South East Region SC Championships 2026

Information for Officials

Thank you for offering to officiate at the winter SC Championships.
The following information provides details for officials volunteering at the competition.

Thank you for giving up your time. Without your kind support it would not be possible for us to run this event.

The event (all sessions) will take place in the 25m pool at the Winchester Sport and Leisure Park.

The competition is licenced at level 2. All officials must be licenced and should bring their Aquatics GB licence card with them.

The licence number is **2SE262225**

Venue details Winchester Sports and Leisure Park

Bar End Road, Bar End,
Winchester,
SO23 9NR.

The pool is operated by Everyone Active on behalf of Winchester City Council and the reception telephone number is 01962 848700.

Please note the M3 is undergoing major roadworks at the Winchester Junction

9pm Friday 6 to 6am Monday 9 November - M3 closed in both directions between junction 8 and 9

Here is the link to National Highways web page for up-to-date details

M3 junction 9 improvements - National Highways

The pool is approximately 20 minutes travelling time from Southampton Airport using the M27 and M3.

Winchester Leisure Centre Google Maps

Dress Code

The dress code for these championships will be:

- White South East Region branded polo shirts, black trousers or skirt and black (or white if that is what you have) poolside closed shoes. Three quarter length trousers are acceptable; shorts and short skirts are not suitable for regional competitions. Flip flops are not considered safe on poolside for officials especially when using backstroke ledges. Belts, if required, should be the same colour as the trousers or skirt.
- Polo shirts and water bottles will be available for those officials that do not already have one. Please indicate your shirt size required on the Swim Meet sign up.

Contact

If you need to contact the organisers for any reason, please email the competition Lead Referee, John Tripp
swimmingofficials@southeastswimming.org

In emergencies phone or WhatsApp 07785 335780

Times of the sessions

Details of times and events in all sessions are at the end of this document.

The Officials Briefings

Will take place in Studio 2 [proceed through the barrier then up the stairs and around to the left to the studio}. Please sign in as soon as you arrive, using the tick sheet on the wall.

The briefings will start **45 minutes** before the scheduled start of swimming for each session. This is to allow time for parading on to poolside (where scheduled) and to ensure that sessions start on time.

Training Opportunities

We will endeavour to offer opportunities for mentoring in as far as this does not impact the smooth running of the event. Trainees should indicate their wish for training in their response via Swim-Meet, indicating competences that they need addressed. Please speak to the referee before the briefing to confirm the mentoring required.

Parking

Please collect a car parking pass from the officials' room as soon as you arrive. Please display it in your windscreen. If possible, please park at the side of the building before using the main car parking area. Please be aware that on the north side of the building several disabled parking spaces have been created next to the charging points. On this side of the building please park beyond the wooden enclosure after the charging points.

Parking permits are valid on both days of the event. If you are present on more than one day please retain your pass to use at the next session you are attending.

The previous 4-hour free parking period has now been reduced to 3 hours. This means that it is no longer appropriate for officials as all sessions require you to be at the pool for longer than this, even if only working for a single session.

The region has a fixed number of parking permits. If they are all used or if there are no spaces in the Leisure centre car park please use the Barfield Park and Ride car park or St Catherines car park, both less than a 5 minute walk from the sports centre. The charge for this is £3.50 for the day on Saturdays (which can be reclaimed) and free on Sundays. Locations are shown on the map at the link below.

https://goo.gl/maps/yjzo2fbjionQprNUA

Lockers

The swimming pool changing village is alongside the main pool. The entrance is straight ahead after going through the barrier.
Lockers in the changing room are operated by a returnable £1 coin.

Use of mobile devices with a camera.

Mobile phones and devices must not be used under any circumstances in a changing room area during Swim England regulated activity. There will be clear signage in the changing rooms confirming a zero-tolerance approach to the use of mobile phones in changing areas.

If you observe anyone using such a device in the changing area, please tell them to stop and immediately report the incident to the welfare officer, either directly or via the referee.

Refreshments

There will be tea and coffee available on arrival. Lunch and an afternoon snack are available for officials attending more than one session on the same day.
To minimise the use of non-recyclable cups would all officials please bring their own reusable cup/mug for hot drinks.

Health and Safety

Up to date Health and Safety information will be included in the officials' briefing which will be held 45 minutes before the start of each session.

If the alarm sounds

We may not necessarily stop the race which is in the water. Everyone must follow the instructions given by the pool staff.

