



## Entry Package

Citi Para Swimming World Series GBR/Sheffield

2023 Event



Funding Partner



Official Partners



Official Suppliers



Endorsed Product



Host City and Venue



## 1. WELCOME

Hello and welcome to the GBR leg of the Citi Para Swimming World Series 2023 that will be taking place in Sheffield. We hope that this event will be one of the stepping stones to the Para Swimming World Championships 2023 taking place in Manchester next summer and towards Paris 2024.

This event will be running in conjunction with the British Para-Swimming Meet 2023. This is Great Britain's premier domestic competition for national Para swimming.

The Citi Para Swimming World Series Great Britain will be hosted by British Swimming in partnership with World Para Swimming.

Thank you in advance for wishing to enter this leg of the Citi Para Swimming World Series. Please take the time to read the entry package to ensure you are able to enter with all the information you will need. If you have any further questions please don't hesitate to contact [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org).

*Issy Griffiths & Abbie Roberts* – GBR LOC

## 2. GENERAL INFORMATION

### 2.1. Dates & General Information

Dates	
Entry Opening Date	21 <sup>st</sup> December 2022
Classification Entry Deadline	18 <sup>th</sup> January 2023 - no later than 12:00 hours GMT
Entry Deadline	15 <sup>th</sup> February 2023 - no later than 12:00 hours GMT
Accreditation Deadline	15 <sup>th</sup> February 2023 - no later than 12:00 hours GMT
Training/Classification Dates	13 <sup>th</sup> – 15 <sup>th</sup> March 2023
Competition Dates	16 <sup>th</sup> – 19 <sup>th</sup> March 2023

Contacts		
Main LOC Contact	Issy Griffiths	<a href="mailto:Isobel.Griffiths@swimming.org">Isobel.Griffiths@swimming.org</a>
LOC Contact	Abbie Roberts	<a href="mailto:Abbie.Roberts@swimming.org">Abbie.Roberts@swimming.org</a>

<b>World Para Swimming Technical Delegate</b>	Jakub Krzywda	
<b>World Para Swimming Contact</b>	Nicole Burns	<a href="mailto:Nicole.Burns@WorldParaSwimming.org">Nicole.Burns@WorldParaSwimming.org</a>
<b>World Para Swimming Classification Contact</b>	Saloni Gupta	<a href="mailto:Saloni.Gupta@WorldParaSwimming.org">Saloni.Gupta@WorldParaSwimming.org</a>
<b>Accommodation and Transport Contact</b>	Kerri Weston	<a href="mailto:Kerri.Weston@cseplc.com">Kerri.Weston@cseplc.com</a>

## 2.1 General Conditions

- World Para Swimming (WPS) reserves full powers over the Citi Para Swimming World Series (referred to as ‘World Series Meet’) events
- The British Para Swimming Meet (referred to as ‘National Meet’) will be conducted in conjunction with, but under separate conditions to the World Series Meet
- The Citi Swimming World Series competition shall be held under WPS Rules and Regulations – apart from any variations contained in these conditions.
- Where WPS Rules do not provide (e.g., Health & Safety Regulations or Child Safeguarding Guidelines) the requirements of England shall apply to events held.
- This Meet is a WPS Sanctioned Competition.
- WPS International Classifications will be offered.

## 2.2 Venue Overview

### Venue Address

[Ponds Forge International Sports Centre](#)  
[Sheaf St](#)  
[Sheffield City Centre,](#)  
[Sheffield](#)  
[S1 2BP](#)

### Venue Website

<https://www.sheffieldcitytrust.org/venues/ponds-forge-international-sports-centre>

Ponds Forge International Sports Centre is a leisure facility located in Sheffield, England. The complex contains an Olympic-sized Swimming Pool with a total number of 2600



seats for spectators and teams and a Diving Pool fit with 3m Springboards and Platforms to the height of 10m. The Diving Pool is regularly repurposed as a Swim-Down/Warm-Up Pool during swimming competitions.

