



ENTRY PACK

BRITISH PARA-SWIMMING INTERNATIONAL MEET INC WPS WORLD SERIES 2020

9-12 APRIL

PONDS FORGE INTERNATIONAL
SPORTS CENTRE, SHEFFIELD

Funding Partner



Official Partners



Official Timekeeper



Suppliers



Endorsed Product



Host City and Venue





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KEY CONTACTS

British Swimming Contact

Nicole Burns
British Swimming
SportPark, 3 Oakwood Drive
Loughborough
LE11 3QF
nicole.burns@swimming.org
01509 640260

World Para Swimming Contact

Nyasha Mharakurwa
Nyasha.Mharakurwa@WorldParaSwimming.org

Venue Contact

Ponds Forge International Sports Centre
Sheaf Street
Sheffield
S1 2BP
01142 233400





ENTRY INFORMATION

1. Go to the online entry page
 - a. [HERE](#) British Para-Swimming International Meet
 - b. [HERE](#) WPS World Series.

For British Athletes:

Enter your membership number or surname in the box.

2. Providing you have updated your photo, coach and height information in your [biog](#), a list with the events you have qualified in will appear ticked.
3. Untick any events which you do not wish to enter.
4. Payment is via debit or credit card; 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.

Guide to Entering Online

For swimmers who require classification, all entries shall be received by no later than **Thursday 13th February 2020**.

For swimmers not requiring classification, all entries received by **Wednesday 19th March 2020** will be at the rate of £15.00 per swim. Any entry received after this time, up to one hour prior to the start of the Team Leader meeting on Wednesday 8th April 2020, may be accepted subject to any session time programming restraints and will be charged at the increased entry fee.

Entries without completed payment will not be accepted.

Initial Entry Fee (until 19th March 12 noon GMT)

£15 per individual entry.

Increased Entry Fee (after 19th March 12 noon GMT)

£45 per individual entry.

Entry Confirmation

A list of processed entries is 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 of any errors.

A draft programme will be available on the [ONLINE ENTRY PAGE](#) following the initial entry closing date (Wednesday 19th March).





ACCREDITATION

All competitors, coaches, chaperones, team staff and volunteers must have a valid accreditation to access the event. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten or lost, a replacement pass will be re-issued for £10 at the Sport Information Desk.

British Athletes

Your accreditation will be sent to you by email in PDF format upon completion of your entry. Please print and bring with you to the event where you can collect a pouch and lanyard from the Sport Information Desk.

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

International Athletes

International entrants and support staff will be emailed a link to enable them to upload a photograph for their accreditation.

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

Poolside Passes

Anyone requiring poolside access must purchase a pass. In order to do this you must have proof of your DBS check and safeguarding certificate. If you are an international coach you must include a letter from federation endorsing you as a member of the swimming club.

SE and WASA members purchase a pass [here](#)

SASA members purchase a pass [here](#)

International members purchase a pass [here](#)

Physio/Support staff purchase a pass [here](#)

Accreditation will be emailed to you in PDF format to print and bring to the event where pouches and lanyards will be provided.





VISA LETTER REQUESTS

If your team requires a VISA to attend this event, British Swimming can provide an invitation letter upon request. Please email nicole.burns@swimming.org with the following information on all staff and athlete's attending:

Full Name, Position in Team, Passport Number, Passport Expiry Date

COMPETITOR INFORMATION

Session Times

Heats will start at 09:30 and finals at 17:00. Estimated session finish times will be in the confirmation pack.

Warm Up and Swim Down

Warm up in the competition pool will begin 90 minutes prior to the start of the session and 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.

Training

Open training will be available for all competitors on 7th and 8th April 2020 from 08:00 – 20:00.

Classification

PI & II classification will take place from 6th – 8th April 2020. Further information below.

Call room & Competition

It is the responsibility of the athlete to report to the Call Room no later than 15 minutes prior to the scheduled start of their event.

