



Surrey County ASA

**Surrey Age Group
Championships 2025**

on

**18th/19th January and 1st/2nd February 2025
at Surrey Sports Park, Guildford**

**Officials and Volunteers
Event Manual**

WELCOME

Hello and welcome to the team for the Surrey Age Group Championships 2025.

These Championships will take place at Surrey Sports Park in Guildford on the weekend of 18th and 19th January and the weekend of 1st and 2nd February 2025.

It is great to have you as part of the team. Thank you in advance for giving your time to make this event a success. Please take the time to read this handbook prior to the event. We hope it contains all the information you will need, if you have any further questions contact me at alancthurlow@gmail.com

I am aware some of you have volunteered at this event in the past, or at other events at this venue, but for some of you this is your first event at SSP. I hope you all have a fantastic time whether you are with us for a session, a full weekend or the whole championships.

If you have any changes in your availability or have any questions, let Justine Ryan or Sharon Porter know as soon as you possibly can. Otherwise, I look forward to seeing you all at the event.

Alan Thurlow

Meet Promotor

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EVENT INFORMATION

MANAGEMENT TEAM

Role	Name
Meet Promoter	Alan Thurlow
Lead Referee (Saturday, 18 January)	Christina Victor
Lead Referee (Sunday, 19 January)	Diane Gamble
Lead Referee (Saturday, 1 February)	Alan Thurlow
Lead Referee (Sunday, 2 February)	Nicola Brett
Chief Recorder	Sally-Anne Hawley
Field of Play Manager	Justine Ryan

CONTACT INFORMATION

Surrey County ASA	Venue Contact
Alan Thurlow alancthurlow@gmail.com	Surrey Sports Park, University of Surrey Richard Meyjes Road, Guildford, Surrey, GU2 7AD Tel. 01483 689111 info@surreysportspark.co.uk

GETTING TO SURREY SPORTS PARK

Travelling by Car:

Directions from London:

Guildford is 30 miles south-west of London, on the A3 London-Portsmouth road. If approaching from London or the M25 (Junction 10), remain on the bypass (A3) until you reach the exit signed to the Cathedral and University. At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

Directions from Bagshot or Aldershot:

If approaching on the A322 or A323 from Bagshot or Aldershot, at the A3 roundabout take the exit signed to Portsmouth, and then turn off the A3 at the first exit (signed to the Cathedral and University). At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

Directions from Horsham or Godalming:

If entering Guildford from Horsham (A281) or Godalming (A3100), leave the central gyratory system at the exit signed for Farnham (A31). After approximately 200 yards, at the mini-roundabout, take the first turning right into Guildford Park Road and continue along Madrid Road and The Chase for a mile. At the next roundabout, take the first exit and follow the signs to the Royal Surrey County Hospital for approximately a mile. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.

Travelling by Train:

Guildford is on the main line between London Waterloo and Portsmouth. Half-hourly train services run from Guildford to Waterloo, with journey times of approximately 40 minutes. For further information, call National Rail Enquiries on 08457 484950.

Directions from Guildford railway station:

Walking (20-25 minutes):

Leave the station by the footbridge and rear exit. Turn right from the station along Guildford Park Road and continue along Madrid Road and The Chase for a mile. Follow the path past the Guildford Cathedral to the main University of Surrey campus entrance. At the entrance turn left through the woodland area and follow the path through two underpass tunnels until you reach Tesco. Follow the main road (Egerton Road) until you reach the traffic lights, where you will want to turn left and cross Egerton Road, in the direction of the rugby pitches visible from the road. The entrance to Surrey Sports Park should be accessible via Richard Meyjes Road.

Bus (20 minutes):

Leave the station by the footbridge and rear exit. Cross main road to the bus stop. ARRIVA operates a regular service to Surrey Sports Park via its 27 and 26 buses, which currently provide a 20 minute frequent link during the main part of the day on Mondays to Saturdays, and every half-hour during the evenings and Sundays.

Egerton Road (Tesco) and the Royal Surrey County Hospital are also both a short walk to Surrey Sports Park, which you can access from services 3, 4, 5, 26, 27, 36 and 37 run approximately every ten minutes during the day. The earliest service is at approximately 6am and the last bus is just before midnight. On Sundays, there is a reduced service. For further information, call Traveline on 0870 608 2608.

Taxi:

Leave the station via the main (eastern) exit.

Travelling by Air:

Guildford is conveniently placed for both Heathrow and Gatwick airports.

Directions from Heathrow Airport:

There is a daily coach service departing from all Heathrow terminals to Woking railway station from early morning until late evening approximately every half an hour. Journey time to Woking is approximately one hour. There are frequent trains from Woking to Guildford. For further information call National Rail Enquiries on 03457 484950.

From London Airport Gatwick:

Gatwick rail station is positioned in the South Terminal of the airport and provides direct rail-air link trains to Guildford hourly between approximately 05.15 (06.00 on Sundays) and 23.00. For further information, call National Rail Enquiries on 03457 484950.

Travelling by coach:

National Express coach number SH030 runs services to and from the Egerton Road/Tesco stop (a short walk from Surrey Sports Park). For further information, call 08705 808080.

Travelling by Bus:

Stagecoach buses have exclusive access to the University of Surrey's Stag Hill and Manor Park campuses offering a cheaper and more frequent bus service between our sites and the town centre via the railway station. They will also serve areas in North Guildford including Hazel Farm.

The latest details on routes, timetables and travelcard prices can now be found on the University's updated [Transport webpages](#).

