



ENTRY PACK

BRITISH PARA SWIMMING INTERNATIONAL MEET 2018

31 MAY – 3 JUNE

PONDS FORGE, SHEFFIELD



Funding Partner



Official Partner



Suppliers



Endorsed Product



Host City and Venue

Marketing Sheffield



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KEY CONTACTS

British Swimming Contact

Sophie Turner
British Swimming
SportPark
3 Oakwood Drive
Loughborough
LE11 3QF
sophie.turner@swimming.org
+44 1509 640240

Venue Contact

Ponds Forge International Sports Centre
Sheaf Street
Sheffield
S1 2BP
+44 114 223 3400

ENTRY INFORMATION

Updating your Biog

The following information must have been updated on your biographies page:

- Photo
- Coach

Entry will not be possible without this updated information. To update the Biogs page and to access full instructions, please [click here](#).

Uploading your photo

You will be required to print your own accreditation. Please follow the guidelines below when uploading your photo:



3 | British Para Swimming International Meet / World Para Swimming Series 2018 Athlete Entry Pack

1. Clear Head and shoulders shot – will not be accepted if not cropped.
2. SIZE: Width 200 pixels
 - a. An easy way to resize is to open the photo in 'Microsoft Office Picture Manager' > Edit Pictures> Resize> Type '200' in Custom Width x Height and hit enter to adjust the height accordingly.
 - b. Similar can be achieved in 'Paint'. > Resize> Select 'Pixels'> Type '200' in Width and the height will adjust accordingly> Select 'Ok'.
3. If your photo is not suitable or doesn't look like you, you may not be permitted entry into

1. Go to the entry page
 - a. [HERE](#) British Para Swimming International Meet
 - b. [HERE](#) WPS World Series
2. Enter your membership number or surname in the box.
3. Providing you have updated your Biog, a list with the events you have qualified in will appear ticked.
4. Untick any events which you do not wish to enter.
5. Payment is via debit or credit card only; please follow the PayPal payment instructions. You do not need a PayPal account to do this. Your entry will not be complete until you receive a the event.

Guide to Entering Online

Closing Date

All entries shall be received by no later than **Thursday 5th April 2018** including those swimmers that required classification.

Entries without fee and/or incorrectly completed will not be accepted.

Any entry received after this date, up to the end of the Team Leader meeting on 30th May 2018, may be accepted subject to any session time programming restraints and will be charged at the increased entry fee.

Normal Entry Fee

£12 per individual entry.

Increased Entry Fee (after 5th April)

£36 per individual entry.

Entry Confirmation

A list of processed entries can be viewed [HERE](#) and will be updated automatically.

Competitors are requested to check their entries and [inform the Entries Administrator](#) of any errors.

A draft programme will be available on the [ONLINE ENTRY PAGE](#) following the close of entries.



ACCREDITATION

All competitors, coaches, chaperones and support staff must have a valid accreditation to gain access to the event. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten, lost or mislaid, a replacement pass will be re-issued for a fee of £10.

British Athletes

Your accreditation will be sent to you by email on completion of your entry. Please print and bring to the event with you where lanyards and pouches will be provided.

Any British athletes wishing to be on circulation list for the British Para-swimming European Championships Newsletter, please contact paraswimming@swimming.org with your name.

International Athletes

Please email a photo to sophie.turner@swimming.org once entered.

The barcodes contain your membership number. There will be checks at the competition comparing these details against the entry database and photographic list.

Poolside Passes

All coaches, team managers and support staff requiring access to poolside must **purchase a pass in advance**. Please take note of the new requirements when applying for a **British Swimming or Swim England Poolside Accreditation**. Accreditation will be emailed to you in PDF format to print out and bring to the event. Pouches and lanyards will be provided.

COMPETITOR INFORMATION

Session Times

Heats will start at 09:30 and finals at 17:00. Estimated session finish times will be in the draft programme after the initial entry deadline (5th April).

Warm Up and Swim Down

Warm up in the competition pool will begin 90 minutes prior to the start of the session and end 15 minutes prior to the start of the session. Swim down will be in the diving pit.

Between Sessions

The competition pool will be available between sessions.

