



CONFIRMATION PACK

BRITISH SUMMER CHAMPIONSHIPS 2017

25 – 30 JULY

PONDS FORGE, SHEFFIELD



Funding Partner



Official Partner



Suppliers



Endorsed Product



Host City and Venue

Marketing Sheffield



CONTENTS

Key Contacts.....	3
Entry Confirmation.....	3
Training	3
Team Leader Meeting.....	4
Schedule.....	4
Presentations	5
General Information	5
Medical.....	6
TYR	6
Spectator Information.....	6
Filming and Photography Policy.....	7
Photography Refusal Form	8
Team Declaration Form	9

KEY CONTACTS

British Swimming Contact

Sophie Turner
British Swimming
SportPark, 3 Oakwood Drive
Loughborough
LE11 3QF
Sophie.turner@swimming.org
01509 640240

Venue Contact

Ponds Forge International Sports Centre
Sheaf St,
Sheffield
S1 2BP
0114 223 3400

ENTRY CONFIRMATION

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

National Entries Administrator – Barry Saunders

Tel – 01423 885 326 (after 18:00)

Email – national.entries@swimming.org

Late entries are now being accepted up until the end of the Team Leader Meeting which is to be held at 18:00 on Monday 24th July 2017 in the Skyline Suite at Ponds Forge. The accompanying entry fee for late entries shall be three times that of the initial acceptance period.

Names of swimmers for relay teams shall be submitted to the recorders at the event using a Team Declaration Form. The form is included at the end of this document for you to fill in in advance, but will also be available at the Team Leader Meeting and in the Omega Suite at the event. The completed form must be handed 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 NOT be allowed to compete.

TRAINING

Open training will be available on Monday 24th July in the competition pool between 09:00 – 20:00. For further information on training times, please refer to page 5.

Only personal training equipment can be utilised during warm-up and swim down in the competition pool (pull buoys, kickboards). The use of bungee cords, fins or large hand paddles is prohibited at all times.

Athletes are encouraged to use lockers to safely store their belongings. Please note there will be a clear deck policy in place on the Omega Suite side of the pool. Swimmers and coaches will be permitted access to the seating on poolside underneath the spectator stand. British Swimming and Ponds Forge will not be responsible for any lost or stolen items left unattended.

TEAM LEADER MEETING

The Team Leader Meeting will take place in the Skyline Suite at Ponds Forge at 18:00 on Monday 24th July.

In the best interest of their swimmers, coaches are requested to attend this meeting to ensure that they understand the [Conditions](#) set out for this meet and to be provided with important information relating to the operation of the event.

Please be aware that in extraordinary circumstances timings may be altered. As much notice will be given as possible if changes need to be made.

SCHEDULE

DATES	WARM UP	SESSION START	TRAINING TIMES
MONDAY 24 TH JULY			09:00 – 20:00 COMPETITION POOL
TUESDAY 25 TH JULY	SESSION 1 07:30 – 08:45	09:00	COMPETITION POOL FROM 07:30, BETWEEN SESSIONS AND UNTIL 20:00.
	SESSION 2 15:00 – 16:15	16:30	
WEDNESDAY 26 TH JULY	SESSION 3 07:30 – 08:45	09:00	
	SESSION 4 15:00 – 16:15	16:30	
THURSDAY 27 TH JULY	SESSION 5 07:30 – 08:45	09:00	
	SESSION 6 15:00 – 16:15	16:30	
FRIDAY 28 TH JULY	SESSION 7 07:30 – 08:45	09:00	
	SESSION 8 15:00 – 16:15	16:30	
SATURDAY 29 TH JULY	SESSION 9 07:30 – 08:45	09:00	
	SESSION 10 15:00 – 16:15	16:30	
SUNDAY 30 TH JULY	SESSION 11 07:30 – 08:45	09:00	
	SESSION 12 15:00 – 16:15	16:30	

The Schedule and Conditions for British Summer Championships 2017 are saved on the British Swimming Website [here](#). Please contact Sophie.turner@swimming.org if you have any questions.

