



# Confirmation Pack

## ASA National Summer Championships (50m) 2015

4 – 9 August | Ponds Forge International Sports Centre, Sheffield



## COMPETITION INFORMATION

### CONTACT

ASA EVENTS OFFICER: Laura Hillyard  
TEL: 01509 640121  
EMAIL: [laura.hillyard@swimming.org](mailto:laura.hillyard@swimming.org)

### VENUE

Ponds Forge ISC  
Sheaf Street  
Sheffield  
S1 2BP

### SCHEDULE

DATES	SESSION	WARM UP	SESSION START	APPROX. SESSION FINISH*	TRAINING TIMES
<b>TUESDAY</b> 4 <sup>th</sup> August	<b>Session 1</b> Heats	07:30	09:00	12:00	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 2</b> Finals	15:30	17:00	21:00	
<b>WEDNESDAY</b> 5 <sup>th</sup> August	<b>Session 3</b> Heats	07:30	09:00	12:00	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 4</b> Finals	15:30	17:00	21:00	
<b>THURSDAY</b> 6 <sup>th</sup> August	<b>Session 5</b> Heats	07:30	09:00	12:10	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 6</b> Finals	15.30	17.00	21:00	
<b>FRIDAY</b> 7 <sup>th</sup> August	<b>Session 7</b> Heats	07:30	09:00	12:00	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 8</b> Finals	15.30	17.00	21:00	
<b>SATURDAY</b> 8 <sup>th</sup> August	<b>Session 9</b> Heats	07:30	09:00	11:40	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 10</b> (1500m)	12:00	12:45	14:45	
	<b>Session 11</b> Finals	15:30	17:00	21:00	
<b>SUNDAY</b> 9 <sup>th</sup> August	<b>Session 12</b> Heats	07:30	09:00	12:00	Competition Pool open to accredited swimmers between heats & finals
	<b>Session 13</b> Finals	13:30	15:00	19:00	

\*Finish times are approximate and subject to withdrawals. Updated timelines will be issued at the event.

[CLICK HERE](#) to view the draft programme of entry.

If you believe your name to be missing please contact Barry Saunders at [national.entries@swimming.org](mailto:national.entries@swimming.org)

## TRAINING

**Open training is available on Monday 3<sup>rd</sup> August 2015 from 08:00 to 18:00. You will not need to book a lane.**

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. The lockers take £1 coins (refundable). Please note there will be a clear deck policy on the timing suite side of the pool. The ASA and Ponds Forge will not be responsible for any lost or stolen items left unattended.

## TEAM LEADER MEETING

**LOCATION:** Skyline Suite at Ponds Forge

**TIME:** 18:00

**DATE:** Monday 3<sup>rd</sup> August 2015

**Coaches and Team Managers are encouraged to attend this meeting to receive a comprehensive brief on the latest information & timelines from the Meet Management Team.** Please be aware that in extraordinary circumstances timings may be altered.

All announcements and notices during the event will be available at the coaches' kiosk.

## PROTOCOLS

We ask that swimmers do not change on poolside.

## FINALS

10 swimmers will progress to the finals with 2 swimmers in reserve. Only 2 qualified foreign competitors will be permitted to progress to the final.

800m and 1500m events are heat declared winners.

## STARTLISTS & RESULTS

Copies of start lists will be available at the Coaches Kiosk. Results will be posted in the foyer and on the changing room-pool access wall. Results will also be available on the hub [www.swimming.org/asanationals](http://www.swimming.org/asanationals).

## TEAM DECLARATION

**Relay teams MUST be declared using the appropriate form to the Chief Recorder at least 60 minutes prior to the start of the session in which the declared team are to compete.** A copy of the declaration form is at the back of this pack, they will also be available from the Team Leader Meeting and at the coaches' kiosk. Withdrawals from relays must be declared using the appropriate form for heats and finals and presented to the Chief Recorder in the timing suite.

## WITHDRAWALS FROM HEATS

Withdrawals from the first day's heats must be notified to the Recorders, on the appropriate form, before the close of the Team Leader Meeting on the evening before the start of the competition. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

Forms should be delivered in person to the Recording team. Only in exceptional circumstances, such as not being at the event, should they be emailed to Barry Saunders at [national.entries@swimming.org](mailto:national.entries@swimming.org).

A copy of the Heats Withdrawal Form is at the back of this pack, they will also be available from the team leader meeting and at the coaches' kiosk.

