

Entry Pack

Swim England National Summer Meet (50m) 2018

31 July - 4 August | Ponds Forge, Sheffield

Contents

CONTACTS	3
Swim England	3
Venue.....	3
KEY DATES.....	3
HOW TO ENTER	4
Entry Fees.....	4
Entry Deadline.....	4
Entry Process.....	4
Uploading a Photo.....	4
SUBMIT ENTRY.....	5
Entry Confirmation.....	5
CONFIRMED SWIMMING ENTRIES.....	5
COMPETITION INFORMATION	6
Team Leader Meeting	6
Training	6
Warm up.....	6
Medical Declaration	6
ACCREDITATION.....	7
Competitors.....	7
Coaches, Team Managers and Chaperones	7
GENERAL INFORMATION	10
Spectators Tickets.....	10
Event Merchandise.....	10
Privacy Policy	10
CONDITIONS	11
National Summer Meet Conditions	11
Supplementary Para-swimming Conditions	14

CONTACTS

Swim England

Rhiannon Williams

Swim England Events Department

Pavilion 3

3 Oakwood Drive

Loughborough

LE11 3QF

Tel: 01509 640 121

Email: rhiannon.williams@swimming.org

Venue

Ponds Forge

Sheaf Street

Sheffield

Yorkshire

S1 2BP

Tel: 0114 223 3400

KEY DATES

Entries Open	12 noon, Friday 8 June 2018
Initial Entries Close	12 noon, Tuesday 10 July 2018
Late Entries Window Close	Monday 30 July 2018 (Team Leaders Meeting)
Team Leader Meeting	6pm, Monday 30 July 2018 – Skyline Suite

HOW TO ENTER

Entry Fees

Individual events	£11.00
Late entry fee	£22

Entry Deadline

INITIAL ENTRIES CLOSE: 12 noon, Tuesday 10 July 2018

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 accept their invitation within the initial entries window but still wish to compete shall be allowed to submit late entries until the Team Leader meeting on **6pm Monday 30 July 2018**.

All late entries shall be charged twice that of the initial entry period – £22. Late entries process and late entry rates shall also apply to competitors who, having submitted entries in the initial period, wish to add additional events for which they qualified within the period specified in Condition 3f.

Entry Process

Uploading a Photo

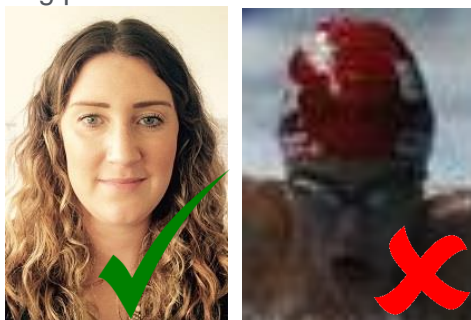
All competitors are required to upload a photo of themselves for accreditation purposes before an entry can be submitted.

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

Once the entry has been successfully submitted, competitors will be emailed a link to their personal photo accreditation, which must be printed in advance and brought to the event.

The following guidelines should be followed for uploading photos:

- The photo should be a clear head and shoulders shot
- Crop the photo size so that it has a width of 200 pixels:
 - An easy way to resize: open the photo in 'Microsoft Paint'. > Resize> Select 'Pixels'> Type '200' in Width and Height will adjust accordingly> Select 'Ok'.
 - Alternatively, open the photo in 'Microsoft Office Picture Manager', > Edit Pictures> Resize> Type '200' in Custom Width x Height and hit enter to adjust the height accordingly.



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.

Submitting an Entry

All entries must be submitted online.

<p>Swimming Only qualified swimmers may submit an entry.</p> <p>Qualified Swimmers List</p> <p><u>SUBMIT ENTRY</u></p>	<p>Para-Swimming Para-swimmers must have achieved the qualifying time to enter.</p> <p>Para-swimming Qualifying Times</p> <p><u>SUBMIT ENTRY</u></p>
--	--

- 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
- Any events a competitor has been invited to compete in at the British Summer Nationals will not appear.
- Competitors should unselect any event/s they do not wish to enter

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.

