

# Entry Pack

## Swim England National Summer Meet (50m) 2023

2-6 August | Ponds Forge, Sheffield



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## INTRODUCTION

This document contains the required information needed to enter Swim England National Summer Meet (50m) 2023.

Please ensure you read this document carefully as some information may be new to you. All entries must be made online, including payment. Details on how to enter online are included in this document.



## CONTACTS

Swim England	Venue
<b>Laura Tatham - Events Officer</b> Email: <a href="mailto:nationalevents@swimming.org">nationalevents@swimming.org</a>	<b>Ponds Forge</b> Sheaf Street Sheffield Yorkshire S1 2BP
Event Website	
<a href="#">Swim England National Summer Meet (50m) 2023</a>	Ponds Forge <a href="#">Website</a> Tel: 0114 223 3400

## KEY DATES



<b>Entries Open</b>	<b>Wednesday 14 June 2023</b>
<b>Initial Entries Close</b>	12:00 Noon, <b>Friday 14 July 2023</b>
<b>Late Entries Window Close</b>	By the start of the Team Leaders Meeting, <b>Tuesday 1 August 2023</b>
<b>Team Leaders Meeting</b>	18:00, <b>Tuesday 1 August 2023</b>



## PRIVACY POLICY AND PHOTOGRAPHY CONSENT

All individuals attending Swim England events are asked to complete the photo consent form below, prior to attending the event:

### [PHOTOGRAPHY CONSENT FORM](#)

To view further details about how Swim England manages your data, download [Swim England's Privacy Policy](#).



## TRAVEL INSURANCE

Affiliated clubs and members thereof have the benefit of third party and personal accident insurance effected by Swim England. However, this does not include travel insurance for trips in the UK or abroad, in particular there is no cover for travel or accommodation costs for the cancellation of an event.

Some clubs and members may already have the benefit of their own group or personal travel insurance. For those that do not have travel insurance for this event and wish to get a Sport Travel Insurance quote please click [HERE](#) or contact Howdens directly on 0121 698 8052. Alternatively, you can seek cover from another insurance provider.



## HOW TO ENTER

### Entry Fees

Entry Fee	£13.50
Late Entry Fee	£27.00

### Submitting an Entry

Swimming entries	<a href="#">ENTER HERE</a>
Para Swimming entries	<a href="#">ENTER HERE</a>

1. Enter your Membership Number or Family Name into the box provided and click enter. If searching via Family Name, select the correct name from the list provided.
2. **The following must be completed in order for the list of qualifying events to appear:**
  - a. the [BIOGS](#) page
  - b. Doping Consent Form - If a member has not completed a Doping Control Form, this will show on the Entry Page and will allow the individual to download a form that has been populated with their details.
3. Competitors should unselect any event(s) they do not wish to enter.
4. Click '**Add to the Entry List**', review your selections and proceed to payment. Payment is by debit/credit card or PayPal, please follow the instructions.

### Uploading an Accreditation 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](#):

- The photo should be a clear head and shoulders shot
- Photo size width should be cropped to 200 pixels
- See [Photo Guidance Document](#) for further instructions

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.

### International Entries

Overseas competitors wishing to enter should email [National.Entries@swimming.org](mailto:National.Entries@swimming.org)

### Entry Deadlines

Entries without payment and entries incorrectly completed will not be accepted.

#### Initial Entries

Entries and appropriate payments must be received by Initial Entries Close deadline:

Initial Entries Close	12:00 Noon, Friday 14 July 2023
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### Late Entries

Those who fail to enter within the initial entries window but still wish to compete shall be allowed to submit late entries:

<b>Late Entries Window Close</b>	By the start of the Team Leaders Meeting, <b>Tuesday 1 August 2023</b>
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All late entries shall be charged twice that of the initial entry period. The late entries process and late entry rates shall also apply to competitors who having submitted entries in the initial period and wish to add additional events for which they qualified for.

### Entry Confirmation

All successfully submitted entries will be published online.

All entrants will receive two emails at the time of payment: one from PayPal confirming receipt of payment and one from the entry system confirming your entry.

Your entry is not complete until your payment has been processed and you have received a confirmation email from PayPal.

