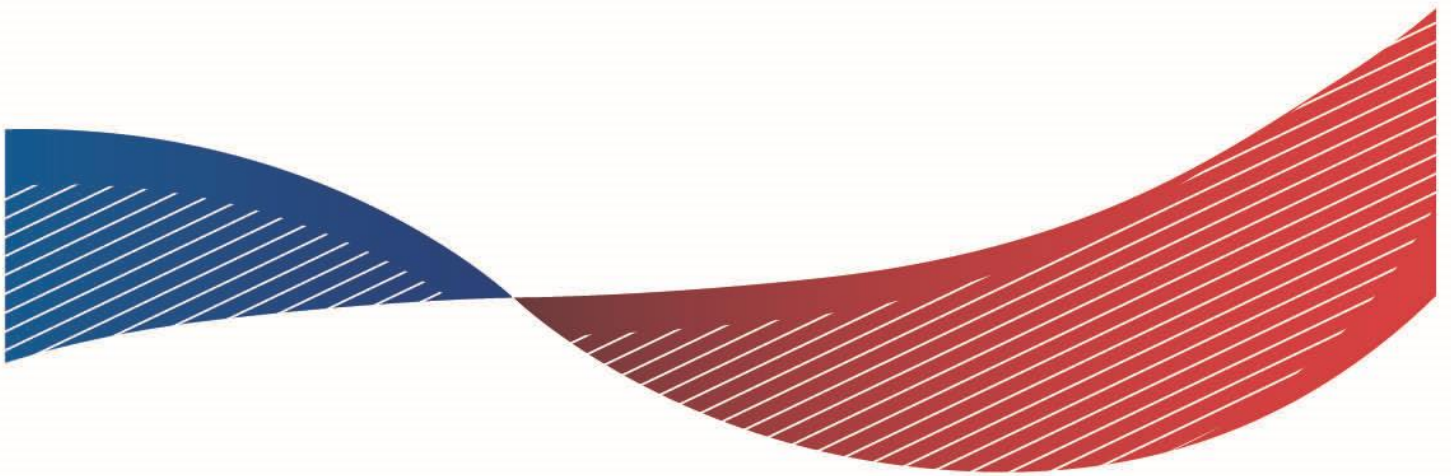




ENTRY **PACK**



BRITISH SUMMER CHAMPIONSHIPS 2016

26 – 31 JULY
PONDS FORGE, SHEFFIELD

	Funding Partner	Official Partner	Official Supplier	Endorsed Product	Host City & Venue

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KEY CONTACTS

British Swimming Contact

Sophie Turner
British Swimming
SportPark
3 Oakwood Drive
Loughborough
LE11 3QF
sophie.turner@swimming.org
01509 640240

Venue Contact

Ponds Forge ISC
Sheaf Street
Sheffield
S1 2BP
Tel: 0114 2233 400
https://www.sivltd.com/ponds_forge

ENTRY INFORMATION

Updating your Biog

The following information must have been updated on your [biog page](#) in 2015 or 2016:

- Photo
- Coach
- Height

Entry will not be possible without this updated information.

If you have difficulty updating data, you can find full instructions [here](#).

Uploading your photo

For this event you will be required to print your accreditation before arriving at the competition.

Please follow the guidelines below when uploading your photo to ensure the image fits:

1. Clear head and shoulders shot – please crop if it's not.
2. SIZE: Width of 200 pixels
 - a. An easy way to resize is to open the photo in > Edit Pictures> Resize> Type '200' in Custom Width x Height and hit enter to adjust the height accordingly.
 - b. Similar can be achieved in 'Paint'. > Resize> Select 'Pixels'> Type '200' in Width and the height will adjust accordingly> Select 'OK'.
3. If your photo is not suitable or doesn't look like you, you may not be permitted entry into the event.

Guide to Entering Online

Please follow these instructions to enter online:



1. Go to the entry page [here](#) for individuals (opens 6th June) or [here](#) for relays.
2. Enter your membership number or family name in the box.
3. Providing you have updated your biog page, a list with the events you have qualified in will appear ticked.
4. Untick any events which you do not wish to enter.
5. Payment is via debit/ credit card only. Your entry will not be submitted until you receive a confirmation email from Paypal.

Entry Fees

£12 per individual entry.

£24 per relay entry.

Late Entry Fees

£24 per individual entry.

£48 per relay entry.

Closing Date

Entries close at **12noon on Friday 1st July.**

Those who fail to accept their invitation prior to the entry closing date but still wish to compete shall be allowed to submit 'late entries' until the end of the Team Leader meeting to be held at 18:00 on Monday 25th July 2016 for which the accompanying entry fee shall be twice that of the initial acceptance period. This facility shall also apply to both Individuals and Teams who having submitted entries in the initial period wish to add events for which they have qualified.

Entries without fee and/or incorrectly completed will not be accepted.

Entry Confirmation

Please note that **no paper confirmations will be sent out to competitors.** A list of processed entries in individual events will be available [here](#) and for team events [here](#). This will be updated automatically.

