



ENTRY **PACK**

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BRITISH PARA-SWIMMING INTERNATIONAL MEET 23-27 APRIL

TOLLCROSS INTERNATIONAL SWIMMING CENTRE, GLASGOW



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CONTACT DETAILS

Ben Tarrant
British Swimming
SportPark
3 Oakwood Drive
Loughborough
LE11 3QF
ben.tarrant@swimming.org

ENTRY INFORMATION & KEY DATES

All entries must be made via the online entry system
Closing Date for Classification: **Friday 11th March 2016**
Entry Open Date: **Monday 25th January**
Closing Date for swimmers requiring classification: **Friday 11th March 2016**
Closing Date for swimmers who do not require classification: **Wednesday 30th March 2016**

Entry Fees

Individual Events: £12

Entry Confirmation

Please note that no paper confirmations will be sent out to competitors. A list of processed entries will be available via the online entry front page

Competitors are requested to check their details carefully and inform the National Entries Administrator David Dickenson immediately if there are any errors on +44 (0)1142815488 / +44 (0) 7814744414 or email ddickenson@yahoo.com

A draft programme will be available on the online entry page from [here](#)

Guide to Entering

Online entry for all competitors;

Go to: **www.swimming.org** click on British Swimming and then click on the “All Events Calendar” on the right hand side of the page and search for the event.

1. Or follow the direct link: [here](#)
2. You will not be able to enter the event without uploading a photo first. This photo will be used for your accreditation. If you're having difficulty uploading your data please click [here](#).
3. On the front page there is a link to the online entry; please follow the instructions completely to the end of the process and ensure you submit your entry.
4. Please note that cheques will not be accepted as payment for entry fees.
5. Payment: Debit/Credit Cards are accepted via Paypal.

All entries and the appropriate entry fee must be received online by **12 Noon on Friday 11th March 2016 (Classification) & Wednesday 30th March (Non-Classification)**. Entries will not be processed until payment has been received. Entries without fee, entries incorrectly completed and improved entries will not be accepted.



Data Protection Statement

The ASA/British Swimming will use your personal data for the purpose of your involvement in ASA/British Swimming events and I understand that by submitting my entry, I am consenting to receiving information about the ASA/British Swimming event I am involved in by post, email, SMS/MMS, online or phone unless stated otherwise.

COMPETITOR INFORMATION

Venue

Tollcross International Swimming Centre
367 Wellshot Rd
Glasgow
G32 7QP
Tel: +44 (0) 141 276 0801
www.glasgowlife.org.uk

Dates

Training days: 21st – 22nd April
Competition days: 23rd – 27th April

Session Start Times

Heats: 9:30am
Finals: 5:30pm

Training

Training will be available in both the training and competition pool, training times will be published in the confirmation pack.

Withdrawals

Full details of the withdrawal procedure will be published in the Team Confirmation Pack after the closing date has passed.

Classification

Due to the large number of swimmers attending the championships classifications will be strictly by invitation only. British Swimming will identify swimmers for classification. If you require any information about this please contact the Classification officer directly via email: classification@swimming.org or call 0161 244 5332. International entrants should request classification to IPC Swimming Office via their NPC.
www.paralympic.org/swimming/classification/opportunities

Doping Control

Swimmers are warned that random doping control may take place during these championships. Please ensure that you keep your accreditation on your person at all times, which incorporates your photograph and will be needed for identification. The Anti-Doping Rules of British Swimming apply to this event. Results management for any Anti-Doping Rule Violation will remain the responsibility of the applicable National Federation. Athletes on the World Class Pathway are responsible for ensuring that they have a valid Therapeutic Use Exemption

(TUE) to use any substance that is considered prohibited under the current World Anti-Doping Code Prohibited List. International athletes attending will be required to conform to their own Governing Body procedures regarding TUE's. Other British athletes entering the competition who are tested and require a TUE have 10 working days to apply through British Swimming/UK Sport for exemption. Any costs involved are the responsibility of the athlete and not the Governing Body. This could be around £160. If the athlete already has



an approved and valid TUE from the International Paralympic Committee there is no need for that athlete to re-apply to their relevant National Anti-Doping Organisation. Further information on doping control, the Prohibited List and TUEs can be obtained from the World Anti-Doping Agency's website: www.wada-ama.org

Accreditation

Uploading your photo

For this event you will be required to print your accreditation at home. Please follow the guidelines below when uploading your photo to ensure the image fits:

1. Clear Head and shoulders shot – please crop it down if it's not.
2. SIZE: Width of 200 pixels
 - a. An easy way to resize is to open the photo in 'Microsoft Office Picture Manager'. > Edit Pictures> Resize> Type '200' in Custom Width x Height and hit enter to adjust the height accordingly.
 - b. Similar can be achieved in 'Paint'. > Resize> Select 'Pixels'> Type '200' in Width and the height will adjust accordingly> Select 'OK'.
3. If your photo is not suitable or doesn't look like you, you may not be permitted entry into the event.

