



Officials Guide for City of Oxford Swimming Club Meets
Leys Leisure Pool, Pegasus Road, Blackbird Leys, Oxford OX4 6JL

City of Oxford Swimming Club would like to thank you for offering to officiate at our event. This document has been produced as a guideline for officials, we are part of the event and adding a few presentational touches to our technical duties adds to the occasion:

Parking

Parking is limited at Leys Leisure Pool and unfortunately we are not able to reserved spaces for Officials. Parking restrictions will not be in force during the meet but you do still need to display the free ticket.

On Arrival

On arrival please report to the COSC Officials' Coordinator, Karen Underwood, in the café area.

Refreshments

Coffee and pastries are typically served before the start of the morning sessions in the café area. Between sessions sandwiches, fruit etc. are served in the dance studio. On poolside during the gala water will be brought around to officials at regular intervals along with sweets.

Dress Code

All officials should follow the British Swimming dress code.

Men:

- White open-necked short sleeved shirt
- White trousers – Not Shorts
- White poolside shoes and white socks

Women:

- White short-sleeved shirt
- White skirt or trousers
- White poolside shoes and white socks

Please note that flip flops are not considered suitable poolside footwear.

Officials Briefing

A briefing will take place approximately 30 minutes before the start of each session. (Please confirm briefing times when you report in for the session.) The briefing will include health and safety for the centre along with roles and responsibilities.

Radios

Radios will be used during COSC events, by certain specified officials. The following officials require radios for their duties:

Referee (1 radio each)
Stroke Judge (spectator side)
Chief Finish Judge
Chief Inspector Turns
Chief Timekeeper
Finish Judge (spectator side)

Please collect your radio prior to the start of each session. Radios are kept in the small room at start end of pool side. If you've not used a radio before one of the referees will explain protocol and show you how to use it.

Parade On

The officials will parade onto the poolside. When marching on to poolside do not carry anything other than agreed items, i.e. clipboard, water bottle etc. Bags - either hand or sports, should be deposited elsewhere and not carried during the Officials Parade. Lockers are available in the changing room and take a refundable £1 coin.

Please ensure that you are assembled by the showers (turn end of the pool) ten minutes prior to the session start time to move into your correct positions, the Parade will commence 5 minutes before the Start

Once we have all paraded on the Referee(s) and Starter(s) will step forward and acknowledge the spectator galleries when individually introduced.

As mentioned, we are all part of the event and a degree of uniformity in our actions does look good. The parade is not intended to be a military operation. That said, the appearance is so much improved if we are in one line, in step, and all carrying programme or clipboard in the same hand and manner i.e. left hand.

If two seats are at the end of the lane Inspectors of Turns/Timekeeper should occupy the left hand seat. When arriving at your lane stand in front of the chair facing towards the pool - please do not wipe/shuffle the chair or place your clipboard down etc but wait for the Announcer to invite Officials to be seated.

Parade order is typically as follows:

Left Hand Side

Referee(s)

Starter

Finish Judge(s) Ref Side

Stroke Judge(s) Ref Side

TK & IOT Lane 8

TK & IOT Lane 7

TK & IOT Lane 6

TK & IOT Lane 5

TK & IOT Lane 4

TK & IOT Lane 3

TK & IOT Lane 2

TK & IOT Lane 1

Chief Timekeeper(s)

Right Hand Side (turn right and walk in front of spectators)

Finish Judge(s) Spectator Side

Stroke Judge(s) Spectator Side

Chief IoTs(Turn End)

IoT Lane 7

IoT Lane 7

IoT Lane 6

IoT Lane 5

IoT Lane 4

IoT Lane 3

IoT Lane 2

IoT Lane 1

Parade Off

Please stay in your positions at the end of the session until the announcer invites the officials to leave the pool. Please parade off in the reverse order to the parade on.

Officials on Workbooks

If you are on a workbook please:

- 1) Notify the Officials Coordinator when you confirm the sessions for which you can officiate
- 2) If you have any mentoring requests please notify the Officials Coordinator with as much notice as possible, ideally when you confirm attendance – if you turn up on the day and request mentoring unfortunately it will be extremely unlikely that you can be accommodated
- 3) Please note that mentoring requests cannot be guaranteed however the more sessions over the weekend that you are able to support, the chance of mentoring increases.
- 4) The more qualified officials that clubs are able to send to the meet also increases the chances of mentoring for your officials on workbooks
- 5) Please bring your workbook to all sessions and ensure that it is signed off by your mentor and referee at the end of each session