Swim England London

London Region Short Course Winter Championships 2026

7th and 8th November 2026
at the London Aquatics Centre

Officials and Volunteers
Event Manual

Version 0.1

WELCOME

Hello and welcome to the team for the SE London Winter Championships 2026.

These Championships will take place at the London Aquatics Centre on Queen Elizabeth Olympic Park on the 7th and 8th November 2026.

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 alan.thurlow@londonswimming.org.

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 the venue. I hope you all have a fantastic time whether you are with us for a session or for the full weekend.

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

Alan Thurlow
Meet Promoter

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EVENT INFORMATION

MANAGEMENT TEAM

Role	Name
Meet Promoter	Nick Hallam
Lead Referee & Technical Director (Saturday)	Diane Gamble
Lead Referee & Technical Director (Sunday)	Nik Takev
Chair of Jury of Appeal	Ralph Shortland
Meet Manager	Nick Hallam
Chief Recorder	Sally-Anne Hawley
Field of Play Manager	Angela Eguakhide

CONTACT INFORMATION

Swim England London	Venue Contact
Alan Thurlow alan.thurlow@londonswimming.org	London Aquatics Centre Queen Elizabeth Olympic Park London E20 2ZQ www.londonaquaticscentre.org

GETTING TO THE LAC

Public transport is the best and easiest way to get to and from the Park, either by train, underground, bus or cycle.

The Elizabeth Line, Central and Jubilee underground lines, London Overground and Network Rail all stop at Stratford Station, which is just a 10-minute walk from the centre.

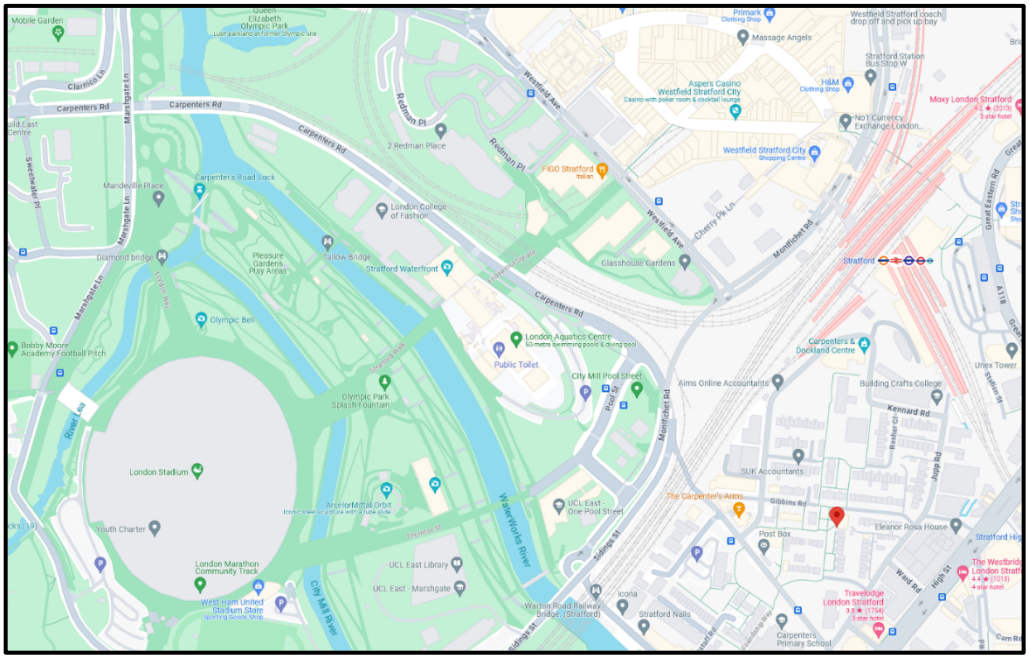
Meanwhile, the London Overground also stops at Hackney Wick, which is a 15-minute walk.

For cyclists, there are more than 140 cycle racks outside the centre.

If, however, you're coming from farther afield, trains from central London (St Pancras International & Kings Cross stations) take just seven minutes to reach Stratford International, which is just a five-minute stroll to the centre.

