



ENTRY PACK

CITI PARA SWIMMING WORLD SERIES INC. BRITISH PARA-SWIMMING MEET 2023

16-19 MARCH

PONDS FORGE INTERNATIONAL
SPORTS CENTRE



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KEY CONTACTS

British Swimming Contact

Issy Griffiths
Events & Partnerships Officer
British Swimming
SportPark
3 Oakwood Drive
Loughborough
LE11 3QF
isobel.griffiths@swimming.org
+44(0) 7583 015581

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:

[Accommodation in Sheffield](#)

[Things to Do in Sheffield](#)

[Eating Out in Sheffield](#)





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KEY DATES

Entry Opening Date	1 st January 2023
Entry Closing Date	15 th February 2023 @ 12noon
Training Dates	13 th – 15 th March 2023
Competition Dates	16 th – 19 th March 2023

ENTRY INFORMATION

Please Note: This entry pack provides information for entries into the British Para-Swimming Meet 2023 only. All World Series entries will be made by the relevant NPC/NF on the athlete's behalf. The Citi Para Swimming World Series Great Britain entry package is available [HERE](#).

If you are a British WPS Classified Athlete and wish to enter the World Series via British Para-Swimming please email: paraswimming@swimming.org. Emails will be responded to from 3rd January 2023.

Guide to Entering Online

- Follow the online entry page link [HERE](#).
 - Enter your membership number or surname in the box.
- Providing you have updated your photo information in your [biog](#), a list with the events you have qualified in will appear ticked.
- Untick any events which you do not wish to enter.
- Payment is via debit or credit card; please follow the PayPal payment instructions. You do not need a PayPal account to do this. Your entry will not be complete until you receive a confirmation of payment email from Paypal.

National entries for the British Para-Swimming Meet shall open on **1st January 2023**. All national entries for the British Para-Swimming Meet shall be received by no later than **15th February 2023 @ 12noon GMT**.

Entries without completed payment will not be accepted. **No entries are permitted after this time.**





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Entry Fee:

Entry Fee (per event)
£20

Entry Confirmation

A list of processed entries for the British Para-Swimming Meet 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 of any errors.

A draft programme will be available on the [ONLINE ENTRY PAGE](#) also once live following the initial entry closing date.

ACCREDITATION

All competitors, coaches, chaperones, team staff and volunteers must have a valid accreditation to access the event. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten or lost, a replacement pass will be re-issued for £10 at the Sports Information Desk.

Your accreditation will be sent to you by email in PDF format upon completion of your entry.

Please print and bring with you to the event where you can collect a pouch and lanyard from the Sports Information Desk.

If you are unable to find the accreditation link within the confirmation email, you can issue yourself a replacement. Link will be provided once available.

Poolside Passes

Anyone requiring poolside access must purchase a pass. In order to do this, you must have proof of your DBS check and safeguarding certificate.

SE members purchase a pass [here](#)

SS and SW members purchase a pass [here](#)

Physio/Support staff purchase a pass [here](#)

Accreditation will be emailed to you in PDF format to print and bring to the event where pouches and lanyards will be provided.





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COMPETITOR INFORMATION

Session Times

Heats will start at 09:30 and finals at 17:00. Estimated session finish times will be in the confirmation pack.

Warm Up and Swim Down

The structure of Warm up will be determined depending on entry numbers. Additional warm up and swim down will take place in the Diving Pool behind the Competition Pool.

Training

Training will be available for all competitors on 13th – 15th March 2023. More information will follow in the confirmation pack.

Doping Control

Swimmers are warned that random doping control may take place during these Championships. The Anti-Doping control / processes will be carried out in full accordance with the IPC Anti-Doping Code and the IPC Doping Control Agreement. More information can be found [here](#).

VENUE INFORMATION

Details around athlete flows and key areas will be outlined in the event confirmation pack.





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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 Events 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.





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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 SE 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.



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PHOTOGRAPHY REFUSAL FORM

Name of Swimmer: _____

Membership Number: _____

Event: Citi Para Swimming World Series inc. British Para-Swimming Meet 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 to: **British Swimming Events, Sportpark, 3 Oakwood Drive, Loughborough, LE11 3QF** or BritishEvents@swimming.org





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SPECTATOR INFORMATION

For the first time in 3 years we welcome Spectators back to the Citi Para Swimming World Series inc. British Para-Swimming Meet to watch some of the best international and domestic para swimmers on home soil ahead of the World Para Championships taking place in the summer in Manchester. Spectator ticket information will be outlined at a later date.

DOCUMENTS

All documents relating to this event are saved under the Coaches tab [HERE](#) on the Citi Para Swimming World Series inc. British Para-Swimming Meet 2023 event page.

For detailed information on athlete eligibility and meet procedure please see the Event Conditions.

Please contact Isobel.griffiths@swimming.org if you have any questions.

COVID-19

There are currently no COVID 19 protocols for travel and activities within Great Britain.

To avoid contracting COVID 19 you may adhere to the following:

- Wear a face mask in an enclosed space where social distancing is compromised
- Wash your hands frequently and use hand sanitiser
- Social distance where possible and minimise mixing

Please be aware that as the COVID 19 situation changes the COVID 19 plan will be continuously reviewed and therefore subject to change until the event. British Swimming will communicate any changes.





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TEAM LEADER MEETING

It is recommended that a representative from all clubs/countries with swimmers entered in this Meet to attend the Technical Meeting. Details of the time and location of the meeting will be confirmed as soon as possible. Attendees are reminded to bring any tapping and starting devices and modified swim suits for approval.

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.

ACCOMMODATION AND TRAVEL PACKAGE

An accommodation package provided by CSE is available, in conjunction with transport, during the event for the following hotels. Both options include full board catering, airport transport and VAT.

4* Crowne Plaza Royal Victoria

Single room rate GBP 179

Twin room rate GBP 149

3* OYO Hotel Sheffield Metropolitan

Single room rate GBP 149

Twin room rate GBP 129

Payment Deadlines

- A 10% deposit is required at the time of booking
- Full balance is due by Friday 3rd February 2023

Important Notice

Following the final payment deadline (3rd February) booking requests for accommodation and travel can be made by contacting Kerri.Weston@cseplc.com from CSE directly. However, please note that booking requests after 3rd February will be subject to availability and therefore booking of accommodation and travel would not be guaranteed.



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Rate Cancellation Charges

- Full charges apply from Monday 6th February 2023

The booking form is available under the Coaches tab on the Citi Para Swimming World Series inc. British Para-Swimming Meet event page [HERE](#). Please return your form as soon as possible to:

Kerri.Weston@cseplc.com



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