Stagecoach provide:

- Buses every 5 minutes between the Stag Hill and Manor Park Campuses during peak hours
- Buses every 10 minutes from town through the University Campuses on week days and every 15-20 minutes on Saturdays and Sundays
- Great value fares with heavily discounted tickets available to staff and students and the ability to purchase a variety of ticket types depending on your requirements (this includes buses within the Guildford & Godalming area, the wider Stagecoach South network and a special travelcard valid on any Stagecoach service in the region including Guildford's four Park & Ride services)
- A modern, environmentally friendly fleet of University branded buses, complete with free Wi-Fi, USB charging points and that accept contactless payments

- A Stagecoach Bus Contract Manager based on campus who will work closely with the Transport Team to promote the service, monitor reliability and your customer feedback
- An increased Night Bus service operating 6 times a week in term time, every hour from midnight to 4am.

Parking at Surrey Sports Park:

If you choose to drive, the suggested parking location is the car park by the Nursery on your way into the facility. There are also two car parks at the top of the drive; the Top Car Park (119 spaces) and an Overflow Car Park (234 spaces). You may park in one of these car parks for up to 3 hours but must register your licence plate at the kiosk in reception. In addition, there are 11 disabled bays, a drop off/pick up area, larger bays for up to 4 coaches to park and facilities for motorbikes.

Parking access is monitored via an Automatic Number Plate Recognition (ANPR) System. So be warned! The car parks are monitored and managed by the University's Security Department.



CLOTHING/UNIFORM

Officials are required to provide and wear their own:

- White polo shirt (Surrey shirts are available for qualified Officials only. Requests for shirts to go to Sharon Porter – surreyofficials@outlook.com – and should be made ahead of the event.
- Full-length black trousers or long skirt (long shorts are also acceptable),
- White or black shoes and a black belt if required (open-toe footwear such as flip-flops, sliders, or similar are a safety concern on poolside. If you wear them, you do so at your own risk).

Volunteers are required to provide and wear their own:

- Red or dark-coloured t-shirt or polo shirt – NOT WHITE,
- Black or dark-coloured trousers/shorts/leggings,
- Suitable comfortable non-slip footwear, preferably trainers (open-toe footwear such as flip-flops, sliders, or similar are a safety concern on poolside and are worn at your own risk).

Please consider that it will be warm/humid on pool deck and select your attire accordingly.

ARRIVAL

Swimmers, volunteers, officials and coaches should enter by the main doors through reception.

Spectators will be allowed to enter the spectator area at 8am.

If you are an official, please ensure your license card is on show when you arrive. This must always be on clear display whilst you are at the venue. Please proceed up the stairs to the World Cup Suite where facilities are located for all volunteers.

If you are a coach and are wearing a photo ID issued by Swim England or Surrey County ASA, please proceed to poolside.

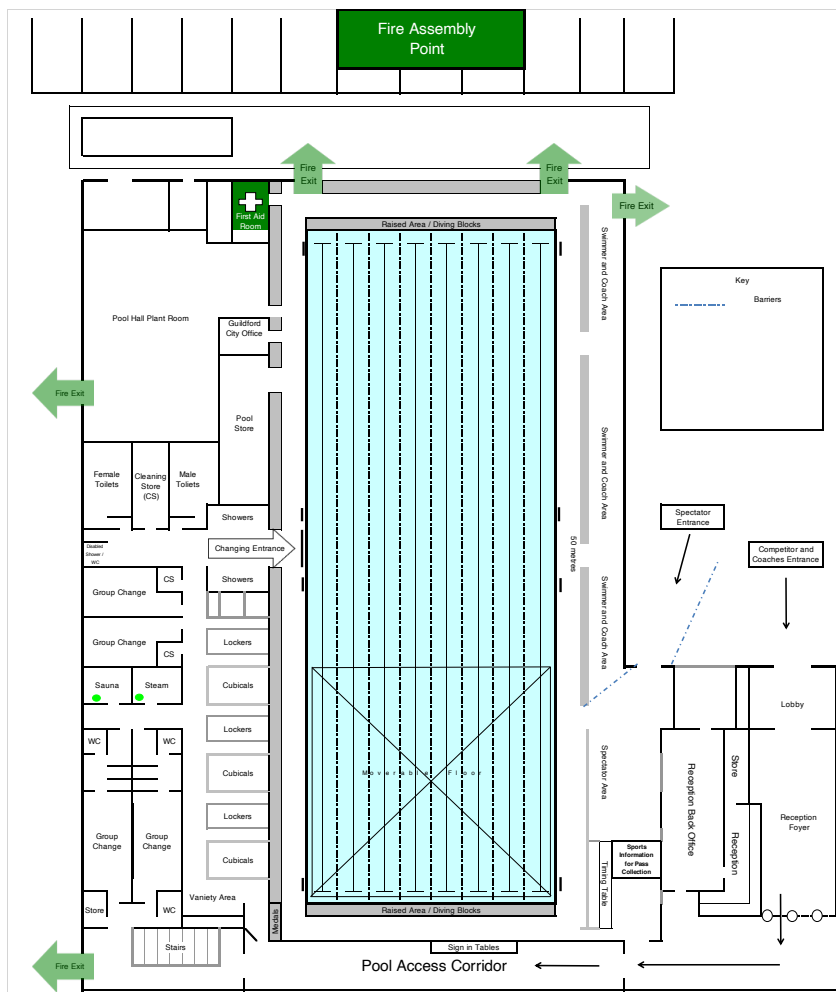
Coaches and volunteers who do not have their photo ID but have applied for one, should proceed to the Sports Information Desk to collect their poolside pass. Volunteers can then proceed up the stairs to the World Cup Suite where facilities are located for all volunteers. Coaches can proceed to poolside after they have collected their photo ID.

You must clearly display your photo ID at all times, or you may be subject to a delay and questions from facilities staff.

