

BE Referee Checklist		Senior County Championships Division:	Date: Weekend No: 1 / 2 / 3
			Notes:
1	Contact Details:	Referee: BE Contact: Jon Hancock – 07753 771456 jonhancock@badmintonengland.co.uk	
2	Venue Details:	Address: Postcode: Venue Duty Manager on Day of Event: Venue Phone No.: Email:	
3	Venue Parking Arrangements:		
4	Venue Access:	Booking Times: Access to Sports Hall from: Play Start Time: Play expected finish: (SCC 3hrs 30min per match)	
5	Nearby Amenities:	Café: Shops:	
6	Venue Set-Up led by:	Centre Staff / Tech Officials / Team Managers / Home Team	
7	Evacuation Procedures:		
8	First Aid:	Venue Contact:	
9	Hall Furniture & Equipment Set-Up:	No. of Courts: Court Arrangement: (E.g. Hall 1 = Cts 1-4, Hall 2 Cts 5-8): Any Obstructions or overhangs: Location of Referee Table: Courts to be set up for badminton (posts and best available nets) Seating: Chairs or Benches at ends of courts where possible and appropriate Courts Swept or Mopped prior to event? YES / NO 1 table and chair for Referee. Access to Power? Wifi: PA: Radio: Other equipment?	
10	Seating:	No spectators Benches and or seating?	

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11	Number of People at Event (Players, Officials, (Managers)(approx):	No. of Teams: Estimated no. of people:	
12	Lights:	Badminton Lights to be switched on. Lights over the court?? YES / NO	
13	Changing Rooms and Toilets:	Male/Female Changing Rooms/Toilets to be made available for duration of the event. Duty Staff to ensure that changing rooms are clean throughout the day. Sole /Shared access to Changing rooms	
14	Shuttle Arrangements:	To be delivered to: Responsible for during event: Returned:	
15	Photography:	Photography may be requested. Referee authorisation required. Seek opposition approval also	
16	Rubbish:	Duty Staff to ensure that bins are positioned in the court areas Sports Hall. All bins to be checked regularly and emptied if required.	
17	Results Entry:	Teams Expected to Enter results themselves: YES / NO Referee Enter Results: YES / NO <i>Referee to take copy (photo if required) of Match Sheets for own records and emailed to BE Competitions along with Match Report and Expenses</i>	
18	Drug Testing:	Not expected at this event	
19	Catering:	Café: e.g. Opening times 08:00 – 18:00. Vending machines? Drinks are not allowed in the sports hall, but the nature of the event is understood, and spillages to be reported immediately to Reception immediately so that they can be dealt with effectively and the floor preserved.	
20	Drinking Water Fountain:	YES / NO Location:	
21	Other Information:		