Competitors should check their details carefully and contact [national.entries@swimming.org](mailto:national.entries@swimming.org) with any errors.

Once the initial entry deadline has closed a Confirmation Pack with further details about the competition will be distributed to competitors.

Confirmed entries can be viewed online as follows:

<b>Confirmed Swimming entries</b>	<a href="#"><u>View Entries Here</u></a>
<b>Confirmed Para Swimming entries</b>	<a href="#"><u>View Entries Here</u></a>

### Withdrawals

The full withdrawal process will be published in the Confirmation Pack.

In the meantime, please contact [national.entries@swimming.org](mailto:national.entries@swimming.org) if any withdrawals need to be made.

**Please Note: Entry fee refunds will NOT be made for withdrawals, unless on medical grounds with a supporting doctor's note to be presented.**



## ACCREDITATION

Accreditation must be worn at all times inside the venue within accredited areas. Accreditation will be issued on an individual and event basis, and is non-transferrable.

### Competitor Accreditation

Competitors entered into the event will receive their free accreditation via email once their entries have been successfully submitted. Competitors' accreditation must be printed in advance and brought to the event.

### Coach, Team Manager and Chaperone Accreditation

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

In order to obtain an accreditation, 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:

1. **DBS:** valid Disclosure and Barring Service check (DBS)
2. **Minimum Qualification/Requirements (specific to the role):**
  - a. Coaches – Coaching Qualification/Certificate Level 1
  - b. Team Manager – Team Manager Training Module 1 or 2 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.

<b>Poolside Accreditation Pass Charge</b>	<b>£26.00</b>
<b>Apply for Accreditation – England &amp; Wales</b>	<a href="#"><u>Apply for Accreditation</u></a>
<b>Apply for Accreditation – Scottish &amp; Overseas</b>	<a href="#"><u>Apply for Accreditation</u></a>

<b>Further Information and How to Guide</b>	<a href="#"><u>Accreditation Information</u></a>
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### Misplaced Accreditation Passes

A £10 re-print charge will be applied on all lost, stolen or forgotten passes if a swimmer, coach etc. arrives at the event without their accreditation.

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



## COMPETITION INFORMATION

### Schedule\*

A schedule of events is available to view on the event website on [Competitor Information Page](#).

### Session Start Times

Date	Heats	Finals
Wednesday 2 August	09:00 & not before 12:00	17:00
Thursday 3 August	09:00 & not before 12:00	17:00
Friday 4 August	09:00 & not before 12:00	17:00
Saturday 5 August	09:00 & not before 12:00	17:00
Sunday 6 August	09:00 & not before 12:00	17:00

**\*Please Note: All session start and finish times are subject to last minute changes.**

### Team Leaders Meeting

The Team Leaders Meeting will be held at **18:00 on Tuesday 1 August 2023** in Skyline Suite. Timelines for the Final sessions will be issued at this meeting.

### Training

Training will be available in the competition pool on Tuesday 1 August from 15:00 until 20:00.

### Warm Up and Swim Down

The competition pool will be available for warm up ahead of sessions. Further information regarding warm ups and swim downs 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.swimming.org/swimengland/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 need be provided to the club and/or via a British Swimming Medical Declaration Form.

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](http://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 Diane Elliot at [diane.elliott@swimming.org](mailto:diane.elliott@swimming.org).



## GENERAL INFORMATION

All updates and additional information regarding the event will be uploaded to the [Event Website](#).

### Spectators Tickets

Spectators can purchase **Early Bird Tickets** online **up until 6pm Tuesday 1 August**. After this time tickets can only be purchased on venue (subject to availability).

### **PURCHASE TICKETS ONLINE HERE**

before 6pm Tuesday 1 August

	EARLY BIRD ONLINE SALES (Available until 6pm Tuesday 1 August)	BOX OFFICE ON VENUE
<b>HEATS</b> (1 ticket provides entry to both heats sessions that day)	<b>£7.50</b>	<b>£8.50</b>
<b>FINALS</b>	<b>£8.00</b>	<b>£9.00</b>
<b>ALL HEATS</b>	<b>£29.00</b>	<b>£34.00</b>

### Event Merchandise

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



## EVENT CONDITIONS

The event Conditions are available to view on the [Competitor Information Page](#) of the event website.