



# Entry Pack

## Swim England Masters National Championships

27-29 October | Ponds Forge, Sheffield



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## INTRODUCTION

This document contains the required information needed to enter Swim England Masters National Championships 2017.

Please ensure you read this document carefully as some information may be new to you. As we continue to improve this event.

All entries must be made online, including payment. Please note that paper entries will not be accepted. Details on how to enter online are included in this document.

## CONTACTS

### Swim England Events

**Email:** [nationalevents@swimming.org](mailto:nationalevents@swimming.org)

**Tel:** 01509 640 266

**Address:** Swim England Events Department  
Pavilion 3  
SportPark  
3 Oakwood Drive  
Loughborough University  
LE11 3QF

### Venue

**Address:** Ponds Forge ISC,  
Sheaf Street,  
Sheffield  
S1 2BP  
**Tel:** 0114 223 3400

### Entries

**Entries Administrator:** Bernie Buck

**Email:** [bernie.buck22@gmail.com](mailto:bernie.buck22@gmail.com)

## KEY DATES

**Entries Open**

12 noon, Wednesday 23 August 2017

**Entries Close**

12 noon, Friday 6 October 2017

**Qualifying Period**

1 October 2015 - 12 noon, Friday 6 October 2017

**Email withdrawals**

Withdrawals before Friday 27 October should be sent by email to [bernie.buck22@gmail.com](mailto:bernie.buck22@gmail.com)

## HOW TO ENTER

Entries for Swim England National Masters Championships 2017 are now open.

### Qualifying times

Please refer to the event conditions at the end of the document for further information on qualifying times. Qualifying times can also be viewed on the [Masters Calendar page](#).

### Entry Fees

Individual Event Registration Fee	£26.50
Individual Entry Fee	£5.50
Team Entry Fee (no registration fee required)	£12.50
Individual Relay Fee*	£1

**\*Important information – If you are only entering a relay, not individual event, you must submit your name and club using the online entry system.**

### 1500m Entries

Only 140 entries (including male & female) will be permitted into the 1500m.

Once 140 is reached entries for this event will close.

### Entering individual events

1. All entries are to be submitted via the [ONLINE ENTRY PAGE](#).
2. On the individual entry page enter your British Swimming registration number or family name, click on 'fetch data' and follow the instructions.
3. If you are a member of more than one club you will be asked to select which club you wish to represent for this entry. **Please note changes to clubs will NOT be allowed under any circumstances, so be sure to select the correct on entry.**

### Entering relay events

1. **If you are only swimming relays;** you are required to enter your name on the individual entry page (see above) and the club you wish represent, but do not enter any events. You will be charged £1. This will need to be completed by **12 noon Friday 6 October**.
2. **If you are the person responsible for entering your relay team;** complete the relay entry form as normal through the [ONLINE ENTRY PAGE](#). Clubs are permitted to enter up to two teams per age group in the same event, this will need to be completed by **12 noon Friday 6 October**.
3. Payment is by debit/credit card or PayPal, please follow the instructions.

### Entry confirmations

All entries must be made online and payment must be made in full, online to complete the entry process. Payment is by credit or debit card only, please follow the PayPal instructions.

Please note paper confirmation of entry will not be sent out. All entrants will receive two emails at the time of payment: one from PayPal confirming receipt of payment and one from the entry system confirming your entry.

Your entry is not complete until your payment has been processed and you have received a confirmation email from PayPal. Please contact Swim England Events if you have any issues ([NationalEvents@swimming.org](mailto:NationalEvents@swimming.org)).

Entries can be viewed on the entry page. If after you have submitted your entry you find you have missed an event, you may go back and make additional entries. If you wish to withdraw from an event, please follow the withdrawal procedure. Please note refunds will not be made. All entries are bound by the Conditions of Entry.

After entries have closed a Competitors Information Pack with further details about the competition will be distributed to competitors.

