



CONFIRMATION PACK

BRITISH SWIMMING CHAMPIONSHIPS 2023

4-9 APRIL

PONDS FORGE INTERNATIONAL
SPORTS CENTRE

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KEY CONTACTS

British Swimming Contact	Venue Contact	National Entries Admin Contact
Coral Pitcher British Swimming SportPark, 3 Oakwood Drive Loughborough LE11 3QF coral.pitcher@swimming.org	Ponds Forge International Sports Centre Sheaf Street Sheffield City Centre Sheffield S1 2BP 0114 223 3400 Website	Barry Saunders 01937 522481 (after 18:00) national.entries@swimming.org

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 14th March 2023 at 5pm

Training Date: Monday 3rd April 2023

Team Leader Meeting: Monday 3rd April 2023 at 6pm

Competition Dates: Tuesday 4th April – Sunday 9th April 2023

ENTRY CONFIRMATION

Please note that no paper confirmations will be sent out to competitors. A list of submitted entries and the draft programme are available [here](#). Competitors are requested to check their details carefully and inform the National Entries Administrator (details above) if there are any errors.



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TRAINING

Training will be available on Monday 3rd April in the competition pool between 08:00 – 20:00. Training will also be available each day from Tuesday 4th April – Sunday 9th April as follows:

Tuesday 4th – Thursday 6th April

14:30 – 15:15

15:30 – 16:15

Friday 7th April

13:30 – 14:15

14:30 – 15:15

15:30 – 16:15

Saturday 8th April

14:30 – 15:15

15:30 – 16:15

Sunday 9th April

15:00 – 16:15

On Monday 3rd April each training slot is for 50 minutes. Only one training slot can be booked per day, please be aware that we have limited capacity for training so only book slots that you plan to attend.

Competitors are required to book a training slot in advance of attending training [HERE](#). The booking system will open on 17th March.

Only personal training equipment can be utilised during warm-up and swim down in the competition pool and training pool (pull buoys, kickboards and small hand paddles). The use of bungee cords, fins or large hand paddles is **strictly prohibited** at all times for health and safety reasons.

Athletes are encouraged to use lockers to safely store their belongings. British Swimming and Ponds Forge ISC will not be responsible for any lost or stolen items left unattended.



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TEAM LEADER MEETING

The Team Leader Meeting will take place at 18:00 in the Skyline Suite at Ponds Forge International Pool on Monday 3rd April.

In the best interest of their swimmers, coaches are requested to attend this meeting to ensure that they understand the [conditions](#) set out for this meet (under the coaches tab) and to be provided with important information relating to the operation of the event.

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 located at reception.

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 QR code will be available around the foyer which will take you to start lists and results.

All withdrawals will be managed via the online form which can be found [here](#).

Withdrawals from the first day's events shall be notified to the Chief Recorder no later than the close of the Team Leader Meeting (3rd April).

Withdrawals from subsequent heats sessions not previously notified shall be lodged with the Chief Recorder no later than **12:00hrs on the day before the event is due to take place**.

Finalists and Reserve 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 event in the session in which they have qualified for the next round. The withdrawal shall be made on this official withdrawal form.

Reserves will be released upon publication of the finals start lists.

SCHEDULE, QUALIFYING TIMES, CONDITIONS

The Schedule, Conditions and Consideration Times for British Swimming Championships 2023 are saved on the British Swimming Website under the coaches tab [here](#).



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EVENT SCHEDULE

MONDAY 3RD APRIL				
	TRAINING**	08:00	20:00	Competition Pool Only
TUESDAY 4TH APRIL				
	EVENT	START TIME	END	TRAINING TIMES
Warm Up	WOMEN	08:00	08:40	Supplementary Warm Up
	MEN	08:40	09:20	Available in the Diving Pool
HEATS A	101A-106A	09:30	11:25	Warm down - diving pool
Warm Up	MIXED	12:10	12:50	Supplementary Warm Up
				Available in the Diving Pool
HEATS B	101B - 106B	13:00	13:40	Warm down - diving pool
				14:30 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
FINAL		18:00	20:26	
WEDNESDAY 5TH APRIL				
Warm Up	MEN	08:00	08:40	Supplementary Warm Up
	WOMEN	08:40	09:20	Available in the Diving Pool
HEATS A	201A-207A	09:30	11:30	Warm down - diving pool
Warm Up	MIXED	12:10	12:50	Supplementary Warm Up
				Available in the Diving Pool
HEAT B	201B-207B	13:00	14:00	Warm down - diving pool
				14:30 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
FINAL		18:00	20:21	
THURSDAY 6TH APRIL				
Warm Up	WOMEN	08:00	08:40	Supplementary Warm Up
	MEN	08:40	09:20	Available in the Diving Pool
HEAT A	301A-305A	09:30	11:50	Warm down - diving pool
Warm Up	MIXED	12:10	12:50	Supplementary Warm Up
				Available in the Diving Pool
HEAT B	301B-305B	13:00	14:10	Warm down - diving pool
				14:30 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
FINAL		18:00	20:00	