## WITHDRAWALS FROM FINALS

Finalists and reserve finalists (individual & teams) shall declare to the Chief Recorder, within 30 minutes of the last individual event in the session in which they have qualified for the next round, if they intend to withdraw from a Final. The withdrawal shall be made on the official withdrawal form.

Reserves will be released 1 hour prior to the start of the finals session. Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.

A copy of the Finals Withdrawal Form is at the back of this pack, they will also be available from the team leader meeting and at the coaches' kiosk.

## MARSHALLING AREA – HEATS AND FINALS

Swimmers must report 'race ready' to the competition stewards no later than **20 minutes** prior to the start of your event.

**HEATS:** During the heats swimmers will report to the competition stewards on poolside, on the timing suite side, towards the diving pit end.

**FINALS:** Finalists will report to the competition steward in the call room which will be located on the timing suite side of the pool, access will be from beside the diving pit. Finalists are required to report to the call room in sufficient time and be available to parade for their event.

Both areas will be easily accessible from the poolside or via the stairwell from the athlete seating to poolside.

## GENERAL INFORMATION

### TICKETS

Tickets are on sale now at [www.ticketmaster.co.uk/asanationals](http://www.ticketmaster.co.uk/asanationals).

All heat passes and full event passes are available to purchase.

Tickets will be available to purchase on the door from Monday 2<sup>nd</sup> August (subject to availability). Ticket prices are below.

ONLINE TICKET PRICES	ON THE DOOR TICKET PRICES
<b>Heats:</b> Adult: £4.50 Concession (Under 16 & Over 60): £3.50	<b>Heats:</b> Adult: £6.50 Concession (Under 16 & Over 60): £5.50
<b>Finals:</b> Adult: £5.00 Concession (Under 16 & Over 60): £4.00	<b>Finals:</b> Adult: £7.00 Concession (Under 16 & Over 60): £6.00
<b>All Heats Pass:</b> Adult: £22.50 Concession (Under 16 & Over 60): £17.50	<b>All Heats Pass:</b> Adult: £32.50 Concession (Under 16 & Over 60): £27.50
<b>Full Event 6 Day Pass (Heats &amp; Finals):</b> Adult: £47.50 Concession (Under 16 & Over 60): £37.50	<b>Full Event 6 Day Pass (Heats &amp; Finals):</b> Adult: £67.50 Concession (Under 16 & Over 60): £57.50
(Prices do not include Ticketmaster booking fee)	(Subject to availability)

The Ticketmaster Box Office will be open next to the Front of House desk in the Ponds Forge foyer at the following opening times:

Monday 3 <sup>rd</sup> August	09:00- 18:00
Tuesday 4 <sup>th</sup> August- Friday 7 <sup>th</sup> August	07:00-12:30 and 14:30-20:30
Saturday 8 <sup>th</sup> August	06:30-13:30 and 14:30 -20:30
Sunday 9 <sup>th</sup> August	07:00-12:30 and 13:30-18:30

### COACHES' KIOSK

The coaches' kiosk is in the Female Group change, accessed from the vanity area before poolside. Start sheets will be available here prior to the start of each session; with results, timesheets and necessary forms available also.

## COACH, COMPETITOR & RELAY SWIMMER ACCREDITATION (FRONT DESK)

Accreditation must be collected at the event and will be available from the front desk located in the foyer area of Ponds Forge.

The desk will be open on **Monday 4<sup>th</sup> August from 08:00 and from 07:30 on the mornings of the event thereafter with the exception of Saturday 8<sup>th</sup> when the desk will open at 07:00.**

Coaches will be required to use their coach's accreditation to collect their club packs. Swimmers accreditation passes will not be passed to the coach without their coach pass. **No new coach pass applications will be accepted at the event. If you are yet to apply for your pass please [CLICK HERE](#) (international coaches please [CLICK HERE](#)) - the deadline is 12 Noon on Tuesday 21<sup>st</sup> July.**

Team Relay athletes will receive the same accreditation as individual swimmers this year.

Accreditation must be visible at all times to allow movement around the building. Admission past the foyer will only be allowed with a valid accreditation or ticket and admission to poolside will only be permitted with a valid accreditation. Lost accreditation queries should report to the accreditation desk. Replacement passes are charged at £10.00. This is non-negotiable.

## PRESENTATIONS

Presentations are pre scheduled, times will be provided at the team leader meeting. Athletes will be informed at the end of their final if they are needed for a presentation and told the report time. Competitors must report to the presentation area at this time in full tracksuit and training shoes.