<p>Swimming</p> <p><u>CONFIRMED SWIMMING ENTRIES</u></p>	<p>Para-Swimming</p> <p><u>CONFIRMED PARA-SWIMMING ENTRIES</u></p>
--	--

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

National Entries Administrator: Barry Saunders
Email: national.entries@swimming.org

COMPETITION INFORMATION

Event Schedule

Detailed list of all events and timings is available to view online via the [EVENT SCHEDULE](#).

Session Start Times

Day	Heats	Finals
Tuesday 31 July	09:00	16:30
Wednesday 1 August	09:00	16:30
Thursday 2 August	09:00	16:30
Friday 3 August	09:00	16:30
Saturday 4 August	09:00	15:00

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

Team Leader Meeting

The Team Leader Meeting will be held on **Monday 30 July 2018 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 Monday 30 July from 10am until 8pm.

Warm up

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

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 Meet.

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 to the club and/or via a British Swimming Medical Declaration Form, forms no part of doping control.

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

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.

ACCREDITATION

Accreditation must be worn at all times inside the venue within accredited areas.

Competitors

Competitor accreditation will be sent in a confirmation email on completion of the entry and will be sent to the email address provided at the time of entry.

The following guidelines should be followed to ensure the competitor accreditation is correct:

- Competitor accreditation must be printed in advance and brought to the event.
- Once printed, the accreditation should be folded twice so that the photo is visible on the front and back.
- At the event, lanyards and accreditations pouches will be available from collection points for accreditation passes.
A £10 charge will be applied to replace any lost or forgotten accreditations.

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

Coaches, Team Managers and Chaperones

Poolside Accreditation Pass Fee	£26
--	------------

Coaches, team managers and chaperones requiring access to poolside must purchase a Poolside Accreditation pass in advance of the event.

Since 1 April 2017, Swim England had implemented changes when applying for a Poolside Accreditation for Swim England National events. These are the same changes, which have also been introduced at British Swimming events.

All coaches, team managers and chaperones must fulfil the following criteria, as required by their role, when applying for a pass to attend any Swim England National events.

As of 1 January 2018, valid Safeguarding certificates must also be in place in order to successfully apply for poolside accreditation, which has been communicated since April 2017.

All coaches, team managers and chaperones must provide evidence of:

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

Coaches, team managers and chaperones will not be able to apply for a Poolside Accreditation without the above documents in place.

How to Apply

- Log into [Swim England Membership Options](#)
- To check that the required documents are up to date, follow the instructions at the top of the page.
- The system will then display the eligibility per event and will highlight areas where further action is required in order to meet all the requirements.
- If all the minimum requirements and qualifications are met for the specific event, the system will automatically display the option to apply for the event accreditation.

WHERE CRITERIA HAS NOT BEEN FULFILLED, THE FOLLOWING ACTION SHOULD BE TAKEN

Disclosure and Barring Service (DBS)

Coaches, team managers and chaperones must hold a valid DBS disclosure issued by Swim England/Swim Wales (Scottish Swimming - disclosure via Protecting Vulnerable Groups Scheme (PVG Scheme)), which is valid for 3 years. Other DBS disclosures will be accepted subject to the individuals being willing to provide consent if their DBS is registered with the DBS Update Service.

The application process for a DBS with Swim England could take up to 4 weeks to complete and is valid for 3 years from the date of issue.

Individuals must submit proof of valid DBS certificates or for any DBS queries should contact:

- Swim England DBS Office: 01509 640 738/ db@swimming.org

Minimum Qualifications, Training, Requirements

Coaches and Team Managers

In accordance with [Wavepower](#) guidance, coaches and team managers should hold the appropriate qualifications and training as required by their role.

The following will be required for the Swim England National events poolside accreditation:

Coach	Coaching Qualification Level 1 or equivalent minimum qualification
Team Manager*	Team Manager Training Module 1 Certificate *Team managers applying for accreditation, who are under the age of 18 years old, must be acting in an assistant capacity only. Clubs will be required to provide an additional team manager who is 18+; applications will be refused if this condition is not met.