## 2.2. Traveling to Sheffield

### Plane

The nearest airports are:

- **Manchester Airport** ([Manchester M90 1QX](#)) – this airport is the best option for Sheffield due to the easy train transfer. The railway station is situated between Terminal 1 and Terminal 2; it is in the airport complex. Frequent trains are provided to Sheffield (SHF). The airport is located approximately 1 hour and 15 minutes’ drive from Ponds Forge International Sports Centre.
- **Leeds Bradford** ([Whitehouse Ln, Yeadon, Leeds LS19 7TU](#)) – if you fly into Leeds Bradford airport you will need to take a bus transfer from the airport to the closest train station, i.e., Leeds Station (LDS), providing frequent trains to Sheffield (SHF). The airport is located approximately 1 hour and 10 minutes’ drive from Ponds Forge International Sports Centre.
- **East Midlands** ([Castle Donington, Derby DE74 2SA](#)) – connective Taxi and Bus Services are available to nearby train stations to allows transfers from East Midlands Airport to Sheffield via train. The airport is located approximately a 60-minute drive from Ponds Forge International Sports Centre.

### Train

Sheffield train station is an approximate 8-minute walk from Ponds Forge International Sports Centre.

For further information on booking trains to Sheffield from Manchester Airport please follow the link <https://www.manchesterairport.co.uk/getting-to-and-from/by-train/>

For further information on booking trains to Sheffield from Leeds Bradford please follow the link <https://www.leedsbradfordairport.co.uk/getting-to-and-from/by-train>

For further information on booking trains to Sheffield from East Midlands Airport please follow the link <https://www.eastmidlandsairport.com/getting-to-and-from/by-train/>



## **Taxi**

Taxis between Manchester Airport and Sheffield can be booked through the link below where further information can be found <https://www.manchesterairport.co.uk/getting-to-and-from/by-taxi/>

Taxis between Leeds Bradford Airport and Sheffield can be booked through the link below where further information can also be found <https://www.leedsbradfordairport.co.uk/getting-to-and-from/by-taxi>

Taxis between East Midlands Airport and Sheffield can be booked through the link below where further information can be found <https://www.eastmidlandsairport.com/getting-to-and-from/by-taxi/>

## **Bus**

Flyer runs a bus service with a route between Leeds Bradford Airport and Leeds Train Station every 20 minutes to take trains to Sheffield. Please take the Flyer A1 route. For further information please follow the link <https://www.leedsbradfordairport.co.uk/getting-to-and-from/by-bus-or-coach>

Skylink runs a bus service with a route between East Midlands Airport and Long Eaton train station every 20 minutes during the day and hourly during the night. For further information please follow the link <https://www.eastmidlandsairport.com/getting-to-and-from/by-bus/>

## **2.3. Visas**

If you require a VISA to enter Great Britain, you can apply online through the link provided:

<https://www.gov.uk/standard-visitor/apply-standard-visitor-visa>

British Swimming will be able to provide an VISA invitation letter upon request. Please email [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org) with the following information on all staff and athlete's attending from your NPC:

- Full Name
- Position
- Passport Number
- Passport Expiry Date



## 2.4. Transport

Transport is available, in conjunction with accommodation, for teams requiring airport transfers between Sheffield and Manchester Airport. Transfers to and from other airports are available and prices will be provided on request to CSE. The booking form is available on the World Para Swimming website.

## 2.5. Accommodation

An accommodation package provided by CSE is available, in conjunction with transport, for teams during the event for the following hotels. Both options include full board catering, airport transport and VAT.

### **4\* Crowne Plaza Royal Victoria**

Single room rate GBP 179

Twin room rate GBP 149

### **3\* OYO Hotel Sheffield Metropolitan**

Single room rate GBP 149

Twin room rate GBP 129

The booking form is available on the World Para Swimming website. Please return your form as soon as possible to: [Kerri.Weston@cseplc.com](mailto:Kerri.Weston@cseplc.com)

## Payment Deadlines

- A 10% deposit is required at the time of booking
- Full balance is due by Friday 3<sup>rd</sup> February 2023

### **Important Notice**

Following the final payment deadline (3<sup>rd</sup> February) booking requests for accommodation and travel can be made by contacting [Kerri.Weston@cseplc.com](mailto:Kerri.Weston@cseplc.com) from CSE directly. However, please note that booking requests after 3<sup>rd</sup> February will be subject to availability and therefore booking of accommodation and travel would not be guaranteed.

## Rate Cancellation Charges

- Full charges apply from Monday 6<sup>th</sup> February 2023

## 2.6. Competition Fee

Entry Fee
£20 per event

NPCs will be invoiced following final entry deadline for all entry fees.

