



PROUDLY SPONSORED BY



British Down Syndrome Swimming Championships

Licence number: 3ER231811

Volunteer Pack



Welcome

Down Syndrome Swimming - Great Britain (DSS-GB) is delighted to announce details of the second British Down Syndrome Swimming Championships which will take place on Saturday 18th and Sunday 19th November 2023. We are proud to invite athletes from the Down syndrome community, their coaches, volunteers and officials to this annual event. We very much look forward to showcasing the existing talent within the British Down syndrome swimming community as well as encouraging less experienced athletes to enjoy a National level meet. We look forward to two days of exciting competition.

General Information

Link to competition information <https://www.dss-gb.org/sign-up/>

Licence number **3ER231811**

The Senior Team consists of:

Meet Manager - Neil Lacey teammanager.dssgb@gmail.com

Event Manager - Kate Allen britishdsswimmingchamps@gmail.com

Lead Referee -

Technical Director - Liz Hatfield lizhatfield70@gmail.com

Venue Information

<https://www.everyoneactive.com/centre/k2-crawley/>

K2 Crawley
Pease Pottage Hill
Crawley
RH11 9BQ

The facility is normally a 50m competition pool. However, for this event, there are two booms across the pool creating a 25m pool in the middle with two smaller pools either side. The smaller pool at the scoreboard end will be used as a warm up/warm down pool and the other smaller pool at the diving board end will be left unused.

Accreditation and Uniform

Accreditation will be provided for all swimmers, coaches, chaperones, volunteers and officials. Please be aware that event accreditation must be worn at all times whilst on site.

Officials and volunteers will be provided with shirts.

Officials will wear red quick dry polo shirts with black trousers/shorts/skirts.

Volunteers will wear navy blue quick dry T-shirts with either black or dark coloured trousers/shorts/skirts.

Breaks and Catering

At the end of session 2 and session 5 (timetable below), there will be a break of approximately an hour. This will allow volunteers to leave the pool deck, get some fresh air, have some food and refill their water. During this break, refreshments will be served to all officials (Room 3) and volunteers (Outside of spectators area at the top of the stairs).

Timetable

	Session	Warm up	Start	Est Finish
Saturday	1	08.40	9.00	9.30
	2	09.40	10.15	12.25
	3	13.25	14.00	16.00
Sunday	4	08.45	09.00	09.20
	5	09.30	10.00	12.15
	6	13.15	14.00	16.05

Volunteers and officials are asked to arrive 40 minutes before their allocated session is due to start.

Accommodation and Expenses for Officials

Officials may request expenses according to Swim England South East Travel & Subsistence Expenses Policy. Expenses will be provided, on evidence of receipts where necessary, in line with this policy.

<https://www.southeastswimming.org/wp-content/uploads/2023/03/Expenses-Policy-17-Feb-2023-issue-6.pdf>

Radio Use and Protocol for Officials/Lead Marshal

Radios will be in use for this event. The purpose of radios is to ensure prompt and accurate communication between the teams where, due to distance around the pool and facility, face-to-face communication is difficult. At all times, radio use should be professional, with no inappropriate language or comments.

Radios should always be used with a headset. This avoids private messages going public. Headsets are connected on the side of the radio, clipped to a shirt (this is a microphone) and an earpiece.

Radios should be used when necessary to contact team leads. Users should operate as follows:

Hold the sender button, located on the microphone, wait for a second, speak clearly and slowly:

User 1 'Announcer, Announcer, this is lead marshal'

WAIT FOR RESPONSE – REPEAT IF NECESSARY

User 2 'Lead Marshal, this is Announcer, proceed'

User 1 'Announcer please ask heats 1 to 6 of the boys 50m free to come to marshalling'

User 2 'Received, over'

At the end of your allocated session please return the radio to where you collected it from to allow it to charge ready to be used again.

Behaviour and Code of Conduct

By arriving at the event it is assumed that you acknowledge and agree that you have read the Code of Conduct below and agree to adhere to it at all times.

