



CONFIRMATION 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](#)





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ENTRY CONFIRMATION

No paper confirmations will be sent out to competitors.

A list of submitted entries are available to view **[HERE](#)**. Competitors are requested to check their details carefully and inform **isobel.griffiths@swimming.org** if there are any errors.

START LISTS AND WITHDRAWALS

Start lists will only be available online and therefore, will not be available for collection or purchase from the Sport Information Desk during the event. A link will be provided here once available.

All Withdrawals will be managed via an online form and the link will be made available here once available.





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SCHEDULE, QUALIFYING TIMES, CONDITIONS

The Schedule, Conditions and Qualifying Times for the Para Swimming World Series inc. British Para Swimming Meet 2023 are saved on the British Swimming Website under the athletes and coaches tab [here](#).

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

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.



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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 [HERE](#).

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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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](#).

SPORT INFORMATION/SPECTATOR SERVICES DESK

The Sport Information Desk will be located in the Entrance foyer, and will be open at the following times. Please note that the opening times of Sport Information/Spectator Services Desk may be subject to change.



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13 th March	14 th March	15 th March	16 th March	17 th March	18 th March	19 th March
08:00 – 18:00	08:00 – 12:00	08:00 – 12:00	07:00 – 13:30	07:00 – 13:30	07:00 – 13:30	07:00 – 13:30
15:00 – 19:00	15:00 – 19:00	15:00 – 19:00	14:30 – End of Finals Session	14:30 – End of Finals Session	14:30 – End of Finals Session	14:30 – End of Finals Session

Merchandise and the on-the-door Tickets are available for purchase and the collection of pre-purchased Merchandise and Spectator Tickets will also take place. Announcement information will also be made available from the Sport Information Desk. Start lists will only be available online and therefore, paper versions will not be available to purchase or collect. A QR code for the start lists will be provided on the Sport Information Desk.



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SPECTATOR INFORMATION

Spectator tickets are on sale for the event and can be purchased [HERE](#).

Online Prices

Tickets for sessions will be available for the below prices online. Tickets will be coloured wristbands that will be available for collection from the Spectator Services Desk in the Reception Foyer of Ponds Forge International Sports Centre on arrival. Online ticket sales will close the day before the relevant session, at which point tickets will only be available to purchase on the door (see On-The-Door prices).



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	HEATS	FINALS	EVENT PASS
Adult	£6.50	£8.50	£52.00
Concession*	£4.00	£6.50	£36.00
Accessible Seating**	£4.00	£6.50	£36.00

*aged under 16 and over 60

**comes with a free companion ticket

On-the-Door Prices

Tickets for sessions will be available for purchase from the Spectator Services Desk in the Reception Foyer of Ponds Forge International Sports Centre. Coloured wristbands will be issued as your ticket following payment. Please note that all payments for the event will be cashless.



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	HEATS	FINALS	EVENT PASS
Adult	£7.50	£9.50	£52.00
Concession*	£5.00	£7.50	£36.00
Accessible Seating**	£5.00	£7.50	£36.00

aged under 16 and over 60

**comes with a free companion ticket

Event Programme

The programme this year will be made available for viewing online here once published. We have placed the programme online this year to continue our aim in increasing the sustainability of our events.

Parking

Since Ponds Forge is still open to the public, 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.





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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. We also recommend parking just across the road at Castle Gate Q-Park, Broad Street.

New Sheffield Emissions Zone

Sheffield have now brought in a new Emissions Zone. Please click [here](#) for further information to check whether this applied to your vehicle.

Rail Strikes

Please be aware that there are rail strikes scheduled for Thursday 16th March and Saturday 18th March with some services potentially being impacted on Friday 17th March and Sunday 19th March. Therefore, we would recommend travelling to the event via a different mode of transport. However, if you need to travel by train please check whether your train is still scheduled with



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enough time prior to the event to allow you to make alternative arrangements. Please click [here](#) for further information.



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SCHEDULE

Thursday 16 th March HEATS	Friday 17 th March HEATS	Saturday 18 th March HEATS	Sunday 19 th March HEATS
Session 1: 09:30	Session 3: 09:30	Session 5: 09:30	Session 7: 09:30
W 100m Freestyle M 100m Freestyle W 200m Individual	W 100m Backstroke M 100m Backstroke W 50m Breaststroke M 50m	W 50m Butterfly M 50m Butterfly W 400m Freestyle	W 50m Freestyle M 50m Freestyle W 100m Butterfly





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Medley M 200m Individual Medley W 150m Individual Medley M 150m Individual Medley	Breaststroke W 100m Breaststroke M 100m Breaststroke W 50m Backstroke M 50m Backstroke	M 400m Freestyle W 200m Freestyle M 200m Freestyle	M 100m Butterfly
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FINALS	FINALS	FINALS	FINALS
Session 2: 17:00	Session 4: 17:00	Session 6: 17:00	Session 8: 17:00
W 100m Freestyle M 100m Freestyle W 200m Individual Medley M 200m Individual Medley	W 100m Backstroke M 100m Backstroke W 50m Breaststroke M 50m Breaststroke W 100m Breaststroke	W 50m Butterfly M 50m Butterfly W 400m Freestyle M 400m Freestyle W 200m Freestyle	W 50m Freestyle M 50m Freestyle W 100m Butterfly M 100m Butterfly





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W 150m
Individual
Medley
M 150m
Individual
Medley

M 100m
Breaststroke
W 50m
Backstroke
M 50m
Backstroke

M 200m
Freestyle



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SESSION TIMES

Below are the approximate event timings including training, warm up and sessions. Please note. All times are subject to change by the way of events. Any changes will be communicated by the Citi Para Swimming World Series inc. British Para Swimming Meet Management team to attendees.