SPORTS INFORMATION DESK

The Sport Information Desk will be located next to the Timing Desk in the pool area. The desk will be available primarily for accreditation collection for coaches and volunteers. No-one is permitted on poolside without a poolside pass.

POOL AREA VENUE PLAN



START LISTS AND RESULTS

Start lists and results are available via the Meet Mobile app which can be downloaded and used on phones/tablets of all kinds from the Apple AppStore or from Google Play Store. A hard copy of the start lists and results will be posted on the Fire Doors at the 50m start end of the pool area.

CATERING

Refreshments will be available for officials and volunteers in the World Cup Suite.

Please bring with your personal refillable bottle as there will be water re-fill points on venue.

Lunch will be provided at the venue for volunteers and officials.

SUMMARY OF KEY TIMES

Key Times are as follows:

	Gala No.	Event No.	Registration Opens	Registration Closes	Warm Up Starts	Warm Up Ends	Event Starts	Estimated Finish
Saturday, 18 January, SSP	1	1	7:30 am	8:00 am	8:00 am	8:30 am	8:35 am	9:55 am
		2 to 4	8:00 am	9:40 am	9:55 am	10:55 am	11:00 am	1:00 pm
	Finals	2 and 3					1:10 pm	1:35 pm
	2	5 to 8	9:40 am	1:50 pm	1:50 pm	2:50 pm	2:55 pm	5:40 pm
	Finals	5 and 6				6:00 pm	6:35 pm	
Sunday, 19 January, SSP	3	9 and 10	7:30 am	8:00 am	8:00 am	8:30 am	8:35 am	10:50 am
		11 to 13	8:00 am	10:35 am	10:50 am	11:50 am	11:55 am	1:30 pm
	Finals	11 and 12					1:40 pm	2:10 pm
	4	14 to 17	10:35 am	2:30 pm	2:30 pm	3:30 pm	3:35 pm	6:05 pm
	Finals	14 and 15				6:25 pm	7:00 pm	
Saturday, 1 February, SSP	5	18	7:30 am	8:00 am	8:00 am	8:30 am	8:35 am	10:00 am
		19 to 21	8:00 am	9:45 am	10:00 am	11:00 am	11:05 am	1:10 pm
	Finals	19 and 20					1:10 pm	1:30 pm
	6	22 to 25	9:45 am	2:00 pm	2:00 pm	3:00 pm	3:05 pm	5:25 pm
	Finals	22 and 23				5:45 pm	6:10 pm	
Sunday, 2 February, SSP	7	26 and 27	7:30 am	8:00 am	8:00 am	8:30 am	8:35 am	10:45 am
		28 to 30	8:00 am	10:30 am	10:45 am	11:45 am	11:50 am	1:20 pm
	Finals	28 and 29					1:20 pm	1:40 pm
	8	31 to 34	10:30 am	2:15 pm	2:15 pm	3:15 pm	3:20 pm	5:40 pm
	Finals	31 and 32				6:00 pm	6:30 pm	

EVENT SCHEDULE

Session: 1 18 January 2025, SSP

HDW	1	Open/Male 12 & Over 1500 Freestyle
Heats	2	Female 10 & Over 50 Backstroke
Heats	3	Open/Male 10 & Over 50 Breaststroke
HDW	4	Female 12 & Over 400 IM
Finals	3	Open/Male 10 & Over 50 Breaststroke
Finals	2	Female 10 & Over 50 Backstroke

Session: 2 18 January 2025, SSP

Heats	5	Female 10 & Over 100 Breaststroke
Heats	6	Open/Male 10 & Over 100 Freestyle
HDW	7	Female 10 & Over 200 Backstroke
HDW	8	Open/Male 10 & Over 200 Butterfly
Finals	5	Female 10 & Over 100 Breaststroke
Finals	6	Open/Male 10 & Over 100 Freestyle

Session: 3 19 January 2025, SSP

HDW	9	Female 12 & Over 800 Freestyle
HDW	10	Open/Male 10 & Over 400 Freestyle
Heats	11	Female 10 & Over 50 Freestyle
Heats	12	Open/Male 10 & Over 50 Butterfly
HDW	13	Female 10 & Over 200 IM
Finals	12	Open/Male 10 & Over 50 Butterfly
Finals	11	Female 10 & Over 50 Freestyle

Session: 4 19 January 2025, SSP

Heats	14	Open/Male 10 & Over 100 Backstroke
Heats	15	Female 10 & Over 100 Butterfly
HDW	16	Open/Male 10 & Over 200 Freestyle
HDW	17	Female 10 & Over 200 Breaststroke
Finals	14	Open/Male 10 & Over 100 Backstroke
Finals	15	Female 10 & Over 100 Butterfly

Session: 5 1 February 2025, SSP

HDW	18	Female 12 & Over 1500 Freestyle
Heats	19	Open/Male 10 & Over 50 Backstroke
Heats	20	Female 10 & Over 50 Breaststroke
HDW	21	Open/Male 12 & Over 400 IM
Finals	20	Female 10 & Over 50 Breaststroke
Finals	19	Open/Male 10 & Over 50 Backstroke

Session: 6 1 February 2025, SSP

Heats	22	Open/Male 10 & Over 100 Breaststroke
Heats	23	Female 10 & Over 100 Freestyle
HDW	24	Open/Male 10 & Over 200 Backstroke
HDW	25	Female 10 & Over 200 Butterfly
Finals	22	Open/Male 10 & Over 100 Breaststroke
Finals	23	Female 10 & Over 100 Freestyle