Thank you for volunteering your time to support this event; your time is valued by the organising team at DSS-GB and those attending the competition. To ensure we preserve the reputation and integrity of our events please read the following Code of Conduct. Volunteers and officials attending this event, do so in agreement and acknowledgment of the British Down Syndrome Swimming Championships Code of Conduct as seen below:

For best practice, please refer to the Swim England Handbook, its Code of Ethics, its Equality and Diversity Policy, and Wavepower.

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

Code of Conduct

We all have a responsibility to promote high standards of behaviour in the sport. All attendees at the Championships will be expected to adhere to the following minimum standard of behaviour and conduct at all times:

- Respect the spirit of fair play and the rules and regulations both in and out of the pool.
- Respect the authority and the decisions of officials and only question those decisions in the appropriate manner.
- Take responsibility for your own behaviour.
- Understand that the use of inappropriate, threatening or abusive language or gestures, bullying, harassment or physical violence will not be tolerated and could result in your removal from the premises at your expense.
- Protect others from verbal or physical abuse and threatening and intimidating behaviour.
- Respect the rights and dignity of others, and respect and recognise their varying needs and abilities within the context of the sport.
- Never be involved in discrimination of any kind.
- Always behave in a considerate way towards others, including participants, officials, event organisers, volunteers, spectators and venue staff.
- Never take part under the influence of alcohol or drugs.
- Not possess any prohibited substances or performance enhancing drugs as set out within the national policies adopted by UK Sport and British Swimming.

- As an official, adhere fully to the role and job description as outlined by the Championships organiser and never use that role to gain favour for yourself or any competitor. Consistently display high standards of appearance.
- Treat all information of a personal nature about competitors as confidential, except in circumstances where to do so would allow the child or vulnerable adult to be placed at risk of harm or continue to be at risk of harm.
- Refer all safeguarding concerns to the DSS-GB Safeguarding Officer welfare.dssgb@gmail.com. If there is a conflict of interest with regard to the Safeguarding Officer, report any concerns to the DSS-GB Trustees secretary.dssgb@gmail.com

Volunteers and officials in violation of the above code of conduct risk removal from the event, at their own personal cost (expenses will not be processed).

Equality and GDPR – Data Protection Policy

Following the policy set out by Swim England South East, the organising committee want to make sure all the personal information we have collected about you, is safe and secure whether we collect it through our website or from other sources. This Policy set out our commitments to you, in compliance with and beyond the General Data Protection Regulation (commonly known as the **GDPR**) and explains how we collect, store and use your personal information. If you have any questions about this Policy or what we do with your personal information, you can contact us using the contact details set out in the “**General Information**” section above.

The organisers of the British Down Syndrome Swimming Championships (DSS-GB) promote inclusion and diversity and welcome participation from everyone. If you have any particular requirements in respect of participating, officiating or volunteering then please mention this in confidence if required, to our Manager Kate Allen britishdsswimmingchamps@gmail.com

Volunteer Roles

Officials

As this will be a licensed Level 3 event, officials must hold the relevant Swim England Referee, Starter, J1 or J2 qualification.

At least one qualified, licensed Referee shall be appointed for each session.

- Referee [1] – Licensed and qualified as a Referee.
- Starter [1] – Qualified to at least J2(S).
- Judge of Stroke [2] – Qualified to at least J1.
- Timekeeper/Inspector of Turns (start end) [1 per lane] – a minimum of J1 in training.
- Inspector of Turns (turn end) [1 per 2 lanes] - a minimum of J1 in training i.e. a pool with 8 lanes in use requires at least 4.

Announcer and Commentator

Announcing and Commentating is a crucial part of the event; it creates the atmosphere and builds excitement.

The Announcer and Commentator roles include:

- **Health and Safety Announcements**
Notes will be provided to be read out before the session starts, during the break between warm-up finishing and the competition starting.
- **Opening the session**
Once the referee has confirmed that the officials are ready to parade onto the deck, the announcer/commentator will ask spectators and swimmers to welcome them and will introduce the senior officials for the session. The announcer/commentator will then open the session, “Starting with EVENT NUMBER-STROKE-MALE/FEMALE, heat 1, your race referee”.
- **During the session**
The swimmers in each heat will be announced after the race has started. At the end of each event, once all the heats are completed, the announcer/commentator will ask

the swimmers to clear the pool. We will **not** be doing “over the top” starts. The pool will need to be cleared after every race. Throughout the session the commentator may be asked to announce disqualifications or other information.