If you choose to drive, the suggested parking location is one of the Westfield Shopping Centre car parks with Car Park B providing the closest walking access to LAC.

If you elect to park at the London Aquatic Centre, please visit www.londonaquaticscentre.org/about/find-us/ for information. It is no longer free-of-charge. Please park considerately within a marked bay or in a Disabled Space with the correct permit. The car park is monitored regularly, and you will get a parking ticket if you do not comply. It is also small and has limited spaces. Please do not leave yourself no time to find alternative parking in Westfield should the car park be full on your arrival.



CLOTHING/UNIFORM

Officials are required to provide and wear their own:

- White polo shirt,
- Full-length black trousers or below the knee skirt,
- White or black shoes and a black belt if required. (open-toe footwear such as flip-flops, sliders, or similar are not suitable for officials on poolside duty).

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.

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

ARRIVAL

If you arrive before 7:30am for your first shift, please enter by the main reception door on the lower/ground level of the Stadium side of the building. If you arrive after 7:30am, please enter by the doors on the Upper Concourse level that will also be receiving coaches, swimmers and spectators.

If you are an official, please ensure your license card is on show when you arrive. This must be on clear display at all times whilst you are at the venue.

Volunteers should proceed to the Sports Information Desk, to the left of the entrance door, to collect your poolside pass before proceeding down the stairs to the Main Studio where facilities are located for all volunteers.

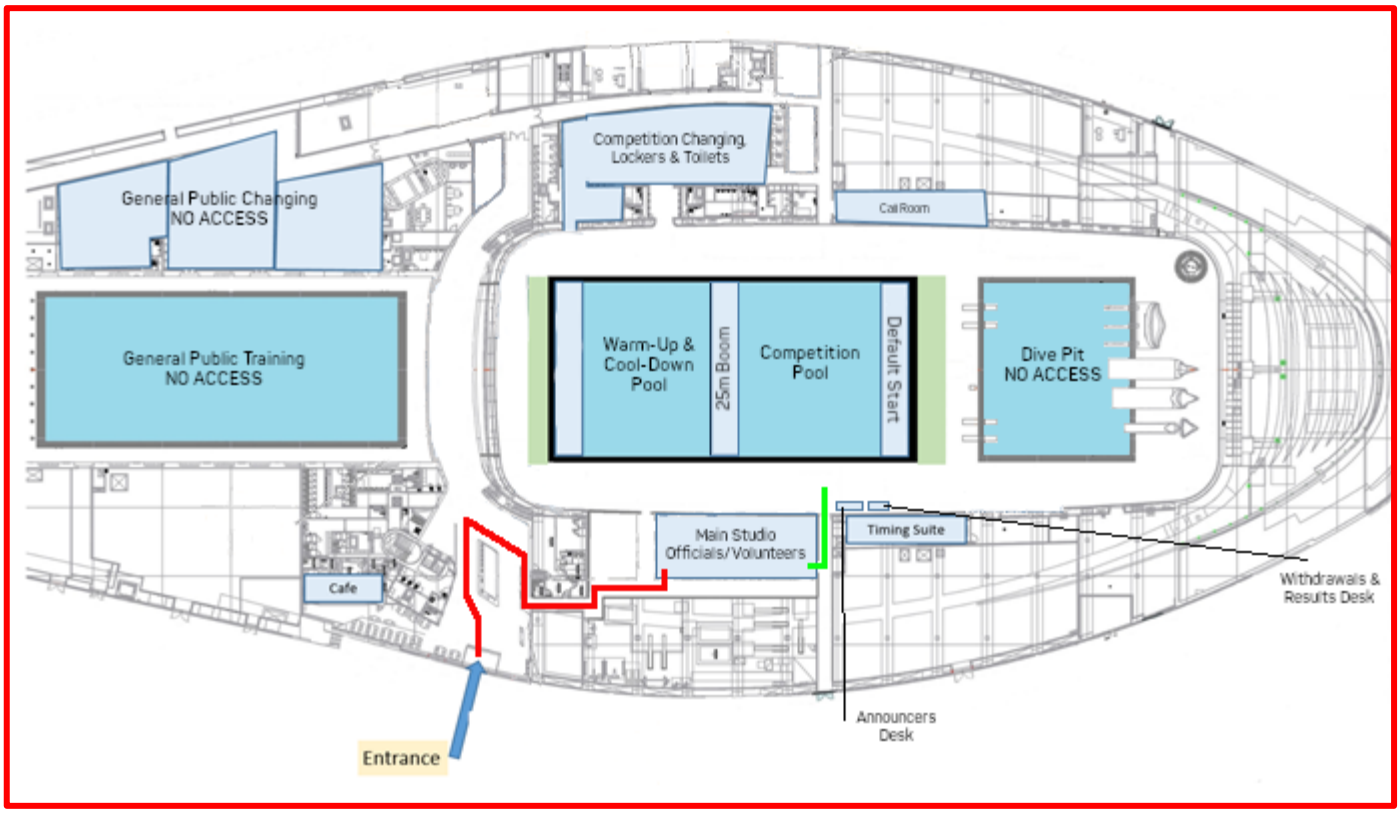
You must clearly display your photo ID at all times or you may be subject to questions and delay from facilities staff.