Competitors are requested to check their entries carefully and inform the National Entries Administrator, immediately if there are any errors email national.entries@swimming.org

A draft programme will be available on the [online entry page](#) following the close of entries.

ACCREDITATION

All competitors, coaches, chaperones and physiotherapists 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 at the Front Desk for a fee of £10.



Athletes

Your accreditation link will be included in the email you receive to confirm your entry. Please follow the below process:

- Print (black/white or colour) and bring to the event.
- Once printed, fold it into four so your photograph is visible on the front.
- Take it to the competition where pouches and lanyards will be provided at the Accreditation Desk.

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

Coaches/Chaperones/Physiotherapists

Anyone requiring access to poolside must purchase a pass [here](#) in advance. Please note the price increase from 18th July 2016. Passes for this event can be collected from the front desk at Ponds Forge from 25th July. If you have already collected an Annual Pass at a previous 2016 event, please bring this with you.

Applicants must have a valid Disclosure & Barring Service (DBS formerly CRB) check, be registered with an ASA/SASA/WASA affiliated club, and be able to provide a suitable headshot photograph. If there is any doubt as to whether the coach/chaperone has the relevant DBS disclosure please contact:

ASA DBS Office: 01509 618738

Jo Purkiss Events Department: 01509 640261

Please be aware the application process for a DBS could take up to 4 weeks to complete and is valid for 3 years from the date of issue.

All 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. All applicants must enclose 1 passport sized photograph.

COMPETITOR INFORMATION

Session Times

Heats will start at 09:00 and finals at 16:30 on all days. Estimated session finish times will be in the draft programme after the close of entries.

Open training will be available for all competitors in the competition pool on 25th July 2016. Full details will be provided in the Competitor Confirmation Pack following the close of entries.

Warm Up and Swim Down

Warm up in the competition pool will begin 90 minutes prior to the start of the session and will end 15 minutes prior to the start of the session. Warm-up and swim down will be available in the diving pit during competition.

Doping Control

Swimmers are warned that random doping control may take place during these Championships. Please keep your accreditation on your person at all times for identification.

Training

	Funding Partner		Official Partner		Official Supplier	   <small>InterContinental Hotels Group</small>	Endorsed Product		Host City & Venue	 
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FILMING AND PHOTOGRAPHY POLICY

British Swimming is 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. Used responsibly, such devices are perfectly safe. However sharing images widely may betray a confidence or identify of a child/children which may present a risk of harm to the child/children concerned. The use of such equipment is difficult to control but we can all be vigilant. If you have any concerns in this area, please bring them to the immediate attention of the events officer present at the event.

This event will be photographed and filmed. Static images will be displayed on the British Swimming website www.swimming.org and at the venue. They will be used to promote the sport at this event and events in the future. Moving images will be displayed at the venue and on the live stream via www.swimming.org.

The safety of children and young people for British Swimming and each of the Home Nations is of paramount importance. If you have any child safeguarding concerns at the event please contact the events officer present at the event.

Data Protection – Recording and Photography

Images of individuals, whether in still photographs or moving film images, will often be caught by the definition of personal data in the Data Protection Act 1998. In many cases consent from the individuals will need to be obtained in order to process (capture and use) the images fairly and lawfully.

British Swimming and/or the Home Nations may record the competition events in which you participate and general images of swimmers will form part of the information held and used. In addition to the purposes for general information set out above, British Swimming and/or the Home Nations may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis. If you are a swimmer and have any concerns about being photographed/filmed at events please complete the 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 Child:

Date of Birth:

I refuse permission for the taking and/or publication of images of my child by the Official Photographer(s) in respect of the British Summer Championships 2016.

Signed (Parent/Carer):

Print Name and Date:

SPECTATOR INFORMATION

Tickets Online

Tickets are now on sale through Ticketmaster [here](#). Seating is reserved.

	ADULT	CONCESSION
HEATS	£4.50	£3
ALL HEATS PASS	£22.50	£12.50
FINALS	£5	£3.50
FULL EVENT PASS	£45	£32

Concession = 16 & Under, 60 & Over
Family = two adults, two concessions

The Ticketmaster Fee is not included on the above prices.

Group Bookings

If you want to buy 20 or more tickets for one session, please phone the Ticketmaster Group Bookings Number on: 0844 844 2121 to receive a 10% discount.

Tickets on the Door

Remaining tickets will be sold on the door at the following prices:

	ADULT	CONCESSION
HEATS	£6.50	£5
ALL HEATS PASS	£30	£20
FINALS	£7	£5.50
	£55	£40

No tickets will be reserved for purchase on the door; tickets will only be available on the day for sessions that have not sold out.

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 18:00 on 25th July 2016 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.

SCHEDULE

The Schedule for British Summer Championships is saved on the British Swimming Website [here](#). Please contact [Sophie Turner](#) if you have any questions regarding the schedule.

CONDITIONS

Both the able-bodied and para-swimming conditions documents for British Summer Championships are saved on the British Swimming Website [here](#). Please contact [Sophie Turner](#) if you have any questions regarding the conditions.