Finish times for each session will be confirmed as soon as possible.



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DATE	WARM UP	SESSION START	TRAINING TIMES
13 th March			08:00 – 17:50 Competition Pool with the Diving Pool open at certain times
14 th March			
15 th March			
16 th March	SESSION 1 07:30 – 09:15	09:30	Competition Pool and Diving Pool from 07:30.
	SESSION 2 15:00 – 16:45	17:00	





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17 th March	SESSION 3 07:30 – 09:15	09:30	Competition Pool between sessions is TBC.
	SESSION 4 15:00 – 16:45	17:00	
18 th March	SESSION 5 07:30 – 09:15	09:30	
	SESSION 6	17:00	





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19th March	15:00 – 16:45		
	SESSION 7 07:30 – 09:15	09:30	
	SESSION 8 15:00 – 16:45	17:00	

TRAINING

PRE-EVENT TRAINING SESSIONS – 13TH TO 15TH MARCH

Bookable training will be available in the competition pool from Monday 13th – Wednesday 15th March at the following times each day.



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Training Session Timings

08:00 – 08:50
09:00 – 09:50
10:00 – 10:50
11:00 – 11:50
12:00 – 12:50
13:00 – 13:50
14:00 – 14:50
15:00 – 15:50
16:00 – 16:50
17:00 – 17:50

Training is bookable per 50 minutes between these times with six slots available to book. Please book training slots to ensure you can train at your preferred times.

Please book your training slots [here](#). Please note that you will only be able to book a swimmer's training slots once and then their



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name will disappear from the list. Therefore, **please make sure you enter all slots you would like to book at the same time.**

Only personal training equipment can be utilised during training in the competition pool (pull buoys, kickboards and snorkels). 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 International Sports Centre will not be responsible for any lost or stolen items left unattended.

There will be 8 x 50 metre lanes available.

We would encourage all athletes, coaches & staff to bring with them a re-useable water bottle. There is a water fountain available in the pool area to re-fill when required.



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MID-COMPETITION TRAINING SESSIONS **– 16TH – 19TH MARCH**

Mid-Competition training in the main competition pool is still to be confirmed between heats and finals until timelines have been produced

Appendix A for Warm up and Warm down Pool Operations.

TEAM LEADER MEETING

The Team Leader Meeting will take place in the Skyline Suite at Ponds Forge International Sports Centre at 18:00 on 15th March.

In the best interest of their swimmers, coaches are requested to attend this meeting to ensure that they understand the meet conditions set out for this meet and to be



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provided with important information relating to the operation of the event.

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.

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. All further announcements and notices during the event will be available at the Sport Information Desk.



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SEATING

Athletes and Team Staff seating and Team areas will be located on the right hand side as you enter the pool hall from the Reception Foyer.

Coach and wheelchair athlete race viewing will be available on the spectator side of the pool. This area is not to be used for Team seating.

Team preparation areas will be available underneath the Athlete and Team staff seating. Please see the venue plan and athlete flow diagram included in this document.

Please note, seating may be visible on the live stream, therefore, it is important everyone is extra vigilant in following the rules within this area. It is important athletes do not change in this area and please avoid



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standing in front of the live streaming cameras.



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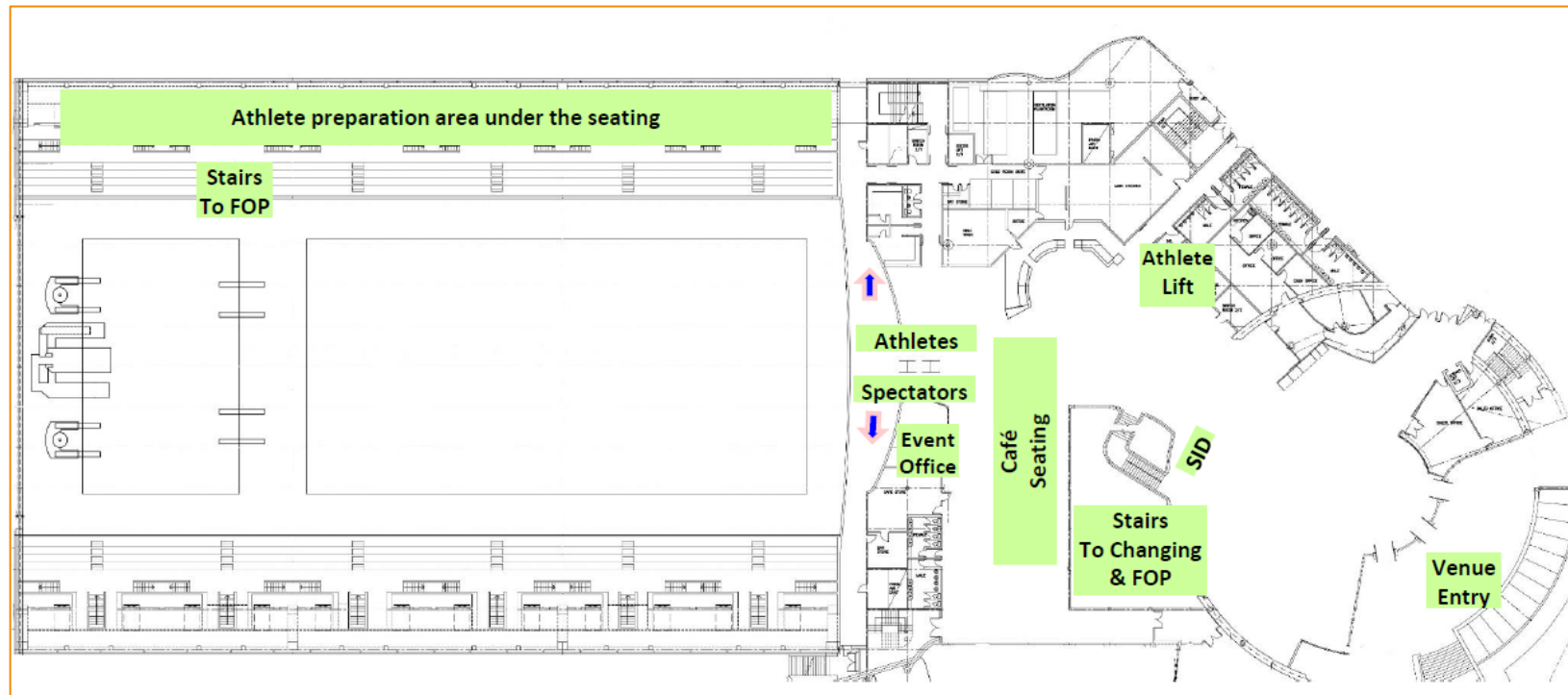




