

Entry Pack

Swim England National Winter Championships (25m) 2018

14 – 16 December | Ponds Forge, Sheffield

Contents

CONTACTS	2
Swim England	2
Venue.....	2
KEY DATES.....	2
HOW TO ENTER	3
Entry Fees.....	3
Entry Deadline.....	3
Entry Process.....	3
Uploading a Photo.....	3
Submitting an Entry	4
Entry Confirmation.....	4
COMPETITION INFORMATION	5
Team Leader Meeting	5
Training	5
Warm up.....	5
Medical Declaration	5
ACCREDITATION.....	6
Competitors.....	6
Coaches, Team Managers and Chaperones	6
GENERAL INFORMATION	9
Spectators Tickets.....	9
Event Merchandise.....	9
Data Protection.....	9
Photography Policy.....	9

CONTACTS

Swim England

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Swim England Events Department

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Loughborough

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Venue

Ponds Forge

Sheaf Street

Sheffield

Yorkshire

S1 2BP

Tel: 0114 223 3400

KEY DATES

Entries Open	12 noon, Wednesday 26 September 2018
Initial Entries Close	12 noon, Thursday 22 November 2018
Late Entries Window Close	By the end of the Team Leaders Meeting
Team Leader Meeting	6pm, Thursday 13 December 2018 – Skyline Suite

HOW TO ENTER

Entry Fees

Individual events	£11
Individual Late entry fee	£22
Relay Team/ Challenge 68 Team	£22
Relay Alternative	£1
Relay Team/ Challenge 68 Team Late entry fee	£44
Relay Alternative Late entry	£2

Entry Deadline

INITIAL ENTRIES CLOSE: 12 noon, Thursday 22 November 2018

Entries and appropriate payments must be received by this deadline.

Entries without payment and entries incorrectly completed will not be accepted.

LATE ENTRIES: Those who fail to enter within the initial entries window but still wish to compete shall be allowed to submit late entries until the end of the Team Leader meeting commencing at **6pm Thursday 13 December 2018**.

All late entries shall be charged twice that of the initial entry period (£22 for individual entries and £44 for Relay/Challenge 68 entries). The late entries process and late entry rates shall also apply to competitors who, having submitted entries in the initial period and wish to add additional events for which they qualified for.

Entry Process

Uploading a Photo

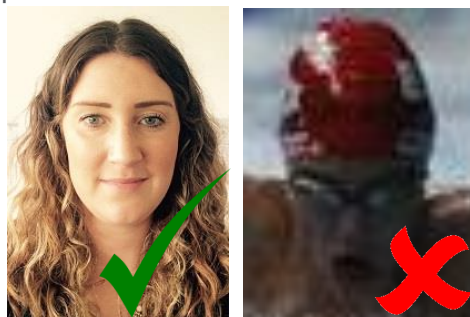
All competitors are required to upload a photo of themselves for accreditation purposes before an entry can be submitted.

Photos should be uploaded via the [BIOGS PAGE](#).

Once the entry has been successfully submitted, competitors will be emailed a link to their personal photo accreditation, which must be printed in advance and brought to the event.

The following guidelines should be followed for uploading photos:

- The photo should be a clear head and shoulders shot
- Crop the photo size so that it has a width of 200 pixels:
 - An easy way to resize: open the photo in 'Microsoft Paint'. > Resize> Select 'Pixels'> Type '200' in Width and Height will adjust accordingly> Select 'OK'.
 - Alternatively, 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.



If the photo is deemed to be unsuitable (either on the grounds of poor quality or wrong identity) entry into the event may not be permitted.

Submitting an Entry

All entries must be submitted online.

<p>Individual Entries and Relays Swimmers must have achieved the qualifying time to enter.</p> <p><u>SUBMIT ENTRY</u></p>	<p>Challenge 68</p> <p><u>SUBMIT ENTRY</u></p>
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- Membership number should be entered in the box or name selected from the drop down list.
- Providing the Biogs page has been updated, a list of qualifying events will appear ticked.
- Competitors should unselect any event/s they do not wish to enter.
- *If a relay swimmer (including Challenge68) is not entering an individual event their details must still be entered as an individual entrant with no swims.*

Entry Confirmation

All confirmed entries will be published online.

An entry is not complete until the payment is processed and a confirmation email from PayPal has been received. Entries without payment and entries incorrectly completed will not be accepted.

<p>Individual entries and Relay Teams</p> <p><u>CONFIRMED SWIMMING ENTRIES</u></p>	<p>Challenge 68 <u>CONFIRMED CHALLENGE 68 ENTRIES</u></p>
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Competitors should check their details carefully and contact National Entries Administrator with any errors:

Any entries received after Thursday 22 November may not feature in publications such as the event programme and competition merchandise.

