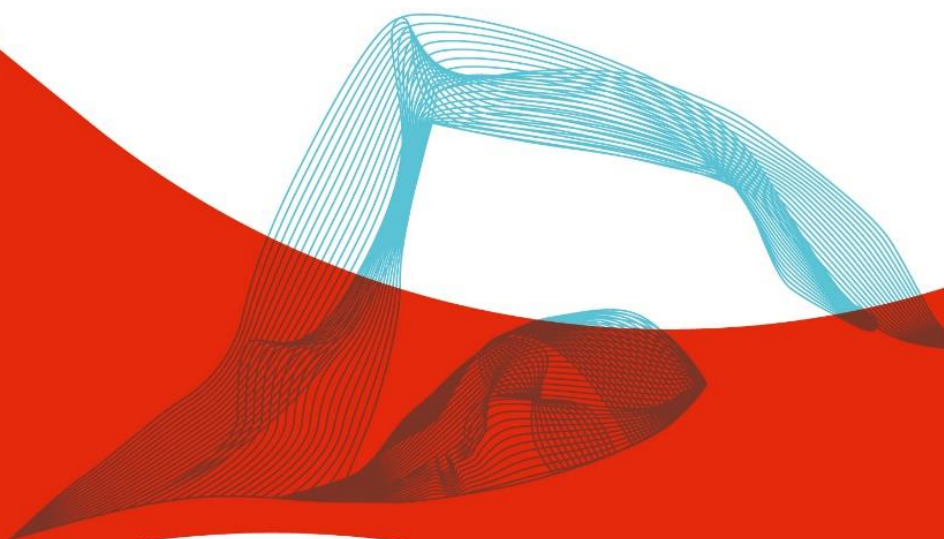


Confirmation Pack

Swim England National Winter Championships (25m) 2021

3-5 December | Ponds Forge, Sheffield



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CONTACTS

Swim England	Venue
Alastair Richards - Events Officer Email: alastair.richards@swimming.org	Ponds Forge Sheaf Street Sheffield Yorkshire S1 2BP
Event Website	Ponds Forge Website Tel: 0114 223 3400
Swim England National Winter Championships (25m) 2021	



KEY DATES

Team Leaders Meeting	18:00, Thursday 2 December 2021
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ENTRIES

All submitted entries can be viewed in the draft programme [here](#).

If you believe that your name is missing, please contact national.entries@swimming.org.



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.



COVID-19

Swim England are working closely with the venue operator to ensure the event is planned and delivered in line with the current Government guidelines and robust risk assessments have been developed and agreed.

The safety of all our competitors, volunteers, team staff and spectators is paramount and therefore this competition will retain precautions as a duty of care for all involved.

The guidelines that follow are intended to mitigate the transmission risk of Covid-19 and safeguard those attending this year's championships. Swim England will continue to assess the situation and will provide regular updates on any changes or adaptations to the guidance.

All those attending the event are expected to complete the [COVID-19 & Risk Awareness Declaration Form](#) prior to arriving at the venue.

IMPORTANT: If you are showing symptoms of the virus or have been in contact with someone displaying symptoms, then you must follow the Government guidance.

We strongly recommend and advise that the following precautionary measures are undertaken by all attending the event:

- A lateral flow test within 24 hours of coming to the venue to confirm you are not COVID positive.
- Upon arrival, please follow the directional and informative signage, including the venue's NHS Test and Trace procedures where a QR code will be on display for scanning in upon entry into the venue.
- Individuals are strongly encouraged to wear a face covering, when not competing, at all times whilst on venue.
- Hand sanitising stations will be available throughout the venue and we kindly ask that you regularly use them.
- All personal belongings, such as water bottles, training equipment and other items, should be for personal use only, not shared and clearly labelled where possible. Any belongings brought into the venue are the responsibility of the owner. Swim England does not accept responsibility for any items that are lost, damaged or stolen.
- When arriving for a race, please limit the amount of clothing and personal belongings that you bring down to pool deck.
- Follow the clear deck procedures and the pool deck flows outlined on pages 7 & 8.

Competitors are asked to not arrive on venue until it is time for their designated warm up, in the Session they are competing (see section Warm and Swim Down, p.6).

We also ask all competitors, coaches and team staff to leave the venue as soon as possible once your events have been completed. This is to reduce the number of people in the pool hall at any one time.



COMPETITION INFORMATION

Event Schedule

The updated event schedule is available to view on the event website [here](#).

Please Note: The schedule may be subject to last minute changes, but competitors will be informed if changes do occur.

Conditions

The Swim England National Winter Championship's event conditions can be found [here](#) and on the event website.