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VENUE LAYOUT AND FLOWS

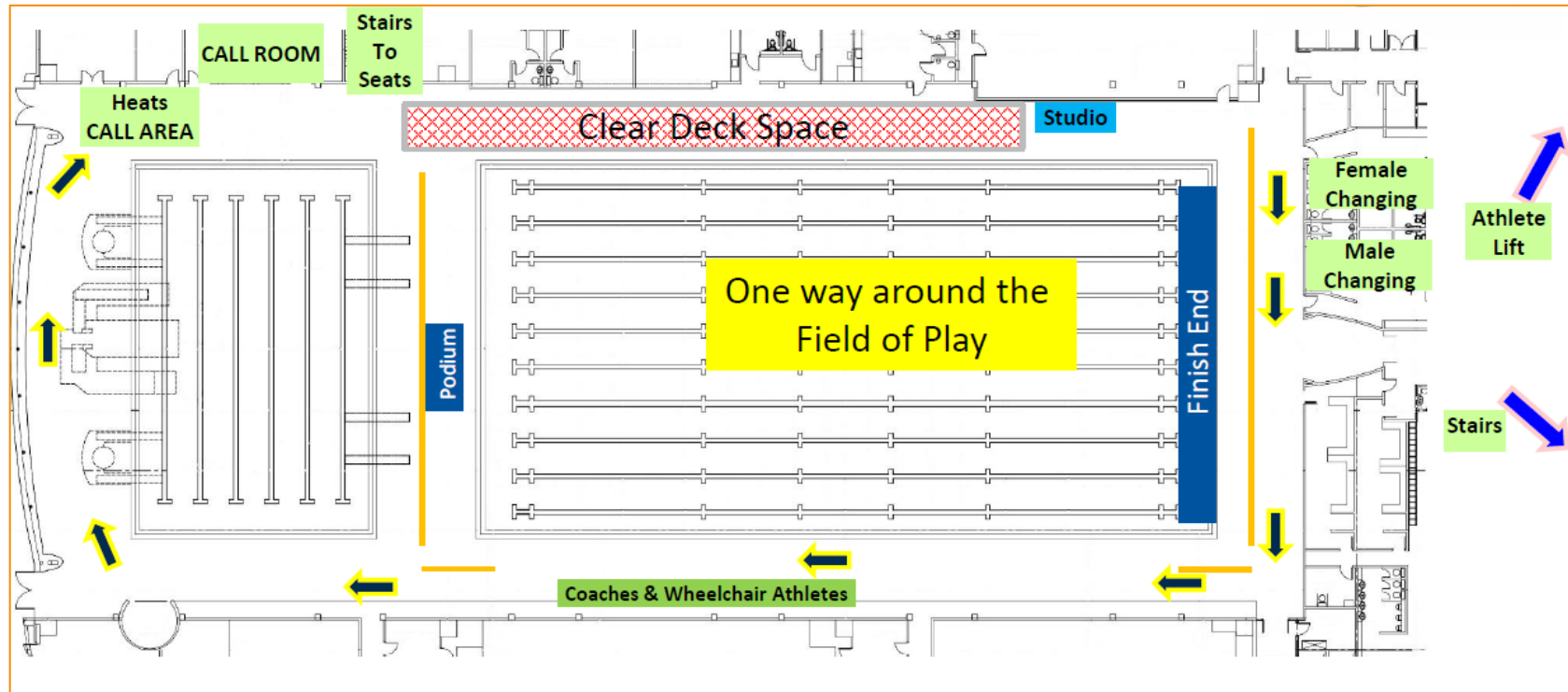
Venue – Entrance Level





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