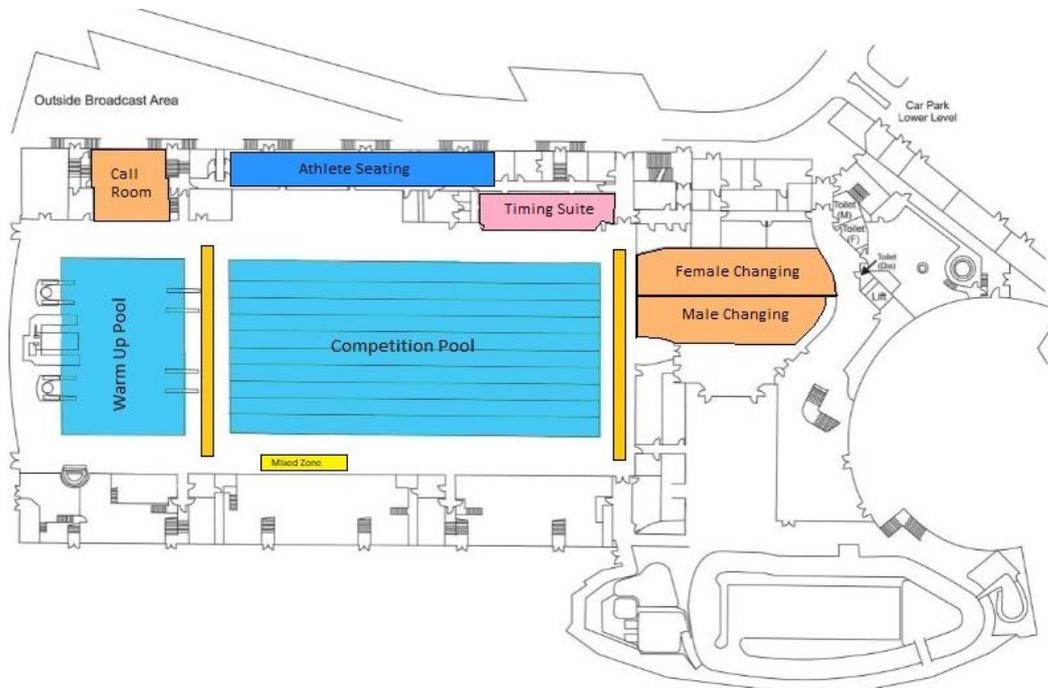
There will be one call room, athletes will then be escorted to the start end.

Regulations outlined in the World Para Swimming Rules and Regulations concerning swimwear will apply; swimwear (caps, goggles and swimsuits) must be from the approved list and might be checked in the call room. Athletes will be escorted from the Call Room onto the pool deck.

Doping Control

Swimmers are warned that random doping control may take place during these Championships. The Anti-Doping control / processes will be carried out in full accordance with the IPC Anti-Doping Code and the IPC Doping Control Agreement. More information can be found [here](#).

VENUE INFORMATION



All delegation members must have appropriate accident and health insurance accepted in order to compete. The LOC will provide only basic medical services in the venue.

No medical insurance will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event.

Changing rooms

Accessible changing and toilets are located in the changing rooms, and by the downstairs reception

Sport Information Desk (SID)

A Sport Information Desk will operate at the competition venue on the days of competition, as well as during any scheduled training sessions. It is the primary and only point of distribution for all event related information including the following:

- Distribution of start lists for the NPCs;
- Official communication with teams;
- Official forms distribution (Relay Declaration Form, Protest Form, Medical Withdrawal Form);
- Liaison between teams and LOC / World Para Swimming



CLASSIFICATION

All classifications will be run in accordance with the World Para Swimming Classification Rules and Regulations. More information can be found via the links below:

<https://www.paralympic.org/swimming/classification/npc-info>

<https://www.paralympic.org/swimming/classification/opportunities>

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 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 SE 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: _____

Membership Number: _____

Event: British Para-Swimming International Meet inc. WPS World Series 2020

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 to: **British Swimming Events, Sportpark, 3 Oakwood Drive,
Loughborough, LE11 3QF**

SPECTATOR INFORMATION

Ticket Prices

Tickets are on sale via British Swimming [HERE](#). Seating is unreserved.

Concessions are those under age 16 or over age 60.

Tickets on the Door

Please note that if a session sells out online, there will be no tickets reserved for sale on the door so please book early to avoid disappointment.

DOCUMENTS

All documents relating to this event are saved under the Coaches tab [HERE](#).

For detailed information on athlete eligibility and meet procedure please see the Event Conditions.





Please contact nicole.burns@swimming.org if you have any questions.

For all World Para Swimming World Series events the current World Para Swimming Rules and Regulations apply. They can be found [HERE](#).

TEAM LEADER MEETING

It is strongly recommended that a representative from all clubs with swimmers entered in this Meet attend the Team Leader Meeting which will take place at 18:00 on 8th April 2019 in the Skyline Suite at Ponds Forge International Sports Centre.

Non-attendance could result in swimmers being disadvantaged or not able to compete due to them or their coach not being aware of any changes required for the running of the competition.

TEAMS ACCOMMODATION AND TRAVEL PACKAGE

CSE are pleased to offer four hotel options for teams. Both options include full board catering, venue and airport transport and VAT.

Jury's Inn 4*

Single room rate GBP 169

Twin room rate GBP 129

OYO Hotel 3*

Single room rate GBP 159

Twin room rate GBP 119

Holiday Inn Express 3*

Single room rate GBP 159

Twin room rate GBP 119

Ibis 3*

Single room rate GBP 149

Twin room rate GBP 109 *see below

**Ibis Guests: lunch & dinner to be taken at the OYO Hotel- 4 minute walk away*

Please find the booking form under the Coaches tab [HERE](#).





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PONDS FORGE INTERNATIONAL SPORTS CENTRE, SHEFFIELD
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Please note that cancellations received after 24th January 2020 are non-refundable. Your request is subject to availability at the time of booking. Please return your form as soon as possible to:

Kerri.weston@cseplc.com