Session: 7 2 February 2025, SSP

HDW	26	Open/Male 12 & Over 800 Freestyle
HDW	27	Female 10 & Over 400 Freestyle
Heats	28	Open/Male 10 & Over 50 Freestyle
Heats	29	Female 10 & Over 50 Butterfly
HDW	30	Open/Male 10 & Over 200 IM
Finals	29	Female 10 & Over 50 Butterfly
Finals	28	Open/Male 10 & Over 50 Freestyle

Session: 8 2 February 2025, SSP

Heats	31	Female 10 & Over 100 Backstroke
Heats	32	Open/Male 10 & Over 100 Butterfly
HDW	33	Female 10 & Over 200 Freestyle
HDW	34	Open/Male 10 & Over 200 Breaststroke
Finals	31	Female 10 & Over 100 Backstroke
Finals	32	Open/Male 10 & Over 100 Butterfly

MEDICAL

The closest hospital to SSP is the Royal Surrey County Hospital, Egerton Rd, Guildford GU2 7XX (0.6 miles). Pool staff will conduct a primary survey and administer first aid as appropriate.

SECURITY / HEALTH & SAFETY

Please be extra vigilant and take care not to leave your belongings unattended.

We are committed to working in a safe environment where everyone has a duty to look after themselves and each other. If you see something you consider to be a risk, don't ignore it but report it to venue management.

THANK YOU

Surrey County ASA would like to thank you for giving up your time to volunteer at this event. We really appreciate you being part of our team and want to thank you for the help you have given us.

We look forward to working with you throughout this event, hope you enjoy the experience, and look forward to working with you again next year.

TECHNICAL OFFICIALS

This section is intended to provide technical officials with role-specific information and will try to avoid duplication with any other event publication. It is hoped that you will take some time to read this section in readiness for the event. You may have officiated at other regional or national events before and you may therefore be familiar with this type of document, but there will be new event-specific information contained herein.

Links to relevant documents are included as, in the past, there have been occasions when it has been necessary to change some details, but this has not been replicated in all publications.

If you have any change to your availability, or the information you supplied on application, please contact us at your earliest opportunity by updating your availability on the Swim-Meets application (please ensure you add your full availability if you change anything, as the application does not retain what you are not changing, it will simply delete it altogether!)

MEET PROCEDURE

The latest Championship Conditions, Schedule and documents can be found here –

<https://surreyswimming.org/?p=10723>

This is a Long Course meet so there are no separate facilities for swim down. We will enable swim down to happen in the breaks in the competition pool.

There will be a formal awards ceremony podium/presentation in 2025. This is the first year we have done this since Covid so many will be a rusty!

REFEREE AND STARTER

The Referee and Starter for this competition will be on the Timing Suite side of the pool. Prompt and accurate communication, primarily by radio between the Timing Suite and the Referee will be crucial in ensuring the smooth running of the competition.

EVENT TIMINGS

Can be found earlier in this document and any updates will be posted online at the address given above.

TECHNICAL BRIEFINGS

Upon your arrival in the World Cup Suite, or prior to each session briefing, please 'tick' your name on the posted officials' register. Duties will be allocated prior to each session, and you will be advised of your allocated duty during the session briefing.

Session briefings for officials will take place promptly in the World Cup Suite as follows:

Date	Session Number	Briefing
Saturday 18 th January	1	8:05 AM
Saturday 18 th January	2	2:25 PM
Sunday 19 th January	3	8:05 AM
Sunday 19 th January	4	3:05 PM

Saturday 1 st February	5	8:00 AM
Saturday 1 st February	6	1:45 PM
Sunday 2 nd February	7	8:00 AM
Sunday 2 nd February	8	1:45 PM

PLEASE MAKE EVERY EFFORT TO ENSURE YOU ARRIVE ON TIME FOR THE BRIEFING, THAT YOU HAVE CHANGED INTO YOUR UNIFORM AND HAVE ALL YOUR EQUIPMENT TO HAND IN READINESS.

Officials' Debrief Sessions, if deemed necessary, will be called at the sole discretion of the Referee.

CHANGING ROOMS

Changing facilities for all volunteers will be available in the venue changing village. After walking along the corridor behind the competition pool turn right into the competition pool changing area and use the indicated facilities.

Lockers are available in the competition pool changing area for your belongings and require a pound coin which is returnable.

PLEASE NOTE: as in many public buildings, absolute security of the lockers cannot be guaranteed, and any valuables are left at your own risk. However, lockers are considered to be a more secure location than the Main Studio area.

THE TIMING SUITE AREA WILL NOT BE AVAILABLE AS A STORAGE AREA FOR PERSONAL BAGS/COATS.

ACCREDITATION

The control of access to certain restricted areas will be overseen by facilities staff under the guidance of the event management team.

Your British Swimming Officials License card will act as your accreditation/identification and access onto the pool deck.

If you are a trainee Judge Level 1, you must apply for a volunteers' poolside pass, selecting your role in the application. Your poolside pass will then be available at the Sports Information Desk for collection.

OPERATING PROTOCOL

All the points mentioned below are to add to the image of the Technical Official. You are part of the event, and your actions will either enhance the Event presentation or detract from the occasion:

THIS SECTION DOES NOT SEEK TO PROVIDE DETAILED TECHNICAL INFORMATION OR INTERPRETATION OF RULES/GUIDELINES - YOU ARE ALL QUALIFIED, LICENSED AND WITH VARYING LEVELS OF EXPERIENCE IN THE ROLES TO BE UNDERTAKEN.

OFFICIALS DUTIES

INSPECTOR OF TURNS(IOT)/TIMEKEEPER (AS APPROPRIATE)

All Inspectors at the start end - who have a participating athlete in their assigned lane - should stand at the commencement of the short series of whistle blasts from the Referee.