Please note, team managers acting in team manager capacity will not require coaching qualifications. Similarly, coaches will not need to have team manager training in addition to their coaching qualifications in order to obtain poolside accreditation.

To obtain either of the above, individuals are required to:

Coach	visit Swim England Coaching and Teaching Courses
Team Manager	Contact volunteering@swimming.org

To submit proof of the minimum required qualification, please email certificate copies (ensuring email is titled 'Poolside Accreditation') to:

- Swim England Awarding Body: 01509 640 493/ info@awardingbodyasa.com

Chaperones

Chaperones must act in loco parentis and are responsible for the care of swimmers for whom they are nominated as chaperones and must be appointed and applying to do so on behalf of their Club. Chaperones must not act in a coaching role at the same time. Any chaperones acting as team managers should be applying for team manager poolside accreditation and hold the relevant team manager qualification.

To apply for a Chaperone poolside accreditation pass, an authorisation must be received directly from the Club confirming individual as the appointed Club chaperone for the specific event. Club authorisation must be emailed by the Club Chair or Club Secretary (ensuring email is titled 'Chaperone Poolside Accreditation') to:

- Swim England Memberships team: 01509 640 727/ renewals@swimming.org

Safeguarding and Protecting Children Training

During 2017 all coaches, team managers and chaperones were asked to update and record their Safeguarding qualification (wherever awarded) with Swim England Memberships Department. This is now a requirement for 2018.

Team managers and chaperones are required to update and record their Safeguarding qualification (wherever awarded) with Swim England Memberships Department.

A valid Safeguarding and Protecting Children Certificate is valid for 3 years. For further information on Swim England approved Safeguarding and Protecting Children training, applicants should visit:

- [Wavepower 2016-2019 \(p.46-47\)](#)
- [IoS Safeguarding courses](#)
- [UK Coaching Safeguarding courses](#)

Those applicants, who have previously attended the UK Coaching Safeguarding & Protecting Children Workshop in a face-to-face format and need to renew their certificate, are eligible to access an online renewal safeguarding course, which has been deemed acceptable by the NSPCC Child Protection in Sport Unit (CPSU):

- [UK Coaching Safeguarding Online Renewal courses](#)

Individuals must submit proof of valid Safeguarding certificates or for any queries relating to updating individual membership records should contact:

- Swim England Memberships team: 01509 640 727/ renewals@swimming.org

Photograph

All poolside accreditations will require the individual's photo for identification purposes. Coaches, team managers and chaperones can upload or update their headshot photo by logging into Swim England [Membership Options](#).

Any individual found to misuse the poolside accreditation pass, and/or if the individual does not meet the accreditation requirements as part of their role, Swim England reserve the right to not issue a refund, revoke the pass and/or prohibit future pass allocation.

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.

BUY EVENT TICKETS AND PROGRAMMES ONLINE

Advance Online Tickets		
Session	Adult	Concession
Heats	£5	£4
Finals	£5.50	£4.50
All Heats	£20	£16
Full Event	£42	£34

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	£5
Finals	£6.50	£5.50
All Heats	£24	£20
Full Event	£58	£50

Event Merchandise

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

Privacy Policy

For further information and guidance, please read the [Swim England Privacy Policy](#).

CONDITIONS

National Summer Meet Conditions

1. General Conditions

- a) The Swimming Management Group (“the Group”) reserves full powers over the National Summer Meet (50m) (“the Competition”), including but not limited to cancelling, postponing or changing the Competition venue and/or format due to reasons beyond its reasonable control.
- b) The Competition shall be held under ASA Laws and Regulations and FINA Technical Rules of Swimming.
- c) Entries will be by invitation. They will only be accepted from Competitors registered as members of a club affiliated to the Swim England, Swim Wales and Scottish Swimming, (‘Home Nation Competitors’) or from countries affiliated to FINA. Competitors entered from countries affiliated to FINA shall be defined as ‘Overseas Competitors’. Home Nation Competitors and Overseas Competitors shall be collectively referred to as ‘Competitors’.
- d) Where required to do so, Competitors shall present their passport for age verification to the National Entries Administrator, (‘The Administrator’) or other authorised person, not later than 15:00 hours on the day before the Competition begins.
- e) A Home Nation Competitor must be a registered member, or equivalent, of the club in whose name he is entered, at the date of making the initial entry. This club must be offered by the online entry system for Home Nation Competitors. Competitors may enter in the name of one club only.
- f) Ages at midnight on the 31 December 2018.