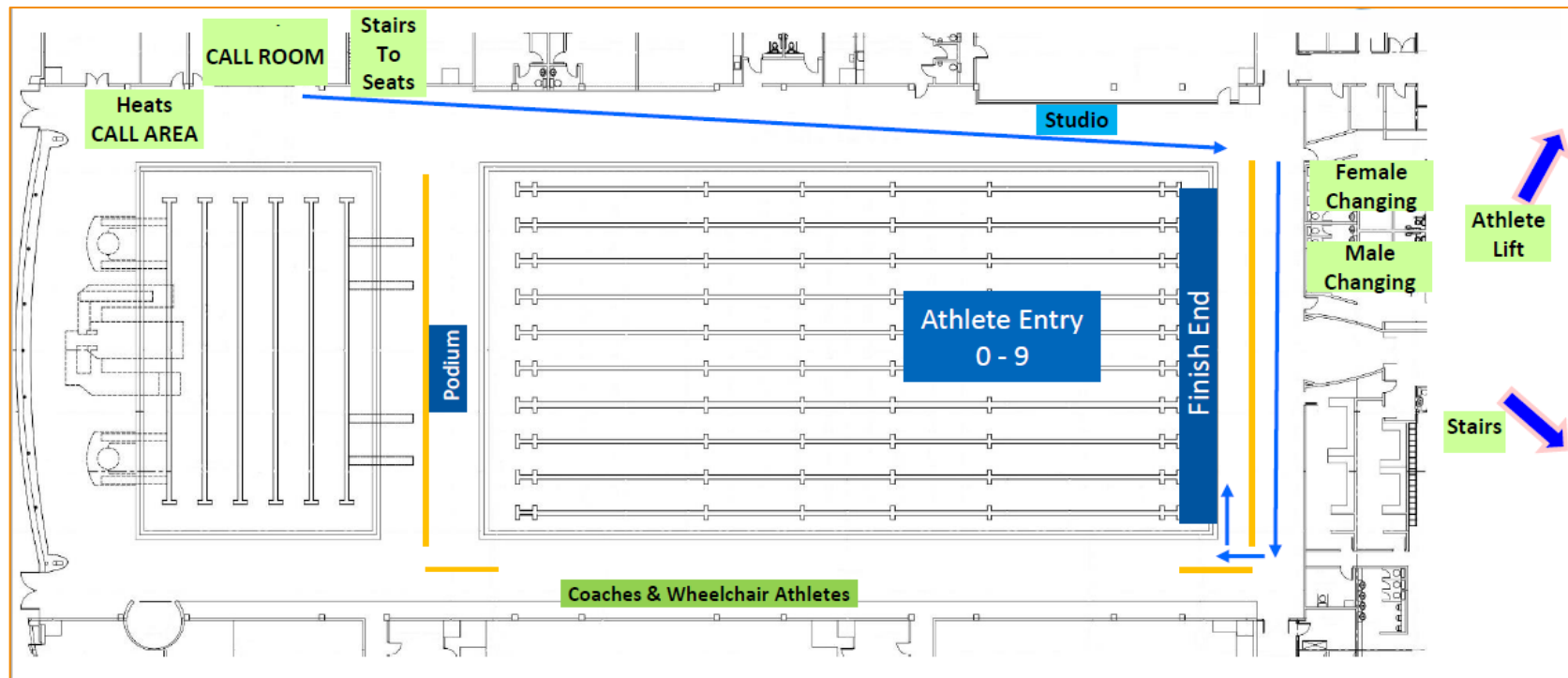
Venue – Field of Play



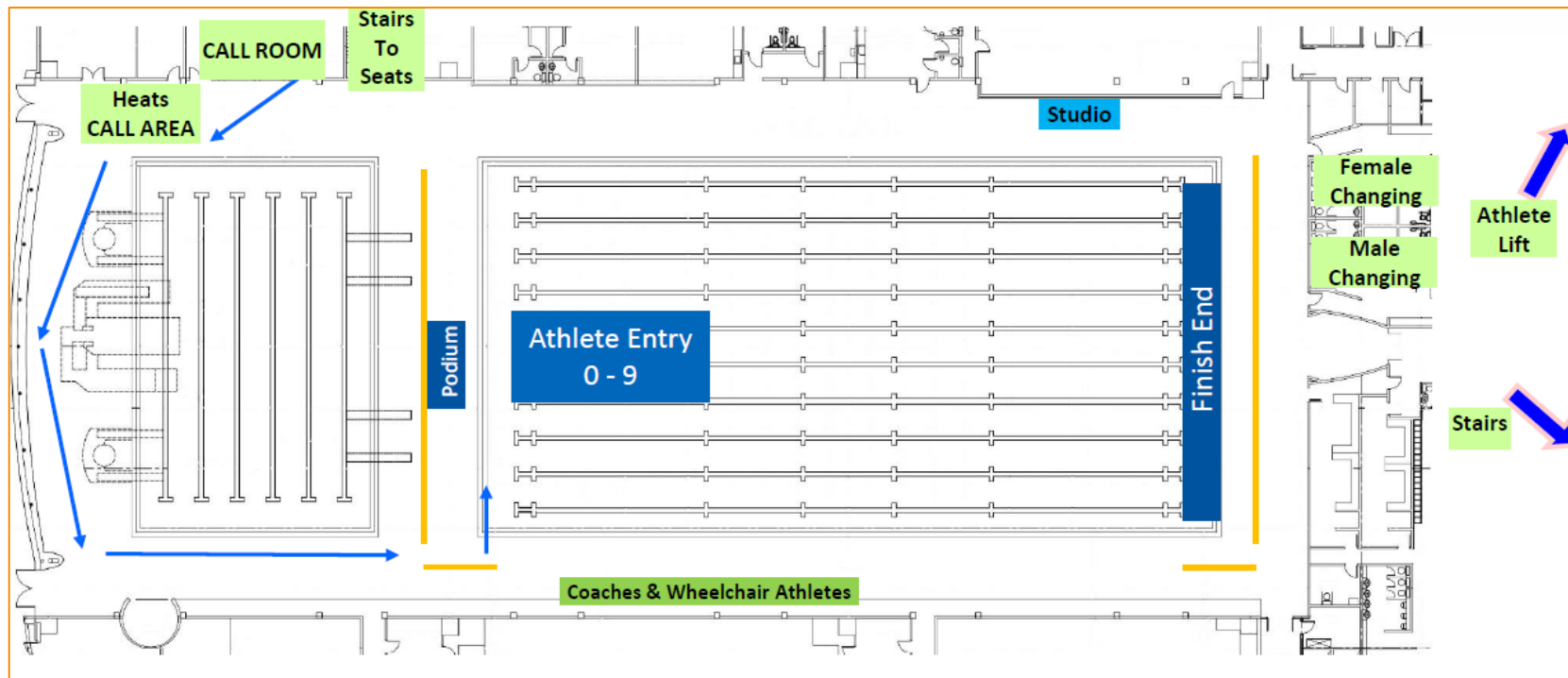


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FOP – Heats, Athlete Flow pre 100m/200m/400m