On the Referee's long whistle (first whistle in Backstroke), move to a position close to the rear of the starting platform. When the start signal is given, immediately step onto the upstand and move forward to the side of the starting platform to observe that the athlete in your assigned lane complies with the applicable technical rules following the start.

On the second whistle in Backstroke, if your athlete is using a backstroke ledge, move to check at least one toe on each foot of the athlete is in contact with the timing pad. Step back when you are satisfied, remaining on the upstand.

If you are satisfied that you have not observed any rule infraction, immediately return to your chair/bench and sit down (or step back).

If an infraction has been observed, remain standing on the upstand, beside the starting platform and look towards the Chief Inspector of Turns.

As the athlete in your assigned lane reaches 15m from the turn/finish, move to the edge of the pool (on the upstand) to observe the turn or finish, sitting down when your duties are complete.

Again, if a rule infraction is seen remain standing and look towards the Chief Inspector of Turns.

For 800m and 1500m events, Inspectors of Turn at the starting end of the pool will be operating lap cards. These cards should be handheld throughout the race and not left freestanding on the upstand. Please hold the Lap cards in such a way that the swimmers can see them when they come into and leave each turn (10-15 metres in both direction) but not in front of or touching the timing pads. The Lap cards should also be visible to the Referee, who will be checking that they are turned correctly. Please ask your swimmer which side of the block they would like you to hold the lap cards.

When your swimmer approaches 2 lengths and 5m from the finish you will ring the bell provided until the swimmer has completed their turn and returned past 5m.

BACKSTROKE

At these Championships, backstroke start ledges will be in use. If you require a refresh or have not used backstroke ledges before, please raise this at your briefing where the referee will arrange a tutorial. It is always best to ask if you are not sure.

When the event prior to backstroke has been completed, and whilst the athletes in that event are leaving the pool, Inspectors of Turn should install the ledge remembering to check it is at the zero '0' setting before returning to their seats and recording the time of the race that has just finished.

If an athlete is using the ledge, at least one toe of each foot must be in contact with the face of the touchpad. Observe that the athlete is complying with the rules.

THEY ARE NOT REQUIRED TO HAVE BOTH FEET ON THE LEDGE; THEY MAY ONLY PLACE ONE FOOT ON THE LEDGE IF THEY WISH.

If they are conforming with the rules, please step backwards away from the pool edge but remain on the upstand. This will indicate to the Referee that the athlete in your assigned lane has complied with the rule requirements.

If they are not, instruct the athlete to ensure that a toe from each foot using the ledge is in contact with the face of the touchpad. Once this has been done, step backwards as above.

After you have observed the start of the race, please remove the backstroke ledge completely from the starting platform and place it on the floor behind the upstand.

THE REFEREE IS LOOKING FOR OFFICIALS STILL STANDING AT THE EDGE OF THE POOL, ON THE UPSTAND, AS AN INDICATION OF AN INFRACTION REPORT.

If you have an infraction to report remain standing near the starting platform await the Chief Inspector of Turns (CIOT) they will pass this information to the referee by radio. Please do not discuss any details of the infraction with them. A reserve official (if available) or CIOT will be appointed to your lane whilst you report to the referee.

These actions should be completed immediately - DO NOT WAIT UNTIL THE END OF THE RACE TO MAKE A REPORT.

CHIEF INSPECTOR OF TURNS

The primary role of this duty is to observe the IOTs at the relevant end of the pool. You will be equipped with a radio to give early notice to the Referee of an incoming report from an IOT. If stationed at the start/finish end of the pool, take a stopwatch with you and start it for each race.

Please stand when the first IOT stands at the start, turn or finish of a race, returning to your seat when all IOTs have sat down. The actions of the Chief Inspector of Turn will guide the Referee as to potential reports.

Should an IOT remain standing, if available, appoint a Reserve Official to act on the lane and speak to the standing IOT. Direct the IOT to go to the Referee to report the infraction and inform the Referee immediately using the radio of an impending report. Should there not be a Reserve Official, you should be prepared to stand in for an IOT.

If not committed to any other role, in the absence of a Finish Judge, the Chief Inspector of Turn should record a finish order for each race or agree with the Reserve Official who will undertake this duty.

JUDGES OF STROKE

Two Stroke Judges either side - At the start of a race Judges of Stroke should stand at the commencement of the Referee's short series of whistle blasts.

For Freestyle, Backstroke, Butterfly and Individual Medley:

- Take up positions at 7m (Lag) and 15m (Lead) from the start end on each side of the pool. The Judge positioned at the 15m mark judges when the swimmers' heads break the surface. Do not move until all swimmers have surfaced.

THEN For Backstroke and Butterfly:

- Track the swimmers, Lead Judge to 5m from the other end, observing them up to and including the turn assisting the Inspectors of Turn, with the Lag Judge to stop at 15m from the other end
- Positions are then reversed with the process being repeated for every subsequent length.
- In 50m events, track the full length of the pool as above.

For Freestyle:

- In the 50m event, after the signal to start is given the Lag Judge moves down the pool to stand next to the Lead Judge at 15m from the start, the Lead Judge does not move.

- In all other distances, after the start signal is given the Lag Judge moves to 15m from the start end and the Lead Judge moves down the pool to 15m from the turn end. Both stay in those positions until the final length when, once the swimmers are past the 15m mark after the final turn the Lead Judge walks back to join the other judge at 15m from the start end.
- 800m and 1500m start and finish in the same manner but chairs will be provided at the 15m stations (if possible).

For Individual Medley:

- The Judges of Stroke will walk the pool during the freestyle leg

For Breaststroke:

- The Judges of Stroke should initially position themselves at 5m (Lag) and 7m (Lead) from the start end of the pool
- Follow the swimmers for the whole length of the pool to 5m and 7m from the other end observing them up to and including the turn assisting the Inspectors of Turn.
- Lag and Lead are then reversed, tracking the swimmers back to 5m and 7m from the original end.