2. The Events

- a) Individual events:
 - 50m, 100m, 200m, 400m, 800m and 1500m Freestyle
 - 50m, 100m & 200m Backstroke, Breaststroke, Butterfly
 - 200m & 400m Individual Medley

3. Entries

- a) Competitors who wish to accept their invitation to compete must ensure that their entry is received by the Administrator no later than the ‘closing date’ i.e. 12 noon on Tuesday 10 July 2018, accompanied by the appropriate entry fee £11.
- b) Those who fail to accept their invitation within this timescale but still wish to compete shall be allowed to submit ‘late acceptances’ until the Team Leader meeting to be held on the evening of the 30 July 2018, for which the accompanying entry fee shall be twice that of the initial acceptance period (£22). This facility shall also apply to Competitors who, having submitted entries in the initial period, wish to add additional events for which they qualified within the period specified in 3f.
- c) The fastest Home Nation Competitors, in an individual event, will be invited to compete in the British Summer Championships. The next fastest Home Nation Competitors, in an individual event, (20 in all events except the 800m & 1500m Freestyle which will be 15) with a Swim England affiliated club as their Ranked Club, or Swim Wales or Scottish Swimming members who have indicated that they wish to swim in the English Summer Meet, will be invited to compete in the National Summer Meet 2018. (Age Groups: Males; 13/14 years, 15 years, 16 years, 17 years & 18+, Females; 12/13 years, 14 years, 15 years, 16 years & 17+)

- d) A Competitor who has been invited to compete in the British Summer Championships 2018 may not swim that event at the National Summer Meet 2018.
- e) Only times achieved in a 50m pool are accepted for entry, no converted times will be accepted.
- f) All individual times from Home Nation Competitors must be recorded in the British Swimming Rankings from Swimming Competitions designated or licensed for entry into National competitions in the period 1 March to 28 May 2018.
- g) Overseas Competitors must have achieved the minimum times published in the Qualifying Times Document for such Competitors. Overseas Competitors must submit times that are recorded in the Long Course FINA Rankings or in official meet results from a National Governing Body sanctioned competition in a 50m pool and be achieved in the stated period in 3(f). Overseas Competitors will not be considered to be in those invited and will be in addition to the stated entry numbers.
- h) Split Times, either intermediate distance or first leg of a relay race are not acceptable for entry.

4. Administration

- a) Coaches will be required to obtain an Accreditation Pass by means of an online application in advance of the closing date. Coaches must print their own Pass.
- b) Home Nation Competitors must print their own accreditation. A link will be provided in the email sent to them confirming acceptance of their entry. Overseas Competitors will be required to supply a suitable photograph in order to provide them with a photographic accreditation.
- c) Admission to the pool will only be allowed with a valid accreditation.
- d) A charge will be levied for lost, mislaid or forgotten passes.

5. Competition Procedure

- a) All events shall have Heats and Finals, with the exception of the 800m & 1500m Freestyle which will be Heat Declared Winner.
- b) Heats – Heats shall be seeded in accordance with FINA rules.
- c) The following age groups will have a Final:- Males; 13/14 years, 15 years, 16 years, 17 years & 18+ years, Females; 12/13 years, 14 years, 15 years, 16 years & 17+ years.
- d) The fastest ten Competitors from the Heats will be allocated a place in the Final.
- e) Only two 'Overseas Competitors' may progress to the Final.
- f) Competitors whose entries have been accepted will be expected to swim unless they have complied with the withdrawal procedure.