FRIDAY 7TH APRIL				
Warm Up	WOMEN	08:00	08:40	Supplementary Warm Up
	MEN	08:40	09:20	Available in the Diving Pool
HEAT A	401A - 404A	09:30	10:40	Warm down - diving pool
Warm Up	MIXED	10:50	11:30	Supplementary Warm Up
				Available in the Diving Pool
HEAT B	401B - 404B	11:40	12:00	Warm down - diving pool
				13:30 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
		18:00	19:29	
FINAL				
SATURDAY 8TH APRIL				
Warm Up	WOMEN	08:00	08:40	Supplementary Warm Up
	MEN	08:40	09:20	Available in the Diving Pool
HEAT A	501A-506A	09:30	11:40	Warm down - diving pool
Warm Up	MIXED	12:10	12:50	Supplementary Warm Up
				Available in the Diving Pool
HEAT B	501B-506B	13:00	14:00	Warm down - diving pool
				14:30 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
		18:00	19:29	
FINAL				
SUNDAY 9TH APRIL				
Warm Up	MEN	08:00	08:40	Supplementary Warm Up
	WOMEN	08:40	09:20	Available in the Diving Pool
HEAT A	601A-606A	09:30	11:40	Warm down - diving pool
Warm Up	MIXED	12:10	12:50	Supplementary Warm Up
				Available in the Diving Pool
HEAT B	601B-606B	13:00	14:30	Warm down - diving pool
				15:00 - 16:15 Training**
				Competition Pool
Warm Up	(All finalists)	16:30	17:45	
		18:00	20:12	
FINAL				

*please note session end times are only an estimate at this stage and are subject to change

** Training slots must be booked in advance [HERE](#)

The Schedule and Conditions for British Swimming Championships 2023 are saved on the British Swimming Website under the coaches tab [here](#).



Heats format

The fastest 6 heats of each 50m, 100m, 200m and 400m events will be scheduled in the first heats session and will use 10 lanes. Any remaining heats will be swum in the second heats session.

The fastest heat of the 800m and 1500m freestyle will be swum in the Finals session and will use 10 lanes. The next 3 fastest heats will be swum in the first heats session. Any remaining heats will be swum in the second heats session.

PRESENTATIONS

The medal presentations are pre-scheduled for each event. This information and timings will be provided at the Team Leader Meeting. Athletes will be informed at the end of their final if they are required for a presentation and will be advised of the report time. Competitors must report to the ceremony preparation area at this time in full tracksuit and training shoes. Competitors are reminded to not wear GB Kit for this event. Medals shall be awarded to the competitors placed first, second and third in the Open A Final only.

GENERAL INFORMATION

Sport Information Desk

Training Day	Competition days					
	4 th	5 th	6 th	7 th	8 th	9 th
07:30 – 20:00	07:00 – 14:00	07:00 – 14:00	07:00 – 14:00	07:00 – 12:00	07:00 – 14:00	07:00 – 14:00
	16:00 – 19:30	16:00 – 19:30	16:00 – 19:30	16:00 – 19:30	16:00 – 19:30	16:00 – 19:30

The Sport Information Desk will be located in the Entrance foyer and will be open at the above times. Please note that these times may be subject to change.

ACCREDITATION

Coaches/Team Staff

Poolside accreditation can be purchased online [here](#). No late fees apply, however if you do not fulfil the requirements for applications at British Swimming and Swim England events, it may take considerable time to apply for a DBS, or achieve the required qualifications.

Accreditations will be emailed to you in PDF format to print out, in the same way that athletes receive theirs. Please ensure you print your pass before arriving.



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Poolside passes can **only** be sold at the event for those who already pass all requirements on our membership database. Please email britishevents@swimming.org if you have any queries.

