

 Aquatics GB

SUMMER CHAMPIONSHIPS

PONDS FORGE | 20-26 JULY 2024

ENTRY PACK



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KEY CONTACTS

Aquatics GB Contact	Venue Contact
Abbie Roberts Aquatics GB SportPark, 3 Oakwood Drive Loughborough LE11 3QF Abbie.Roberts@aquaticsgb.com	Ponds Forge International Sports Centre Sheaf Street Sheffield City Centre Sheffield S1 2BP 0114 223 3400 Website

Please see below guides for planning your trip to Sheffield:

[Accommodation in Sheffield](#)

[Things to Do in Sheffield](#)

[Eating Out in Sheffield](#)

KEY DATES AT A GLANCE

Qualifying Window	Friday 8th March - Sunday 12th May
Entries Open	Monday 20 th May
Entry Deadline	Thursday 4th July @1700
Training Date	Friday 19th July
Team Leader Meeting	Friday 19 th July @1800
Competition Dates	Saturday 20 th July – Friday 26 th July

ENTRY INFORMATION

- Following the closure of the qualifying window, entry invitations will be emailed out to the registered email addresses of all qualifying competitors. A full list will also be published on the online entry page for you to check.
- Go to the [ONLINE ENTRY PAGE](#) and select the event.
- Enter your membership number or surname in the box.
- 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.
- Untick any events which you do not wish to enter.
- Payment is via debit or credit card. You do not need a PayPal account to pay. Your entry will not be complete until you receive a confirmation of payment email from Paypal.



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GUIDE TO ENTERING ONLINE

GUIDELINES FOR UPLOADING PHOTOS



- The photo should be a clear head shot only.
- Crop the photo to a 4:3 ratio portrait size. An easy way to resize: is to right click on the photo and “Edit with Photos” using Microsoft Windows.

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.

ENTRY DEADLINE

Competitors who wish to accept their invitation to compete must then ensure that their entry is received no later than the ‘closing date’ of 1700 on Thursday 4th July, accompanied by the appropriate entry fee, otherwise their invitation will be forfeited.

Those who fail to accept their invitation within this timescale but still wish to compete will be allowed to submit 'late entries' until 1700 on Thursday 18th July for which the accompanying entry fee shall be twice that of the initial acceptance period.

ENTRY FEES

- £15.00 per individual entry.
- £30.00 per relay entry.
- £5.00 for relay only accreditation.

ENTRY CONFIRMATION

A list of processed entries will be 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 if there are any errors national.entries@swimming.org



ACCREDITATION

All competitors, coaches, chaperones and support staff 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 £10.00.

ATHLETES

Your accreditation will be sent to you by email on completion of your entry. Please print and bring to the event with you where lanyards and pouches will be provided.

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

All coaches, chaperones and physiotherapists must have a valid photo to gain access to the pool deck. Applications for coach/chaperone passes will be charged at £26.00 per event. **A valid DBS check, coaching and safeguarding qualification is required. Coach pass applications are now open [here](#).**

Applicants are advised the online Disclosure & Barring Service process could take up to 1 month to complete. All applicants must be registered with an affiliated club.

All clubs and 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/dbs-update-service.

If you hold a disclosure that has been registered with the DBS Update Service, and you have not yet given Swim England written consent to check the status, please submit your original disclosure certificate along with a completed consent form to dbs@swimming.org. Please also email dbs@swimming.org for a DBS Update Service Consent form.

PLEASE NOTE: It is the applicant's responsibility to ensure a DBS is in place and a pass has been purchased to attend the event. Under no circumstances will any person be allowed entry to the event without the relevant safeguarding checks in place and pass issued.

Please email British.Events@aquaticsgb.com if you have any queries.

Poolside passes will be emailed to you in PDF format to print out and bring to the event, please ensure you print these before arriving at the venue. Pouches and lanyards will be provided.



COMPETITOR INFORMATION

SCHEDULE AND CONDITIONS

The Schedule and Conditions for Aquatics GB Summer Championships are available on the Aquatics GB Website, please click [here](#).

TRAINING

Training will be available from 0800-2000 on Friday 19th July and after the 1500m Freestyle events conclude on Saturday 20th July.

Final timings and details will be confirmed in the confirmation pack.

SESSION TIMES

- Heats are likely subject to final decision to start at 8:45am not 8:30am
- Afternoon session timings will be confirmed as soon as possible.
- Finals will start 1700 across all days.

Estimated session finish times will be published in the draft programme.

WARM UP AND SWIM DOWN

- Warm up sessions will be structured as necessary based upon Club name and Gender in compliance with the venue bather loading
- A warm up schedule will be circulated prior to the Team Leader meeting

Swim down will be available in the diving pit.

TEAM LEADER MEETING

It is strongly recommended that a representative from all clubs with swimmers entered in this meet should attend the team leader meeting which will take place at **1800 on Friday 19th July** in the Skyline Suite at Ponds Forge.

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.

Timelines for finals sessions will be available following the team leader meeting.

TICKETS

Tickets will soon be available to purchase via See Tickets. More information on the sale of tickets will be communicated via our [website](#) and social media channels – Instagram, Twitter and Facebook.



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DOPING CONTROL

Swimmers are warned that random doping control may take place and to keep their accreditation on their person at all times for identification.

FILMING AND PHOTOGRAPHY

FILMING AND PHOTOGRAPHY POLICY

Aquatics GB 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 an Aquatics GB 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.

Aquatics GB encourage all spectators and participants at Aquatics GB events to make themselves familiar with the photography and filming arrangements for the event and be vigilant during that event.

Aquatics GB is committed to ensuring that all children who participate in Aquatics GB 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 Events 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 Aquatics GB 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, Aquatics GB may use these recordings and images for the purposes of education and training, swimmer analysis, research, 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 Aquatics GB 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 Swim England 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: Aquatics GB Summer Championships 2024

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 by email to: Abbie.Roberts@aquaticsgb.com



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