



# ENTRY PACK

**CITI PARA SWIMMING WORLD SERIES  
INC. BRITISH PARA-SWIMMING  
INTERNATIONAL WINTER MEET 2024**

**1-4 FEBRUARY  
ABERDEEN AQUATICS CENTRE**



National Funding Partner



National Official Partners



National Endorsed Product



Venue





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## KEY CONTACTS

### British Swimming Contact

### Venue Contact

Issy Griffiths  
British Swimming  
SportPark  
3 Oakwood Drive  
Loughborough  
LE11 3QF

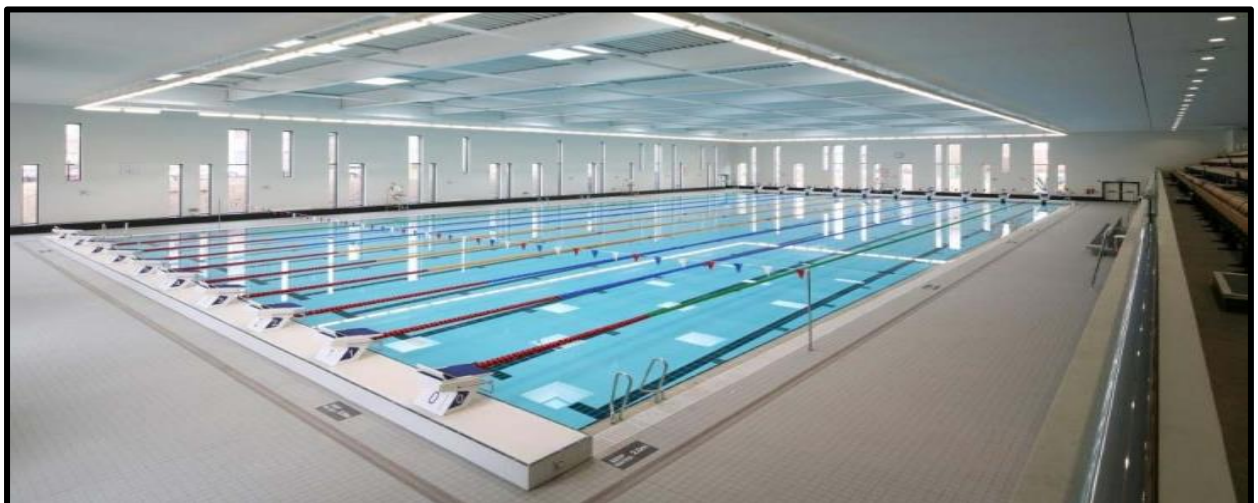
[isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org)

+44(0) 7583 015581

Aberdeen  
Aquatics  
Centre  
Regent  
Street

Aberdeen  
AB24 1SX  
01224  
438900

[Website](#)



Aberdeen Aquatics Centre is a leisure facility located in Aberdeen, Scotland. The complex contains a 10 lane 50m Pool. The centre also includes a Diving Pool repurposed as a Swim-Down/Warm-Up Pool during swimming competitions and is a 6 lane 25m pool.

**Please see below guides for planning your trip:**

[Accommodation in Aberdeen](#)

[Things to Do in Aberdeen](#)

[Eating Out in Aberdeen](#)

## KEY DATES

Entry Opening  
Date

Wednesday 13<sup>th</sup>  
December 2023 @  
15:00

Entry Closing Date

Friday 12<sup>th</sup> January  
2024 @ 12:00

Training Dates

29<sup>th</sup> – 31<sup>st</sup> January  
2024

Competition Dates

1<sup>st</sup> – 4<sup>th</sup> February  
2024

## ENTRY INFORMATION

### Guide to Entering Online

#### British Athletes

1. Follow the online entry page link [HERE](#).
  - Enter your membership number or surname in the box.
2. Providing you have updated your photo information in your [biog](#), a list with the events you have qualified in will appear ticked.
3. Untick any events which you do not wish to enter.
4. 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.

## Unlicensed International Nationally Classified Athletes

1. Complete the excel spreadsheet entry form for all Athletes that can be found under the Athlete and Coaches tab [HERE](#).
2. All Athlete entries must be done by the respective NPC.
3. The entry form must be sent to [isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org).
4. All Athlete entries will be invoiced to the NPC following the entry deadline.



