility issues should be reported immediately to the custodial staff.
- Concession stand (if used) should be cleaned and wiped down with disinfectant. Any messes made in the cooler(s) should be dealt with at this time.
- All unused beverages need to leave with the host team.
- Any paperwork and office supplies brought by host team needs to be cleaned up and taken with the host team.
- All posted results should be removed from walls.
- All signage and tape should be removed from walls.

Billing for facility usages will not be done before the Monday following the meet to confirm compliance with the above post meet duties. Additional charges (if any) will be tabulated and added then.