For any overseas competitors that wish to enter, you will need to email the National Entries Administrator for further information on the entry process.

National Entries Administrator: Barry Saunders
Email: national.entries@swimming.org

COMPETITION INFORMATION

Event Schedule

Detailed list of all events and the start timings of sessions are available to view online via the [EVENT SCHEDULE](#).

Session Start Times

Day	Heats	Finals
Friday 14 December	09:00	16:30
Saturday 15 December	09:00	16:30
Sunday 16 December	09:00	16:30

**All session start and finish times are subject to last minute changes.*

Team Leader Meeting

The Team Leader Meeting will be held on **Thursday 13 December 2018 at 6pm** in the Skyline Suite. Timelines for the final sessions will be issued at this meeting.

Training

Training will be available in the competition pool on Thursday 13 December from 1pm until 8pm.

Warm up

The competition pool will be available for warm up ahead of sessions. Further information will be provided in the Confirmation Pack.

Medical Declaration

Whether by accident or on purpose, doping is against the rules of the sport. Swim England and British Swimming promote a culture of doping-free sport. Competitors are advised that Anti-Doping control may take place during this Meet.

Please ensure competitors keep their accreditation on person at all times, as this will be used for identification. For further information, please refer to Anti-Doping section:

<https://www.britishswimming.org/performance/anti-doping/>

Please note that in accordance with the International Standards for Testing, it is the competitor's responsibility to provide all information and dosage for any medications and supplements taken on the doping control form, at the point of doping control. Any previously disclosed medications or supplements need be provided to the club and/or via a British Swimming Medical Declaration Form.

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

All medications should be checked on www.globaldro.com

If support is required, or there is a query about any medications, supplements or the anti-doping rules around this, please contact Rachel Burrows at British Swimming: 07824 618 863.

ACCREDITATION

Accreditation must be worn at all times inside the venue within accredited areas.

Competitors

Competitor accreditation will be sent in a confirmation email on completion of the entry and will be sent to the email address provided at the time of entry.

The following guidelines should be followed to ensure the competitor accreditation is correct:

- Competitor accreditation must be printed in advance and brought to the event.
- Once printed, the accreditation should be folded twice so that the photo is visible on the front and back.
- At the event, lanyards and accreditations pouches will be available from collection points for accreditation passes.
A £10 charge will be applied to replace any lost or forgotten accreditations.

Accreditation checks will be carried out at the event and entry into the event may be denied without the accreditation pass.

Coaches, Team Managers and Chaperones

Poolside Accreditation Pass Fee	£26
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Coaches, team managers and chaperones requiring access to poolside must purchase a Poolside Accreditation pass in advance of the event.

Since 1 April 2017, Swim England had implemented changes when applying for a Poolside Accreditation for Swim England National events. These are the same changes, which have also been introduced at British Swimming events.

All coaches, team managers and chaperones must fulfil the following criteria, as required by their role, when applying for a pass to attend any Swim England National events.

As of 1 January 2018, valid Safeguarding certificates must also be in place in order to successfully apply for poolside accreditation, this requirement has been communicated since April 2017.

All coaches, team managers and chaperones must provide evidence of:

- 1. DBS:** valid Disclosure and Barring Service check (DBS)
- 2. Minimum Qualification/Requirements (specific to the role):**
 - a. Coaches –Coaching Qualification Level 1
 - b. Team Manager – Team Manager Training Module 1 Certificate
 - c. Chaperone – Club authorisation to be acting in loco parentis on behalf of the Club
- 3. Safeguarding Certificate:** valid Safeguarding certificate updated and recorded with Swim England Membership Department

Coaches, team managers and chaperones will not be able to apply for a Poolside Accreditation without the above documents in place.

How to Apply

- Log into [Swim England Membership Options](#)
- To check that the required documents are up to date, follow the instructions at the top of the page.
- The system will then display the eligibility per event and will highlight areas where further action is required in order to meet all the requirements.
- If all the minimum requirements and qualifications are met for the specific event, the system will automatically display the option to apply for the event accreditation.

WHERE CRITERIA HAS NOT BEEN FULFILLED, THE FOLLOWING ACTION SHOULD BE TAKEN

Disclosure and Barring Service (DBS)

Coaches, team managers and chaperones must hold a valid DBS disclosure issued by Swim England/Swim Wales (Scottish Swimming - disclosure via Protecting Vulnerable Groups Scheme (PVG Scheme)), which is valid for 3 years. Other DBS disclosures will be accepted subject to the individuals being willing to provide consent if their DBS is registered with the DBS Update Service.