British Para-Swimming International Winter Meet shall open at **15:00hours GMT on 13<sup>th</sup> December 2023.**

All entries for the British Para-Swimming International Winter Meet shall be received **no later than 12:00hours GMT on 12<sup>th</sup> January 2024.**

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

## 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.

Pouches and lanyards will be available for collection from the Sport Information Desk.

## Athlete Accreditation

### British

Accreditation will be sent to competitors via email in PDF format upon completion of entry. **These must be printed off and brought to the event.**

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

### Unlicensed International Nationally Classified

Full names and accreditation photographs for Athletes must be sent to [\*\*isobel.griffiths@swimming.org\*\*](mailto:isobel.griffiths@swimming.org) by **19<sup>th</sup> January 2024**.

Accreditation will be available for collection by **one member of the NPC from the Sport Information Desk.**

## Coaches/Chaperones/Team Staff Accreditation

All Team Staff accreditations are issued at £26 each.

### British

Any British Coaches, Chaperones and Team Staff 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](#)

Sports Science/Sports Medicine staff purchase a pass [here](#)

Accreditations will be sent via email in PDF format upon completion of purchase. **These**

must be printed off and brought to the event.

## International

For the British Para-Swimming International Winter Meet, all International Coaches, Chaperones and Team Staff requiring poolside access must apply for a pass. Full names and accreditation photographs for all International Coaches, Chaperones and Team Staff must be sent to

[isobel.griffiths@swimming.org](mailto:isobel.griffiths@swimming.org) by 19<sup>th</sup>

**January 2024.** Evidence of child protection checks or certificate of good conduct must also be sent to the above email address for each Staff accreditation application to ensure approval.

Please note if International Coaches, Chaperones and Team Staff have applied for World Series accreditation they **do not**

need to apply for a British Para-Swimming International Winter Meet accreditation.

All accreditations will be invoiced to NPCs alongside any athlete entries.

Accreditation will be available for collection **by one member of the NPC from the Sport Information Desk.**

## COMPETITION 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 by entry numbers.

Competition Warm-Up will take place in both the 10 lane x 50 Competition Pool and in the 6 lane x 25m Diving Pool.

Additional warm up and swim down will take place in the Diving Pool throughout each session.

## Training

Training will take place at Aberdeen Aquatics Centre for all competitors on **29<sup>th</sup> – 31<sup>st</sup> January 2024**. If a training booking system is used, information on how to booking time slots and the daily quantity that can booked per athlete will be communicated in due course. 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](#).





**CITI PARA SWIMMING WORLD SERIES  
INC. BRITISH PARA-SWIMMING MEET 2023**  
PONDS FORGE INTERNATIONAL SPORTS CENTRE  
16-19 MARCH



## VENUE INFORMATION

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

## COMPETITION VENUE – ACCESSIBILITY INFORMATION

### **Aberdeen Aquatics Centre**

Accessible car parking spaces are available immediately next to the entrance Aberdeen Aquatics Centre (free for blue badge holders).

A lift is available within Reception to reach the upper level Spectator Balcony.

Accessible toilets, showers and cubicles are available in the Changing Rooms. There is



also a hoist to assist users into and out of the Competition Pool.

## TECHNICAL MEETING

It is recommended that a representative from all clubs 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. Clubs are reminded to bring any tapping, 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.

## CALL ROOMS AND COMPETITION

Location of the call rooms will be published in due course.

For heats and finals, swimmers must report to the first call-room in accordance with the WPS Rules no later than fifteen (15) minutes prior to the published start time of their respective race.

Swimmers must report to the competition stewards in the call room for heats and finals and follow their direction. It is the swimmer's responsibility to report on time.

Swimmers must enter the Call Room 'race ready' as under normal circumstances having entered the Call Room they should remain in its confines until being led onto the pool deck for their race.

Coaches/chaperones will not be allowed in the call room at any time, except for those swimmers with the relevant classification and exception code allowing Support Staff.

## COMPETITION SCHEDULE

The Competition Programme is available on the Coaches tab of the Event page [HERE](#).

## SPORT INFORMATION DESK (SID)

A Sport Information Desk will operate at the competition venue on the days of competition, as well as during any scheduled training sessions. It is the primary and only point of distribution for all event related information (i.e., Official communication with teams and liaison between teams and event organisers).