Competitors

All competitors are sent a link to download their accreditation by email upon entry. Competitors must print their own accreditation and bring it to the event. If you are unable to find the accreditation link within the confirmation email, you can resend it to yourself [here](#). Lanyards and accreditation pouches will be available from the Sport Information Desk, **we ask that you return these at the end of the competition in the dump bins provided.**

Accreditation must be worn at all times inside the venue as you will not be allowed access to the event without it. Accreditation is non-transferable. If the accreditation is forgotten, lost or mislaid during competition (by athletes or team staff), a replacement will be re-issued for a fee of £10. This is available from the British Swimming Front Desk and must be paid via card or contactless as this will be a cashless event.

SEATING

Athletes will be allocated the seating area on the Spectator Balcony above the Omega Suite. There will be no athlete seating on deck.

Prep Area

British Swimming World Class programme and the Home Nations performance programmes will have access around the diving pit for Prep. Any club programmes requiring a prep area can use the space all along the concourse behind athlete seating and the concourse behind the spectator seating, but only at the diving pit end.

MEDICAL

There will a paramedic present at these Championships during competition days only and they will be located by athlete seating on the spectator balcony. Pool staff will administer first aid where necessary on poolside. The closest hospital to Ponds Forge ISC is:

Northern General Hospital, Herries Road, Sheffield, S5 7AU, Tel: +44 (0) 114 243 4343

RETAIL

NESS Swimwear will be retailing at the British Swimming Championships 2023. The store will be in the foyer area at Ponds Forge between 4th – 9th April and open daily from 08:00 – 18:00.

British Swimming merchandise will be available for purchase at the Sport Information Desk with prices starting as low as £1.00.



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SPECTATOR INFORMATION

Information regarding how to purchase tickets is available on the event website [HERE](#).

For those that are unsure which heats session (AM or PM) to purchase tickets for, there will be an option for you to swap your tickets at the Ticket Factory desk on site. Sessions 10 and 11 have now been combined and one ticket will gain you entry into both.

Please refer to the 'Schedule' section of this document for further details on the meet format.

Tickets will only be available on the door for sessions that have not sold out in advance. Please note ticket prices are higher on the door than online.

The Box Office will be open in the foyer 4th – 9th April from 08:00 – 13:30 and 16:30 – 20:00. Tickets for remaining sessions will be available on a first come first served basis at the event and will be **paperless**.

Concessions are those under age 16 or over age 65.

Event Programme

A digital event programme will be free to access and once available can be found [here](#). A QR will also be available at the Sport Information Desk.

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.

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. Current parking fees are:

- Up to 10 minutes – Free
- Up to 2 hours - £2.00
- Up to 4 hours - £4.20
- Up to 6 hours - £5.70
- Up to 12 hours - £10.20
- Up to 24 hours - £14.20
- Disabled badge holders – Free (Please ensure you input your car registration details at reception on arrival)
- Overnight (9.00pm - 8.00am) - £5.00

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



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Please note that Sheffield now operates a Clean Air Zone, which Ponds Forge falls within. You can check whether this applies to your vehicle and find further information [here](#).

COVID 19

Although the government has removed all remaining COVID-19 domestic 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
- If you have any of the following symptoms the government advises you to stay at home.
 - o A new continuous cough
 - o A high temperature
 - o A loss, or change in, your normal sense of taste or smell
- Wash your hands with soap and water or use hand sanitizer regularly throughout the day.

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/carer 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.



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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.

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 back to: **British Swimming Events Department, SportPark Pavilion 3, 3 Oakwood Drive, Loughborough, LE11 3QF**

MEDICAL DECLARATIONS

Please note that in accordance with the International Standards for Testing, it is the athletes' responsibility to provide all information and dosage for any medications and supplements taken on the doping control form, at the point of doping control.



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

Please can we remind you to check all medications on www.globaldro.com & any supplements at www.wetestyourtrust.com

Funded athlete = if your medication is prohibited you must have a Therapeutic Use Exemption (TUE) in place at all times.

Non-funded athletes = if your medication is prohibited you must contact doping control. You will have 5 days to submit a retroactive TUE application following your drug test.

If you require support or have a query about any medications, supplements or the anti-doping rules around this then please contact Jane Smith at British Swimming: jane.smith@swimming.org.



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VENUE PLAN AND ATHLETE FLOW (HEATS)

