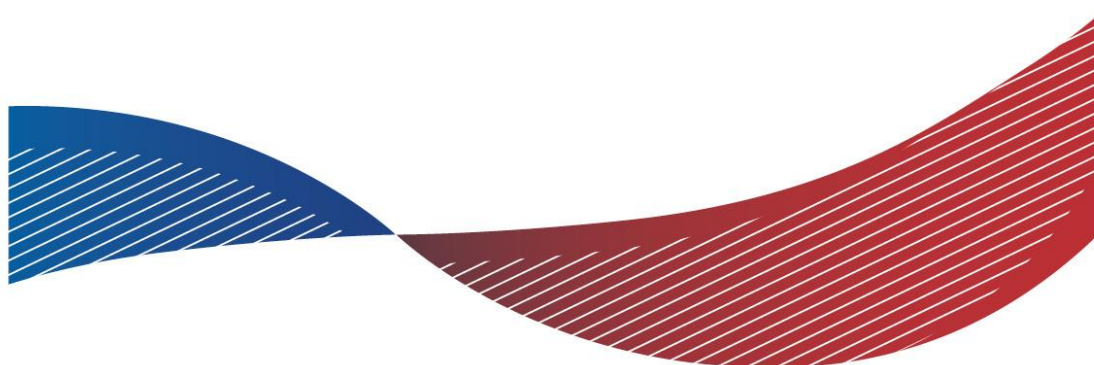




ENTRY **PACK**



BRITISH PARA SWIMMING INTERNATIONAL MEET 2017

27 - 30 APRIL

PONDS FORGE, SHEFFIELD



KEY CONTACTS

British Swimming Contact

Ben Tarrant
British Swimming
SportPark
3 Oakwood Drive
Loughborough
LE11 3QF
ben.tarrant@swimming.org
01509 640249

Venue Contact

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

ENTRY INFORMATION

Event: British Para Swimming International Meet, associated with the World Para Swimming World Series.

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.

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

In addition, swimmers are reminded to ensure that their Country of International Representation is correct if you are recorded [here](#) (for ASA/WASA) or [here](#) (for Scottish Swimming) 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 to ensure the image fits:

1. Clear Head and shoulders shot – please crop 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.
4. For all International athletes please use email your photo to ben.tarrant@swimming.org.

Guide to Entering Online

All entries must be made via the online entry system.



1. Go to the entry page [here](#). For all international athletes please click [here](#)
2. Enter your membership number or family name 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. 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

Entry deadline for swimmers requiring classification: Wednesday 15th March @17:00pm

Entry deadline for swimmers who do not require classification: Friday 31st March @12pm

Entries without fee and/or incorrectly completed will not be accepted. Any entry received after this deadline up to the end of the Team Leader meeting may be accepted subject to any session time programming restraints and will be at a charged at three times the normal fee.

Entry Fees

£12 per individual entry.

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 details carefully and inform the National Entries Administrator David Dickenson immediately if there are any errors on +44 (0)1142815488 / +44 (0) 7814744414 or email ddickenson@yahoo.com.

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.

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- Once printed, fold it into four so your photograph is visible on the front and your events visible on the back.
- Take it to the competition where pouches and lanyards will be provided at the Accreditation Desk.
- For all International athletes you will need to send your photo to ben.tarrant@swimming.org. You can collect your accreditation from the accreditation desk when you arrive at the venue.

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 24th April at the front desk. If you apply for an Annual Pass, this will be available to collect at the first event that you attend.

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

British Swimming Events Department: 01509 640249

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/db-update-service. All applicants must enclose 1 passport sized photograph.

International Coaches: Please email britishevents@swimming.org with the following information to complete our coach application process. Further information can be found on the link below:

1. FULL NAME
2. NATIONAL FEDERATION
3. YOUR CLUB
4. ADDRESS
5. EMAIL
6. PHONE
7. DATE OF BIRTH
8. HEADSHOT OF YOURSELF
9. EITHER OF THE FOLLOWING 2 DOCUMENTS:
 - Evidence of child protection checks from your federation
 - Certificate of good conduct



<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

COMPETITOR INFORMATION

Session Times

Heats will start at 09:30 and finals at 17:00. Estimated session finish times will be in the draft programme 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 and will end 15 minutes prior to the start of the session. Swim down will be available in the diving pit.