One Stroke Judge either side - At the start of a race Judges of Stroke should stand at the commencement of the Referee's short series of whistle blasts.

For Freestyle, Backstroke, Butterfly and Individual Medley:

- The judges - at each side of the pool – should take up positions at 15m from the start. The judge will observe the athletes' head breaking the surface of the water, after which they move forward with the swimmers observing them up to and including the turn assisting the Inspectors of Turn and so on until the distance is complete.

For Breaststroke:

- The Judges of Stroke should initially position themselves 7m from the start end of the pool to be able to observe the leg actions of the athlete and the arm action as the head breaks the surface.
- Follow the swimmers for the whole length of the pool to 5m from the other end and including the turn, assisting the Inspectors of Turn and so on until the distance is complete.

Your priority at the start is the 15m mark except breaststroke.

You primarily have responsibility to observe the athletes in your half of the pool in the race and your relative position along the poolside will be influenced by the distribution of the athletes across the width and length of the pool.

The Judges of Stroke on the side opposite the Referee will be equipped with radios to provide communication with the Referee.

Should you observe a rule violation, inform the Referee as soon as possible either by word of mouth or radio. The remaining Judge of Stroke will then take responsibility for the length of the pool. If a Reserve Official is available, they should take the reporting Official's position.

FINISH JUDGES (IF REQUIRED)

As Finish Judge, you should move into a position to carry out your duty, opposite the referee, no later than when the leading athlete in the race reaches 15m from the finish. After recording your finish order, wait to see whether the Referee needs to consult you.

If the result is confirmed, return to your chair, and sit down.

CHIEF TIMEKEEPER (CTK)

The Chief Timekeeper will be positioned close to the Referee and will be equipped with a Radio to permit swift, clear and effective communication with the Referee.

They should be in possession of two stopwatches, starting them at the start of the race, with the primary duty to record the times of the first and last athlete in case the Referee requires that information.

The Referee may ask you to obtain the manual time of a particular lane. Please do with haste but with consideration to your safety and the safety of those around you. When you have located the time, report it clearly to the Referee using the radio, then return to your position.

Look out for IOTs who may not have started their watch at the beginning of the race, or who may have stopped their watch by mistake before the completion of the race. Be prepared to hand over one of your watches to that official so they may continue with their duties for that race.

RESERVE OFFICIALS

When appointed, Reserve Officials shall sit alongside the Chief Inspector of Turn at each end of the pool.

Your primary duty is to act as a replacement, carrying out the relevant duty of an official who has left the deck for any reason e.g., making a disqualification report, or to take a comfort break.

If stationed at the finish end of the pool, you must take a stopwatch with you on to the deck and start it for each race.

DISQUALIFICATIONS

In the event of an alleged rule violation, the observing (qualified) official shall report the facts verbally to the race Referee as soon as possible. The CIOT will inform the Referee by radio that you are on route to see them.

Having reported the facts to the race Referee, when directed proceed to fully complete a British Swimming disqualification report form, supplies of which will be located close to the Referees position.

IN ADDITION TO DECISIONS BEING MADE IN ACCORDANCE WITH WORLD AQUATICS SWIMMING RULES/WORLD PARA SWIMMING RULES, IT IS EXTREMELY IMPORTANT THAT YOUR REPORTS ARE DISCUSSED ONLY WITH THE REFEREE.

SHOULD ANY OTHER PERSON APPROACH AND QUESTION YOU REGARDING REPORTS OR DECISIONS, PLEASE, DO NOT ENTER INTO A DISCUSSION, POLITELY REFER THEM TO THE RACE REFEREE.

SHOULD A DECISION REQUIRE FURTHER EXPLANATION E.G. A COACH REQUESTING FURTHER DETAIL ON A DISQUALIFICATION - IT IS THE RACE REFEREE WHO WILL UNDERTAKE THAT DUTY.

TRAINEE OFFICIALS

Remember to ask lots of questions to make the most out of being mentored. At the end of the session ensure your mentor completes your log book and then both parties should see the referee.

If an infraction needs reporting the qualified official will need to make the report bringing the trainee with them so they can see the process. After making the report to the referee the mentor/trainee can discuss the report and what was witnessed.

RADIO GUIDE

The purpose of the radios is to ensure prompt and accurate communication between the race Referee and those officials with whom, due to distance around the pool, face-to-face contact is difficult.

It is not intended for the radios to be used for any other purpose – save for an emergency or safety

issue.

RADIO ASSIGNMENT & CALL SIGNS

Radios and call signs will be assigned as follows:

ROLE	CALL SIGN
Technical Director	TD
AOE Referee (Control Room Supervisor)	Timing Control
Race Referee	Referee
Chief Inspector of Turns (Finish End)	Finish Inspector
Chief Inspector of Turns (Turn End)	Turn Inspector
Judge of Stroke (Opposite side of the pool to the Referee)	Stroke
Chief Timekeeper	Chief Timekeeper
Announcer	Announcer
Marshal	Marshal
First Aid	First Aid

RADIO PROTOCOL

Transmissions between technical officials should be restricted to messages regarding potential disqualification or other matters of urgency.

When initiating a message, wait one (1) second after pressing the PTT button to ensure that your whole message is sent.

Then follow this script:

[CALL SIGN] to [CALL SIGN], Report of Infraction coming for Lane [X]

or

[CALL SIGN] to [CALL SIGN], [urgent message, stating location]

When responding, always start your clear and concise response with:

[CALL SIGN] to [CALL SIGN].