On hearing the evacuation alarm lifeguards will manage the evacuation of their area.
If necessary, space blankets will be issued.

Assembly points

On leaving the building, please go to the assembly point which is at the south end of the car park (the opposite end to the car park entrance).
The assembly point is marked by a green sign. Please report promptly to the referee.

Do not try to find your children until you have been registered as present at the assembly point.

Officials' Expenses

Expenses should be claimed using the electronic form on the South East Region website:

Claiming expenses - ASA South East Region website

Radios

Radios will be used by the following:

Referees
Timing suite
Announcer
Chief Timekeeper
Chief Inspectors of Turn
Stroke Judges on Window Side.

Radio Issue and Storage

Radios and ear pieces will be issued in the briefing room at the start of each session as required. All radios must be returned to the nominated official at the end of your duty. All radios must be returned each day to be charged overnight.

Radio Issue and Storage cont../

Radios are pre-set to a channel which does not conflict with those used by the leisure centre. Please do not change the channel (the rotary switch next to the antenna).

Earpieces will be sanitised before being reissued.

Please report any issues with the radio to a referee.

Please Note: No radios should be taken off site during the event.

Parading on

Should we decide to parade on, Officials should be in position to parade on 5 minutes before the scheduled start time for each session.

On entering the pool deck from the changing room, the order is:

Left hand side to turn left
- Referees
- Starter(s)
- Stroke Judges (Window side)
- Chief Inspector (Start end)
- Chief Timekeeper
- Inspectors of turn/Timekeepers, Lane 8 to Lane 1.

Turn Right
- Chief Inspector (Turn end)
- Inspectors of turn, Lane 8 to Lane 1
- Stroke Judges (Spectator side)

The full schedule of events is shown below

Swim England South East

Short Course Championships 2026 - Schedule of Events

Saturday 7th November 2026			Sunday 8th November 2026		
Session One (Warm-Up 08:00, First Event 09:05)			**Session Four (Warm-Up 08:00, First Event 09:05)**		
101	Female	200m Backstroke	401	Male/Open	200m Freestyle
102	Male/Open	200m Backstroke	402	Female	200m Freestyle
103	Female	100m Breaststroke	403	Male/Open	100m Butterfly
104	Male/Open	100m Breaststroke	404	Female	100m Butterfly
105	Female	50m Freestyle	405	Male/Open	50m Backstroke
106	Male/Open	50m Freestyle	406	Female	50m Backstroke
107	Female	400m Individual Medley	407	Male/Open	400m Individual Medley
	Break	(10 minutes)		Break	(10 minutes)
	Finals of 101-106			Finals of 401-406	
Session Two (Warm-Up 12:15, First Event 13:00)			**Session Five (Warm-Up 12:15, First Event 13:00)**		
201	Female	100m Individual Medley	501	Male/Open	100m Individual Medley
202	Male/Open	200m Individual Medley	502	Female	200m Individual Medley
203	Female	800m Freestyle	503	Mixed (Para)	150m Individual Medley
204	Male/Open	1500m Freestyle	504	Male/Open	800m Freestyle
	Break	(10 minutes)	505	Female	1500m Freestyle
	Finals of 201-202			Break	(10 minutes)
				Finals of 501-502	
Session Three (Warm-Up 15:30, First Event 16:35)			**Session Six (Warm-Up 15:30, First Event 16:35)**		
301	Male/Open	200m Butterfly	601	Female	200m Breaststroke
302	Female	200m Butterfly	602	Male/Open	200m Breaststroke
303	Male/Open	100m Freestyle	603	Female	100m Backstroke
304	Female	100m Freestyle	604	Male/Open	100m Backstroke
305	Male/Open	50m Breaststroke	605	Female	50m Butterfly
306	Female	50m Breaststroke	606	Male/Open	50m Butterfly
307	Male/Open	400m Freestyle	607	Female	400m Freestyle
	Break	(10 minutes)		Break	(10 minutes)
	Finals of 301-306			Finals of 601-606	
Estimated Finish: 19:35			**Estimated Finish: 19:35**		

1. All session times are subject to confirmation
2. Finals may not be in the same order as heats
3. There will be a break of **UP TO** 15 minutes before each session of finals so that no swimmer is required to compete in a final less than 15 minutes after completing a heat swim

Version 2: 25th July 2026