SPORTS INFORMATION DESK

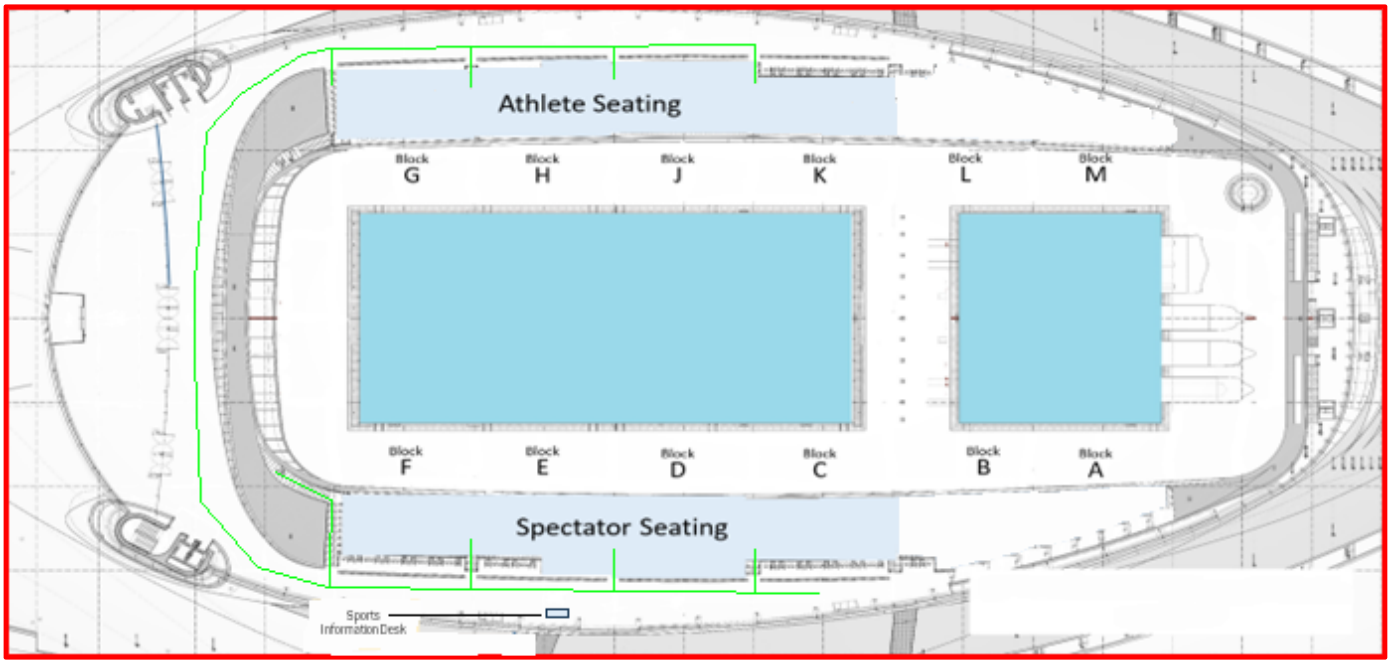
The Sport Information Desk will be located inside the LAC, adjacent to the Spectators/Athlete entrance on the Gallery Level on the Stadium side of the building.