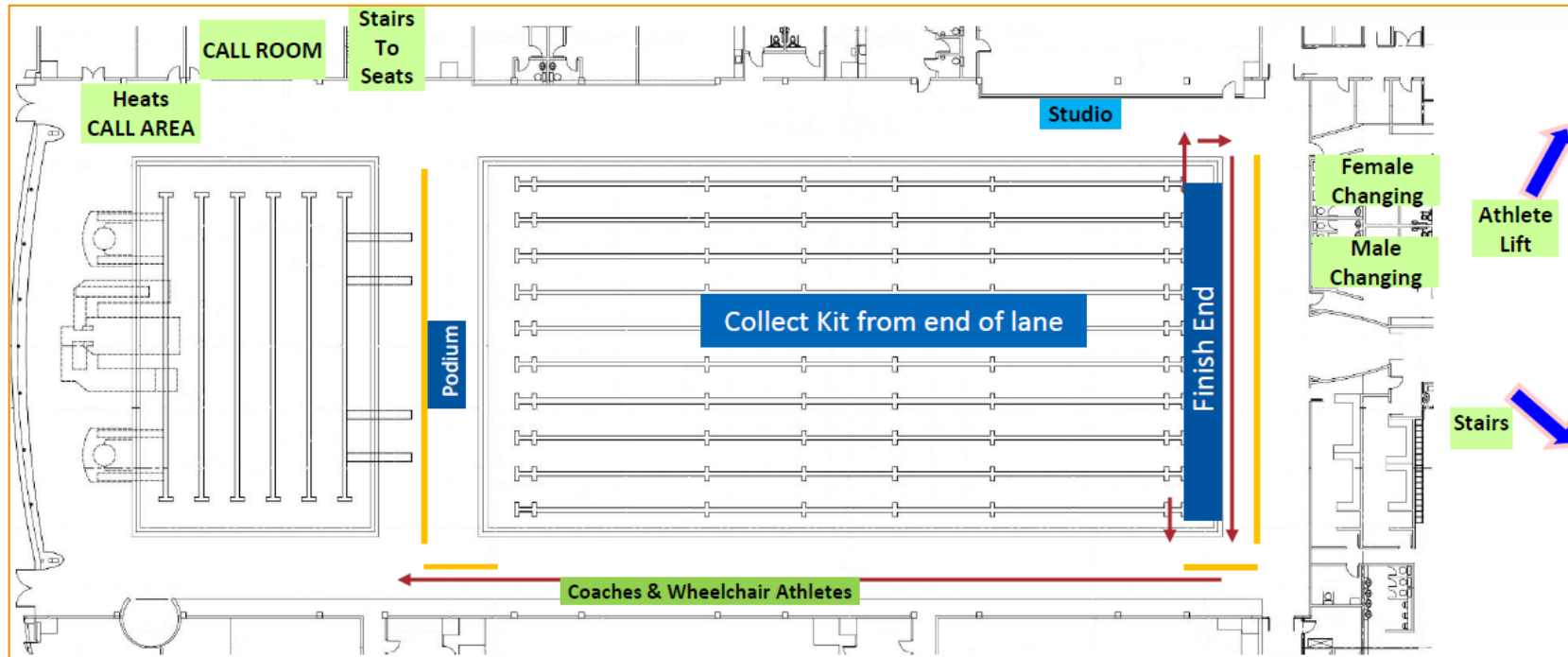
FOP – Heats, Athlete Flow pre 50m/150m





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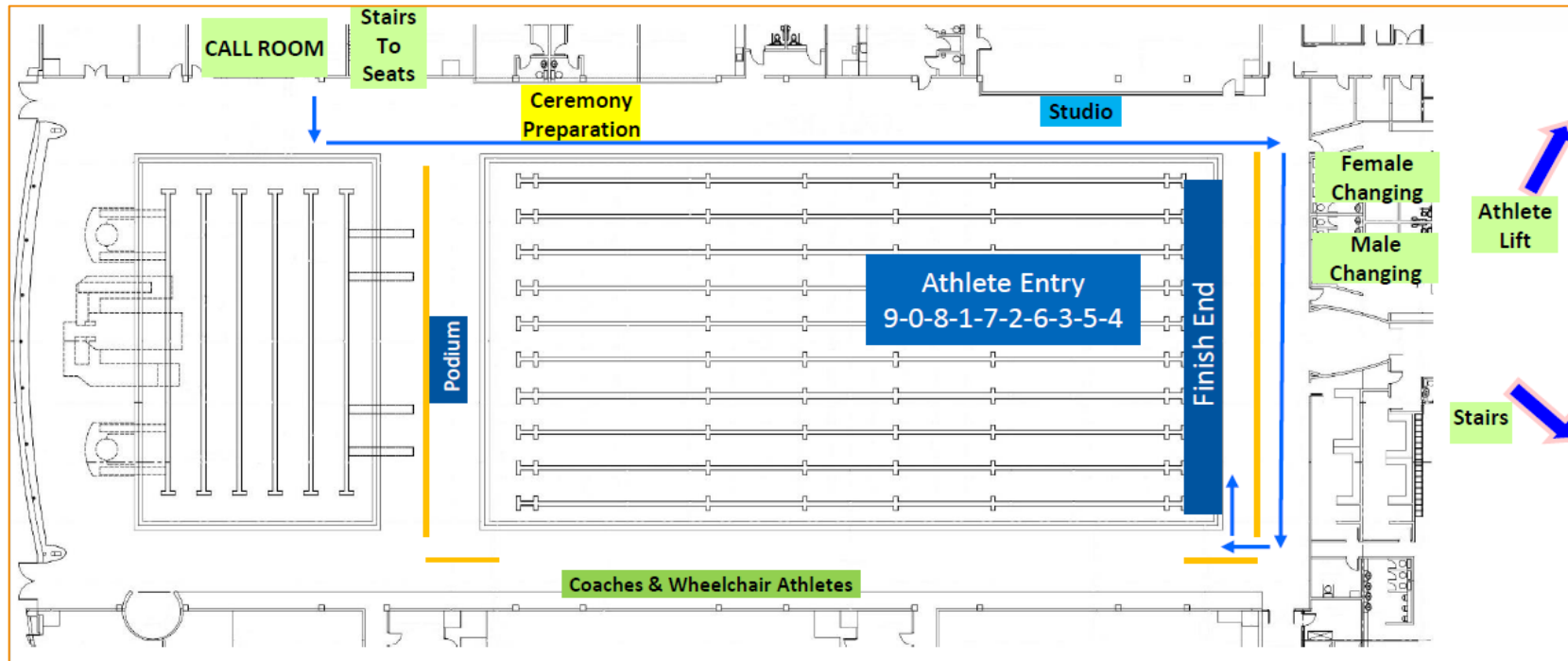
FOP – Heats, Athlete Flow post-race





