

 Aquatics GB

# SUMMER CHAMPIONSHIPS

PONDS FORGE | 20-26 JULY 2024

# CONFIRMATION PACK



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## CONTENTS

<b>CONTENTS</b> .....	<b>2</b>
<b>KEY CONTACTS</b> .....	<b>4</b>
<b>KEY DATES AT A GLANCE</b> .....	<b>5</b>
<b>ENTRY CONFIRMATION</b> .....	<b>5</b>
<b>ACCREDITATION</b> .....	<b>8</b>
<b><i>ATHLETES</i></b> .....	<b>9</b>
<b><i>COACHES/TEAM</i></b>	
<b><i>MANAGERS/CHAPERONES POOLSIDE</i></b>	
<b><i>PASSES</i></b> .....	<b>10</b>
<b>COMPETITOR INFORMATION</b> .....	<b>14</b>
<b><i>SCHEDULE AND CONDITIONS</i></b> .....	<b>14</b>
<b><i>TRAINING</i></b> .....	<b>15</b>
<b><i>SESSION TIMES</i></b> .....	<b>16</b>
<b><i>WARM UP AND SWIM DOWN</i></b> .....	<b>17</b>
<b><i>TEAM LEADER MEETING</i></b> .....	<b>18</b>



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



***INSPECTION OF PARA DEVICES AND TAPING.....19***

***TICKETS.....20***

***PARKING.....21***

***CHANGING ROOMS .....23***

***DOPING CONTROL .....24***

***ANTI-DOPING EDUCATION STAND.....27***

**MERCHANDISE .....27**

***SPEEDO RETAIL. ....27***

***AQUATICS GB .....27***

**MEDICAL.....28**

**FILMING AND PHOTOGRAPHY .....29**

***OFFICIAL EVENT PHOTOGRAPHY .....29***

***FILMING AND PHOTOGRAPHY POLICY .....29***

***.....29***

***EVENT PHOTOGRAPHY AND FILMING .....32***

***.....32***

***PHOTOGRAPHY REFUSAL FORM .....34***



## KEY CONTACTS

### Aquatics GB Contact

**Issy Griffiths**  
**Aquatics GB**  
**SportPark, 3 Oakwood**  
**Drive**  
**Loughborough**  
**LE11 3QF**  
**Isobel.griffiths@**  
**aquaticsgb.com**

### Venue Contact

**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

<b>Entry Deadline</b>	Final Deadline – Thursday 18 <sup>th</sup> July @ 17:00
<b>Training Date</b>	Friday 19 <sup>th</sup> July
<b>Team Leader Meeting</b>	Friday 19 <sup>th</sup> July @18.00
<b>Competition Dates</b>	Saturday 20 <sup>th</sup> July – Friday 26 <sup>th</sup> July

## ENTRY CONFIRMATION

Please note that no paper confirmations will be sent out to competitors. The most recently updated draft programme will be available through the entry system [here](#) and a list of submitted entries is available [here](#). Competitors are requested to check their details carefully and inform the National Entries Administrator below if there are any errors.



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## National Entries Administrator – Barry Saunders

Email – [national.entries@swimming.org](mailto:national.entries@swimming.org)

'Late entries' can be submitted until **17:00** on **Thursday 18th July** for which the accompanying entry fee shall be twice that of the initial acceptance period.

### *Team Entries*

Names of swimmers for relay teams (who must be on the meet database before the competition) shall be submitted electronically to the recorders using a Team Declaration Form. The completed form must be submitted to the recorders at least **60 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not



complying with this instruction will lose their right to compete.

Please submit a Team Declaration Form [here](#).

## ***WITHDRAWALS***

All withdrawals shall also be submitted electronically [HERE](#).

### **Heats**

Withdrawals must be made by 12 noon on the day before all competition days.

### **Finals**

Finalists and reserves, 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. Reserves will be released upon publication of the Finals start sheets and if a reserve is brought in at short notice, the event will not be re-seeded.

## 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.

If you cannot find the confirmation email with the accreditation link, please use the below link to reissue the accreditation.

**Athlete  
Accreditation**

**Reissue  
Accreditation here**



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## COACHES/TEAM MANAGERS/CHAPERONES POOLSIDE PASSES

All coaches, team managers, chaperones and, Sports Science/Sports Medicine staff 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, safeguarding qualification and fulfilment of the minimum qualification/requirement for the specific role (stated below) you are undertaking is required.**

Swim England  
Members

[Apply here](#)



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



**Scottish  
Swimming and  
Swim Wales  
Members**

**[Apply here](#)**

**Sports  
Science/Sports  
Medicine Staff**

**[Apply here](#)**

**International**

**[Apply here](#)**

## **DBS/PVG and Safeguarding**

### **Swim England**

All Swim England 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](http://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 Swim England written consent to check the status, please submit your original disclosure certificate along with a completed consent form to [db@swimming.org](mailto:db@swimming.org). Please also email [db@swimming.org](mailto:db@swimming.org) for a DBS Update Service Consent form.