The desk will be available primarily for accreditation collection for coaches and volunteers.

LAC LOWER/GROUND VENUE PLAN



LAC UPPER/GALLERY VENUE PLAN



START LISTS AND RESULTS

Start lists and results are available via the Meet Mobile app (for a fee) or via the Swim Results app (currently free) 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 wall opposite the diving pit end of the venue and on the athletes side of the entrance to the gym.

CATERING

Refreshments will be available for officials and volunteers in the Main Studio. 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

	Gala No.	Event No.	Officials Latest Reporting Time	Withdrawals Close	Warm Up Starts	Event Starts	Estimated Finish	Session Duration
Saturday, 7 November 2026, LAC	**1**	**101-109**	**8:15 am**	**8:05 am**	**7:55 am**	**9:00 am**	**11:55 am**	**2:55**
		Finals		**11:20 am**	**11:45 am**	**12:15 pm**	**12:55 pm**	**0:40**
	2	**201-208**	**1:35 pm**	**1:25 pm**	**1:15 pm**	**2:20 pm**	**4:30 pm**	**2:10**
		Finals		**4:20 pm**	**4:15 pm**	**4:45 pm**	**5:30 pm**	**0:45**
Sunday, 8 November 2026, LAC	**3**	**301-309**	**8:15 am**	**8:05 am**	**7:55 am**	**9:00 am**	**11:50 am**	**2:50**
		Finals		**11:20 am**	**11:40 am**	**12:10 pm**	**12:50 pm**	**0:40**
	4	**401-408**	**1:30 pm**	**1:20 pm**	**1:10 pm**	**2:15 pm**	**4:35 pm**	**2:20**
		Finals		**4:20 pm**	**4:25 pm**	**4:55 pm**	**5:40 pm**	**0:45**

EVENT SCHEDULE

Day One: 7th November 2026

Session 1: 7:55am Warm-up, 9am start

HDW	101	Open/Men 400 IM
Heats	102	Ladies 100 IM
Heats	103	Open/Men 200 Breast
Heats	104	Ladies 100 Fly
Heats	105	Open/Men 100 Free
Heats	106	Ladies 50 Breast
Heats	107	Open/Men 50 Fly
Heats	108	Ladies 200 Back
HDW	109	Mixed 1500 Free
		Warm-up for finals
Finals	102	Ladies 100 IM
Finals	103	Open/Men 200 Breast
Finals	104	Ladies 100 Fly
Finals	105	Open/Men 100 Free
Finals	106	Ladies 50 Breast
Finals	107	Open/Men 50 Fly
Finals	108	Ladies 200 Back

Session 2: 1:15pm Warm Up, 2:20pm start

Heats	201	Ladies 200 IM
Heats	202	Open/Men 50 Free
Heats	203	Ladies 50 Back
Heats	204	Open/Men 100 Back
Heats	205	Ladies 200 Free
Heats	206	Open/Men 200 Fly
Heats	207	Ladies 100 Breast
HDW	208	Open/Men 400 Free
		Warm-up for finals
Finals	201	Ladies 200 IM
Finals	202	Open/Men 50 Free
Finals	203	Ladies 50 Back
Finals	204	Open/Men 100 Back
Finals	205	Ladies 200 Free
Finals	206	Open/Men 200 Fly
Finals	207	Ladies 100 Breast

