



ENTRY **PACK**



BRITISH SWIMMING CHAMPIONSHIPS 12 – 17 APRIL

GLASGOW



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KEY CONTACTS

British Swimming Contact

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

Venue Contact

Tollcross International Swimming Centre
367 Wellshot Rd,
Glasgow
G32 7QP
0141 276 0801

ENTRY INFORMATION

Updating your Biog

Prior to entry, if you have not updated the following information in either 2015 or 2016 then you will need to do so on your biographies page by [clicking here](#):

- Photo
- Coach
- Height

Entry will not be possible without the updated information.

If you have difficulty updating your data, you can find full instructions [here](#).

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.

Guide to Entering Online

All entries must be made via the online entry system. Please see instructions below on how to complete your entry.



1. Go to the entry page [here](#).
2. Enter your membership number or family name in the box.
3. Providing you have updated your Biogs page, a list with the events you have qualified in will appear ticked.
4. Untick any events which you do not wish to enter.
5. Please note that cheques will not be accepted as payment for entry fees. Your entry will not be submitted until you receive a confirmation of payment email from Paypal.

Closing Date

All entries close at **12 Noon on Wednesday 23rd March 2016.**

Entries without fee and/or incorrectly completed will not be accepted. No late entries or paper entries will be accepted.

Entry Fees

£12 per swim.

Entry Confirmation

Please note that **no paper confirmations will be sent out to competitors**. A list of processed entries will be available on the online entry [page](#) and will be updated automatically after completing the entry procedure.

Competitors are requested to check their entries carefully and inform the National Entries Administrator, Barry Saunders, immediately if there are any errors national.entries@swimming.org

A draft programme will be available on the online entry [page](#) following the close of entries.

ACCREDITATION

All competitors, coaches, chaperones and physiotherapists must have a valid accreditation to gain access to the pool deck. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten, lost or mislaid during competition, a replacement pass will be re-issued from the Accreditation desk for a fee of £10.

Athletes

Your accreditation will be sent to you by email on completion of your entry.

Please follow the below process to ensure your accreditation is correct:

- Please ensure this is printed (black/white or colour) and brought to the event.
- It is important that you follow the photo guidelines in the 'Uploading a Photo' section to ensure the photo fits your accreditation.



- Once printed, fold it twice so your photograph is visible on the front and your events are visible on the back.
- Take it to the competition where pouches and lanyards will be provided at the Accreditation Desk.

The barcodes contain your membership number and a security code. There will be checks at the competition comparing these details against the entry database and photographic list.

Coaches/Chaperones/Physiotherapists

Anyone requiring access to poolside must purchase a pass [here](#) in advance. Passes can be collected from Sunday 10th April at the Accreditation Desk.

Applicants must have a valid Disclosure & Barring Service (DBS formerly CRB) check, be registered with an ASA/SASA/WASA affiliated club, and be able to provide a suitable headshot photograph. If there is any doubt as to whether the coach/chaperone has the relevant DBS disclosure please contact:

ASA DBS Office: 01509 618738

Jo Purkiss Events Department: 01509 640261

Please be aware the application process for a DBS could take up to 4 weeks to complete and is valid for 3 years from the date of issue.

All 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 apply for an Annual Pass, this will be available to collect at the first event that you attend.

COMPETITOR INFORMATION

Session Times

Heats will start at 10.00 and finals will start at 18.30. Estimated session finish times will be published 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 (08:30 and 17:00) and will end 15 minutes prior to the start of the session. Swim down will be available in the 50m training pool.

Training

Open training will be available for all competitors on 10th and 11th April 2016 in the competition pool. Full details will be provided in the Competitor Confirmation Pack following the close of entries.

Doping Control

Swimmers are warned that random doping control may take place during these Championships. Please keep your accreditation on your person at all times for identification.



FILMING AND PHOTOGRAPHY POLICY

British Swimming is 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. However 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.

British Swimming and/or the Home Nations may record the competition events in which you participate and general images of swimmers will form part of the information held and used. In addition to the purposes for general information set out above, British Swimming and/or the Home Nations 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 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.

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 Swimming Championships 2016.

Signed (Parent/Carer):

Print Name and Date:



SPECTATOR INFORMATION

Tickets Online

Tickets are now on sale through Ticketmaster [here](#). Seating is reserved.

	HEATS	ALL HEATS PASS	FINALS
Adult	£7	£35	£11
Concession	£5	£25	£9
Family Pass	£18		£30

Concession = 16 & Under, 60 & Over
Family = two adults, two concessions

The Ticketmaster Fee is not included on the above prices.

Group Bookings

If you want to buy 10 or more tickets for one session, please phone the Ticketmaster Group Bookings Number on: 0844 844 2121 to receive a 10% discount.

Tickets on the Door

Remaining tickets will be sold on the door at the following prices:

	HEATS	ALL HEATS PASS	FINALS
Adult	£9		£13
Concession	£7		£11
Family Pass			£35

Please be aware that no tickets will be reserved for purchase on the door; tickets will only be available on the day for sessions that have not sold out.



SCHEDULE

The Schedule for British Swimming Championships 2016 is saved on the British Swimming Website as a PDF [here](#). Please contact Sophie.turner@swimming.org if you have any questions regarding the schedule.

QUALIFYING TIMES

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

CONDITIONS

The Conditions for British Swimming Championships 2016 are saved on the British Swimming Website as a PDF [here](#). Please contact Sophie.turner@swimming.org if you have any questions regarding the conditions.

