



# ENTRY PACK

## BRITISH SWIMMING CHAMPIONSHIPS 2023

4-9 APRIL

PONDS FORGE INTERNATIONAL  
SPORTS CENTRE



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## CONTENTS

KEY CONTACTS .....	3
KEY DATES AT A GLANCE.....	3
A GUIDE TO ONLINE ENTRIES .....	3
ENTRY INFORMATION.....	4
ACCREDITATION .....	4
COMPETITOR INFORMATION.....	5
FILMING AND PHOTOGRAPHY POLICY .....	6
PHOTOGRAPHY REFUSAL FORM .....	7
SPECTATOR INFORMATION .....	7
SCHEDULE, QUALIFYING TIMES, CONDITIONS .....	7
COVID-19 .....	7



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## KEY CONTACTS

British Swimming Contact	Venue Contact
Coral Pitcher British Swimming SportPark, 3 Oakwood Drive Loughborough LE11 3QF <a href="mailto:coral.pitcher@swimming.org">coral.pitcher@swimming.org</a>	Ponds Forge International Sports Centre Sheaf Street Sheffield City Centre Sheffield S1 2BP 0114 223 3400 <a href="#">Website</a>

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

- Entry Deadline:** Tuesday 14<sup>th</sup> March 2023 at 5pm  
**Training Date:** Monday 3<sup>rd</sup> April 2023  
**Team Leader Meeting:** Monday 3<sup>rd</sup> April 2023 at 6pm  
**Competition Dates:** Tuesday 4<sup>th</sup> April – Sunday 9<sup>th</sup> April 2023

## A GUIDE TO ONLINE ENTRIES

1. Go to the [ONLINE ENTRY PAGE](#). Entries open **Wednesday 1<sup>st</sup> February 2023**.
2. Enter your membership number or surname in the box.
3. Providing you have a recent photograph in your [biog](#), a list with the events you have qualified in will appear ticked.
4. Untick any events which you do not wish to enter.
5. 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.**





## ENTRY INFORMATION

The following guidelines should be followed for uploading photos:



1. The photo should be a clear head shot only.
2. Crop the photo to a 4:3 ratio portrait size. An easy way to resize: is to right click on the photo and "Edit with Photos" using Microsoft Windows.

If the photo is deemed to be unsuitable (either on the grounds of poor quality or wrong identity) entry into the event may not be permitted.

Entries must be received before **17:00hrs on Tuesday 14<sup>th</sup> March 2023**. The entry fee is **£16.50 per swim**.

Entries without completed payment will not be accepted.

## ENTRY CONFIRMATION

A list of processed entries is 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 [national.entries@swimming.org](mailto:national.entries@swimming.org).

A draft programme will be available on the [ONLINE ENTRY PAGE](#) after 17<sup>th</sup> March 2023.

## 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 Front Desk.**



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### Athletes

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 Front Desk.

The barcodes contain your membership number and will be scanned to check the details against the entry database.

If you are unable to find the accreditation link within the confirmation email, you can issue yourself a replacement [here](#).

### Poolside Passes

**Coaches, team managers and physio/support staff requiring access to poolside must purchase a pass [HERE](#) in advance.** Accreditation will be emailed to you in PDF format to print and bring to the event. Pouches and lanyards will be available from the Front Desk.

## COMPETITOR INFORMATION

### Session Times

There will be two Heats sessions, the first will start at 09:30am and the second will start at 1pm (subject to change). The finals session will start at 6pm. Estimated session finish times will be in the draft programme (17<sup>th</sup> March) after the close of entries.

### Warm Up and Swim Down

Warm up in the competition pool will begin 90 minutes prior to the start of the session and will end 15 minutes prior to the start of the session. Swim down will be in the 25m diving pool next to the competition pool.

### Between Sessions

Only the swim down pool will be available between sessions.

### Training

Open training will be available for all competitors on the 3<sup>rd</sup> April 2023 from 09:00

– 20:00. Full details will be provided in the Confirmation Pack following the close of entries.

### Doping Control

By entering this event, you / your child, consents to report to Doping Control if requested any time during this event. You also agree to abide by the British Swimming & UKAD Anti-Doping Rules. For further information, See Link: [Anti-Doping | British Swimming | British Swimming](#)

### Team Leader Meeting

The Team Leader meeting will take place at 6pm on 3<sup>rd</sup> April, the location will be confirmed in the 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 Event Officer immediately to disclose your concerns.

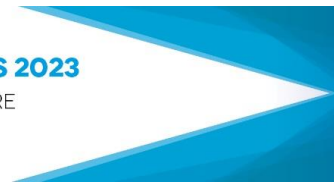
### Event Photography and Filming

This event **will be photographed and live streamed**. Static images will be displayed on the British Swimming website [www.britishswimming.org](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, 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 Swimming Championships 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 by email to: [coral.pitcher@swimming.org](mailto:coral.pitcher@swimming.org)

## SPECTATOR INFORMATION

### Spectator Tickets

British Swimming will be selling tickets via a ticketing agent. More information on the sale of tickets will be communicated in due course.

## SCHEDULE, QUALIFYING TIMES, CONDITIONS

The Schedule, Conditions and Consideration Times for British Swimming Championships 2023 are saved on the British Swimming Website [here](#). Please contact [coral.pitcher@swimming.org](mailto:coral.pitcher@swimming.org) if you have any questions.

## COVID-19

Although there are no domestic COVID-19 restrictions in England, COVID-19 remains a risk and there are steps that can be followed to keep yourself and others safe. Please consider the following when attending the pool:

- Consider wearing a face covering especially in crowded or enclosed spaces
- Wash your hands with soap and water or use hand sanitizer regularly throughout the day.
- If you have any of the following symptoms the government advises you to stay at home: a new continuous cough, high temperature, loss, or change in, your normal sense of taste or smell.



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Dependant on the COVID situation at the time of the meet, all involved in the event **may be required** to agree to a COVID-19 Code of Behaviour and opt in form. These will be circulated to athletes, coaches, volunteers and event staff, along with the event confirmation pack following the close of entries.

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



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