Training

Open training will be available for all competitors on 25th and 26th April 2017. 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.

Classification

Classification will take place on the 24th, 25th & 26th April. Due to the large number of swimmers attending the championships classifications will be strictly by invitation only. British Swimming will identify swimmers for classification. If you require any information about this please contact the Classification officer directly via email: classification@swimming.org or call 0161 244 5332. Please refer to the information below regarding classification.

CLASSIFICATION

At competitions where classification is offered, World Para Swimming will schedule all athletes with a New or Review status pursuant with the below regulations.

An athlete will only be permitted to undergo International Classification if he or she:

- Is registered and/or licensed with World Para Swimming pursuant to the relevant provisions in the World Para Swimming Rules and Regulations;
- Has been entered into the Recognised Competition where International Classification is to take place;



- Has submitted Medical Diagnostics information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS)
- PI MDFs must be uploaded at least 6 weeks before the athlete undergoes classification.

Depending on the athlete's health condition and impairment, additional medical information is to be attached to the Medical Diagnostic Form. Medical Diagnostic Forms will be reviewed by the Chief Classifier ahead of a competition and, if required, further information may be requested. If an athlete fails to produce sufficient medical documentation and the classification panel considers that the absence of such medical documentation will affect its ability to conduct Athlete Evaluation in a fair manner, classification will be suspended as per rule 4.7 of the World Para Swimming Classification Rules and Regulations (September 2015).

Athletes with an Intellectual Impairment (II)

Prior to Athlete Evaluation, an Athlete must comply with the following eligibility criteria:

- Inclusion on the INAS Classification Master list
- Completion of the Training History and Sport Limitation Questionnaire (TSAL-Q).

Where a classification schedule is full:

- Athletes who are licensed will take priority over registered athletes¹ followed by;
- New Athletes will take priority over Review Athletes.

At competitions where classification is offered, World Para Swimming will schedule all athletes with a New or Review status pursuant with the above regulations.

If an Athlete is required to attend Athlete Evaluation, Athletes must arrive at the competition prior to the start of the classification period. World Para Swimming will schedule athletes in accordance with the classification period and not arrival dates of athletes. World Para Swimming WILL NOT entertain any request to change any athlete's classification times.

If an athlete fails to attend Classification at the scheduled time, the Athlete will not be permitted to compete at the relevant Competition.

Athletes should take note of the Athlete Evaluation Requirements outlined in Article 4 (Athlete Evaluation) of the [World Para Swimming Classification Rules and Regulations](#). Failure to comply with these rules may lead to the suspension of Athlete Evaluation.

¹ Athletes must be licenced prior to the final entry deadline of the respective competition where classification is taking place. Licencing an athlete after the final entry deadline will not give an athlete priority where the schedule is full or has been completed with registered athletes.



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 may be filmed by British Swimming. 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.

If there are any concerns about photography/filming at British Swimming events, please speak to the Event Officer present. If individuals wish to refuse consent, 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 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

Tickets will be available via The Ticket Factory. Adult tickets will be charge at £5 with concessions (under 16) charged at £3.

SCHEDULE, QUALIFYING TIMES, CONDITIONS

The Schedule, Conditions and Qualifying Times for British Para Swimming International Meet 2017 associated with the World Para Swimming World Series are saved on the British Swimming Website [here](#). Please contact ben.tarrant@swimming.org if you have any questions.



Accommodation & Travel Booking Form

BRITISH PARA-SWIMMING INTERNATIONAL MEET
SHEFFIELD, 27th - 30th April 2017

CSE are pleased to offer teams special accommodation package as follows:

DOUBLETREE BY HILTON SHEFFIELD:

Single Rooms @ £154.00 per room, per night

Twin Rooms @ £109.00 per person sharing, per night

Your accommodation package includes:

Transport to / from Ponds Forge International Sports Centre

Buffet breakfast, buffet lunch & buffet dinner at the hotel

VAT

We can also arrange your airport transfer at an additional fee – please see further information below

To make your reservation, please complete the booking form below, circling your requirements where necessary...