Training

Open training will be available for all competitors on 29th and 30th May 2018 from 08:00 – 20:00.

Classification

PI and II classification will take place on 28th – 30th May 2018. Further information below.

Doping Control

Swimmers are warned that random doping control may take place during these Championships. Please keep your accreditation on your person at all times for identification.



CLASSIFICATION

At competitions where classification is offered, World Para Swimming will schedule all athletes with based on NPCs submitted priority list pursuant with the below regulations.

An athlete will only be permitted to undergo International Classification if he or she:

- Is registered and/or licensed with World Para Swimming pursuant to the relevant provisions in the World Para Swimming Rules and Regulations;
- Has been entered into the Recognised Competition where International Classification is to take place; in minimum one 100m S event (Freestyle, Backstroke, Butterfly) **and** 100m SB event (Breaststroke) (swimmers with a physical impairment only)
- be entered in 200m Freestyle or 100m Backstroke **and** 100m Breaststroke (swimmers with an intellectual impairment only)
 - Athletes with a physical impairment (PI)
 - Has submitted Medical Diagnostics information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS)
 - PI MDFs must be uploaded at least 8 weeks before the athlete undergoes classification.

Depending on the athlete's health condition and impairment, additional medical information is to be attached to the Medical Diagnostic Form. Medical Diagnostic Forms will be reviewed by the Chief Classifier ahead of a competition and, if required, further information may be requested. If an athlete fails to produce sufficient medical documentation and the classification panel considers that the absence of such medical documentation will affect its ability to conduct Athlete Evaluation in a fair manner, classification will be suspended as per rule 30.1.2 of the World Para Swimming Classification Rules and Regulations (January 2018).

Athletes with an Intellectual Impairment (II)

Prior to Athlete Evaluation, an Athlete must comply with the following eligibility criteria:

- Inclusion on the INAS Classification Master list
- Completion of the Training History and Sport Limitation Questionnaire (TSAL-Q).

Where a classification schedule is full:

- Athletes who are licensed will take priority over registered athletes

At competitions where classification is offered, World Para Swimming will schedule all athletes with a New or Review status pursuant with the above regulations.

If an Athlete is required to attend Athlete Evaluation, Athletes must arrive at the competition prior to the start of the classification period. World Para Swimming will schedule athletes in accordance with the classification period and not arrival dates of athletes. World Para Swimming WILL NOT entertain any request to change any athlete's classification times.

If an athlete fails to attend Classification at the scheduled time, the Athlete will not be permitted to compete at the relevant Competition.

Athletes should take note of the Athlete Evaluation Requirements outlined in Part 4 (Athlete Evaluation and the Classification Panel) of the [World Para Swimming Classification Rules and Regulations](#). Failure to comply with these rules may lead to the suspension of Athlete Evaluation.



FILMING AND PHOTOGRAPHY POLICY

British Swimming are well aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. It should be acknowledged that the majority of images taken within a British Swimming setting are appropriate and taken in good faith. However, images of children and adults can be misused, and sharing images widely without consent may betray a confidence or identify of a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

British Swimming encourage all spectators and participants at British Swimming events to make themselves familiar with the photography and filming arrangements for the event and be vigilant during that event.

British Swimming is committed to ensuring that all children who participate in British Swimming activities are able to take part in an enjoyable, safe environment and be safeguarded from harm. If you have any child safeguarding concerns at the event, please contact an Event Officer immediately to disclose your concerns.

Event Photography and Filming

This event **will be photographed and live streamed**. Static images will be displayed on the British Swimming website www.britishswimming.org. They will be used to promote the sport at this event and events in the future. Moving images may be displayed at the venue and via live stream at www.britishswimming.org. In addition, British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

In such instances where the event is being live streamed, it will not be possible to provide the option to refuse consent to filming and if there are any concerns, please speak to the Event Officer present. However if individuals wish to refuse consent to static photography, please complete the Photography Refusal of Consent Form below and return to British Swimming Events Department.

