

Seminar groups have suggested the following items be built into a proforma for visiting sports and exercise venues:

What activities are available?

- Facilities. What activities go on and are there taster sessions? Special events and social evenings. What are the opening hours? Are certain times busy or quiet? Pool, gym, viewing area, rest area, phone, crèche, smoking area? Catering and refreshments? Can I eat my own food? Where do people talk?
- Are there lessons or coaching available? Individual or team activities?
- Can people hire equipment? Private changing facilities and secure storage?
- Which activities could I watch and would I be watched? Quiet or crowded? Is there a waiting list?
- Are culturally and gender sensitive arrangements in place?
- Can people with disabilities join in mainstream classes?
- Are there opportunities to be a volunteer here or get a job here?

What support arrangements are in place?

- Name of venue, address, contact details for the place and key people.
- Is there a first aider and first aid on site? How do risk assessments work? Are people covered by insurance? Do I need to see my GP before participating? What happens if I become unwell? Does anyone here understand about disability? What support is available? Can I get one to one help sometimes?
- Where is it in the community? Parking, public transport, ramps, doors, working space suitable? Is it well lit and signed? Are lifts, stairways wide or stairlifts available? Hoists, disabled toilets, changing and personal care facilities. Has equipment been adapted? Is there specific equipment available to enable people to participate in specific activities?
- Are staff in reception and everywhere friendly and informative? Literature and brochures? Who are the real allies? Are public attitudes positive? Are staff trained (safety, police checks, skilled in the activities they supervise), and aware of contribution of people with disabilities? Are specialist coaches on hand?
- Can people who have attended share what they know with us? Have my colleagues any previous experience of this facility? Are people having fun?

What do I have to do to participate?

- What are the joining procedures? Is an initial assessment done? By whom? How is the need for confidentiality met? Are people encouraged to mention any support needs they may have?
- What is the cost? Can you pay per session or have a trial membership? Can we have a group membership? Discounts, booking arrangements, cancellations.
- Skills and athletic standard required. What previous experience do I need to participate? Would activities be suitable for beginners? Kit needed?
- Do the eligibility criteria vary from one session to another? Would I lose my place if I missed some sessions or was late? Unwritten rules, like informal age or fitness requirements.
- Anything else to note?

Administration

- Name and contact details of the person who completed this form.
- Date of the visit.