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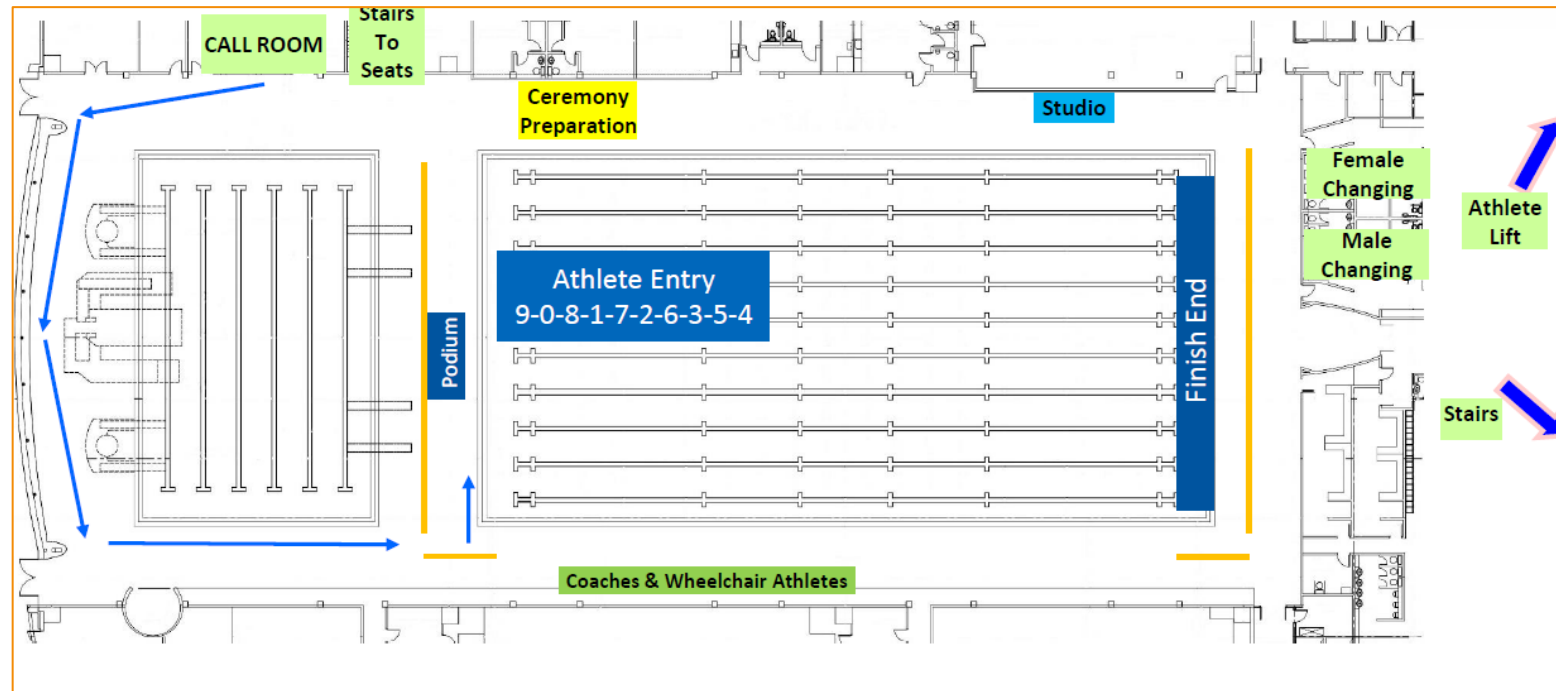
FOP – Finals, Athlete Flow pre 100m/200m/400m





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FOP – Finals, Athlete Flow pre 50m/150m