RADIO USE

Swim England London have invested in a replacement and upgrade in their radio capability for Events. These radios are both digital and analogue and the communications channel will have been predetermined and preset prior to your arrival at the meet.

This is an abridged operator guide to ensure that the radios are kept in optimum condition and correctly used.

RADIO ILLUSTRATION



1. ON/OFF/VOLUME CONTROL.

Rotate clockwise to turn on and increase volume.
Rotate anticlockwise to reduce volume and turn off.

2. CHANNEL CONTROL

This will be pre-set for you upon arrival. Do not use.

3. HEADSET SOCKET

4. PUSH-TO-TALK (PTT) BUTTON.

Press to speak and release to listen.

6. LED INDICATOR

Red Steady - Transmitting

Red Double Flash - Low Battery

Red Fast Flash - Error

Green Steady - Receiving

Amber Flash every 5-seconds - Radio in standby

8. MICROPHONE

- Ensure the radio is fully turned off.
- Ensure the contact plate on the radio and the pins on the headset plate are clean.
- Locate the upper locating spigot on the headset plate into the aperture above the radio contact plate.
- Pivot the headset plate onto the radio contact plate, then carefully tighten the locking screw clockwise until finger tight (do not overtighten or use any implement).
- To remove a headset, ensure the radio is fully turned off.
- Unscrew the locking screw of the headset plate by hand in an anti-clockwise direction.
- Ensure the headset is wound without knot and placed in the provided storage bag.

The headsets have a D-shaped earpiece format with a combined tie clip microphone and push-to-talk (PTT) button. The earpiece fits over the user's ear, then a rotating strain-relief clip is available to attach to your collar to ensure the attached cable does not pull on the earpiece during use nor will the earpiece become dislodged if the cable is tugged. The microphone and PTT button are combined and are designed to be clipped on or around a polo-shirt button placket area.

SWITCHING ON, RECEPTION, AND SWITCHING OFF

1. To switch on rotate the on/off/volume control (1) on the top of the radio clockwise, you will hear a click from the control.
2. When the radio has passed its diagnostic tests, it will emit a fanfare tone. If you have attached a headset, the fanfare tone will emit from the headset earpiece NOT the radio. If the tone emits from the radio, the headset has not been correctly affixed.

3. The radio will enter standby mode. This is indicated by the LED flashing Amber once every 5 seconds, indicating the radio is ready for use.
4. Adjust the volume control (1) to select the desired volume level.
5. When receiving a valid signal the LED will illuminate steady green and audio will be emitted from the radio's speaker or headset earpiece (if attached).
6. When finished using the radio, switch off by turning the on/off/volume control (1) counter clockwise until it clicks and the radio will be switched off.

TRANSMITTING

1. Before transmitting, monitor the channel and make sure it is clear. If receiving a signal, wait until the signal stops before transmitting. The radio cannot transmit and receive simultaneously.
2. Press the PTT (Push To Talk) button (4) on the radio or on the headset to begin your transmission. To confirm transmission the LED illuminates red.
3. For best transmitted speech quality you must talk directly into the radio's microphone (8) or the headset microphone at around 4cm between your mouth and the radio.
4. When the transmission is finished, release the PTT button.

RADIO STORAGE & RETURN

A nominated official will direct you to collect and wear a radio (with an earpiece) dependent on the duty you have been assigned for the session. All radios must be returned to the charging cradles at the end of your duty.

All equipment will be sanitised before reuse. Please report any issues with the radio to the Technical Director.

PLEASE NOTE: RADIOS SHOULD NOT BE TAKEN OFF SITE AT ANY POINT.

FIELD OF PLAY (FOP) & NON-TECHNICAL VOLUNTEERS

This section is intended to provide FOP and Non-Tech volunteers with role-specific information. It is hoped that you will take some time to read this section in readiness for the event.

Links to relevant documents are included as, in the past, there has been occasion when it has been necessary to change some details, but this has not been replicated in all publications.

If you have any change to your availability, or the information you supplied on application, please contact us at your earliest opportunity by updating your availability on the Swim-Meets application (please ensure you add your full availability if you change anything, as the application does not retain what you are not changing, it will simply delete it altogether!)

MEET DOCUMENTS

The latest Championship Conditions, Schedule and documents can be found here -

<https://surreyswimming.org/?p=10723>

EVENT TIMINGS

Can be found earlier in this document and any updates will be posted online at the address given

above.

FOP BRIEFINGS

Upon your arrival in the Timing suite at SSP and prior to each session, please 'tick' your name on the posted FOP register or locate Field of Play Manager and advise them that you have arrived. Duties will be allocated prior to each weekend of the championships and emailed to you in the days leading up to the event weekend.

PLEASE MAKE EVERY EFFORT TO ENSURE YOU ARRIVE AT THE VENUE 15 MINUTES PRIOR TO THE ROLE REPORT TIME INDICATED ON THE DUTIES SPREADSHEET, TO ALLOW YOU TO CHANGE INTO YOUR SURREY TOP AND TO STORE YOUR BELONGINGS.

CHANGING ROOMS

Changing facilities for all volunteers will be available in the venue changing village. Upon accessing the centre, turn right after the turnstiles and walk to the far end of the corridor. The double doors on the right will lead to the competition pool changing facilities.

Lockers are available in the competition pool changing area for your belongings and require a pound coin which is returnable.

PLEASE NOTE: as in many public buildings, absolute security of the lockers cannot be guaranteed, and any valuables are left at your own risk. However, lockers are a more secure location than the timing suite area.

THE TIMING SUITE IS SMALL AND NOT SUITABLE AS A STORAGE AREA FOR PERSONAL BAGS/COATS.