## Scottish Swimming/Swim Wales

For queries regarding PVG for Scottish Swimming members, please email [wellbeingprotection@scottishswimming.com](mailto:wellbeingprotection@scottishswimming.com). For queries regarding DBS for Swim Wales members, please email [welfare@swimming.org](mailto:welfare@swimming.org).



## Minimum Qualification/Requirements (specific to accredited role)

- Coaches - Coaching Qualification or Assistant Coach Certificate
- Team Manager – Team Manager Training Module 1 or 2 Certificate
- Chaperone – Club authorisation to be acting in loco parentis on behalf of the Club

**PLEASE NOTE:** It is the applicant's responsibility to ensure a DBS/PVG and Safeguarding 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 [british.events@aquaticsgb.com](mailto:british.events@aquaticsgb.com) if you have any queries.

Scottish Swimming, Swim Wales and International Poolside Passes have to be created and sent manually. They will be sent out prior to the event as long as you have the appropriate Safeguarding checks and qualifications on file.

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 Aquatics GB Summer Championships 2024 are available on the Aquatics GB Website, please click [here](#).



## TRAINING

Training will be available on the following dates and times:

Date	Time
<b>Friday 19<sup>th</sup> July</b>	08:00-20:00 (Competition Pool Only)
<b>Saturday 20<sup>th</sup> July</b>	15:45-20:00
<b>Sunday 21<sup>st</sup> July</b>	12:00-15:45
<b>Monday 22<sup>nd</sup> July</b>	14:15-15:45
<b>Thursday 25<sup>th</sup> July</b>	14:45-15:45

No training booking system will be in place therefore, athletes will need to wait if the pools are at capacity.

Training cannot take place during Competition warm-ups due to high entry numbers.



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## SESSION TIMES

Morning heats will start at 08:45 across all days of competition.

Provisional afternoon session start times are as follows, actual times will be confirmed at the Team Leader Meeting:

<b>Saturday 20<sup>th</sup> July</b>	12.30
<b>Sunday 21<sup>st</sup> July</b>	N/A
<b>Monday 22<sup>nd</sup> July</b>	12.30
<b>Tuesday 23<sup>rd</sup> July</b>	12.30 & 13.45
<b>Wednesday 24<sup>th</sup> July</b>	12.45 & 14.00
<b>Thursday 25<sup>th</sup> July</b>	13.00
<b>Friday 26<sup>th</sup> July</b>	12.55 & 14.00

Finals will start 17:00 on Sunday 21<sup>st</sup> July – Thursday 25<sup>th</sup> July. Whereas, Finals on Friday 26<sup>th</sup> July will start at 16:00. Estimated session finish times



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue





will be published in the draft programme.

## ***WARM UP AND SWIM DOWN***

All Heats and Finals Warm ups will be split into 25 minute blocks.

Para Swimmer warm-up will be at the direction of AGB Para Swimming.

Warm up sessions will be structured as necessary based upon Club name (A-L and M-Z) and Gender in compliance with the venue bather loading. Clubs are based upon their club name e.g. City of or Borough of are in A-L etc. as applicable.

A chart displaying the warm up schedule will be available at the Team Leader meeting and subsequently online.



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 19<sup>th</sup> July 2024**, in the Skyline Suite at Ponds Forge.

The presentation will be available to view [here](#), under the coaches tab, and also under the Services section of the event result Sportsystems page if a club representative is unable to attend. The presentation will also be uploaded.



Additional key information will be available to view at the Sport Information Desk.

Timelines for the finals sessions will be issued at the Team Leader meeting.

## ***INSPECTION OF PARA DEVICES AND TAPING***

A WPS Official will be available on the Field of Play near the Timing Suite at the below times and dates to have Devices and Medical Taping checked prior to competition

<b>Date</b>	<b>Time</b>
<b>Monday 22<sup>nd</sup> July</b>	<b>14:30 – 15:00</b>
<b>Tuesday 23<sup>rd</sup> – Friday 26<sup>th</sup> July</b>	<b>08:00 – 08:30</b>



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## TICKETS

Tickets are available [here](#) to purchase online. A ticketing box office will be located in the foyer of Ponds Forge to purchase tickets in-venue.

Box Office opening hours will be as follows:

Date	Heats Opening Times	Finals Opening Times
Saturday 20 <sup>th</sup> July	08:00 – 14:30	N/A
Sunday 21 <sup>st</sup> July	07:45 – 12:30	16:00 – 18:45
Monday 22 <sup>nd</sup> July	07:45 – 14:30	16:00 – 19:10
Tuesday 23 <sup>rd</sup> July	07:45 – 14:45	16:00 – 19:25
Wednesday 24 <sup>th</sup> July	07:45 – 15:00	16:00 – 20:05



Thursday 25 <sup>th</sup> July	07:45 – 14:45	16:00 – 19:40
Friday 26 <sup>th</sup> July	07:45 – 14:15	15:00 – 19:00

Doors will be opened to spectators 60 minutes before the start of each Morning Heats session and Finals session. Doors will open for Afternoon Heats sessions once all Spectators have left the seating balcony from the previous session.

