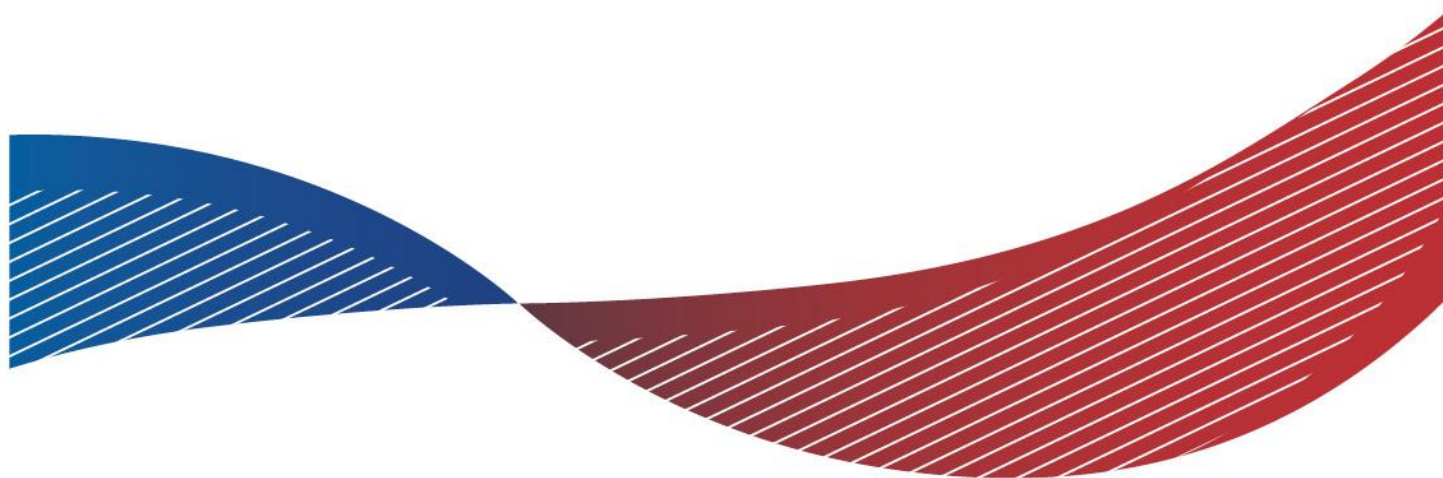




ENTRY **PACK**



BRITISH SWIMMING CHAMPIONSHIPS 2017

18 - 23 APRIL

PONDS FORGE, SHEFFIELD

	Funding Partner	Official Partner	Supplier	Endorsed Product	Host City and Venue

CONTENTS

Key Contacts.....	3
Entry Information.....	3
Accreditation.....	4
Competitor Information.....	5
Filming and Photography Policy.....	6
Photography Refusal Form	6
Spectator Information.....	7
Schedule, Qualifying Times, Conditions.....	7



KEY CONTACTS

British Swimming Contact

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

Venue Contact

Ponds Forge International Sports Centre
Sheaf Street
Sheffield
S1 2BP
0114 223 3400

ENTRY INFORMATION

Updating your Biog

The following information must have been updated on your [biographies page](#) in either 2016 or 2017:

- Photo
- Coach
- Height

Entry will not be possible without this updated information.

To update the Biogs page and to access full instructions, please [click here](#).

In addition, swimmers are reminded to ensure that their FINA Sport Nationality is correct if you are recorded [here](#) (ASA/WASA) or [here](#) (SASA) as British.

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:

1. Clear Head and shoulders shot – will not be accepted if not cropped.
2. SIZE: Width 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 from 1st February 2017.



1. Go to the [ENTRY PAGE HERE](#). Entries open Wednesday 1st February 2017.
2. Enter your membership number or surname in the box.
3. Providing you have updated 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 only; 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.

Closing Date

Entries received before **12 noon** on **Wednesday 29th March 2017** will be charged the normal entry fee (£12).

Entries without fee and/or incorrectly completed will not be accepted. Any entry received after 12 noon on 29th March, up to the end of the Team Leader meeting, may be accepted subject to any session time programming restraints, will be at a charged at three times the normal fee (£36) and will not be included in the printed spectator programmes.

Entry Fees

£12 per individual entry until Wednesday 29th March 2017.

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.

Competitors are requested to check their entries carefully and inform the Entries Administrator 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 event. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten, lost or mislaid, a replacement pass will be re-issued 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:

- Print (black/white or colour) and bring to the event.



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

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

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

Poolside Passes

Coaches and team managers requiring access to poolside must purchase a pass [HERE](#) in advance. Please take note of the new requirements when applying for a British Swimming or ASA Poolside Accreditation. Accreditation will be emailed to you in PDF format to print out and bring to the event. Pouches and lanyards will be provided.

COMPETITOR INFORMATION

Session Times

Heats will start at 10:00 and finals at 18:30. Estimated session finish times will be in the draft programme after the initial close of entries (29th March).

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 diving pit.

Between Sessions

The competition pool will be available between sessions, however the diving pit will close from 1:00pm – 3:30pm on 18-23rd April.

Training

Open training will be available for all competitors on 16th and 17th April 2017 from 09:00 – 20:00. 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.

Team Leader Meeting

The Team Leader meeting will take place in the Skyline Suite at 6pm on 17th April. Timelines for the finals sessions will be issued at this meeting.



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. 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: _____

ASA Number: _____

Event: British Swimming Championships 2017

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**

SPECTATOR INFORMATION

Ticket Prices

Tickets are now on sale through Ticket Factory [HERE](#). Seating is unreserved.

	On The Door	The Ticket Factory Online
Individual Heats Sessions		
Adult	£10	£8.86
Child	£8	£6.86
Family	£23	£19.86
Individual Finals Sessions		
Adult	£13	£11.86
Child	£11	£9.86
Family	£35	£31.86
All Heats Pass		
Adult	£45	£36.86
Child	£32	£26.86
All Finals Pass		
Adult	£56	£51.86
Child	£46	£41.86

The above prices include admin charges.

Tickets on the Door

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.

Concession = 16 & Under

Family = two adults, two concessions

SCHEDULE, QUALIFYING TIMES, CONDITIONS

The Schedule, Conditions (version 2) and Qualifying Times for British Swimming Championships 2017 are saved on the British Swimming Website [here](#). Please contact Sophie.turner@swimming.org if you have any questions.