Session Times

Date	Session	Event Start Time
Friday 3 December	Session 1 A - Heats	09:00
	Session 1 B - Heats	Approx. 12:00
	Session 2 - Finals	16:30
Saturday 4 December	Session 3 A - Heats	09:00
	Session 3 B - Heats	Approx. 12:00
	Session 4 - Finals	16:30
Sunday 5 December	Session 5 - Heats	09:00
	Session 6 - Finals	16:30

Please Note: On Friday and Saturday there will be a mid-morning break during the heats session to allow for an extra warm up to take place.

Competitors due to swim in Heats 1B and Heats 3B are asked to not arrive on venue until their designated warm up times (see section Warm and Swim Down, p.6).

Training Day

Training will be available in the competition pool and diving pit on Thursday 2 December from 15:00 until 20:00, however the capacity is limited.

Competitors must pre-book a 50-minute training slot if they wish to utilise the pool on this training day.

Please use the below booking method, your tickets will be checked on arrival.

[**BOOK A TRAINING SLOT HERE**](#)

Competitors will be unable to use the main pool or diving pit for training between Heats and Finals sessions during the event weekend.

Warm Up and Swim Down

Warm up will be available every day before Heats and Finals. Warm ups for the Heat sessions will be split into the below times to ensure the number of swimmers in the pool at one time is at a safe level.

Please warm up in the correct timing slot. If you are competing in multiple events during a session, then you may warm up in multiple slots.

Friday 3 December			
Male Pool		Female Pool	
07:30 – 07:50	50m Freestyle	07:30 – 07:50	100m Breaststroke
07:50 – 08:10	200m Backstroke	07:50 – 08:10	200m Individual Medley
08:10 – 08:30	100m Butterfly	08:10 – 08:30	50m Backstroke
08:30 – 08:50	50m Breaststroke	08:30 – 08:50	200m Butterfly
11:10 – 11:30	400m Freestyle	11:10 – 11:30	100m Freestyle
11:30 – 11:50	100m Individual Medley	11:30 – 11:50	800m Freestyle

Saturday 4 December			
Male Pool		Female Pool	
07:30 – 07:45	100m Breaststroke	07:30 – 07:50	50m Freestyle
07:45 – 08:00	200m Individual Medley	07:50 – 08:10	200m Backstroke
08:00 – 08:15	50m Backstroke	08:10 – 08:30	100m Butterfly
08:15 – 08:30	200m Butterfly	08:30 – 08:50	50m Breaststroke
08:30 – 08:45	100m Freestyle	11:10 – 11:30	400m Freestyle
11:45 – 12:05	1500m Freestyle	11:30 – 11:50	100m Individual Medley

Sunday 5 December			
Male Pool		Female Pool	
07:30 – 07:45	400m Individual Medley	07:30 – 07:45	400m Individual Medley
07:45 – 08:00	50m Butterfly	07:45 – 08:00	50m Butterfly
08:00 – 08:15	200m Freestyle	08:00 – 08:15	200m Freestyle
08:15 – 08:30	100m Backstroke	08:15 – 08:30	100m Backstroke
08:30 – 08:45	200m Breaststroke	08:30 – 08:45	200m Breaststroke

All Finals warm ups will be from 15:30 in the competition pool.

The diving pit will also be open for additional warm ups and swim downs through each session. We retain the right to remove this facility if it becomes overcrowded and unsafe for use.

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

Team Leader Meeting

The Team Leader Meeting will be held on **Thursday 2 December at 18:00** in the Skyline Suite. Timelines for the Final sessions will be issued at this meeting.

Coaches and Team Managers are encouraged to attend this meeting to receive a comprehensive brief on the latest information and timelines from the Meet Management Team.

Please see the guidance on page 4 for recommendations on COVID-19 mitigating measures we hope people will take during this meeting.

Sport Information Desk

The Sport Information Desk will be located to the left of the Front of House desk as you walk into the foyer at Ponds Forge. The Sport Information Desk will service the following needs:

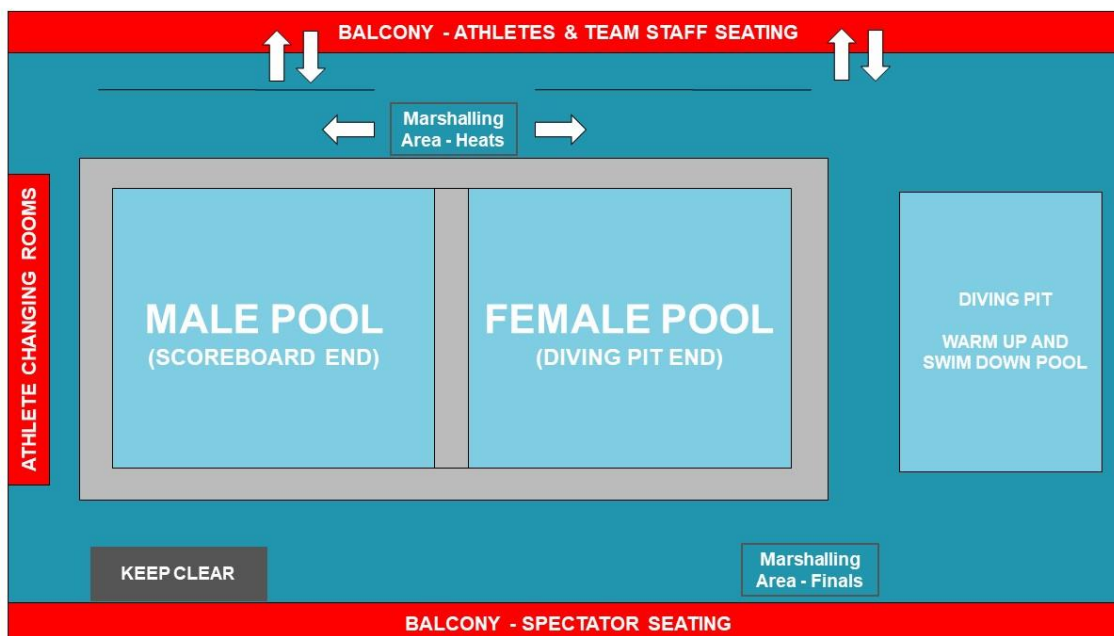
- General competition information and updates
- Accreditation re-prints
- Start lists collection for accredited coaches and team staff

Pool Layout

The event will see two 25m short course pools operate simultaneously throughout the morning Heats sessions.

The women's events will be held in the pool at the diving pit end of the competition pool, and the men's events will be held in the pool at the scoreboard end of the competition pool.

The finals will take place in the Male Pool at the scoreboard end of the pool. Please find the diagram below detailing the configuration of the pool.



Clear Deck Policy

We will be operating a clear deck policy at this year's championships, and therefore require all competitors, coaches and team staff to sit upstairs in the balcony seating when not competing or using the warm up and swim down facilities.

Please make your way down to the marshalling area in reasonable time before you are due to race and you must return to the balcony once your race or swim down is complete.

Access to the deck can be made through the changing rooms or via the staircase from the balcony area.

You must follow the instructions of the Field of Play volunteers. Non-compliance will be reported to the management team and in such cases the swimmer may be excluded from the competition.

Accredited Seating

This year, seating for competitors, coaches and team staff will be located on the balcony on the left hand side as you walk onto the balcony/pool deck. Only accredited individuals will be able to access this area of the venue.

Please Note: There will be no seating available on the pool deck for competitors, coaches and team staff.

Marshalling Area – Heats and Finals

Competitors must report 'race ready' to the marshalling team in sufficient time it is suggested no later than 15 minutes prior to the start of their event.

Heats: During the Heats, competitors will need to report to the marshalling team who will be located in between the two pools on the competitor seating side of the pool.

Finals: During the Finals, competitors will need to report to the marshalling team who will be located near the diving pit on the spectator seating side of the pool.

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

Please listen to instructions from the Field of Play volunteers.

Start Lists & Results

Start lists and results will be available to view online. A QR code to access the online start sheets and results will be posted on the event notice boards, and can also be viewed on the results website [here](#).

Hard copies of start lists will be available for accredited coaches and team managers only. These can be collected at the **Sport Information Desk**, located next to the Front of House desk in the main foyer. Hard copies of the results will not be posted around the venue, but can be viewed online [here](#).

Withdrawals

This year, we will be operating an online withdrawal system.

To withdraw for any event (including finals) please use the online withdrawal form [here](#).

Withdrawals made prior to the Team Leader Meeting at 18:00 Thursday 2 December will receive their entry fees refunded.

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Withdrawals from Heats must be made by the end of the Team Leader Meeting for day 1 swims and by 13:00 on the day before for all subsequent days.

Withdrawals from Finals must be made 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.

If you have any queries regarding the withdrawal process, please speak to the Sport Information Desk whilst on venue or email nationalevents@swimming.org.

Medal Ceremonies

Medal presentations will take place on poolside at the scoreboard end of the pool.

For more information on the Swim England trophies available to win at this year's championships, please visit the Swim England Trophy Cabinet [here](#).

Presentation times will be provided at the Team Leader meeting. Competitors will be informed at the end of their Final of the time and location they should report for the ceremony. Competitors should arrive on time and, as a minimum, be wearing clothing covering swimwear and preferably footwear.

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 event.

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.

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 Maria White at British Swimming at maria.white@swimming.org.