The application process for a DBS with Swim England could take up to 4 weeks to complete and is valid for 3 years from the date of issue.

Individuals must submit proof of valid DBS certificates or for any DBS queries should contact:

- Swim England DBS Office: 01509 640 738/ db@swimming.org

Minimum Qualifications, Training, Requirements

Coaches and Team Managers

In accordance with [Wavepower](#) guidance, coaches and team managers should hold the appropriate qualifications and training as required by their role.

The following will be required for the Swim England National events poolside accreditation:

Coach	Coaching Qualification Level 1 or equivalent minimum qualification
Team Manager*	Team Manager Training Module 1 Certificate *Team managers applying for accreditation, who are under the age of 18 years old, must be acting in an assistant capacity only. Clubs will be required to provide an additional team manager who is 18+; applications will be refused if this condition is not met.

Please note, team managers acting in team manager capacity will not require coaching qualifications. Similarly, coaches will not need to have team manager training in addition to their coaching qualifications in order to obtain poolside accreditation.

To obtain either of the above, individuals are required to:

Coach	visit Swim England Coaching and Teaching Courses
Team Manager	Contact volunteering@swimming.org

To submit proof of the minimum required qualification, please email certificate copies (ensuring email is titled 'Poolside Accreditation') to:

- Swim England Awarding Body: 01509 640 493/ info@awardingbodyasa.com

Chaperones

Chaperones must act in loco parentis and are responsible for the care of swimmers for whom they are nominated as chaperones and must be appointed and applying to do so on behalf of their Club. Chaperones must not act in a coaching role at the same time. Any chaperones acting as team managers should be applying for team manager poolside accreditation and hold the relevant team manager qualification.

To apply for a Chaperone poolside accreditation pass, an authorisation must be received directly from the Club confirming individual as the appointed Club chaperone for the specific event. Club authorisation must be emailed by the Club Chair or Club Secretary (ensuring email is titled 'Chaperone Poolside Accreditation') to:

- Swim England Memberships team: 01509 640 727/ renewals@swimming.org

Safeguarding and Protecting Children Training

During 2017 all coaches, team managers and chaperones were asked to update and record their Safeguarding qualification (wherever awarded) with Swim England Memberships Department. This is now a requirement for 2018.

Team managers and chaperones are required to update and record their Safeguarding qualification (wherever awarded) with Swim England Memberships Department.

A valid Safeguarding and Protecting Children Certificate is valid for 3 years. For further information on Swim England approved Safeguarding and Protecting Children training, applicants should visit:

- [Wavepower 2016-2019 \(p.46-47\)](#)
- [IoS Safeguarding courses](#)
- [UK Coaching Safeguarding courses](#)

Those applicants, who have previously attended the UK Coaching Safeguarding & Protecting Children Workshop in a face-to-face format and need to renew their certificate, are eligible to access an online renewal safeguarding course, which has been deemed acceptable by the NSPCC Child Protection in Sport Unit (CPSU):

- [UK Coaching Safeguarding Online Renewal courses](#)

Individuals must submit proof of valid Safeguarding certificates or for any queries relating to updating individual membership records should contact:

- Swim England Memberships team: 01509 640 727/ renewals@swimming.org

Photograph

All poolside accreditations will require the individual's photo for identification purposes. Coaches, team managers and chaperones can upload or update their headshot photo by logging into Swim England [Membership Options](#).

Any individual found to misuse the poolside accreditation pass, and/or if the individual does not meet the accreditation requirements as part of their role, Swim England reserve the right to not issue a refund, revoke the pass and/or prohibit future pass allocation.

GENERAL INFORMATION

All updates and additional information will be uploaded to the [Swim England Swimming Hub](#).

Spectators Tickets

Tickets and commemorative event programmes can be pre-ordered online ahead of the event.

BUY EVENT TICKETS AND PROGRAMMES ONLINE

Advance Online Tickets		
Session	Adult	Concession
Heats	£5	£4
Finals	£5.50	£4.50
All Heats	£12	£10
Full Event	£26	£21.50

More tickets and event programmes will be available to purchase at the event from the Ticket Desk at the following prices:

On the Door Tickets		
Session	Adult	Concession
Heats	£6	£5
Finals	£6.50	£5.50
All Heats	£13	£11
Full Event	£28.50	£23.50

Event Merchandise

Event Merchandise will be available to purchase at the event. Further details of available merchandise will be published in the Confirmation Pack.

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

For all information including the conditions are available to view online via the [WINTER CONDITIONS](#) and [CHALLENGE 68 CONDITIONS](#).