Day Two: 8th November 2026

Session 3: 7:55am Warm-up, 9am start		
HDW	301	Ladies 400 IM
Heats	302	Open/Men 100 IM
Heats	303	Ladies 200 Breast
Heats	304	Open/Men 100 Fly
Heats	305	Ladies 100 Free
Heats	306	Open/Men 50 Breast
Heats	307	Ladies 50 Fly
Heats	308	Open/Men 200 Back
HDW	309	Mixed 800 Free
		Warm-up for finals
Finals	302	Open/Men 100 IM
Finals	303	Ladies 200 Breast
Finals	304	Open/Men 100 Fly
Finals	305	Ladies 100 Free
Finals	306	Open/Men 50 Breast
Finals	307	Ladies 50 Fly
Finals	308	Open/Men 200 Back

Session 4: 1:10pm Warm Up, 2:15pm start		
Heats	401	Open/Men 200 IM
Heats	402	Ladies 50 Free
Heats	403	Open/Men 50 Back
Heats	404	Ladies 100 Back
Heats	405	Open/Men 200 Free
Heats	406	Ladies 200 Fly
Heats	407	Open/Men 100 Breast
HDW	408	Ladies 400 Free
		Warm-up for finals
Finals	401	Open/Men 200 IM
Finals	402	Ladies 50 Free
Finals	403	Open/Men 50 Back
Finals	404	Ladies 100 Back
Finals	405	Open/Men 200 Free
Finals	406	Ladies 200 Fly
Finals	407	Open/Men 100 Breast

MEDICAL

The closest hospitals to the LAC are:

- Homerton University Hospital – 1.8 miles
- The Royal London – 2.9 miles

Pool staff will administer primary survey and first aid where necessary.

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

Swim England London 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 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 PROCEDURE

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

SE London Winter Championships 2026 - London Region

For this event, we will be using two pools for warm up. The second pool towards the glass wall will be used for swim down and continuous warm up during the sessions. The pool at the diving pit end will be the competition pool and all starts and finishes will be at the end of the pool closest to the diving pit.

There will not be a formal awards ceremony podium/presentation.

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 Main Studio, 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 Main Studio as follows:

Date	Session Number	Briefing
Saturday 7 November	1	**8:15 AM**
Saturday 7 November	2	**1:30 PM**
Sunday 8 November	3	**8:15 AM**
Sunday 8 November	4	**1:30 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 entry level corridor between the pools and passing through the double doors 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 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.

J1 Trainees will need to apply for a pass under the Access to Poolside section on the website.

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 the rules and guidelines. You are all qualified and licensed officials 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. On the second whistle in Backstroke, if your athlete is using a backstroke ledge, step onto the upstand to check at least one toe on each foot of the athlete is in contact with the timing pad. Step back down when you are satisfied. When the start signal is given, immediately step onto the upstand 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.

If you are satisfied that you have not observed any rule violation, immediately return to your chair, and sit down.

If a violation has been observed, remain standing beside the starting platform and look towards the Chief Inspector of Turns.

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

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

For 400m, 800m and 1500m freestyle 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 other officials 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.

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 at the zero '0' setting before returning to their seats.

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 down off the upstand.

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 down off the upstand. This will indicate to the Referee that the athlete in your assigned lane has complied with the rule requirements.

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

The referee is looking for officials still standing at the edge of the pool as an indication of a disqualification report. If you have a rule violation to report remain standing near the starting platform and await the chief inspector of turns, they will pass this information to the referee by radio. A reserve official (if available) will be appointed to your lane whilst you report to the referee.

These actions should be completed immediately if you observe an infraction - do not wait until the end of the race.

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 on to the deck 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 rule violation 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 making a report to the Referee.

JUDGES OF STROKE

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

Operating with one judge of stroke on each side of the pool

At the start of a race, Judges of Stroke should stand at the commencement of the Referee's short series of whistle blasts and move to their position on the Referee's long whistle.

In Freestyle, Backstroke, and Butterfly races, the judges - at each side of the pool – should take up positions at **fifteen (15) meters 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.

In the Long Distance events, the Judge of Stroke on the Referee's side will remain at the 15m mark from the start throughout the race. The Judge of Stroke on the side opposite the Referee will move back to the 15m mark from the turn end after the start and will remain there throughout the race.