Tickets are not being reserved for on the door sales, therefore will only be available for sessions that have not sold out online.

## ***PARKING***

There is limited onsite parking at Ponds Forge, with dedicated disabled spaces on the top level. Ponds Forge operates an ANPR system car park. Tickets can be purchased from the machines located at the entrance to the lift lobbies. Car park closes when venue does.



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



All event attendees are advised to use the official event car park- Castlegate Q Park (closest to Ponds) or Sheffield Station. To park here please follow the below instructions:

1. Attendees should pre book this via the following website- <https://www.q-park.co.uk/en-gb/cities/sheffield/>
2. Customer selects one of the 2 list car parks (Castlegate or Sheffield Station).
3. Enter the discount code for 50% off - PFQPSHF50 & enter vehicle reg plate which will enable the barriers to open on the event day

*You will be able to enter and exit as many times as you like during the prebooked period without the need for any tickets.*



For further information, please visit the Venue website [here](#).

## CHANGING ROOMS

Please find the Changing Room layout for the event below. Coaches/Team Managers/Chaperones may enter the Competitor Changing rooms only if they are assisting an athlete.



## ***DOPING CONTROL***

By entering this event the athlete consents to report to Doping Control, if requested, at any time during this event and agrees to abide by the [Aquatics GB Anti-Doping Rules \(2021\)](#).

If an athlete is subject to doping control they should ensure they provide detail of **all medications (prescribed or over the counter and including dosage) and supplements taken within the last 7 days in advance of the test and (where the sample collected is a blood sample) blood transfusions within the previous three (3) months**, on the Doping Control Form. Any previously disclosed medications or supplements to your club and/or Aquatics GB or your





home nation do not form any part of doping control.

Please check your medications via <https://www.globaldro.com/uk/search>

If the medication you are taking is prohibited in or out of competition you may require a TUE. Please read the details below.

## Therapeutic Use Exemption (TUE)

If an athlete **IS WITHIN** the National TUE Pool they are required to obtain a TUE before using a prohibited medication or method. You can check if you are within the National TUE Pool via

<https://www.ukad.org.uk/national-tue-pool> and selecting 'aquatics'.

If an athlete is **NOT** within the National TUE Pool but using a prohibited



medication or method and is subject to doping control they are required to apply for a retroactive TUE and you should contact Jane Smith

([jane.smith@aquatics.gb.com](mailto:jane.smith@aquatics.gb.com) or 07917 834785) as soon as possible after doping control. A retroactive TUE must be submitted to UKAD within five (5) working days of the testing taking place.

You can find out more information about Medications on the UKAD website <https://www.ukad.org.uk/medicine>

If you require support or have a query about any medications, supplements or the anti-doping rules please contact Jane Smith at Aquatics GB via [jane.smith@aquatics.gb.com](mailto:jane.smith@aquatics.gb.com) or 07917 834785. Strict Liability means athletes are wholly responsible for any banned

substance found in their system, no matter how it got there.

## ***ANTI-DOPING EDUCATION STAND***

An anti-doping education stand will be located in the foyer of Ponds Forge.

## **MERCHANDISE**

### ***SPEEDO RETAIL***

Ness Swimwear will be retailing Speedo merchandise, in the Ponds Forge foyer, throughout the event.

### ***AQUATICS GB***

Aquatics GB merchandise, new for 2024, will be available to purchase from the Sport Information Desk, **including our famous bucket hats!**



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## MEDICAL

A Paramedic will be present at the event from Saturday 20<sup>th</sup> July – Friday 26<sup>th</sup> July. They will be located within the lowest set of tribunes nearest the scoreboard on the Athlete/Team Seating side.

Please note Ponds Forge Staff will be the first responder to all incidents poolside.

The nearest hospital is:

**Northern General Hospital Accident and Emergency Dept**

Herries Rd

Sheffield

S5 7AU

It is 2.9 miles away, approximately a 15-minute drive.



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue



## FILMING AND PHOTOGRAPHY

### *OFFICIAL EVENT PHOTOGRAPHY*

Official Event Photography will be available to purchase [here](#) however, **please note:** All imagery is captured editorially and to help promote this event and the sport. This means that not every athlete or individual race will be photographed, and that specific photographic requests cannot be accepted.

### *FILMING AND PHOTOGRAPHY POLICY*

Aquatics GB 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 Aquatics GB 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.

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

Aquatics GB is committed to ensuring that all children who participate in Aquatics GB 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 Aquatics GB website [www.britishswimming.org](http://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](http://www.britishswimming.org). In addition, Aquatics GB 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 Aquatics GB 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 Swim England 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:** Speedo Aquatics GB Summer Championships 2024

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:  
[\*\*isobel.griffiths@aquaticsgb.com\*\*](mailto:isobel.griffiths@aquaticsgb.com)



Lead Partner



Funding Partner



Official Partner



Official Supplier



Endorsed Product



Host Venue