ACCREDITATION

Accreditations must be worn at all times whilst in accredited areas of the venue. Access to the competitor, coaching and team staff seating areas and pool deck will not be granted without a valid event accreditation.

Scanning of accreditation passes will be carried out by venue security to allow entry into accredited areas (including competitor and coach seating and pool deck). Those without an accreditation will be denied entry without their pass.

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

- Accreditation passes 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.
- Lanyards and accreditation pouches will be available from collection points for accreditation passes around the venue.
- Accreditation passes must be printed and cannot be presented on a mobile phone/tablet.

A £10 charge will be applied to replace any lost, stolen or forgotten accreditations.

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.

If you cannot find your confirmation email, then you can download your accreditation [here](#).

Coaches, Team Managers and Chaperones

To apply for the accreditation pass, all coaches, team managers and chaperones must meet the [Poolside Accreditation Requirements](#). The same requirements must be met if the accreditation is being purchased at the event.

To apply for the event accreditation:

- Swim England and Swim Wales members: log into [Swim England Membership Options](#)
- Scottish Swimming members and international coaches, team managers and chaperones: apply via the [Poolside Accreditation Form*](#).

Once verified and purchased, all accreditation passes are sent in an email to be printed in advance of the event.

For any accreditation queries, please contact nationalevents@swimming.org.



SPECTATOR INFORMATION

We are allowing a limited number of spectators to attend this year's National Winter Championships, however this is subject to current government guidelines regarding COVID-19 and indoor sporting events remaining unchanged.

We advise that all spectators to follow the same COVID-19 guidelines as competitors, coaches and team staff listed on page 4, and complete the venue's track and trace system when arriving at the venue.

Spectator Ticketing

Spectators will be required to purchase tickets online for this year's National Winter Championships. **Please Note: There will be no on the door ticket sales like in previous years.**

Tickets will go on sale from **15:00 on Monday 29 November** and will be sold on a first come first serve basis.

[**PURCHASE SPECTATOR TICKETS HERE**](#)

Ticket holders will be required to scan their tickets in exchange for a wristband for the session.

Due to limited capacities, we are allowing spectators to give away their tickets wristbands after use, if no longer required. These can either be swapped with someone you know or returned to the Front of House Desk.

Ticket Pricing

	Heats A	Heats B	Finals
Friday 3 December	£3.50	£3.50	£7.00
Saturday 4 December	£3.50	£3.50	£7.00
Sunday 5 December	£7.00		£7.00

Children under 5 can attend free of charge with a paying adult. No other concessions apply.

Front of House Desk

The Front of House desk will be located in the main foyer area at Ponds Forge and will be available to answer any event queries from spectators.

The Front of House desk will be open between 07:00 – 14:00 and 15:00 – 18:00.



GENERAL EVENT INFORMATION

All event updates and additional information will be uploaded to the National Winter Championships web page [here](#).

Venue

Ponds Forge International Sports Centre

Sheaf Street
Sheffield
S1 2BP
(Use S1 1AA if using a Sat-Nav System)

Car Parking

There is limited on-site parking at Ponds Forge, with dedicated disabled spaces on the top level. There is a designated area for bicycles as well.

If the venue car park is full, it is recommended that you park at Castle Gate Q-Park, Broad Street, S1 2BQ, where discounted prices are honoured for Ponds Forge customers. This is a short walk from Ponds Forge. Before returning to your car please collect a voucher from the venue reception and put this into the payment machine before your parking ticket.

Catering

The café in Ponds Forge will be fully operational and be providing hot and cold food, snacks and beverages for competitors, spectators and others involved in the event.

The café will be open at the following times throughout the event weekend: 07:30 – 19:00.

First Aid

There will not be a doctor present at these Championships. Pool staff will administer first aid where necessary. If medical assistance is required, please approach the nearest Swim England staff member, volunteer or member of Ponds Forge staff, who will contact a first aider.

The nearest hospital is:

Northern General Hospital

Herries Rd
Sheffield
S5 7AU

It is 2.9 miles away, just under a 15-minute drive.

Live Stream

This year's National Winter Championships will be live streamed and can be watched [here](#).

Lost Property

Swim England are not responsible for lost property. All lost property will be handed to the front reception desk at the Venue.

Event Merchandise & Swim Shop

Swim England will retail a small selection of merchandise from the Front of House desk in the main foyer including water bottles, fans and event programmes.

NESS Swimwear will operate a swim shop on venue and also retail event specific merchandise which will be available to purchase at this event. The merchandise range, pictured below, includes a hoodie (£40.00) and a swimming cap (£8.00).



THANK YOU

We would like to thank all our volunteers, officials and event stakeholders for supporting the planning and delivery of the Swim England National Winter Championships (25m) 2021.