



CONFIRMATION PACK

BRITISH SUMMER CHAMPIONSHIPS 2018

24 - 29 JULY

PONDS FORGE, SHEFFIELD



Funding Partner



Official Partner



Suppliers



Endorsed Product



Host City and Venue

Marketing Sheffield



KEY CONTACTS

British Swimming Contact

Georgina Coulson
British Swimming
SportPark, 3 Oakwood Drive
Loughborough
LE11 3QF
georgina.coulson@swimming.org
01509 640172/07966 271753

Venue Contact

Ponds Forge International Sports Centre
Sheaf St,
Sheffield
S1 2BP
0114 223 3400

ENTRY CONFIRMATION

Please note that no paper confirmations will be sent out to competitors. A list of submitted entries and the draft programme are available [here](#). Competitors are requested to check their details carefully and inform the National Entries Administrator below if there are any errors.

National Entries Administrator – Barry Saunders

Tel – 01423 885 326 (after 18:00)

Email – national.entries@swimming.org

Late entries are now being accepted up until the end of the Team Leader Meeting which is to be held at 18:00 on Monday 23rd July 2018 in the Skyline Suite at Ponds Forge. The accompanying entry fee for late entries shall be three times that of the initial acceptance period (£39 per individual entry or £78 per relay entry).

Names of swimmers for relay teams shall be submitted to the recorders at the event using a Team Declaration Form. The form is included at the end of this document for you to fill in in advance, but will also be available at the Team Leader Meeting and in the Omega Suite at the event. The completed form must be handed to the recorders at least **60 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not complying with this instruction will lose their right to compete.

TRAINING

Open training will be available on Monday 23rd July in the competition pool between 09:00 – 20:00. For further information on training times, please refer to page 5.

Only personal training equipment can be utilised during warm-up and swim down in the competition pool (pull buoys, kickboards). The use of bungee cords, fins or large hand paddles is prohibited at all times.

Athletes are encouraged to use lockers to safely store their belongings. Please note there will be a clear deck policy in place on the Omega Suite side of the pool. Swimmers and coaches will be permitted access to the seating on poolside underneath the spectator stand. British Swimming and Ponds Forge will not be responsible for any lost or stolen items left unattended.



TEAM LEADER MEETING

The Team Leader Meeting will take place in the Skyline Suite at Ponds Forge at 18:00 on Monday 23rd July.

In the best interest of their swimmers, coaches are requested to attend this meeting to ensure that they understand the [conditions](#) set out for this meet and to be provided with important information relating to the operation of the event.

Please be aware that in extraordinary circumstances timings may be altered. As much notice will be given as possible if changes need to be made.

SCHEDULE

DATES	WARM UP	SESSION START	TRAINING TIMES
MONDAY 23 RD JULY			09:00 – 20:00 COMPETITION POOL
TUESDAY 24 TH JULY	07:30 – 08:50	09:00	COMPETITION POOL FROM 07:30, BETWEEN SESSIONS AND UNTIL 20:00.
	15:00 – 16:15	16:30	
WEDNESDAY 25 TH JULY	07:30 – 08:50	09:00	
	15:00 – 16:15	16:30	
THURSDAY 26 TH JULY	07:30 – 08:50 & 12:30 – 13:10	09:00 & 13:15 (MENS 1500M FREE)	
	15:00 – 16:15	16:30	
FRIDAY 27 TH JULY	07:30 – 08:50 & 12:15 – 12:55	09:00 & 13:00 – (WOMENS 1500M FREE)	
	15:00 – 16:15	16:30	
SATURDAY 28 TH JULY	07:30 – 08:50 & 12:45 – 13:25	09:00 & 13:30 – (MENS 800M FREE)	
	15:00 – 16:15	16:30	
SUNDAY 29 TH JULY	07:30 – 08:50	09:00	
	15:00 – 16:15	16:30	

Warm up will be split as follows:

Tuesday 24th July: 7:30 – 8:10 Men, 8:10 – 8:50 Women

Wednesday 25th July: 7:30 – 8:10 Women, 8:10 – 8:50 Men

Thursday 26th July: 7:30 - 8:10 Women, 8:10 – 8:50 Men

Friday 27th July:- 7:30 – 8:10 Men, 8:10 – 8:50 Women

Saturday 28th July: 7:30 – 8:10 Women, 8:10 – 8:50 Men

Sunday 29th July: 7:30 – 8:10 Men, 8:10 – 8:50 Women

There will be no separate warm up for the Women's 800m Free on Wednesday 25th.