## 3. SPORT ENTRIES

### 3.1. Entries

- All World Series entries must be submitted through the IPC SDMS online entry system and require payment of the entry fee for the entry to be accepted. Please find the link to the entry system [HERE](#).
- All entries shall be received by the following dates:
- Entries from competitors who require classification:
  - i. All competitors who require classification must submit entries no later than 12:00 hours GMT 18<sup>th</sup> January 2023.
- All other World Series Entries
  - i. Entries for the Citi Para Swimming World Series competition shall be received no later than 12:00 hours GMT on 15<sup>th</sup> February 2023.
- Split Times, either intermediate distance or first leg of a relay race are not acceptable for entry.

### 3.2 Competition Format and Schedule

- All Events will be competed as Multi-Classification (MC) events.
- All Events Heats and Finals up to 10 lanes will be used.
- All Results will be determined by the highest points score utilising the British Para-Swimming Points (BPSP) system.
- The competition schedule can be found in Appendix A and on the event page once live.



- The Following events are open for entry by both male and female swimmers and will be swum as separate male and female events:

Freestyle	50m	S1 - S13
	100m	S1 - S14
	200m	S1 - S14
	400m	S6 - S14
Backstroke	50m	S1 - S13
	100m	S1 - S14
Breaststroke	50m	SB1 - SB13
	100m	SB1 - SB14
Butterfly	50m	S1 - S13
	100m	S5 - S14
Individual Medley	150m	SM1 - SM4
	200m	SM5 - SM14

### 3.2.1. Heats

- Heats will be seeded by entry time.
- Heats will be conducted with the Citi Para Swimming World Series and British Para-Swimming Meet heats combined within the Heats session.
- Lane allocation in all heats will be, slowest entered swimmer in lane 0 (or lowest numbered lane where there are less than 10 lanes occupied) through to fastest entered swimmer in lane 9 or highest numbered occupied lane.

#### 3.2.1.1 Withdrawal from Heats

Withdrawals for events competed on Day 1 must be made by the end of the Team Leader Meeting. For Days 2, 3 & 4 by 12:00 hours GMT in the day before the event is due to take place.





### 3.2.2. Finals

- The highest points scoring competitors in each event as determined by BPSP will be eligible for the Finals.
- The qualifying finalists will be seeded by time for a place in one of the Finals
  1. Where there are less than 25 entries there will be one Final.
  2. Where there are 25 - 59 entries there will be two Finals.
  3. Where there are 60 or more entries there will be three Finals.
- Where there is more than one World Series Final all finalists will be seeded on time, the fastest 10 competing in the fastest Final the remaining competitors allocated to subsequent finals based on seeded time.
- If necessary, a swim-off may be used to determine swimmers for a final, where points scores are equal, unless the swimmers are the same class then the fastest swimmer shall progress.
- Finals will be swum in the order of National Meet Final, World Series Final(s) progressing slowest to fastest dependant on the number of Finals required.
- There will be 2 reserve swimmers for Finals. Swimmers will progress to a faster final as necessary. Should there be more than 2 swimmers withdraw the slowest final will compete with empty lanes.
- Lane allocation in all Finals will be seeded by qualification time each final in accordance with WPS rule 10.9.1.3.1.

#### 3.2.2.1 Withdrawal from Finals

Finalists not wishing to swim, shall notify the Chief Recorder of their intention to withdraw no later than 30 minutes after the conclusion of the last event in the session in which they have qualified for the next round. The withdrawal shall be made on the official withdrawal form.

Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedure as detailed in conditions 3.2.1.1 and 3.2.2.1.



### 3.2. Athlete Eligibility

- All competitors must hold an active 2023 WPS license to be eligible to enter.
- All athletes must have an International Classification of Review (R), Fixed Date Review (FDR) or Confirmed (C).
- Any athlete on a New (N) status not undergoing classification in the competition may swim in heats and not progress to finals.
- Should an entered swimmer not be able to complete the classification process, they will be removed from all entries in the competition

### 3.3. MQS

There will be no MQS required for entering into this event.

### 3.4. Event Viability Criteria

World Series individual events will be considered viable if they have a minimum of four (4) eligible swimmers from two (2) National Paralympic Committees (NPCs) entered through the Entry by Name.

Events may be exempt from viability criteria with prior permission from World Para Swimming.

In case an event is non-viable after final entries the event maybe swum for performance only. NPCs will be informed about non-viable events after final entries.

### 3.5. Rules & Regulations

For all Para Swimming World Series events the current World Para Swimming Rules and Regulations apply. They can be found on the [World Para Swimming website](#)

Fines and technical protest fees as per WPS Rules and Regulations

## 4. COMPETITION INFORMATION

### 4.1. Competition Venue

[Ponds Forge International Sports Centre, Sheffield](#)

Accessible car parking spaces are available on the top floor of the car park (free for blue badge holders)



Lifts are available, with one in reception to the car park and one near the café to the upper and lower levels (i.e., to the changing rooms and pool deck).