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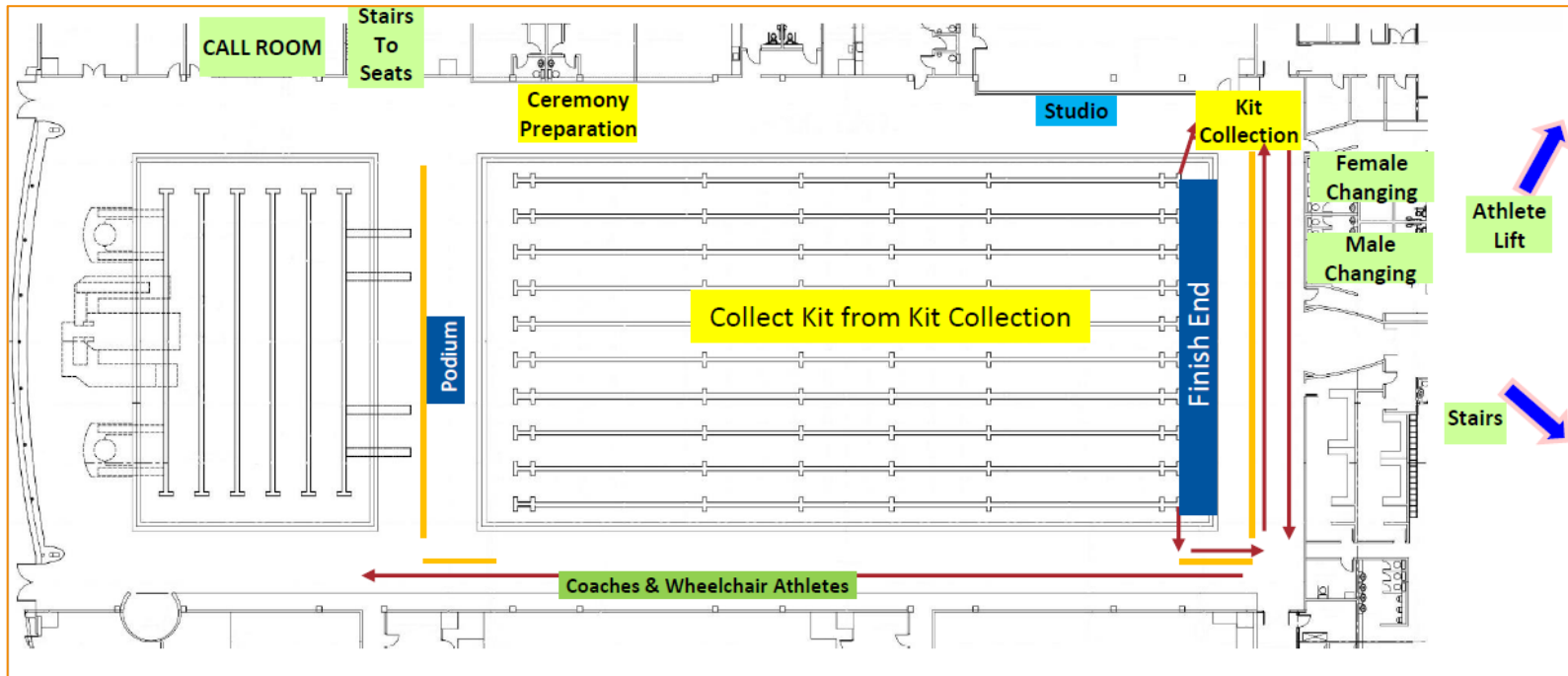
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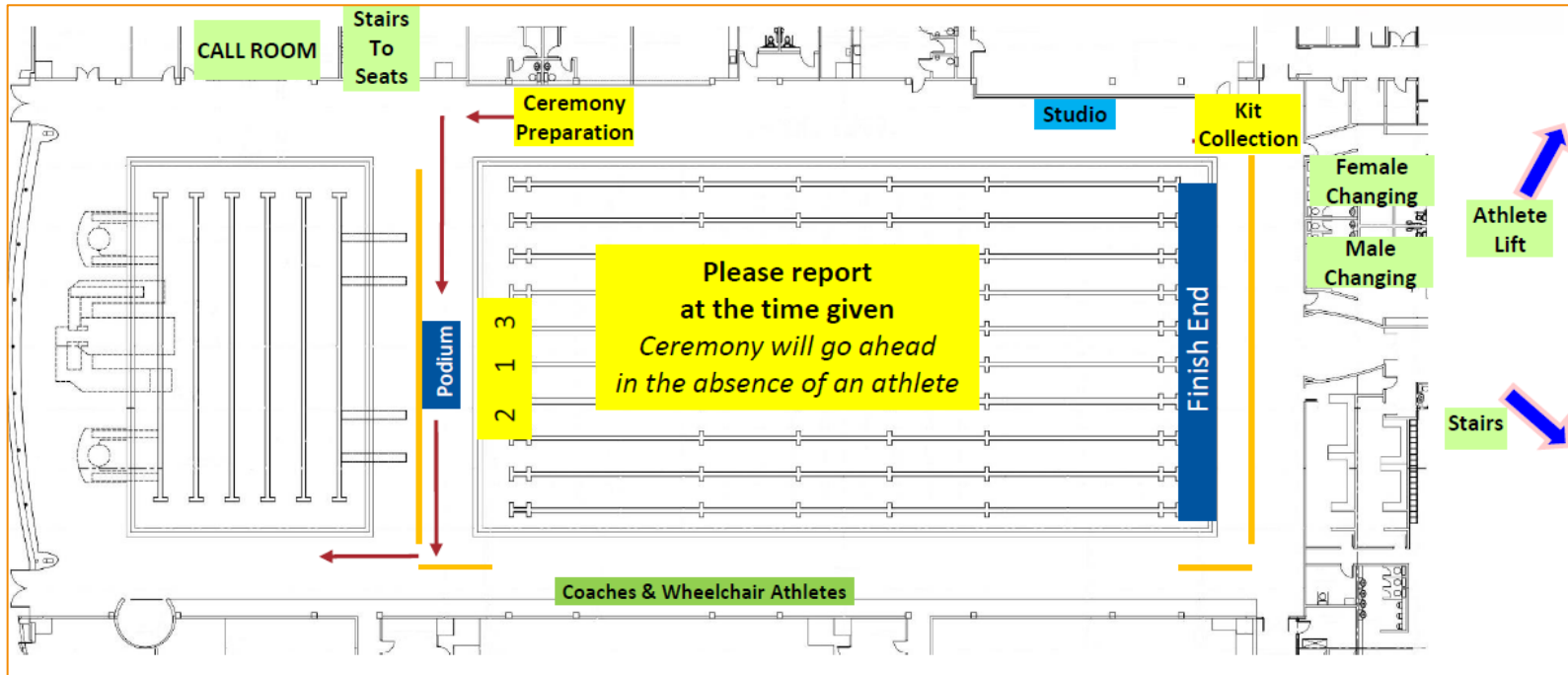
FOP – Finals, Athlete Flow post-race