The Schedule and Conditions for British Summer Championships 2018 are saved on the British Swimming Website [here](#). Please contact georgina.coulson@swimming.org if you have any questions.



PRESENTATIONS

In response to previous feedback from swimmers, the 2018 British Summer Championships medal ceremonies will not take place poolside. Instead you will collect your medals at the podium in the foyer. Please feel free to come with your family, teammates and coach so they can share the experience with you.

Your medal will be available half an hour after your race and you will need to go to the desk and give your name, club and event to collect it.

If anyone has any questions at all please do not hesitate to contact georgina.coulson@swimming.org

GENERAL INFORMATION

Front Desk

Training day	Competition days					
23 rd	24 th	25 th	26 th	27 th	28 th	29 th
08:30 – 18:00	07:30 – 12:30	07:30 – 12:30	07:30 – 12:30	07:30 – 12:30	07:30 – 12:30	07:30 – 12:30
	14:30 – 19:00	14:30 – 19:00	14:30 – 19:00	14:30 – 19:00	14:30 – 19:00	14:30 – 18:00

Accreditation - Coaches

Poolside accreditation can be purchased online [here](#). No late fees apply, however if you do not fulfil the requirements for applications at British Swimming and Swim England events, it may take a considerable time to apply for a DBS, or achieve the required qualifications. Accreditations will be emailed to you to print out, in the same way that athletes receive theirs. Please ensure you print your pass before arriving. A charge of £10.00 will apply if you require us to print it on site. Poolside passes can **only** be sold at the event for those who pass all requirements. Please email [Georgina Coulson](mailto:Georgina.Coulson) if you have any queries.

Accreditation – Competitors

All competitors will have been sent their accreditation upon confirmation of entry. Competitors must print their own accreditation and bring it to the event. If you are unable to find the accreditation link within the confirmation email, you can organise a new one by [clicking here](#).

Please be reminded that relay-only swimmers must purchase accreditation for £1 [here](#) in advance.

Accreditation must be worn at all times inside the venue and swimmers will not be allowed access to the event without it. Accreditation is non-transferable. If the accreditation is forgotten, lost or mislaid during competition, a replacement for coaches or competitors will be re-issued for a fee of £10. This is available from the British Swimming Front Desk.



Food and Drink

There will be provision to buy food from the cafe. No hot drinks are permitted in the seating stands or on the deck.

Athlete Seating

Athletes will have seating allocated in the stand on the Omega Suite side of the pool, as well as pool deck seating on the spectator side of the pool.

MEDICAL

There will **not** be a doctor present at these Championships. Pool staff will administer first aid where necessary. The closest hospital to Ponds Forge is:

Northern General Hospital, Herries Road, Sheffield, S5 7AU.

Tel: +44 (0) 114 243 4343

TYR

TYR will be retailing at the British Summer Championships 2018. The TYR store will be located in the foyer/café area at Ponds Forge from 24th July. They will be selling official event-specific merchandise as well as racing aids and swimming accessories. Be sure to visit the TYR store during the event to see the all new merchandise and equipment!

Please note that only the names of those swimmers who entered by the initial entry closing date (12 noon on Friday 29th June 2018) will be included on the event hoodies and in the spectator programme.

SPECTATOR INFORMATION

Tickets are on sale and available to purchase on the Ticket Factory website [here](#).

Tickets will only be available on the door for sessions that have not sold out. Please note ticket prices are higher on the door than online.