## **Medical declaration**

Please read the following information carefully:

1. I am aware of the need to seek appropriate medical advice if I have any concerns as to the state of my health. I have not been informed by any medical practitioner and I do not have any knowledge of any medical condition which would make it inadvisable for me to participate in the National Masters Championships (“the Championships”). Accordingly I declare that I am physically fit and well to participate in the Championships.
2. I undertake at all times during the Championships to use my best endeavours to train and compete in a safe and proper manner and not to do anything which would expose myself or fellow swimmers to unnecessary risk of injury.
3. I acknowledge that Swim England, or anybody associated with the organisation of the Championships cannot be held responsible for any loss or damage to my personal belongings and that I must take all reasonable steps against any such loss or damage.
4. I hereby agree to abide by and be governed by the rules and regulations of the Championships as set out in the Event Conditions.

Submission of an entry will confirm that you have read and understood the above provisions and agree to abide by them.

## COMPETITOR INFORMATION

### Schedule of events

Friday 27th October	Saturday 28th Oct	Sunday 29th Oct
<b>Session 1 – 9.00am</b>	<b>Session 4 – 9.00am</b>	<b>Session 7 – 9.00am</b>
101 Mixed 1500m Freestyle	401 Mixed 4 x 50m Medley Relays 402 Women 400m Individual Medley 403 Men 400m Individual Medley 404 Women 50m Backstroke 405 Men 50m Backstroke 406 Women 4x100m Medley Relays 407 Men 4x100m Medley Relays	701 Mixed 4x200m Freestyle Relays 702 Men 200m Individual Medley 703 Women 200m Individual Medley 704 Men 100m Freestyle 705 Women 100m Freestyle 706 Men 200m Butterfly 707 Women 200m Butterfly 708 Men 4x50m Freestyle Relays 709 Women 4x50m Freestyle Relays
<b>Session 2 – 1.30pm*</b>	<b>Session 5 – 12.30pm*</b>	<b>Session 8 – 13:15pm*</b>
201 Mixed 4x100m Freestyle Relays 202 Men 100m Backstroke 203 Women 100m Backstroke 204 Men 200m Freestyle 205 Women 200m Freestyle 206 Men 100m Individual Medley 207 Women 100m Individual Medley 208 Men 4x50m Medley Relays 209 Women 4x50m Medley Relays	501 Mixed 4x100m Medley Relays 502 Women 50m Freestyle 503 Men 50m Freestyle 504 Women 200m Backstroke 505 Men 200m Backstroke 506 Women 100m Breaststroke 507 Men 100m Breaststroke 508 Women 4x200m Freestyle Relays 509 Men 4x200m Freestyle Relays	801 Men 50m Breaststroke 802 Women 50m Breaststroke 803 Mixed 800m Freestyle
<b>Session 3 – 5.45pm*</b>	<b>Session 6 – 4.30pm*</b>	
301 Men 200m Breaststroke 302 Women 200m Breaststroke 303 Men 100m Butterfly 304 Women 100m Butterfly 305 Men 4x100m Freestyle Relays 306 Women 4x100m Freestyle Relays	601 Mixed 4x50m Freestyle Relays 602 Women 50m Butterfly 603 Men 50m Butterfly 604 Women 400m Freestyle 605 Men 400m Freestyle	

**\*Session start times are estimates, session times will be confirmed after the closing date when all entries have been received.**

### Withdrawals

The withdrawal process relies upon swimmers co-operation and courtesy to fellow competitors. Swimmers who fail to arrive for their heat create empty lanes which, if they had been used by others, could reduce the length of the sessions. To ensure that the meet runs efficiently it is essential that those not intending to swim inform the recorders as soon as possible.

Withdrawals before Friday 27 October should be sent by email to [bernie.buck22@gmail.com](mailto:bernie.buck22@gmail.com)  
Withdrawals after the start of the competition, should be reported to the recorders in the timing suite.

### Re-entry

Competitors entered in 400m Individual Medley and 400m, 800m and 1500m Freestyle events are required to confirm their intention to swim in these events by re-entering before the start of the session in which the events will be swum. The deadlines for re-entry will be published in the Competitor Information Pack.