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FOP – Ceremony Preparation Area





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PRESENTATIONS

Medal presentations will be taking place on poolside during the Finals sessions at the Diving Pool end. All medallists must report to the Victory Ceremony Area. Please note that medal presentations will go ahead in the absence of an athlete.

MEDICAL

There will be 1 x Doctor present during the event during training and competition. A paramedic, emergency medical technician and ambulance will also be present during competition. However, pool staff will administer first aid where necessary.





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**The closest hospital to Ponds Forge
International Sports Centre is:**
Northern General Hospital, Herries Road,
Sheffield, S5 7AU, Tel: +44 (0) 114 243
4343

RETAIL

NESS Swimwear will be retailing at the Citi Para Swimming World Series inc. British Para-Swimming Meet. The store will be in the foyer/café area at Ponds Forge ISC from 16th March.

Opening Times are TBC.

British Swimming branded merchandise will be available to purchase at the Sport Information Desk during its opening time.





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ANTI-DOPING REQUIREMENTS

Doping Control

If an athlete is subject to doping control they should ensure they provide detail of **all of medications (prescribed or over the counter and including dosage) and supplements** on the Doping Control Form. Any previously disclosed medications or supplements to your club and/or British Swimming or your home nation do not form part of doping control.

You can check your medications via
<https://www.globaldro.com/home/index>

Therapeutic Use Exemption (TUE)

If an athlete **IS WITHIN** the National TUE Pool they are required to obtain a TUE before using a prohibited medication or method. You can check if you are within the





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National TUE Pool via
<https://www.ukad.org.uk/national-tue-pool>
and selecting 'aquatics'.

If an athlete is **NOT** within the National TUE Pool but using a prohibited medication or method **and** is subject to doping control they are required to apply for a retroactive TUE and you should contact Jane Smith (jane.smith@swimming.org or 07917 834785) as soon as possible after doping control. A retroactive TUE must be submitted to UKAD within five (5) working days of the receipt of an Adverse Analytical Finding (AAF).

You can find out more information about Medications on the UKAD website
<https://www.ukad.org.uk/medicine>

If you require support or have a query about any medications, supplements or the anti-doping rules please contact Jane Smith at British Swimming via





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jane.smith@swimming.org or 07917 834785

Strict Liability means athletes are wholly responsible for any banned substance found in their system, no matter how it got there.

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



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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.

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.





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British Swimming encourage all 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





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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 SE Child Safeguarding Policy and Procedures; YPlant the Swim





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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:





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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:





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Date:

Please return this form back to:
isobel.griffiths@swimming.org

MEDIA

A mixed zone will be present at the event where attending authorised media and the British Swimming media team may complete interviews.



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APPENDIX A – POOL OPERATING PRINCIPLES

WARM UP

PRE-COMPETITION WARM UP PROCEDURES FOR THE COMPETITION POOL (10 LANE POOL)

*“There will be no diving during warm-up
except in allocated sprint lanes”*

Heats: 07:30 – 08:30

Finals: 15:00 – 16:00

Lane 0	S1,S2 & S3 only clockwise		FINISH END
Lane 1	S11 & VI swimmers counter clockwise		
Lane 2	Back & push starts one way from Start End		
Lane 3	General Warm up counter clockwise		
Lane 4	General Warm up clockwise		
Lane 5	General Warm up counter clockwise		
Lane 6	General Warm up clockwise		
Lane 7	General Warm up counter clockwise		
Lane 8	Back & push starts – one way from Start End		
Lane 9	S1,S2 & S3 only clockwise		





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Heats: 08:30 – 09:15
Finals: 16:00 – 16:45

Lane 0	S1,S2 & S3 only clockwise		FINISH END
Lane 1	S11 & VI swimmers counter clockwise		
Lane 2	Dive Lane one from Start End		
Lane 3	Dive & Pace Lane from Turn End		
Lane 4	General Warm up clockwise		
Lane 5	General Warm up counter clockwise		
Lane 6	General Warm up clockwise		
Lane 7	Dive & Pace Lane from Turn End		
Lane 8	Dive Lane one from Start End		
Lane 9	S1,S2 & S3 only clockwise		

NOTE: *Coaches and/or team leaders are always responsible for their swimmers during warm-up and swim down activities.*
Capacity will be monitored continuously and swimmers may need to wait if lanes are full.

Instructions of the warm up marshals must be adhered to.





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Equipment: Pool buoys, kick boards and snorkels are OK to be used in warm up – hand paddles, fins, and bungee cords are not permitted.

Diving Pool *6 x 25m x 2.5m wide lanes*
(when in use)

- Athletes + support staff where identified only permitted on the pool deck.
- Personal training equipment permitted excluding hand paddles, fins and bungees.

SWIM DOWN

Diving Pool *25m 6 lane pool*

- Athletes + support staff where identified only permitted on the pool deck.
 - No diving.





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- Personal training equipment permitted excluding hand paddles, fins and bungees.



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