Medal presentations will take place on the central podium, multiple age groups may be presented at once. After the medal presentation official photos of the medallists will be taken on a second podium. A photo opportunity which you can make use of will also be available in the foyer of the venue.

The Swimming Management Group has been tasked with determining the most appropriate Championships for trophies to be awarded each year. Historically the Swimming Trophies have been presented at the ASA Summer Championships however this will not happen this year. For 2015, it has been decided to award all the trophies, Open and Junior, at the ASA Winter Short Course Championships in December.

## ATHLETE SEATING

Please note there is a clear deck policy on the timing suite side of the pool. Allocated athlete and coaches seating will be available on the seating above the timing suite.

## MEDICAL

There will be no doctor present at these championships. Pool staff will administer first aid where necessary. Please note that clubs are not permitted to bring ice baths to the event.

The nearest hospital to Ponds Forge ISC is located 2.5 miles away at the below address:

### **Royal Hallamshire Hospital**

Glossop Road,  
Sheffield  
South Yorkshire  
S10 2JF

## EVENT INFORMATION & RESULTS

This year a dedicated live site with live blogging from the event and a live scoreboard will be available for access via: [www.swimming.org/asanationals](http://www.swimming.org/asanationals)

We are pleased to advise you that the event will be live streamed and this can be accessed via the same site.

## EVENT FOOTAGE SALES

Footage from the event is available to purchase. Footage from each day will be placed on a different newly launched ASA memory stick. You can purchase footage from each day from as little as £10 per day. Limited edition presentation tins are available at no extra cost while stocks lasts.

Memory sticks can be pre-ordered online, pre-order yours now by [CLICKING HERE](#)

This online service will also be available for a short period of time after the event, up to the 19<sup>th</sup> August 2015.

## EVENT MERCHANDISE

Speedo will be selling event merchandise throughout the championships via their shop in the foyer.

Don't miss your chance to pre-order your event merchandise for the ASA Summer Nationals.

Speedo UK are allowing those attending to secure their merchandise ahead of the event. You can order online **between Friday 17<sup>th</sup> July and Wednesday 22<sup>nd</sup> July**, then collect from the store on the day of the event.

To secure your order, please [CLICK HERE](#).

## PARKING

**We recommend parking just across the road at Castle Gate Q-Park, Broad Street where discounted prices will be honored for Ponds Forge customers.**

Please collect a discounted car parking ticket from Main Reception at Ponds Forge. Monday - Sunday: £1 per hour up to a maximum of £6 (*terms and conditions apply*).

Alternatively you may wish to use Nunnery Square Park and Ride just off the Sheffield Parkway A57.

## FOOD & DRINK

There will be provisions to buy food and drink in the venue. **foodetc.** has an excellent menu and special offers which provide a varied choice for everyone - from quick snacks, to healthy meals, to tasty food for kids.

## DOPING CONTROL

Swimmers are warned that random doping control may take place during these championships.

Competitors are required to bring and have with them at all times either a passport or other form of identity incorporating their photograph (event accreditation will comply with this condition).

## ANTI DOPING

The British Swimming Medical Declaration form is not required to be completed for entrance into this event and forms no part of doping control at any event. Please see the anti-doping points below for further anti-doping advice.

- All athletes (of any level) are required and responsible for checking their own medications. This must be done via the WADA approved website: [www.globaldro.com](http://www.globaldro.com)
- Globaldro.com result searches must be stored and saved by the individual athlete
- It is recommended the searches are repeated throughout the year as the prohibited list can change at any time and in turn medication status' can change
- If a result (either in or out of competition) shows a PROHIBITED result then a TUE is required  
The Therapeutic Use Exemption (TUE) process is a means by which an athlete can obtain approval to use a prescribed prohibited substance or method for the treatment of a legitimate medical condition. For World Class funded athletes they must apply for a TUE that is valid at all times. For non-funded athletes they must apply for a RECTROACTIVE TUE 10 days from being in doping control. Both TUE and RECTROACTIVE TUE applications, should be made with the prescribing physician, stating that the criteria and medical evidence needed by the Therapeutic Use Exemption Committee (TUEC) can be met before the athlete uses any prohibited substance or method.
- If an athlete's does take medications it is recommended that the Name, dosage, frequency is recorded on a media that an athlete can access at all time (particularly on poolside) i.e. written and kept in their kit bag or on their phone etc, so should they be called into doping control, they have the medication information on hand to submit on the doping control paperwork.
- Refusal of a drug test = Anti-Doping rule violation and ban from the sport
- Under 18ys must have a chaperone (of their choice) to accompany them into doping control. The chaperone does not have to witness the giving of the sample
- The [www.informed-sport.com](http://www.informed-sport.com) programme certifies that all nutritional supplements and/or ingredients that bear the Informed-Sport logo have been tested for banned substances by the world class sports anti-doping lab, LGC. Athletes choosing to use supplements can use the search function on the informed-sport website to find products that have been through this rigorous certification process.