### Relay declaration

The Relay Declaration Form can be found at the end of this document.

### **Warm up and swim down**

Warm up will take place in the competition pool prior to each session. Warm up and swim down facilities will be available in the Diving pit throughout the competition. Further information will be included in the Competitor Information Pack.

### **Swimwear**

Swimmers are reminded that to qualify for a British, European or World Masters record their swimwear must be compliant with the FINA requirements.

### **Warm up marshals**

We need your help to make this event a success. We need warm up marshals at the start of each session to create a safe and pleasant warm up. Please offer your time for one or more sessions to help supervise the warm up. For those new to this role a description of the duties is available.

If you are able to lend your time during the warm up ahead of all eight sessions you will receive an event staff polo shirt.

If you can help out, please contact [nationalevents@swimming.org](mailto:nationalevents@swimming.org)

## GENERAL INFORMATION

All event updates and additional information will be uploaded to the [National Championships web page](#).

### Accommodation

We are pleased to be able to offer a 15% discount of the best flexible rate, to competitors, teams, friends and family during the event. This discount is available at the following hotel:

Holiday Inn Express  
Blonk Street  
Sheffield  
S1 2AB  
Tel: 0114 252 6500

In order to claim your 15% discount, please call the hotel directly between the hours of 9 am and 5 pm, and quote “Swim England”.

### Data Protection

For further information and guidance, please read the [Data Protection Notice and Policy](#).

### Photography Policy

For further information and guidance, please read the [Photography Policy](#).

## CONDITIONS

### 1 General Conditions

- 1.1 The Championships Promoter is the Swim England Masters Sub Group (“the Group”) which will appoint an Executive Director for the Championships. The Group reserves full powers over the National Masters Championships (25m) (“the Championships”), including but not limited to cancelling, postponing or changing the Championships venue and/or format due to reasons beyond its reasonable control. Anything not covered by these Conditions will be decided by the Executive Director.
- 1.2 The Championships shall be held annually under FINA Swimming Rules and FINA Masters Rules unless otherwise provided in these Event Conditions, the ASA Judicial Regulations and any additional conditions (printed in the respective meet information). These Rules apply to all those taking part in the Championships. For conditions not covered by FINA Rules (for example, Health and Safety regulations and other guidelines) the requirements of Swim England shall apply.
- 1.3 For individual and team events, competitors must be registered with Swim England as Category 2 swimmers, Scottish Swimming or Swim Wales equivalent. Temporary Swim England members are not eligible to enter these Championships.
- 1.4 The age of competitors shall be determined as at midnight on 31 December in the year of competition. All competitors must be 18 years or over on the first day of the Championships.
- 1.5 A competitor can only compete for one club in the Championships and must be a registered member of that club on the day that they enter.



## **2 Individual Events**

**2.1** The individual events shall be (for both men and women):

50m, 100m, 200m, 400m, 800m and 1500m Freestyle  
50m, 100m and 200m Backstroke, Breaststroke, and Butterfly  
100m 200m and 400m Individual Medley

**2.2** All events are Heat Declared Winner within each individual age classification. In each event, with the exception of the 50m events, competitors will be seeded according to their entry time and will compete against those with similar times from the various age groups taking part in the event. The last heat in each event will be spear head seeded. For 50m events competitors will be seeded in age groups as far as possible.

**2.3** The age groups for individual events shall be for men and women:

18-24 years 40-44 years 60-64 years  
25-29 years 45-49 years 65-69 years  
30-34 years 50-54 years 70-74 years  
35-39 years 55-59 years 75-79 years  
And in five year bands as high as necessary.

**2.4** Competitors may only compete in up to eight individual events.

## **3 Team Events**

**3.1** The team events shall be:

Men's and Women's 4 x 50 m Freestyle and Medley Team Relays  
Men's and Women's 4 x 100 m Freestyle and Medley Team Relays  
Men's and Women's 4 x 200 m Freestyle Team Relays  
Mixed 4 x 50 m Freestyle and Medley Team Relays  
Mixed 4 x 100 m Freestyle and Medley Team Relays  
Mixed 4 x 200m Freestyle Relays

**3.2** All team events will be Heat Declared Winner within each team age group classification.

**3.3** The age groups for Masters team events shall be:

100-119 years 200-239 years  
120-159 years 240-279 years  
160-199 years 280-319 years  
And in 40-year increments as high as necessary.