International Athletes – Please email jo.purkiss@swimming.org with a recent photo of yourself. This will be available to print when you arrive at Tollcross International Swimming Centre.

Accreditation is non-transferable and only one accreditation pass will be issued - if this is lost or mislaid during competition you should report to the event front desk where a replacement accreditation will be issued at a charge of £10.00.

**Competitor & Coach accreditation will be issued from the accreditation desk in the reception area of Tollcross International Swimming Centre on:
Thursday 21st & Friday 22nd April from 9am**

All coaches, chaperones, personal care attendants, spotters and physiotherapists must have a valid photo accreditation to gain access to the pool deck. The application process is detailed further down this entry pack and is also available on the British Swimming website. Further details of the accreditation assignment for personal care attendants and spotters can be found in the conditions.

Athlete Medical Services

A doctor will be present at the venue during the competition to provide medical treatment. Contact details of the doctor will be provided in the Team Confirmation Pack.

DESIGNATED HOSPITAL

Glasgow Royal Infirmary,
84 Castle Street,
Glasgow
G4 0SF
Tel: +44 (0)141 211 4000

Lifeguards will be on-site at the competition venue to provide first aid during training and competition.



INTERNATIONAL COMPETITOR INFORMATION

All accommodation and travel can be booked via a package offer through our logistics provider CSE.

CSE Contact Information

Mandy Bateman
E: Mandy@cseplc.com
T: +44 (0)121 647 4096

Mandy will be able to answer all questions and queries regarding your requirements.

Please fill out the form at the back of this entry pack with your requirements and return it via email to Mandy before the **18th March 2015**. Please note that travel, team catering and accommodation cannot be booked separately. If you choose to book your accommodation at another hotel you must provide your own mode of transport and catering.

Accommodation and Travel

Jury's Inn Glasgow
80 Jamaica Street
Glasgow
G1 4QG

Package Rate for Jury's Inn

This set rate includes accommodation, travel and full board catering.

Single: £175 per room per night

Twin: £125 per room per night

The hotel provide four star standard accommodations and are located in the center of Glasgow close to the rail station and Tollcross International Swimming Centre. British Swimming will also provide an airport transfer from our nominated airport, Glasgow International, to the hotel and return for your departure. Travel to and from the hotel will also be provided via a Shuttle Service on training and competition days.

Catering

Breakfast, Lunch (provided at hotel) and Dinner will be provided at the hotel. Further details of the collection points for the packed lunch will be available in the Team Confirmation Pack.



SPECTATOR INFORMATION

Tickets are available via [ticketmaster](#) and the event calendar page. Tickets & Programmes will also be available to buy at the competition from the Ticketmaster Box office in the reception area at Tollcross International Swimming Centre. The Box Office will be open 90 minutes before the session start each day which will also be doors opening time.

Ticket prices are below:

Ticket Type	Online
Adult Heats	£7.00
Adult Finals	£11.00
5 Day Adult Pass	£35
Concession Heats	£5
Concession Finals	£9.00
5 Day Concession Pass	£25

Programme: £5

A spectator information pack will be available via the website at www.swimming.org closer to the event.

VIDEO 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.

The ASA 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, the ASA 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 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.



SCHEDULE OF EVENTS

Day 1	Day 2	Day 3	Day 4	Day 5
23rd April 2016	24th April 2016	25th April 2016	26th April 2016	27th April 2016
Heats 9.30am	Heats 9.30am	Heats 9.30am	Heats 9.30am	Heats 9.30am
W 100m Freestyle M 100m Freestyle W 50m Breaststroke M 50m Breaststroke W 100m Breaststroke M 100m Breaststroke	W 100m Backstroke M 100m Backstroke W 50m Backstroke M 50m Backstroke	W 100m Butterfly M 100m Butterfly W 50m Butterfly M 50m Butterfly	W 200m Freestyle M 200m Freestyle W 400m Freestyle M 400m Freestyle	W 50m Freestyle M 50m Freestyle W 200m Individual Medley M 200m Individual Medley W 150m Individual Medley M 150m Individual Medley