The Box Office will be open in the foyer 24 – 29th July from 07:30 – 12:30 and 15:00 – 18:00.

Tickets for remaining sessions will be available on a first come first served basis at the event for the below prices. Please visit the Ticket Factory website to check availability before travelling.

	HEATS	FINALS	ALL HEATS PASS
Adult	£6.50	£7.00	£32.50
Concession	£5.50	£6.00	£27.50



Parking

Parking at the venue is limited, therefore we recommend using public transport to get to the venue. Parking spaces cannot be reserved for competitors, coaches or spectators.

Ponds Forge operates a Pay and Display car park (operated by CPP). Tickets can be purchased from the machines located at the entrance to the lift lobbies. With your ticket you will be issued a £2 voucher* to spend in Ponds Forge. We also recommend parking just across the road at Castle Gate Q-Park, Broad Street where discounted prices will be honoured for Ponds Forge customers.

Accommodation

If you are looking to book accommodation for this event we have set up some preferential rates at The Jury's Inn which is located just a 10 minute walk from Ponds Forge. Details of how to secure these rates and the hotel address can be found below:

Address - 119 Eyre Street, Sheffield, S1 4QW

For individual bookings, use the promotional code 'SWIM' directly through their [website](#) for discounted B&B rates.

For group bookings of 10 or more rooms email Sheffield_groups@jurysinns.com

*Rates are dependent upon exact requirements of the group.

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 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.

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 ASA 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 Summer Championships 2018

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

Official Event Photographer

We are pleased to announce that DE Photo have been appointed as the Professional Sports and Event Photographers for this event. This event, by its very nature, is in the public arena and when entering for the event the participant and their parents acknowledges this fact, which may result in the recording and publication of his/her image. All DE Photo photographers and staff have been DBS checked and the company operates a strict Child Protection Policy and Code of Ethics which can be viewed on their website at www.dephoto.biz/cpp



Medical Declarations

Please note that in accordance with the International Standards for Testing, it is the athletes' 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 to your club and/or via a British Swimming Medical Declaration Form forms no part of doping control.

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

Please can we remind you to check all medications on www.globaldro.com

Funded athlete = if your medication is prohibited you must have a Therapeutic Use Exemption (TUE) in place at all times.

Non-funded athletes = if your medication is prohibited you must contact rachel.burrows@swimming.org after doping control. You will have 5 days to submit a retroactive TUE application following your drug test.

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



TEAM DECLARATION FORM

Clubs must complete a team declaration form, which must be handed to the Recorders at least **60 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not complying with this instruction will lose their right 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

TICK ALL BOXES AS APPROPRIATE

HEATS () FINALS ()

CLUB				
TYPE OF TEAM	MALE		FEMALE	
AGE GROUP	14-16 YRS		17 & OVER	

4 x 100 Free Team		4 x 200 Free Team		4 x 100 Medley Team	
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DAY OF TEAM EVENT	
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NAMES OF SWIMMERS IN SWIM ORDER

Name	Member No.							Date of Birth DD/MM/YEAR

NAME (PRINT):.....SIGNED.....

DATE:.....TIME OF DELIVERY.....



WITHDRAWAL FORM

HEATS () FINALS () TICK AS APPROPRIATE

Withdrawals from the first day's events shall be notified to the Chief Recorder no later than the close of the Team Leader Meeting (23rd July).

Withdrawals from subsequent heat sessions not previously notified shall be lodged with the Chief Recorder no later than **13:00hrs on the day before the event is due to take place.**

Finalists and Reserve Finalists not wishing to swim, shall notify the Chief Recorder of their intention to withdraw no later than 30 minutes after the conclusion of the last individual event in the Session in which they have qualified for the next round. The withdrawal shall be made on this official withdrawal form.

CLUB:	MEMBER NO:
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FIRST NAME:	SURNAME:
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EVENT NO.	DISTANCE AND STROKE

NAME (PRINT):		SIGNED:	
DATE:		TIME OF DELIVERY:	
RECEIVED BY:		DATE: TIME:	