PRESENTATIONS

The medal presentations are pre-scheduled for each event. This information and timings will be provided at the Team Leader Meeting. Athletes will be informed at the end of their final if they are required for a presentation and will be advised of the report time. Competitors must report to the presentation area at this time in full tracksuit and training shoes. Competitors are reminded to not wear GB Kit for this event.

GENERAL INFORMATION

Front Desk

Training day	Competition days					
25 th	26 th	27 th	28 th	29 th	30 th	31 st
08:30 – 18:00	07:30 – 12:00					
	14:30 – 19:00	14:30 – 18:00				

Accreditation - Coaches

Poolside accreditation can be purchased online [here](#). No late fees apply, however if you do not fulfil the new requirements for applications at British Swimming and Swim England events, it may take a considerable time to apply for a DBS, or achieve the required qualifications. Accreditations will be emailed to you to print out, in the same way that athletes receive theirs. Poolside passes can **only** be sold at the event for those who pass all requirements. Please email [Sophie Turner](#) if you have any queries.

As you will be aware, as of January 1st 2018, you are required to hold a valid safeguarding certificate in order to purchase a poolside accreditation. In anticipation of this, the Institute of Swimming will be running Safeguarding courses during the British Summer Championships and Swim England Summer Meet.

The safeguarding courses will be held on the following dates in the **Skyline Bar at Ponds Forge, 1-4pm**:

- Tuesday 25th July
- Wednesday 2nd – Thursday 3rd August

The course fee is £35 per head and places will be taken on a first come, first served basis, with a maximum capacity of 20 people per session. Please [BOOK YOUR PLACE](#) in advance via the IoS website.

Accreditation – Competitors

All competitors will have been sent their accreditation upon confirmation of entry. Competitors must print their own accreditation and bring it to the event. If you are unable to find the accreditation link within the confirmation email, you can organise a new one by [clicking here](#).

Please be reminded that relay-only swimmers must purchase accreditation for £1 [here](#) in advance.

Accreditation must be worn at all times inside the venue and swimmers will not be allowed access to the venue without it. Accreditation is non-transferable. If the accreditation is forgotten, lost or mislaid during competition, a replacement for coaches or competitors will be re-issued for a fee of £10. This is available from the British Swimming Front Desk.

Food and Drink

There will be provision to buy food from the cafe. No hot drinks are permitted in the seating stands or on the deck.

Athlete Seating

Athletes will have seating allocated in the stand on the Omega Suite side of the pool, as well as pool deck seating on the spectator side of the pool. Venue plans are included in this document.

MEDICAL

There will **not** be a doctor present at these Championships. Pool staff will administer first aid where necessary. The closest hospital to Ponds Forge is:

Northern General Hospital, Herries Road, Sheffield, S5 7AU.

Tel: +44 (0) 114 243 4343

TYR

TYR will be retailing at the British Summer Championships 2017. The TYR store will be located in the foyer/café area at Ponds Forge from 25th July. They will be selling official event-specific merchandise as well as racing aids and swimming accessories. Be sure to visit the TYR store during the event to see the all new merchandise and equipment!

Please note that only the names of those swimmers who entered by the initial entry closing date (12 noon on Friday 30th June 2017) will be included on the event hoodies and in the spectator programme.

TYR store opening times:

25th – 30th July: 07:30 – 12:30 and 14:30 – 19:00

SPECTATOR INFORMATION

Tickets are on sale and available to purchase on the Ticket Factory website [here](#).

Tickets will only be available on the door from Tuesday 25th July 2017 for sessions that have not sold out. Please note ticket prices are higher on the door than online.

The Box Office will be open in the foyer at the following times:

25 – 30th July: 0730 – 1800

Tickets for remaining sessions will be available on a first come first served basis at the event for the below prices. Please visit the Ticket Factory website to check availability before travelling.

	HEATS	FINALS	FULL EVENT PASS	ALL HEATS PASS
Adult	£6.50	£7	£55	£30
Concession	£5	£5.50	£40	£20

Please be aware that extra security checks will be in operation during the competition in light of recent events in the Country. This is not designed to hinder you but is purely for your safety. Please also be extra vigilant and do not leave any bags unattended as this will be treated very seriously. Thank you for your cooperation.