If you require any further support please contact the British Swimming Anti-Doping Compliance Manager: [Rachel.Burrows@swimming.org](mailto:Rachel.Burrows@swimming.org) or on Tel: 07824 618 863

## PHOTOGRAPHY

The ASA are aware of the wide range of mobile phone and other personal hand held devices with a photographic capability, enabling the capture of both static and moving images. Used responsibly, such devices are perfectly safe, but sharing images widely may betray a confidence or even an identity and such information may help those who may want to harm children. The use of such equipment is difficult to control but we can all be vigilant and if you have concerns in this area, please bring them to the attention of a member of staff or security.

This event will be photographed and videoed. Static and moving images may be displayed on the website [www.swimming.org](http://www.swimming.org), partner and sponsor websites, at the venue and used to promote the sport at this event and events in the future.

The following is taken from the ASA Data Protection notice and relates to photography and video images for all events: *British Swimming and the ASA may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, the ASA and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, performance, development, selection and event promotion.*



The ASA work closely with our experts to ensure that in making these images available to enhance the presentation of the event we are not putting any children at risk in any way. If you have any queries please refer to ASA Wavepower document, section 2.5, pages 84-85. The document can be found at [www.swimming.org/asa](http://www.swimming.org/asa) .

If parents/guardians/swimmers have any concerns with their child/themselves being photographed/filmed at our events please complete the Refusal of Consent Form, which can be found at the end of this pack and return to ASA Events Department, Pavilion 3, Sport Park, 3 Oakwood Drive, Loughborough University, Leicestershire, LE11 3QF.

In line with the recommendations in the ASA Child Protection Policy, the Promoters of the event request that if you wish to engage in any video or photography of this event please visit the front desk to register your details on the photography log.

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](http://www.dephoto.biz/cpp).



**ASA National Summer Championships (50m) 2015**

4 – 9 August | Sheffield

**TEAM DECLARATION FORM 2015**

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

CLUB			
TYPE OF TEAM (Tick as appropriate)	MALE		FEMALE
AGE GROUP			

PLEASE TICK AS APPROPRIATE

4 x 100 Free Team		4 x 200 Free Team		4 x 100 Medley Team	
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**Heats ( )      Finals ( ) (Please Tick as appropriate)**

DAY AND DATE OF TEAM EVENT	<i>Don't forget to include the day &amp; date</i>
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**NAMES OF SWIMMERS IN SWIM ORDER**

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

NAME (PLEASE PRINT): .....
SIGNATURE: .....
DATE: .....
TIME.....



**ASA National Summer  
 Championships (50m) 2015**  
 4 – 9 August | Sheffield

**HEATS WITHDRAWAL FORM 2015**

Withdrawals from the 1<sup>st</sup> day's heats must be notified to the recorders, on the appropriate form, before the close of the Team Mangers Meeting on the evening before the start of the Championships. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

CLUB:
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FIRST NAME:	SURNAME:
ASA NO:	

EVENT NO:	DISTANCE & STROKE:

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

  
  

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

RECEIVED BY: ..... DATE: ..... TIME: .....



## ASA National Summer Championships (50m) 2015

4 – 9 August | Sheffield

### FINALS WITHDRAWAL FORM 2015

Finalists and reserve finalists (individual & teams) shall declare to the Chief Recorder, within 30 minutes of the last individual event in the session in which they have qualified for the next round, if they intend to withdraw from a Final.

CLUB:
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FIRST NAME:	SURNAME:
ASA NO:	

EVENT NO:	DISTANCE & STROKE:

NAME (PLEASE PRINT): .....
SIGNED: .....
DATE: .....
TIME OF DELIVERY: .....

RECEIVED BY: ..... DATE: ..... TIME: .....



**ASA National Summer  
Championships (50m) 2015**

4 – 9 August | Sheffield

**PHOTOGRAPHY REFUSAL OF CONSENT FORM 2015**

Swimmers Name: \_\_\_\_\_

Event: \_\_\_\_\_

I refuse permission for the taking and/or publication of images by the event's Official  
Photographer(s).

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_