

# Entry Pack

## Swim England National Winter Championships (25m) 2019

5 – 8 December | Ponds Forge, Sheffield

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CELEBRATING **150** YEARS 1869-2019

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## CONTACTS

### Swim England

**Sophie Byrne**  
Swim England Events  
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3 Oakwood Drive  
Loughborough  
LE11 3QF

Tel: 01509 640 241

Email: [sophie.byrne@swimming.org](mailto:sophie.byrne@swimming.org)

### Venue

**Ponds Forge**  
Sheaf Street  
Sheffield  
Yorkshire  
S1 2BP

Ponds Forge [Website](#)

Tel: 0114 223 3400

### Follow us for live updates

Twitter: [@Swim\\_England](#) and [@Sw\\_EngEvents](#)

Facebook: [Event Page](#)



## KEY DATES

<b>Entries Open</b>	12 noon, Monday 30 September 2019
<b>Initial Entries Close</b>	12 noon, Thursday 21 November 2019
<b>Late Entries Window Close</b>	By the end of the Team Leaders Meeting, Wednesday 4 December 2019
<b>Late Entries Challenge150</b>	60 minutes before Session 6, Saturday 7 December 2019
<b>Team Leaders Meeting</b>	6pm, Wednesday 4 December 2019 – Skyline Suite



## SWIM ENGLAND PRIVACY POLICY AND PHOTOGRAPHY CONSENT

All individuals attending Swim England events are asked to complete:

### [PRIVACY POLICY AND PHOTOGRAPHY CONSENT FORM](#)

Please make sure this is filled in prior to the event.

To view further details about how Swim England manages your data, download [Swim England's Privacy Policy](#).



### Insurance Information

Affiliated clubs and members thereof have the benefit of third party and personal accident insurance effected by Swim England. However, this does not include travel insurance for trips in the UK or abroad, in particular there is no cover for travel or accommodation costs for the cancellation of an event.

Some clubs and members may already have the benefit of their own group or personal travel insurance. For those that do not have travel insurance for this event and wish to get a Sport Travel Insurance quote please click [HERE](#) or contact Howdens directly on 0121 698 8052. Alternatively you can seek cover from another insurance provider.



## Parents in Sport Week 2019

Ahead of Parents in Sport Week 2019, we're asking parents to make a promise to their child to make sure they have safe and enjoyable experiences of sport.

This annual national campaign run by the Child Protection in Sport Unit (CPSU) aims to increase the positive parental involvement in youth sport and, by doing so, improve the experiences of young people across the UK.

**Dates:** 7 – 13 October 2019

**Social Media Channel:** Swim England Club Development

Swim England will be taking part in the awareness raising campaign Parent in Sport Week and this year we want to highlight the important role parents play in sport and what clubs can do to support parent involvement.

The Sports Parents Promise highlights how you can be a great sport parent. Share your promise with us by completing the form below and we'll share it on social media with other #sportsparents during Parent in Sport Week.

<https://www.surveymonkey.co.uk/r/sportparentpromise>

Keep up with the latest news by following Swim England Club Development on twitter at [@Sw\\_EngClubs](https://twitter.com/Sw_EngClubs)

### Child Protection in Sport Unit

Head to the CPSU website to make your [Sport Parents Promise](#) official. You'll get a certificate to print out or share on social media with other #sportsparents.



## HOW TO ENTER

Individual Entry	£11.50
Individual Late Entry	£23
Relay Team Entry	£23
Relay Team Late Entry	£46
Relay Alternate	£1
Relay Alternative Late entry	£2
Challenge150 Team	£39
Challenge 150 Team Late entry fee	£60

### Entry Deadline

**INITIAL ENTRIES CLOSE: 12 noon, Thursday 21 November 2019**

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 Leaders meeting commencing at **6pm, Wednesday 4 December 2019**.

**LATE ENTRIES CHALLENGE150:** Late entries can be submitted up 60 minutes before the start of Session 6 on **Saturday 7 December 2019**.

All late entries shall be charged twice that of the initial entry period and £60 for Challenge150 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.

### Submitting an Entry

All entries must be submitted online and all individual entries must meet the [Qualifying Times](#).

Individual Entries	Relay Teams and Challenge 150
<a href="#">SUBMIT ENTRY</a>	<a href="#">SUBMIT ENTRY</a>

- 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 Challenge150) 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.

Individual entries	Relay Teams and Challenge 150
<u>CONFIRMED SWIMMING ENTRIES</u>	<u>CONFIRMED RELAY AND CHALLENGE150 ENTRIES</u>

Competitors should check their details carefully and contact National Entries Administrator with any errors:

Any entries received after Thursday 21 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](mailto:national.entries@swimming.org)



## ACCREDITATION

Accreditation must be worn at all times inside the venue within accredited areas. Accreditation will be issued on an individual and event basis, and is non-transferrable.



## Uploading a Photo

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

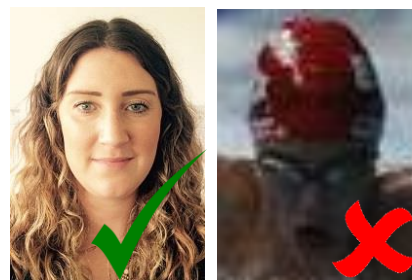


**Please Note:** During the entries process, clubs will not be able to select a member unless they have a current photo uploaded within the last 2 years. Once a member has uploaded a photo they will then be available for selection for entry.

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

- The photo should be a clear head and shoulders shot
- Photo size width should be cropped to 200 pixels
- See [Photo Guidance Document](#) for further instructions

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.





## Coaches, Team Managers and Chaperones

### Poolside Accreditation Pass Charge

£26

Coaches, team managers and chaperones requiring access to poolside must purchase a Poolside Accreditation pass in advance of the event and must fulfil the following criteria, as required by their role, when applying for a pass to attend any Swim England National events:

1. **DBS:** valid Disclosure and Barring Service check (DBS)
2. **Minimum Qualification/Requirements (specific to the role):**
  - a. Coaches – Coaching Qualification/Certificate 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.

Further Information and How to Guide:	<a href="#">Accreditation Information and Support</a>
Apply for Accreditation:	<a href="#">Apply for Accreditation</a>



## Lost or Forgotten Accreditation Passes

A £10 charge will be applied on all lost or forgotten passes if a swimmer arrives at the event without their accreditation.

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





## 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
Thursday 5 December	9am	4:30pm
Friday 6 December	9am	4:30pm
Saturday 7 December	9am	4:30pm
Sunday 8 December	9am	4:30pm

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



### Team Leader Meeting

The Team Leader Meeting will be held on **Wednesday 4 December 2019 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 Wednesday 4 December from 1pm until 8pm.



### Warm up and cool down

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



### 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 Championships.

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](http://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.





## 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 from Monday 30 September 2019.

### [BUY EVENT TICKETS AND PROGRAMMES ONLINE](#)

Advance Online Tickets		
Session	Adult	Concession
Heats	£5.50	£4.50
Finals	£6.00	£5.00
All Heats	£16.50	£13.50
Full Event	£34.50	£28.50

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	£6.50	£5.50
Finals	£7.00	£6.00
All Heats	£19.50	£16.50
Full Event	£40.50	£34.50

Please note that online tickets will increase to box office rates from Friday 22 November 2019.



### Event Merchandise

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



## CONDITIONS

[View main Championships Conditions:](#)

[Championships Conditions](#)

[View Supplementary Challenge150 Conditions:](#)

[Challenge150 Conditions](#)