If you, as a Parent/Guardian/Carer, have concerns about your child being photographed/filmed, please refer to the relevant Home Nation guidance document: Wavepower the ASA Child Safeguarding Policy and Procedures; YPlant the Swim Wales Child Protection Policy; Scottish



Swimming Child Protection Policy. If you have any concerns in this area, please contact the Data Protection Officer

PHOTOGRAPHY REFUSAL FORM

Name of Swimmer: _____

Membership Number: _____

Event: British Para Swimming International Meet 2018

I refuse permission for the taking and/or publication of images of my child or myself by the event's Official Photographer(s)

Signed _____ (Competitor/Parent/Carer)

Print Name: _____

Date: _____

Please return this form back to: **British Swimming Events, SportPark Pavilion 3, 3 Oakwood Drive, Loughborough, LE11 3QF**

SPECTATOR INFORMATION

Ticket Prices

Tickets will go on sale via The Ticket Factory in March. Seating is unreserved. Please check [here](#) for updates.

Tickets on the Door

No tickets will be reserved for purchase on the door; tickets will only be available on the day for sessions that have not sold out.

DOCUMENTS

The Schedule, Conditions and Consideration Times are saved on the British Swimming website (under 'coaches') [here](#). Please contact sophie.turner@swimming.org if you have any questions.

TEAM LEADER MEETING

It is strongly recommended that a representative from all clubs with swimmers entered in this Meet attend the Team Leader Meeting which will take place at 19:00 on 30th May 2018 in the Skyline Suite at Ponds Forge ISC. Non-attendance could result in swimmers being disadvantaged or not able to compete due to them or their coach not being aware of any changes required for the running of the competition.



TEAMS ACCOMMODATION AND TRAVEL PACKAGE

4* JURYS INN SHEFFIELD:

Single Rooms @ £154.00 (inc vat) per room, per night
Twin Rooms @ £109.00 (inc vat) per person sharing, per night

Your accommodation package includes:

*Regular transport to / from Ponds Forge International Sports Centre (four minute drive from Ponds Forge ISC)
Buffet breakfast, buffet lunch & buffet dinner at the hotel*

We can also arrange your airport transfer at an additional fee – please see further information below

To make your reservation, please complete the booking form below, circling your requirements where necessary...

TEAM NAME:

LEAD NAME:

ADDRESS:

TEL:

EMAIL:

Total Team Size: Please advise the total amount of people in your team

Number of Wheelchair Users: Please advise the number of wheelchair users in your team (required for transport)

Arrival Date: SUN 27 MAY MON 28 MAY TUE 29 MAY OTHER

Departure Date: SAT 2 JUNE SUN 3 JUNE MON 4 JUNE OTHER

Number of Nights: 4 5 6 7 8 OTHER

Room Types: SINGLE (1 bed in room for 1 person) TWIN (2 beds in room for 2 people)

If you are booking more than one room, please state the number of each room type required

Requests: (i.e number of accessible rooms required)

TRANSPORT ARRANGEMENTS:

Airport transfers between Nottingham East Midlands Airport (EMA), Doncaster Airport (DSA) or Manchester Airport (MAN) & your hotel can be arranged at an additional cost. If you would like to receive a quote for this service please provide your flight information below:

DEPARTURE AIRPORT: _____

ARRIVAL DATE: _____

ARRIVAL TIME: _____

FLIGHT NUMBER: _____

DEPARTURE DATE: _____

DEPARTURE TIME: _____

FLIGHT NUMBER: _____

Please make your cheque payable to 'Corporate & Sporting Events'. Should you wish to pay by credit card please fill in your details below:

CARD TYPE: VISA CREDIT MASTERCARD VISA DEBIT AMEX

CARD NUMBER:

EXPIRY DATE:

3 DIGIT SECURITY NUMBER FROM REVERSE OF CARD:

CARDHOLDER NAME:

SIGNATURE:

.....

Should you wish to pay by bank transfer, our bank account details will be provided upon request.

Do you wish to pay by bank transfer? YES / NO

Cancellations must be made in writing. Please note that cancellations received after Friday 10th April 2018 are non-refundable.

Your request is subject to availability at the time of booking so please return your form as soon as possible to:

Kerri Weston

Corporate & Sporting Events, Alexander Stadium, Walsall Road, Birmingham, B42 2LR.

Tel: 0121 227 4662

E: kerri.weston@cseplc.com