Parking

Parking at the venue is limited, therefore we recommend using public transport to get to the venue. Parking spaces cannot be reserved for competitors, coaches or spectators.

Ponds Forge operates a Pay and Display car park (operated by CPP). Tickets can be purchased from the machines located at the entrance to the lift lobbies. With your ticket you will be issued a £2 voucher* to spend in Ponds Forge. We also recommend parking just across the road at Castle Gate Q-Park, Broad Street where discounted prices will be honoured for Ponds Forge customers.

FILMING AND PHOTOGRAPHY POLICY

British Swimming are 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. Used responsibly, such devices are perfectly safe, but sharing images widely may betray a confidence or identify of a child/children which may present a risk of harm to the child/children concerned. The use of such equipment is difficult to control but we can all be vigilant. If you have any concerns in this area, please bring them to the immediate attention of the events officer present at the event.

This event will be photographed and filmed. Static images will be displayed on the British Swimming website www.swimming.org and at the venue. They will be used to promote the sport at this event and events in the future. Moving images will be displayed at the venue and on the live stream via www.swimming.org.

The safety of children and young people for British Swimming and each of the Home Nations is of paramount importance. If you have any child safeguarding concerns at the event please contact the events officer present at the event.

Data Protection – Recording and Photography

Images of individuals, whether in still photographs or moving film images, will often be caught by the definition of personal data in the Data Protection Act 1998. In many cases consent from the individuals will need to be obtained in order to process (capture and use) the images fairly and lawfully.

Swim England and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, Swim England and/or 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. If you are a swimmer and have any concerns about being photographed/filmed at our events please complete the 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 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 Child:

Date of Birth:

I refuse permission for the taking and/or publication of images of my child by the Official Photographer(s) in respect of the British Summer Championships 2017.

Signed (Parent/Carer):

Print Name and Date:

Official Event Photographer

We are pleased to announce that DE Photo have been appointed as the Professional Sports and Event Photographers for this event. This event, by its very nature, is in the public arena and when entering for the event the participant and their parents acknowledges this fact, which may result in the recording and publication of his/her image. All DE Photo photographers and staff have been DBS checked and the company operates a strict Child Protection Policy and Code of Ethics which can be viewed on their website at www.dephoto.biz/cpp

Medical Declarations

Please note that in accordance with the International Standards for Testing, it is the athletes' responsibility to provide all information and dosage for any medications and supplements taken on the doping control form, at the point of doping control. Any previously disclosed medications or supplements to your club and/or via a British Swimming Medical Declaration Form forms no part of doping control.

Strict liability means athletes are responsible for any banned substance found in their system, no matter how it got there.

Please can we remind you to check all medications on www.globaldro.com

Funded athlete = if your medication is prohibited you must have a Therapeutic Use Exemption (TUE) in place at all times.

Non-funded athletes = if your medication is prohibited you must contact rachel.burrows@swimming.org after doping control. You will have 5 days to submit a retroactive TUE application following your drug test.

If you require support or have a query about any medications, supplements or the anti-doping rules around this then please contact Rachel Burrows at British Swimming: 07824 618 863.

TEAM DECLARATION FORM

Clubs must complete a team declaration form, which must be handed 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.

Where a club has more than one team in an event, a swimmer who has been declared for one team may not compete for another team in the same event

CLUB			
TYPE OF TEAM (Tick as appropriate)	MALE		FEMALE
AGE GROUP			

PLEASE TICK AS APPROPRIATE

4 x 100 Free Team		4 x 200 Free Team		4 x 100 Medley Team	
-------------------	--	-------------------	--	---------------------	--

HEATS () FINALS () (TICK AS APPROPRIATE)

DAY AND DATE OF TEAM EVENT	
----------------------------	--

NAMES OF SWIMMERS IN SWIM ORDER

Name	Member No.	Date of Birth DD/MM/YEAR

NAME (PLEASE PRINT):

SIGNATURE:

DATE:

TIME.....