Finals 5.30pm	Finals 5.30pm	Finals 5.30pm	Finals 5.30pm	Finals 5.30pm
W 100m Freestyle M 100m Freestyle W 50m Breaststroke M 50m Breaststroke W 100m Breaststroke M 100m Breaststroke	W 100m Backstroke M 100m Backstroke W 50m Backstroke M 50m Backstroke	W 100m Butterfly M 100m Butterfly W 50m Butterfly M 50m Butterfly	W 200m Freestyle M 200m Freestyle W 400m Freestyle M 400m Freestyle	W 50m Freestyle M 50m Freestyle W 200m Individual Medley M 200m Individual Medley W 150m Individual Medley M 150m Individual Medley



EVENT CONDITIONS

- IPC Swimming Approved Competition
- IPC Swimming International Classifications offered
- GBR Trials for the Rio 2016 Paralympic Games

The Events

Event	Male & Female
50m Freestyle	S1-S14
100m Freestyle	S1-S14
200m Freestyle	S1-S5 & S14
400m Freestyle	S6-S14
50m Backstroke	S1-S5
100m Backstroke	S1,S2 & S6-S14
50m Breaststroke	SB1-SB3
100m Breaststroke	SB4-SB9, SB11-SB14
50m Butterfly	S1-S7
100m Butterfly	S8-S14
150m Individual Medley	SM1-SM4
200m Individual Medley	SM5-SM14

All events are swum separately for males & females

Eligibility

- **S1-S10** - All competitors must have an authorised British Swimming or IPC Swimming Classification, which is held on the British Swimming or IPC Swimming Classification Database at the time of entry, with the exception of those on the list for classification immediately preceding the competition
- **S11-S13** - All competitors must have an authorised BBS or IPC Swimming Classification, which is held on the British Swimming or IPC Swimming Classification Database at the time of entry
- **S14** - All competitors must have an authorised INAS-FID or IPC Swimming Classification, which is held on the INAS-FID or IPC Swimming Classification Database at the time of entry
- All competitors must be at least 11 years of age on the 31st December 2016
- A Youth Swimmer must be aged 16 Years or under on the 31st December 2016

Entries

- Entrants must have equaled or bettered the published minimum entry time either long course or short course in the 12 months prior to the entry closing date, other than the following exception:
 - Any swimmer who is required to complete an event as part of the classification process will have their entry accepted without the requirement of having achieved the published entry standard.

Rules

- The event will be held under IPC Swimming Rules and Regulations
- Protests will be dealt with in accordance with IPC Swimming Rules and Regulations



Competition

- All Events will be swum as Multi-Classification (MC) events. All Results will be determined by the highest points score utilising the British Para-Swimming Points (BPSP) system
- This is the selection meet for the GBR Team for the Rio 2016 Paralympic Games. Progression from the Heats to the Finals will be limited to those swimmers in classes that have medal events at the Rio 2016 Paralympic Games at the time of entry, and those who are eligible to swim up a class in an event
- 2 finals will take place for all events. A, 3rd final will also take place for events with an entry of greater than 50 swimmers as at the entry closing date. If necessary a swim-off may be used to determine swimmers for a final
- Finals will be determined as follows:
 - In events with 2 finals the top 20 swimmers as determined by BPSP will progress to the finals. The 2 finals will be run in slowest to fastest with 10 in each final (for example final 1 will be 20th to 11th and final 2 will be 10th to 1st ranked by time).
 - In events with 3 finals the top 30 swimmers as determined by BPSP will progress to the finals. The 3 finals will be run in slowest to fastest with 10 in each final.
 - There will be no reserve swimmers for the Finals.
 - A separate final for international swimmers may be held where there is a large entry in an event.
- Awards will be made to the top 3 swimmers across the finals. These will be awarded based on BPSP
- A youth award will be made to the highest point's scorer (utilising BPSP) in the youth category - 16 years or under based on performances across heats and-finals

Accreditation

- All coaches and personal care attendants must have accreditation. Personal care attendants will be permitted for swimmers in the following classes: S1, S2, S3, S4 and S11. Extenuating circumstances in the case of swimmers of other classes requiring a personal care attendant will be considered, and such applications should be made via the online accreditation system. Such attendants will be excluded from any restrictions and will be given the same accreditation as the swimmer for whom they have personal care responsibilities
- A swimmer in any of the classes as specified above may have both a coach and a personal care attendant present. The personal care attendant accreditation will be free of charge

Withdrawal from Heats

- Withdrawals must be made by the end of the Team Leader Meeting for day 1 swims, and by 12 noon on the day before for all subsequent days



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 individual event in the Session in which they qualify for the final. The withdrawal shall be made on the official withdrawal form