6. Withdrawal from Heats

- a) Withdrawals must be made by the end of the Team Leader Meeting for day 1 swims, and by 1pm on the day before for all subsequent days.

7. Withdrawal from Finals

- a) 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 the official withdrawal form.

8. Call Room

- a) Competitors must report to the Competition stewards in the call room for Heats and Finals and follow their direction. It is Competitors responsibility to report in good time for their event.
- b) Finalists are required to report to the Call Room in sufficient time and be available to parade for their event. They must enter the Call Room 'race ready' as under normal circumstances having entered the Call Room they should remain in its confines until lead onto the pool deck for their race. Upon entry, Competitors must ensure that they report to a Steward and be registered as being present in the Call Room.
- c) Coaches/chaperones will not be allowed in the Call Room area during the Finals at any time.

9. Medals

- a) Medals shall be awarded to the first, second and third placed invited Home Nation Competitors in each final.

Commemorative Medals will be awarded to Overseas Competitors placed first, second or third in Individual Events.

10. Doping Control

- a) Competitors taking part in the Competition may be subject to random doping control sample collection.
- b) Competitors are required to bring and have with them at all times either a passport or other form of identity incorporating their photograph.

11. Team Leader Meeting

- a) It is a requirement for a representative from all clubs with Competitors entered in this Competition to attend the Team Leader Meeting which will take place on the evening of 30 July 2018. The time and location will be notified in the Competitor Confirmation Pack.

Swimming Management Group – February 2018

Supplementary Para-swimming Conditions

The general conditions for the Championships shall apply to the Para-Swimming events except where varied by any of the following conditions:

1) The Events

Event	Male & Female
50m Freestyle	S1-S13
100m Freestyle	S1-S13
200m Freestyle	S1-S5 & S14
400m Freestyle	S6-S13
50m Backstroke	S1-S5
100m Backstroke	S1,S2 & S6-S14
50m Breaststroke	SB1-SB3
100m Breaststroke	SB4-SB9, SB11-SB14
50m Butterfly	S1-S7
100m Butterfly	S8-S14
150m Individual Medley	SM1-SM4
200m Individual Medley	SM5-SM14

2) Eligibility

- i. All competitors must have an authorised World Para Swimming (WPS) Classification, British Swimming Classification, INAS-FID or British Blind Sport Classification, which is held on the British Swimming or World Para Swimming Classification Database at the time of entry.
- ii. All competitors must be registered as members of a swimming club affiliated to Swim England at the time of entry. Minimum Age 11 years at 31 December 2018.
- iii. Qualifying times must have been achieved within the period from the 1 August 2017 to the entry closing date and may be achieved in either a long course or a short course pool.
- iv. All classes of competitors will swim together (Multi-Class).
- v. Finalists (10) shall be determined by the British Para-Swimming Point (BPS) scores from the heats according to the competitor's classification, the stroke and the distance.
- vi. There will be the appropriate number of heats (dependent upon entries) and a final for each event. Where there are less than 10 entrants for an event the event will be swum as a Heat Declared Winner event in the Heats Session.
- vii. In the event of a dead heat of equal points which results in the number of finalists exceeding ten a swim-off shall take place to determine which of those swimmers shall go forward to the final.
- viii. Finals shall be seeded by time.
- ix. The competition shall take place under the relevant WPS Rules and regulations.

3) Accreditation

All coaches and personal care attendants must have accreditation. Personal care attendants will only be permitted for swimmers where assistance is permitted on their code of exceptions. Such attendants will be excluded from any restrictions and will be given the same accreditation as the swimmer for whom they have personal care responsibilities.

A competitor who has assistance as specified above may have both a coach and a personal care attendant present. The personal care attendant accreditation will be free of charge.

4) Medals

Medals shall be awarded on a multi-class basis to 1st, 2nd and 3rd place in each event. Medals shall be awarded to the top three BPS scorers in each event. If there are less than four competitors in any one event then a minus one ruling shall apply. If there is only one competitor in an event then a medal shall be awarded if he/she breaks the British record, for their classification. Medals shall be awarded during the relevant session that the event has taken place.