Please note the Start Lists and Withdrawal forms will only be available online.

The Sport Information Desk will be located in the Reception Foyer of the Aberdeen Aquatics Centre.

The opening times of the Sport Information Desk will be confirmed prior to the event.

## ATHLETE AND TEAM SEATING

Athletes and Team Officials seating and Team areas will be located in a designated section(s) of the Spectator seating. An additional wheelchair seating area will be available on the pool deck. The location of this area will be confirmed prior to the event.

## VICTORY CEREMONIES

Awards Ceremonies will be combined with the World Series Meet.

Awards will be made to the 3 highest BPSP scoring swimmers across the World Series Final A competed in each Event.

Awards will be made to the 3 highest scoring WPS Youth swimmers across all Finals competed in each Event.

An award will be made to the highest BPSP points scoring GBR Swimmer across all Finals competed in each Event.

An award will be made to the highest BPSP points scoring GBR Junior Swimmer across all Finals competed in each Event.

A GBR Junior Swimmer will be 16 years old or younger (Age at 31st December of competition year).

## MEDICAL SERVICES

On duty lifeguards will be available at the Venue.

External medical assistance will be provided. A medical doctor will be on site during training and competition as well as a Paramedic, Emergency Medical Technician and Ambulance during competition.

The location of the medical team will be communication prior to the event.

Please note that repeat prescriptions of regular medications cannot be provided therefore, please ensure sufficient medication is brought to cover the duration of the event and extra in case they are needed.

The closest hospital to both Aberdeen Aquatics Centre and the accommodation providing Accident and Emergency services is:

### Local Hospital

Aberdeen Royal Infirmary  
Foresterhill Health Campus  
Foresterhill Rd  
Aberdeen  
AB25 2ZN

British Sign Language (BSL) speakers can make a free video call to 999 using the [999 BSL website or app](#).

You can contact the emergency services via SMS if you're deaf, hearing impaired or have a speech impediment. Visit the [emergencySMS website](#) for more information or to register your phone.





## 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](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 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.



## PHOTOGRAPHY REFUSAL FORM

**Name of Swimmer:**

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**Membership Number:**

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**Event:** Citi Para Swimming World Series  
inc. British Para-Swimming International  
Winter Meet 2024

I refuse permission for the taking and/or  
publication of images of my child or myself  
by the event's Official Photographer(s)



**CITI PARA SWIMMING WORLD SERIES INC. BRITISH  
PARA-SWIMMING INTERNATIONAL WINTER MEET 2024**  
ABERDEEN AQUATICS CENTRE  
1-4 FEBRUARY



**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](mailto:BritishEvents@swimming.org)**



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Venue



## SPECTATOR INFORMATION

The event will be open to Spectators to watch the best British Para-Swimmers compete alongside some of the best Para-Swimmers in the world at Aberdeen Aquatics Centre prior to Paris 2024. 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 International Winter Meet 2024 event page.

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

Please contact [Isobel.griffiths@swimming.org](mailto:Isobel.griffiths@swimming.org) if you have any questions.

## 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 Hotel Wi-Fi, full board catering, airport transport, a regular Shuttle service between the hotels and Aberdeen Aquatics Centre (Training and Competition) and VAT.



### 4\* Leonardo Aberdeen

Single room rate GBP £190.00 per person,  
per day

Twin room rate GBP £145.00 per person,  
per day

### 3\* Park Inn Aberdeen

Single room rate GBP £185.00 per person,  
per day

Twin room rate GBP £135.00 per person,  
per day

## Terms and Conditions

- Non-refundable 10% deposit required to confirm reservation.
- Balance of 90% due on the 12<sup>th</sup> January 2024
- 100% cancellation charges apply from the 13<sup>th</sup> January 2024

- You may cancel 2 rooms per night without charge up until 19<sup>th</sup> January 2024

## Important Notice

Following the final payment deadline (13th January) booking requests for accommodation and travel can be made by contacting [swim@cseplc.com](mailto:swim@cseplc.com) from CSE directly. However, please note that booking requests after 13<sup>th</sup> January will be subject to availability and therefore booking of accommodation and travel would not be guaranteed.

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