**3.4** The combined ages of the team members at midnight on 31 December in the year of competition must fall within the age band given above with the proviso that all team members must be 25 years of age or older on the 31 December in the year of competition.

**3.5** There shall also be team events for teams with the combined ages at midnight on 31 December in the year of competition of 72 years and above with all team members being aged 18 years or over on the first day of the Championships.

**3.6** Clubs are limited to a maximum of two teams in any one age group in each event and individual competitors can only swim in one team in each event.

**3.7** All competitors, including those who are only swimming in relay teams, must be entered on the meet database in the name of the club they wish to represent by the closing date for individual entries.

**3.8** The mixed teams shall consist of two competitors of each sex swimming in any order.

#### **4 Entries**

**4.1** All entries shall be received by the appointed Championships Administrator by the closing date, 12 noon Friday 6 October, accompanied by the appropriate registration and entry fee.

**4.2** The Promoter reserves the right to close entries before the published closing date should the event reach maximum capacity.

**4.3** Qualifying times will be used and competitors entering an event will have had to have a time recorded on the ranking database faster than or equal to the qualifying time set for that event and achieved between the 1 Oct two years previously up to the closing date of the competition.

**4.4** Competitors and teams whose entries have been accepted are expected to swim unless they have formally withdrawn in accordance with withdrawal policy.

#### **5 Entry Times**

**5.1** Entries will only be accepted from competitors who have achieved the Qualifying Times for the events they wish to enter.

**5.2** Qualifying times must have been achieved between the 1 Oct two years previously up to the closing date of the competition for individual entries and may be achieved in either a long course or a short course pool. Times shall be available on the British Rankings at the time of entry.

**5.3** Para Competitors with swimming classification which is held on the British Swimming or IPC Swimming Classification Database at the time of entry shall be exempt from qualifying times.

#### **6 Withdrawals**

**6.1** Information about how to withdraw and the associated time deadlines will be published in the Competitor Information Pack.

#### **7 Re-entry**

**7.1** Competitors entered in 400m Individual Medley and 400m, 800m and 1500m Freestyle events are required to confirm their intention to swim in these events by re-entering before the start of the sessions in the events which will be swum. The deadlines for re-entry will be published in the Competitor Information Pack.

## TEAM DECLARATION FORM

Clubs must complete a team declaration form, which must be handed to the Recorders at least **75 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not complying with this instruction will NOT be allowed to compete.

Where a club has more than one team in an event, a swimmer who has been declared for one team may not compete for another team in the same event.

**Event Number**.....

CLUB or TEAM NAME	
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TYPE OF TEAM (Circle as appropriate)	MALE	FEMALE	MIXED
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TEAM EVENT (Circle as appropriate)	4 x 50m Free Team	4 x 100m Free Team	4 x 200m Free Team
	4 x 50m Medley Team	4 x 100m Medley Team	

AGE GROUP (Circle as appropriate)	72+ years	100 – 119 years	120 – 159 yrs	160 – 199 yrs
	200 – 239 yrs	240 – 279 yrs	280 – 319 yrs	Other

### NAMES OF SWIMMERS IN SWIM ORDER

Swimmers' Names <small>Please identify the nationality of any non-British swimmers.</small>	Membership Number	Age as at <b>31/12/17</b>

Team Manager's Name: .....	<b>Total Age</b>	
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Please print clearly

Signature: .....

(Recorder to return bottom slip to team manager)

Swimmer	Age
<b>Total Age</b>	

Event
Event No

Received by (Recorder)	
Date	Time

**SWIMMERS NOT ALREADY REGISTERED FOR THESE CHAMPIONSHIPS WILL NOT BE ALLOWED TO SWIM IN RELAY TEAMS.**