Call Room

- The call room will be located at the start end of the pool
- Swimmers must report to the competition stewards, in the call room, for heats and finals and follow their direction
- Finalists are required to report to the call room 15 minutes prior to the event.
- Upon entry they must ensure that they report to the steward and be registered as being in the call room
- Swimmers must enter the call room 'race ready' and under normal circumstances having entered the call room they should remain in its confines until led onto the pool deck for their race

Doping Control

- Swimmers are warned that random doping control may take place during this meet. They must ensure that they have their accreditation at all times for identification purposes

Team Leader Meeting

- It is a requirement for a representative from all clubs/countries to attend the Team Leader Meeting on the evening of Friday 22nd April 2016
- The time and location of the meeting will be notified in the competitor confirmation pack

QUALIFYING TIMES

The Qualifying Times for British Swimming Championships 2016 are saved on the British Swimming Website as a PDF [here](#) . Please contact ben.tarrant@swimming.org if you have any questions regarding the qualifying times.



COACH AND CHAPERONE PASS

Anyone requiring access to poolside must purchase a pass [here](#) in advance. Passes can be collected from Thursday 21st April.

International coaches please click [here](#) to purchase your coach pass.

All passes will be available to collect at the event; passes will NOT be posted out. If you have applied for an Annual Coach Pass it will be available to collect at the British Para Swimming International Meet, if you have applied for individual passes they will be available to collect at the relevant event.

Please note that ALL applicants MUST be DBS checked through the ASA/SASA/WASA. Read below before applying online.

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

All ASA/SASA/WASA 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. All applicants must enclose 1 passport sized photograph.

If you hold a disclosure that has been registered with the DBS Update Service, and you have not yet given the ASA/SASA/WASA written consent to check the status, please submit your original disclosure certificate along with a completed consent form to Sam Massey, DBS Coordinator, Membership Services, ASA, Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Leicestershire, LE11 3QF. Please email dbs@swimming.org for a DBS Update Service Consent form.

All passes will be sent out via the post, if you have not received your coach/chaperone pass one week prior to the championship, then please contact Jo Purkiss on 01509 640263 or via email at jo.purkiss@swimming.org. It is the responsibility of the individual coach to ensure their pass is received prior to the event.

PHOTOGRAPHY REFUSAL FORM

Name of Swimmer:		Date of Birth:
I refuse permission for footage of my child/myself to be used as part of British Swimming's research programme.		
Signed (Parent/Carer):	Print Name:	Date:

PLEASE SEND FORM BACK TO:

BRITISH SWIMMING EVENTS, PAVILION 3, SPORTPARK, 3 OAKWOOD DRIVE, LOUGHBOROUGH UNIVERSITY,
LEICESTERSHIRE, LE11 3QF
FAX: 01509 640 191



BRITISH PARA-SWIMMING INTERNATIONAL MEET
GLASGOW, 23rd – 27th April 2016

CSE are pleased to offer teams' special 'all-inclusive' accommodation package as follows:

JURYS INN GLASGOW:

Single Rooms @ £195.00 per room, per night
 Twin Rooms @ £155 per person sharing, per night

Your accommodation package includes:

*Transport to / from Glasgow Airport
 Transport to / from Tollcross Pool
 Buffet breakfast, buffet lunch & buffet dinner at the hotel
 VAT*

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: *Please advise the number of wheelchair users in your team (required for transportation info)*

Arrival Date: TUE 19 APR WED 20 APR THU 21 APR FRI 22 APR OTHER

Departure Date: TUE 26 APR WED 27 APR THU 28 APR 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:*(i.e number of accessible rooms required)*

TRANSPORT ARRANGEMENTS:

Airport transfers between Glasgow Airport & your hotel are included within your rate.
 Please provide your flight information below in order for CSE to arrange your transfer:

DEPARTURE AIRPORT: _____

ARRIVAL DATE: _____ **ARRIVAL TIME:** _____ **FLIGHT NUMBER:** _____

DEPARTURE DATE: _____ **DEPARTURE TIME:** _____ **FLIGHT NUMBER:** _____

Please make your cheque payable to 'Corporate & Sporting Events'. Payments by credit card are subject to a 2.5% handling fee. 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:

SIGNATURE:
.....

CARDHOLDER NAME:

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 29th January 2016 are non-refundable.

Your request is subject to availability at the time of booking so please return your form as soon as possible to:

Mandy Bateman

Corporate & Sporting Events, Alexander Stadium, Walsall Road, Birmingham, B42 2LR.

Tel: 0121 647 4096

Fax: 0121 647 4099

E: mandy@cseplc.com