IDENTIFICATION

The photo ID for which you applied through the Meet web page will be issued to you on arrival at the Sports Information desk in the timing suite. Please make sure these are always on show, using the lanyard and wallet provided.

OPERATING PROTOCOL

All the points mentioned below are to add to the image of the Field of Play volunteers. You are part of the event, and your actions will either enhance the event presentation or detract from the occasion:

DUTIES

ACCREDITATION PASS REPRESENTATIVES

Based at the Information Desk in the timing suite. The primary duties for these volunteers are:

- Greet all meet attendees.
- If attendees are coaches, team managers or chaperones/athlete assistants who need access to pool deck and Athletes Gallery:
 - Provide them with their lanyard and wallet for the pass that they should have printed themselves from the Swim England website and ensure they have their accreditation on display immediately and at all times.
 - If no accreditation, they need to step outside the venue to arrange the download of their pass from the Swim England Website. They need to then send an email attaching the pdf

of their pass to alancthurlow@gmail.com. Please advise your FOP manager to arrange printing. Only then can they be allowed into the venue.

- If attendees are officials, check they are displaying their British Swimming Licence card and send them up to the World Cup suite for briefings.
- If attendees are volunteers, trainee technical officials or Level 2 Teachers, please provide them with their printed accreditation, lanyard and wallet from the alphabetical folder on the desk.
- Providing general meet assistance and directions.
- Escalate any major issues to FOP Manager or Promotor for resolution.

EVENT SIGN IN SUPERVISOR

- To assist athletes signing into ALL of their events for the session currently open for sign in.
- To gather the sign in sheets at the closing time indicated on the key times report and deliver them, in order, to the Meet recorder in the timing suite.
- Display the sign in sheets for the next session.

POOLSIDE REFRESHMENTS

Based in the timing suite, the primary duties for these volunteers are:

- Prepare refreshments (water bottle refills, sweets, fruit) for Technical Officials and fellow FOP/Non-Tech Volunteers.
- At regular intervals during the meet, walk a route around Timing Suite, Pool Deck and Sports Information Desk to ensure everyone has access to refreshments.

CHANGING ROOM MONITOR

- Ensure that no unauthorized persons are accessing the changing facilities during the event.
- Ensure that there is no use of mobile devices by any persons in the changing area for any reason, in accordance with the Wavepower Swim England directive.
- Curb any bad behaviour; the changing rooms are for changing.

RACE MARSHALS

Based either on pool-deck, in the shower area, or both; the primary duties for these volunteers are:

- Using the provided Heat Sheets, check-in athletes for each race making sure that each athlete is aware of their heat number and their lane number.
- Direct athletes to go to their blocks in plenty of time to ensure that the meet proceeds between heats without delay.
- A head marshal will provide a briefing to the marshalling team prior to event start time

MEDALS/AWARDS DISTRIBUTION

Based on pool-deck, the primary duties for these volunteers are:

- Using the provided Results Sheets, check-in athletes placed 1st, 2nd and 3rd in each age category in the event and issue a Gold, Silver or Bronze medal accordingly.
- Keep clear records of which athletes have and have not collected their medals.
- During the finals of the 50m and 100m events, ensure that those placed 1st, 2nd and 3rd remain after the race for medal presentations in line with the key times report, and do not return to their clubs until they have received their medal.

RUNNER

Based in the Timing Suite; the primary duties for these volunteers are:

- Distribute reports – Heat Sheets, Results Sheets etc. around the pool building.
- Results must be posted in the Spectator side of the Gallery.
- Heat Sheets must be distributed to Coaches, Team Managers, Officials and Marshalls.
- Act as a conduit for swift communication between organising and officiating members of the delivery team where radio communication is not possible.

MEET RECORDER

Based in the Timing Suite; the primary duties for these volunteers are:

- Operate the Meet Management Software.
- Manage changes/withdrawals/additions in entries and relays.
- Seed the events in accordance with World Aquatics laws.
- Create Heat Sheets & Lane Timer Sheets and create Results Reports.
- Submit results to Swim England for inclusion in the Rankings Database.
- Maintain all meet paperwork for future reference if needed.

The person in this role should be comfortable working with computers (spreadsheets and numbers) – under time pressure. Ideally, they should already be proficient in the use of the Meet Management software prior to the event.

AOE OPERATOR

Based in the Timing Suite; the primary duties for these volunteers are:

- Set up and test the Electronic Timing System elements in and around the pool.
- Operate the Electronic Timing System for the Meet.
- Set up and operate the Scoreboards for the Meet.

The person in this role should be comfortable working with computers (spreadsheets and numbers) – under time pressure. They should already be proficient in the use of the Timing System and Scoreboard System hardware/software prior to the event

They must ensure the accuracy of results and bring questionable results to the attention of the Control Room Supervisor.

STANDBY

- To be available at the start of each session, in case of illness or delay of any Field of Play volunteers.

EXPENSES

Claims will only be considered if submitted using the published Expense Claim Form, completed in full **AND SUBMITTED WITHIN ONE MONTH OF THE COMPLETION OF THE MEET.**

Claim Forms may be downloaded from the Surrey County ASA meet website:

<https://surreyswimming.org/?p=10723>

Claim Forms, accompanied by supporting receipts/tickets, must be submitted by email to Jim Boucher, Surrey County ASA Treasurer by email at jboucher.esys@googlemail.com

NO EXPENSES WILL BE CONSIDERED OR PAID ON THE DAY(S) OF THE MEET NOR WILL EXPENSES BE PAID IN CASH OR REIMBURSED IN KIND.

EXPENSES POLICY

All claims are subject to compliance with the Surrey County ASA Expense Policy for Officials and Volunteers which may be downloaded from the meet website.

<https://surreyswimming.org/?p=10723>