#### 4.2. Training

Training will take place at Ponds Forge International Sports Centre on 13<sup>th</sup> – 15<sup>th</sup> March. Training times will be confirmed as soon as possible.

#### 4.3. Technical Meeting

It is recommended that a representative from all clubs/countries with swimmers entered in this Meet to attend the Technical Meeting. Details of the time and location of the meeting will be confirmed as soon as possible. Teams are reminded to bring any tapping and starting devices and modified swim suits for approval. The meeting presentation will be circulated to attending NPCs in advance of the meeting to prepare any questions.

#### 4.4. Warm-up & Swim-down

Competition Warm-up will take place in both the 10 lane x 50m Competition Pool and 6 lane x 25m Diving Pool. Additional warm-up & swim-down will take place in the 6 lane x 25m Dive Pool throughout each session.

#### 4.5. Ice Baths, Massage Tables, Race analysis

Information on availability of space and the application process for Ice Baths, Massage Tables and Race analysis will be confirmed as soon as possible.

#### 4.6. Changing Rooms

Accessible changing rooms and toilets are available. Accessible changing rooms are available in the members' area through the turnstile and the leisure pool changing rooms. Accessible toilets are available in the member and Competition Pool changing areas. Please follow venue signage.



#### 4.7. Call Rooms & Competition

Location of the call rooms will be published in due course.

For heats and finals, swimmers must report to the first call-room in accordance with WPS Rules no later than fifteen (15) minutes prior to the published start time of their respective race.

Swimmers must report to the competition stewards in the call room for heats and finals and follow their direction. It is the swimmer's responsibility to report on time.

Swimmers must enter the Call Room 'race ready' as under normal circumstances having entered the Call Room they should remain in its confines until lead onto the pool deck for their race.

Coaches/chaperones will not be allowed in the call room area at any time, except for those swimmers with the relevant classification and exception code allowing Support Staff.

Regulations outlined in the World Para Swimming Rules and Regulations concerning swimwear will apply; swimwear (caps, goggles and swimsuits) must be from the approved list and might be checked in the call room.

#### 4.8. Competition Programme

The Competition Programme is available in Appendix A.

#### 4.9. Sport Information Desk (SID)

A Sport Information Desk will operate at the competition venue on the days of competition, as well as during any scheduled training sessions. It is the primary and only point of distribution for all event related information including the following:

- a. Distribution of start lists for the NPCs;
- b. Official communication with teams;
- c. Official forms distribution (Relay Declaration Form, Protest Form, Medical Withdrawal Form)
- d. Liaison between teams and LOC / World Para Swimming.

The Sport Information Desk will be located in the Reception Foyer of Ponds Forge International Sports Centre.



#### 4.10. Athletes & Team Officials Seating

Athletes and Team Officials seating will be located on the right hand side as you enter the pool hall from the Reception Foyer.

#### 4.11. Accreditation

Accreditation passes will be issued via the IPC accreditation system through the following link [SDMS \(ipc-services.org\)](https://sdms.ipc-services.org).

Team Staff Accreditation will be charged at £26 each. NPCs will be invoiced following the final accreditation deadline for all team staff accreditations.

The deadline for submitting accreditation information is no later than 12:00 hours GMT on 15<sup>th</sup> February. Information on how accreditation will be received will be provided at a later stage.

#### 4.12. Classification

This competition offers international classification for the following impairment types:

- Physical Impairment (PI) – 13<sup>th</sup> – 15<sup>th</sup> March, Ponds Forge International Sports Centre
  - Intellectual Impairment (II) – 13<sup>th</sup> – 15<sup>th</sup> March, Ponds Forge International Sports Centre
- World Para Swimming will schedule athletes with a New or Review status pursuant with the below regulations.

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

- Is licensed with World Para Swimming pursuant to the relevant provisions in the World Para Swimming Rules and Regulations;
- Has been entered into the competition by the classification entry deadline;
- Has submitted Medical Diagnostics information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS) by the final entry deadline

It is NPC responsibility to enter the required events for Classification observation purposes for the athlete in the Entry by Name. Details of which events can be used for observation are found at the following page on the WPS Website. Para Swimming Classification Rules - Info for NPCs/NFs ([paralympic.org](http://paralympic.org)).