In Breaststroke races both Judges of Stroke - at each side of the pool – should take up positions to be able to observe the leg actions of the athlete and the arm action as the head breaks the surface. The judge should be positioned at 7m.

You primarily have responsibility to observe the athletes in your half of the pool in the race.

Your relative position along the poolside will be influenced by the distribution of the athletes across the width and length of the pool.

The Judge of Stroke on the side opposite the Referee will be equipped with a radio 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 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.

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 official shall report the facts verbally to the race Referee as soon as possible. The CIT 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 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, but firmly and 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.

CALL ROOM

Technical Officials may be deployed to assist in the Call Room.

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 from the Referee	Stroke
Chief Timekeeper	Chief Timekeeper
Announcer	Announcer
Lead 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 earpeice (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.

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MEET DOCUMENTS

The latest Championship Conditions, Schedule and documents can be found here - SE London Winter Championships 2026 - London Region

EVENT TIMINGS

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above.

FOP BRIEFINGS

Upon your arrival in the Main Studio, or prior to each session briefing, please 'tick' your name on the posted FOP register or locate a member of the Management Team and advise them that you have arrived. Duties will be allocated prior to each session and you will be advised of your allocated duty during the FOP briefing.

Session briefings for FOP & Non-Tech volunteers will take place promptly in the Timing Suite as follows:

Date	Session Number	Briefing
Saturday 7 November	1	**7:30 AM**
Saturday 7 November	2	**1:00 PM**
Sunday 8 November	3	**7:30 AM**
Sunday 8 November	4	**1:00 PM**

PLEASE MAKE EVERY EFFORT TO ENSURE YOU ARRIVE 15 MINUTES PRIOR TO BRIEFING, THAT YOU HAVE CHANGED INTO YOUR UNIFORM AND HAVE ALL YOUR EQUIPMENT TO HAND IN READINESS.

CHANGING ROOMS

Changing facilities for all volunteers will be available in the venue changing village. After walking along the entry level corridor between the pools and passing through the double doors 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 WILL NOT BE AVAILABLE 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. Please make sure these are on show at all times.

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:

DUTIES

SPORTS INFORMATION REPRESENTATIVES

Based at the Sports Information Desk. The primary duties for these volunteers are:

- Greet all meet attendees

- If attendees are spectators, scan their tickets/electronic Q-Codes to establish that they have paid and issue them with the appropriate wristband to access the public areas of the venue.
- If attendees are coaches, team managers or chaperones/athlete assistants who need access to pool deck and Athletes Gallery:
    - Check that they have their accreditation on display,
    - 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 nick.hallam@londonswimming.org. Please advise your FOP manager to arrange printing and transport to the gallery entrance. Only then can they be allowed into the venue.
- If attendees are officials, check they are displaying their British Swimming Licence and send them down to the Studio.
- If attendees are volunteers, trainee technical officials or Level 2 Teachers, check they are displaying their photo ID issued by SE London Swimming. If they are not, direct them to the accreditation desk to collect their pass.
- Providing general meet assistance and directions.
- Escalate any major issues to FOP Manager or Promotor for resolution.

POOLSIDE REFRESHMENTS

Based in the Main Studio, the primary duties for these volunteers are:

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

RACE MARSHALLS

Based either on pool-deck, in the Call Room, 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.

MEDALS/AWARDS DISTRIBUTION

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

- Using the provided Results Sheets, check the 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.

RUNNERS

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 to the right of the Gym entrance on the Upper Concourse. They must be accessible to Spectators.
- 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.
- This role will involve a lot of walking, traversing many staircases and making your way around a wet pool deck. Comfortable shoes and a sure step are invaluable.

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.

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.

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.

EXPENSES

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

Claim Forms may be downloaded from the SE London Region meet website.

Claim Forms, accompanied by supporting receipts/tickets, must be submitted by email to Kelly Stannard, Swim England London Administrator by email at kelly.stannard@londonswimming.org.

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 Swim England London Expense Policy for Officials and Volunteers which may be downloaded from the meet website.