



Dear Officials

Thank you to everyone who has volunteered to officiate at Newmarkets December Open meet and we can confirm that everyone's offers of help is accepted for the sessions that they volunteered for.

- The session/briefing times will be as follows:

Session	Warm Up	Briefing	Start	Est. Finish
1	2.30 pm	2.50 pm	3.20 pm	5.00 pm
2*	5.10 pm	5.30 pm	5.55 pm	7.40 pm
3	8.30 am	8.50 am	9.30 am	11.40 am
4*	11.50 pm	12.20 pm	12.50 pm	3.30 pm
5*	3.40 pm	4.00 pm	4.30 pm	5.50pm

We are looking forward to seeing you all over the weekend and just a few points of note:

- Officials will be meeting in Studio 3, this is situated in the Leisure Centre, from reception go up the stairs to the left of the changing rooms and Studio 3 is sign posted from there.
- Unfortunately on this occasion we are unable to provide full refreshments however Tea and Coffee, biscuits and possibly cakes will be available in the officials' room before and in between the sessions**
- Everyone is strongly advised to complete a COVID Lateral Flow Test before coming to the meet. Please remain at home if this test is positive.
- No person should attend the meet if they are feeling in any way unwell. If you are unable to attend please let me know as soon as you can on 07916 251626
- Whilst the venue does not currently require you to wear masks, we are asking that everyone does wear masks inside the facility, unless medically exempt, so please bring a supply of these with you and wear them whilst on duty or when moving around the venue
- Please use your own stop watch, clipboard, pen, and whistle if needed, as we should not be sharing these.
- Hand sanitisers will be available throughout the venue
- Wipes will be available for you to wipe down the backup buttons and the starting equipment before using these.
- We are minimising as far as possible the numbers of swimmers on poolside and enforcing a one way system around the pool. Please try to keep as socially distanced as possible from others (including swimmers) throughout the meet
- Please bring a water bottle with you and use the water fountain upstairs outside Studio 3 to fill/refill bottles when needed
- Thank you in advance for your help and hope you have a great weekend.