



ENTRY PACK

BRITISH SUMMER CHAMPIONSHIPS 2023

22-28 JULY

PONDS FORGE INTERNATIONAL
SPORTS CENTRE



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CONTENTS

KEY CONTACTS.....	3
KEY DATES AT A GLANCE	3
ENTRY INFORMATION	3
<i>GUIDE TO ENTERING ONLINE</i>	3
<i>GUIDELINES FOR UPLOADING PHOTOS</i>	4
<i>ENTRY DEADLINE</i>	4
<i>ENTRY FEES</i>	4
<i>ENTRY CONFIRMATION</i>	4
ACCREDITATION.....	5
<i>ATHLETES</i>	5
<i>POOLSIDE PASSES</i>	5
COMPETITOR INFORMATION	6
<i>SCHEDULE AND CONDITIONS</i>	6
<i>TRAINING</i>	6
<i>SESSION TIMES</i>	6
<i>WARM UP AND SWIM DOWN</i>	6
<i>TEAM LEADER MEETING</i>	6
<i>TICKETS</i>	7
<i>DOPING CONTROL</i>	7
FILMING AND PHOTOGRAPHY	7
<i>FILMING AND PHOTOGRAPHY POLICY</i>	7
<i>EVENT PHOTOGRAPHY AND FILMING</i>	7
<i>PHOTOGRAPHY REFUSAL FORM</i>	8





KEY CONTACTS

British Swimming Contact	Venue Contact
Abbie Roberts British Swimming SportPark, 3 Oakwood Drive Loughborough LE11 3QF Abbie.Roberts@swimming.org	Ponds Forge International Sports Centre Sheaf Street Sheffield City Centre Sheffield S1 2BP 0114 223 3400 Website

Please see below guides for planning your trip to Sheffield:

[Accommodation in Sheffield](#)

[Things to Do in Sheffield](#)

[Eating Out in Sheffield](#)

KEY DATES AT A GLANCE

Entry Deadline	Phase 1 – Monday 12 th June @17.00 Phase 2 – Friday 21 st July @18.00
Training Date	Friday 21 st July
Team Leader Meeting	Friday 21 st July @18.00
Competition Dates	Saturday 22 nd July – Friday 28 th July

ENTRY INFORMATION

GUIDE TO ENTERING ONLINE

1. Following the closure of the qualifying window, entry invitations will be emailed out to the registered email addresses of all qualifying competitors. A full list will also be published [here](#) for you to check.
2. Go to the [ONLINE ENTRY PAGE](#)
3. Enter your membership number or surname in the box.
4. Providing you have updated your photo, coach and height information in your [biog](#), a list with the events you have qualified in will appear ticked.
5. Untick any events which you do not wish to enter.
6. Payment is via debit or credit card. You do not need a PayPal account to pay. Your entry will not be complete until you receive a confirmation of payment email from Paypal.

**GUIDELINES FOR UPLOADING PHOTOS**

- The photo should be a clear head shot only.
- Crop the photo to a 4:3 ratio portrait size. An easy way to resize: is to right click on the photo and “Edit with Photos” using Microsoft Windows.

If the photo is deemed to be unsuitable (either on the grounds of poor quality or wrong identity) entry into the event may not be permitted.

All entries must be made via the online entry system from 01 June 2023.

ENTRY DEADLINE

Competitors who wish to accept their invitation to compete must then ensure that their entry is received no later than the ‘closing date’ of 17:00 on Monday 12th June, accompanied by the appropriate entry fee, otherwise their invitation will be forfeited.

Those swimmers receiving an invitation to compete when additional invitations are sent out, and an updated list published, on Monday 12th June must ensure they have entered no later than the start of the Team Leader meeting (18:00 on 21st July 2023).

ENTRY FEES

£15.50 per individual entry.

£30.00 per relay entry.

ENTRY CONFIRMATION

A list of processed entries will be available on the [ONLINE ENTRY PAGE](#) and will be updated automatically.

Competitors are requested to check their entries carefully and inform the Entries Administrator immediately if there are any errors national.entries@swimming.org



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22-28 JULY



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 £10.00.

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.

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, chaperones and physiotherapists must have a valid photo to gain access to the pool deck. Applications for coach/chaperone passes will be charged at £26.00 per event. **A valid DBS check, coaching and safeguarding qualification is required. Coach pass applications are now open [here](#).**

Applications received after 17th July 2023 will be subject to a £20.00 surcharge.

Applicants are advised the online Disclosure & Barring Service process could take up to 1 month to complete. All applicants must be registered with an ASA affiliated club.

All ASA clubs and license applicants will have to complete a DBS (CRB) application regardless of any previous check carried out through another organisation unless this has been registered with the DBS Update Service www.gov.uk/dbs-update-service.

If you hold a disclosure that has been registered with the DBS Update Service, and you have not yet given the ASA written consent to check the status, please submit your original disclosure certificate along with a completed consent form to dbs@swimming.org. Please also email dbs@swimming.org for a DBS Update Service Consent form.

PLEASE NOTE: It is the applicant's responsibility to ensure a DBS is in place and a pass has been purchased to attend the event. Under no circumstances will any person be allowed entry to the event without the relevant safeguarding checks in place and pass issued.

Please email britishevents@swimming.org if you have any queries.

Poolside passes will be emailed to you in PDF format to print out and bring to the event, please ensure you print these before arriving at the venue. Pouches and lanyards will be provided.





COMPETITOR INFORMATION

SCHEDULE AND CONDITIONS

The Schedule and Conditions for British Summer Championships 2023 are available on the British Swimming Website, please click [here](#).

TRAINING

Training will be available from 08:00-20:00 on Friday 21st July and 15:00-20:00 on Saturday 22nd July. Details of how to book a training slot will be confirmed in due course.

SESSION TIMES

Heats will start at 08:30 across all days.

Afternoon sessions will be run at the following times:

Saturday 22nd July	12.00
Sunday 23rd July	N/A
Monday 24th July	13.00
Tuesday 25th July	12.30 & 14.00
Wednesday 26th July	12.30 & 14.00
Thursday 27th July	13.00
Friday 28th July	12.30 & 13.45

Finals will start 17:00 across all days. Estimated session finish times will be published in the draft programme.

WARM UP AND SWIM DOWN

Warm up will start 75 minutes before each session with 35 minutes allocated to Women and 35 minutes allocated to Men.

Warm up will end 5 minutes prior to the start of the session.

Swim down will be available in the diving pit.

TEAM LEADER MEETING

It is strongly recommended that a representative from all clubs with swimmers entered in this Meet should attend the Team Leader Meeting which will take place at **18:00 on Friday 21st July 2023**, location to be confirmed in the confirmation pack.

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.

Timelines for the finals sessions will be issued at the team leader meeting.





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PONDS FORGE INTERNATIONAL SPORTS CENTRE

22-28 JULY



TICKETS

Tickets will soon be available to purchase via a ticketing agent. More information on the sale of tickets will be communicated via our [website](#) and social media channels – Instagram, Twitter and Facebook.

DOPING CONTROL

Swimmers are warned that random doping control may take place and to keep their accreditation on their person at all times for identification.

FILMING AND PHOTOGRAPHY

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





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PONDS FORGE INTERNATIONAL SPORTS CENTRE

22-28 JULY



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 Summer Championships 2023

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 by email to: abbie.roberts@swimming.org



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