- **Closing the session**

At the end of the session, once confirmed by the referee, the announcer/commentator will ask the officials to leave the deck, thanking them for their time and confirm the time of the next warm-up session.

[Meet Manager](#)

The Meet Manager supervises all pool-based roles, including marshalling, runners, and announcers; the function of the manager’s role is to ensure the event runs smoothly and efficiently.

- **Warm-up**

Warm-up is a busy time on the pool deck with swimmers entering the water as well as coaches and team members preparing for the events. Whilst clubs and coaches and chaperones are responsible for their swimmers, to support a smooth and safe warm-up, the Meet Manager should be present on the deck.

- **Before session start**

Before warm-up finishes, the manager will ensure that announcers, marshals and runners have everything they need to conduct their roles, including seeded heats, clipboards and pens. During the break between warm-up finishing and the session starting, the deck must be checked to ensure that it is set up ready for the competition to start.

- **During the session**

The Meet Manager may be radioed to deal with incidents as they occur. They should regularly check on the members of their teams, ensuring they have water and organise cover if breaks are needed.

[Marshals – Call Room](#)

Marshals are in place during the session to support swimmers and ensure they are where they need to be. They will check that swimmers are lined up in the correct order for each race.

Marshals – Warm Up and Shallow End Pool

Warm up marshals are in place during the warm up sessions and will be asked to assist with swimmers getting out of the pool after their races and be available near the shallow end pool if required.

Marshals – Checking of Poolside Accreditation

Checking of Poolside Accreditation will be the responsibility of one or two of our marshals. There is a maximum of one person (coach or chaperone) per swimmer poolside. Everyone poolside must have accreditation.

Poolside Support – Novice Swimmers

Poolside support for novice swimmers will be available in the Scoreboard End Shallow Pool. This role is to give advice if asked, either to a swimmer or coach/chaperone in preparation before or after races.

Medal Table/Marshal swimmers

The medal table team are responsible for ensuring the correct medals are given to the appropriate swimmers by age group, T21 and Mosaic and arranging for the swimmers in each event to know when to go to the podium at the appropriate time to receive their Overall Medals.

Marshal sponsors/VIPs

The Marshal for sponsors and VIPs is responsible for ensuring the correct sponsors presents the correct event at the right time liaising with the hospitality team.

Runners

Runners are responsible for ensuring all heats sheets and results sheet are given to the medal table, commentator and taped to the designated walls in that priority order. They are also responsible for ensuring all officials and marshals poolside are kept refreshed, delivering water re-fills, sweets etc.

Registration Desk – Swimmers and Volunteers

The registration desk will be situated outside the changing rooms and will be very well signposted. There will be three desks. The registration team will register all swimmers as they arrive and hand out accreditations and goodie bags. The poolside pass team will be on a separate table. They will register chaperones and hand out accreditations to go poolside. There will be a further table for collection of pre-purchased merchandise.

Spectators and Raffle Desk

This desk will be situated at the top of the stairs on the first floor as you enter the spectator area. All spectators will be given a wrist band for the whole day or half day as specified. The registration team will also sell raffle tickets. There will be card readers available.

Exhibition Stand

There will be an exhibition stand for DSS-GB with a large banner and a rolling screen to view video coverage of past championships and our existing World Record holders.

Merchandise Stand

There will be a stand selling merchandise on the landing at the top of the stairs on the first floor. Hoodies and t-shirts will be available to order in advance of the event. Card reader will be available.

Photography/Social Media Team

The social media team will be busy all weekend finding social media opportunities. Photographs will be taken at this event and will be used in social media campaigns and online to promote future events. The event is expecting TV and Radio coverage.