TEAM NAME:

LEAD NAME:

ADDRESS:

TEL:

EMAIL:

Total Team Size: *Please advise the total amount of people in your team*

Number of Wheelchair Users: *Please advise the number of wheelchair users in your team (required for transportation info)*

Arrival Date: MON 24 APR TUE 25 APR WED 26 APR THU 27 APR OTHER

Departure Date: SAT 29 APR SUN 30 APR MON 01 MAY OTHER

Number of Nights: 4 5 6 7 8 OTHER

Room Types: SINGLE *(1 bed in room for 1 person)....* TWIN *(2 beds in room for 2 people)....*

If you are booking more than one room please state the number of each room type required

Requests:*(i.e number of accessible rooms required)*

TRANSPORT ARRANGEMENTS:

Airport transfers between Nottingham East Midlands Airport (EMA), Doncaster Airport (DSA) or Manchester Airport (MAN) & your hotel can be arranged at an additional cost. If you would like to receive a quote for this service please provide your flight information below:

DEPARTURE AIRPORT: _____

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Athlete Entry Pack

ARRIVAL DATE: _____ ARRIVAL TIME: _____ FLIGHT NUMBER: _____
DEPARTURE DATE: _____ DEPARTURE TIME: _____ FLIGHT NUMBER: _____

Please make your cheque payable to 'Corporate & Sporting Events'. Payments by credit card are subject to a 2.5% handling fee. Should you wish to pay by credit card please fill in your details below:

CARD TYPE: VISA CREDIT MASTERCARD VISA DEBIT AMEX
CARD NUMBER:
EXPIRY DATE:
3 DIGIT SECURITY NUMBER FROM REVERSE OF CARD:
CARDHOLDER NAME:

SIGNATURE:
.....

Should you wish to pay by bank transfer, our bank account details will be provided upon request.
Do you wish to pay by bank transfer? YES / NO

***Cancellations must be made in writing.
Please note that cancellations received after Friday 10th February 2017 are non-refundable.***

Your request is subject to availability at the time of booking so please return your form as soon as possible to:
Mandy Bateman
Corporate & Sporting Events, Alexander Stadium, Walsall Road, Birmingham, B42 2LR.
Tel: 0121 647 4096 Fax: 0121 647 4099 E: mandy@cseplc.com



CREDIT/DEBIT CARD FORM

Please print clearly and complete all details:

CARD DETAILS (PLEASE SELECT): SWITCH-MAESTRO / MASTERCARD / VISA

CARD NUMBER: _____

START DATE: __/__/__ EXPIRY DATE: __/__/__ ISSUE NUMBER: ____

LAST 3 DIGITS ON SIGNATURE STRIP: ____

NAME AND ADDRESS OF THE CARD HOLDER:

FULL NAME: _____

ADDRESS: _____

POST CODE: _____

DAYTIME CONTACT NUMBER: _____

PAYMENT FEE £ 26

IF YOU REQUIRE A RECEIPT, PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE.

PAYMENT CAN TAKE ANYTHING UP TO 10 DAYS TO BE PROCESSED.

Please return this form to:
British Swimming Events, Pavilion 3 SportPark,
3 Oakwood Drive, Loughborough University, LE11 3QF

britishevents@swimming.org

FINANCE OFFICE INFORMATION

EVENT: British Para-Swimming International Meet 2017

DATE: April 2017



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BUDGET CODE: GPDIS-DSC-1024
EVENT OFFICER: Ben Tarrant

The ASA/British Swimming will use your personal data for the purpose of your involvement in ASA/British Swimming events and I understand that by submitting this form, I am consenting to receiving information about the ASA/British Swimming event I am involved in by post, email, SMS/MMS, online or phone unless stated otherwise.

