



CONFIRMATION 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
SportPark, Pavilion 3,
3 Oakwood Drive
Loughborough
LE11 3QF
sophie.turner@swimming.org
01509 640240 or 07583 129988

Venue Contact

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

ENTRY CONFIRMATION

No paper confirmations will be sent out to competitors. A list of submitted entries are available [HERE](#) for national competitors and [HERE](#) for World Series competitors. Competitors are requested to check their details carefully and inform the [Entries Administrator](#) if there are any errors.

TRAINING

Open training will be available in the competition pool from 29th – 30th May between 08:00 and 20:00. For further information on training times, please refer to page 4.

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. 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 19:00 on 30th May. In the best interest of their swimmers, coaches are requested to attend this meeting to ensure that they understand the championship 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

DATE	WARM UP	SESSION START	TRAINING TIMES
29 TH MAY			08:00 – 20:00 COMPETITION POOL ONLY
30 TH MAY			
31 ST MAY	SESSION 1 08:00 – 09:15	09:30	DIVING PIT AND COMPETITION POOL FROM 08:00. COMPETITION POOL BETWEEN SESSIONS.
	SESSION 2 15:30 – 16:45	17:00	
1 ST JUNE	SESSION 3 08:00 – 09:15	09:30	
	SESSION 4 15:30 – 16:45	17:00	
2 ND JUNE	SESSION 5 08:00 – 09:15	09:30	
	SESSION 6 15:30 – 16:45	17:00	
3 RD JUNE	SESSION 7 08:00 – 09:15	09:30	
	SESSION 8 15:30 – 16:45	17:00	

The Schedule for British Para Swimming International Meet 2018 is saved on the British Swimming Website [here](#) under the **coaches** tab. Please contact sophie.turner@swimming.org if you have any questions.

II and PI Classification will take place on the 28th, 29th & 30th May for those with classification spots allocated by World Para Swimming. Please report to the event office upon arrival.



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.

GENERAL INFORMATION

Front Desk

29 th May	30 th May	31 st May	1 st June	2 nd June	3 rd June
08:00 – 17:00	08:00 – 17:00	07:30 – 12:00			
		15:30 – 18:30	15:30 – 18:30	15:30 – 18:30	15:30 – 18:00

Accreditation

British Coaches

Poolside accreditation can be purchased online [HERE](#). No late fees apply, however if you do not fulfil the 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. Please ensure you print your pass before arriving. A charge of £10 will apply if you require us to print it on site. Poolside passes can **only** be sold at the event for those who pass all requirements. Please email [Sophie Turner](#) if you have any queries.

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 request a new one [HERE](#) for national competitors and [HERE](#) for World Series competitors.

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 or mislaid during competition, a replacement for coaches or competitors will be re-issued for a fee of £10. This is available from the Front Desk.

Athlete Seating

Teams will have blocks allocated in the stand that overlooks the competition pool, and a pen will be available on deck for coaches and athletes.



MEDICAL

There will be a paramedic present at this event for athletes. 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 Para Swimming International Meet 2018. The TYR store will be located in the foyer/café area at Ponds Forge from 31st May. 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!

SPECTATOR INFORMATION

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

Tickets will only be available on the door for sessions that have not sold out. The Box Office will be open in the foyer 08:00 – 19:00 on 31st May – 3rd June.

Tickets for remaining sessions will be available on a first come first served basis at the event. Please visit the Ticket Factory website to check availability before travelling. Please note ticket prices will be higher on the door than online:

	INDIVIDUAL SESSIONS	FULL EVENT PASS
Adult	£8	£48
Concession	£7	£42

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 honored for Ponds Forge customers.



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 Department, Sportpark Pavilion 3, 3
Oakwood Drive, Loughborough, LE11 3QF**

TEAMS ACCOMMODATION AND TRAVEL PACKAGE

HOLIDAY INN EXPRESS SHEFFIELD:

THE 3* HOLIDAY INN EXPRESS SHEFFIELD IS LOCATED WALKING DISTANCE FROM PONDS FORGE ISC

SINGLE ROOMS @ £144.00 PER ROOM, PER NIGHT

TWIN ROOMS @ £99.00 PER PERSON SHARING, PER NIGHT

Your accommodation package includes:

Buffet breakfast, buffet dinner at the hotel only + TAX/VAT

Lunch +£15 per person

WE CAN ALSO ARRANGE YOUR AIRPORT TRANSFER AT AN ADDITIONAL FEE – PLEASE SEE 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: (REQUIRED FOR TRANSPORTATION INFO)



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Athlete Confirmation Pack

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: (E.G. NUMBER OF ACCESSIBLE ROOMS REQUIRED)

TRANSPORT:

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 13TH 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