## 5. VICTORY CEREMONIES

Medals will be awarded to the:

- 3 highest BPSP points scoring swimmers across the World Series Finals competed in each Event.
- to the highest BPSP points GBR Swimmer across all Finals competed in each Event.
- highest BPSP points scoring GBR Junior Swimmer across all Finals competed in each Event.

A Junior Swimmer will be 16 years old or younger (Age at 31st December of competition year).

## 6. ANTI-DOPING AND MEDICAL INFORMATION

### 6.1. Anti-Doping

Competitors taking part in the Meet may be subject to random doping control. They must ensure that they have their accreditation with them always for identification purposes.

The Anti-Doping control / processes will be carried out in full accordance with the IPC Anti-Doping Code and the IPC Doping Control Agreement.

<https://www.paralympic.org/swimming/rules-and-regulations/anti-doping>

### 6.2. Medical Services at the Venue

On duty lifeguards will be available at the Venue.

External medical assistance will be provided. Further information will be made available as soon as possible.

### 6.3. Insurance

Each NPC must ensure that all members of their delegation are appropriately insured, including coverage for travel, liability, accidents and repatriation. All delegation members must have appropriate accident and health insurance accepted in order to compete. The LOC will provide only basic medical services in the venue.

No medical insurance will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage)



and will be responsible for any medical expenses resulting from participation in the event.

#### 6.4. Medical Attention

The closest hospital to both Ponds Forge International Sports Centre and the accommodation providing Accident and Emergency services is:

Local Hospital
<p>Northern General Hospital Herries Road Sheffield S5 7AU</p>

Great Britain's primary emergency call service is 999. British Sign Language (BSL) speakers can make a free video call to 99 using the [999 BSL website or app](#).

You can contact the emergency services via SMS if you're deaf, hearing impaired or have a speech impediment. Visit the [emergencySMS website](#) for more information or to register your phone.

#### 6.5. COVID 19 Protocol

There are currently no COVID 19 protocols required for travel to Great Britain.

To avoid contracting COVID 19 you may adhere to the following:

- Wear a face mask in an enclosed space where social distancing is compromised
- Wash your hands frequently and use hand sanitiser
- Social distance where possible and minimise mixing

Please be aware that as the COVID 19 situation changes the COVID 19 plan will be continuously reviewed and therefore subject to change until the event. British Swimming will communicate any changes.

If you are required to test prior to leaving Great Britain please email [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org) as early as possible to allow for testing arrangements.



**Appendix A.**

<b>Thursday 16<sup>th</sup> March</b>	<b>Friday 17<sup>th</sup> March</b>	<b>Saturday 18<sup>th</sup> March</b>	<b>Sunday 19<sup>th</sup> March</b>
<b>HEATS</b>	<b>HEATS</b>	<b>HEATS</b>	<b>HEATS</b>
<b>Session 1: 09:30</b>	<b>Session 3: 09:30</b>	<b>Session 5: 09:30</b>	<b>Session 7: 09:30</b>
W 100m Freestyle M 100m Freestyle W 200m Individual Medley M 200m Individual Medley W 150m Individual Medley M 150m Individual Medley	W 100m Backstroke M 100m Backstroke W 50m Breaststroke M 50m Breaststroke W 100m Breaststroke M 100m Breaststroke W 50m Backstroke M 50m Backstroke	W 50m Butterfly M 50m Butterfly W 400m Freestyle M 400m Freestyle W 200m Freestyle M 200m Freestyle	W 50m Freestyle M 50m Freestyle W 100m Butterfly M 100m Butterfly
<b>FINALS</b>	<b>FINALS</b>	<b>FINALS</b>	<b>FINALS</b>
<b>Session 2: 17:00</b>	<b>Session 4: 17:00</b>	<b>Session 6: 17:00</b>	<b>Session 8: 17:00</b>
W 100m Freestyle M 100m Freestyle W 200m Individual Medley M 200m Individual Medley W 150m Individual Medley M 150m Individual Medley	W 100m Backstroke M 100m Backstroke W 50m Breaststroke M 50m Breaststroke W 100m Breaststroke M 100m Breaststroke W 50m Backstroke M 50m Backstroke	W 50m Butterfly M 50m Butterfly W 400m Freestyle M 400m Freestyle W 200m Freestyle M 200m Freestyle	W 50m Freestyle M 50m Freestyle W 100m Butterfly M 100m Butterfly