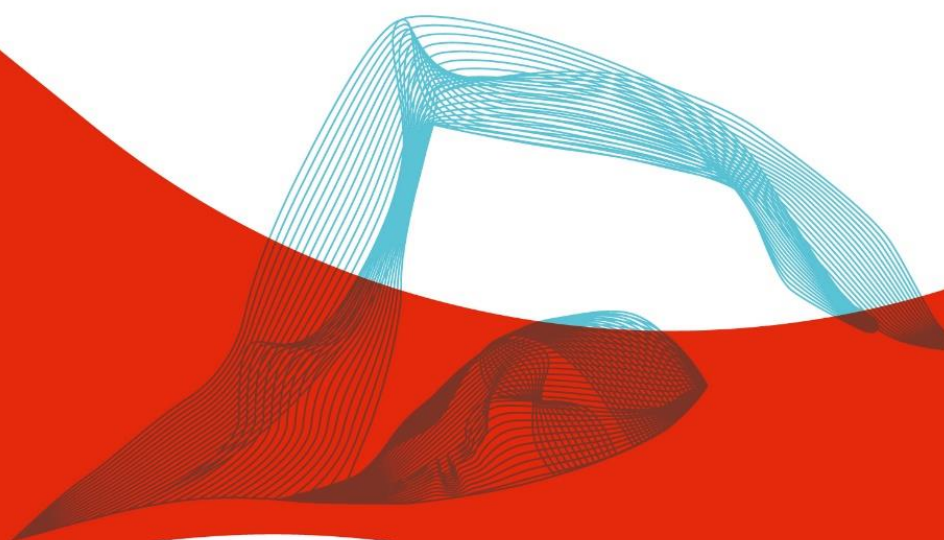


Entry Pack

Swim England National Winter Championships (25m) 2021

3-5 December | Ponds Forge, Sheffield



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INTRODUCTION

This document contains the required information needed to enter Swim England National Winter Championships (25m) 2021.

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



KEY DATES

Entries Open	Wednesday 6 October 2021
Initial Entries Close	12:00 noon, Thursday 25 November 2021
Late Entries Window Close	By the end of the Team Leaders Meeting, Thursday 2 December 2021
Team Leaders Meeting	18:00, Thursday 2 December 2021



COVID-19

The safety of all those attending the Championships is of paramount importance. Swim England will plan, deliver and manage the event in accordance with the national government guidelines, which are subject to change.

Please Note:

- Information provided in this entry pack is subject to change.
- Further information on any possible Covid-19 measures and any guidance will be provided to all entrants closer to the Championships.
- In such circumstances where the Championships has to be cancelled, all event entry fees will be refunded. However, no other incurred expenditure in relation to event attendance will be reimbursed (see point 12 of the [Event Conditions](#)).



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	£12.50
Late Entry Fee	£25.00

Submitting an Entry

All entries must be submitted online and all competitors must meet the [Qualifying Times](#).

All entries are to be submitted online

[ENTER EVENTS](#)

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. Providing the [BIOGS](#) page has been updated, a list of qualifying events will appear ticked.
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.

International Entries

For any overseas competitors, please use the 'FINA Entrants' icon on the entry page, follow the instructions and provide all relevant information.

Once entered, please send a passport-style photograph to nationalevents@swimming.org for your accreditation.

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.

Entry Deadlines

INITIAL ENTRIES CLOSE: 12:00 noon, Thursday 25 November 2021

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 enter within the initial entries window but still wish to compete shall be allowed to submit late entries until the end of the Team Leaders meeting commencing at **18:00, Thursday 2 December 2021**.

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 and can be viewed as follows:

Entries

[ONLINE ENTRY VIEWER](#)

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 with any errors.

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

Withdrawals

The full withdrawal process will be published in the Confirmation Pack, released when entries close.

In the meantime, please contact 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

Competitor's entered into the event will receive their free accreditation via email once their entries have been successfully submitted. Competitor's 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.**

Poolside Accreditation Pass Charge	£26.00
Apply for Accreditation – England & Wales	<u>Apply for Accreditation</u>
Apply for Accreditation – Scottish & Overseas	<u>Apply for Accreditation</u>

Further Information and How to Guide	<u>Accreditation Information</u>
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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 detailed schedule of events is available to view [here](#) and on the event website.

Session Start Times

Date	Heats	Finals
Friday 3 December	09:00	16:30
Saturday 4 December	09:00	16:30
Sunday 5 December	09:00	16:30

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

Team Leader Meeting

The Team Leader's Meeting will be held at **18:00 on Thursday 2 December 2021** 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 Thursday 2 December 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 Championships.

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 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

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.



GENERAL INFORMATION

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

Spectators Tickets

Subject to the national guidelines at the time of the Championships, spectators are allowed to this event.

Spectator tickets can be bought online ahead of the event from **Thursday 25 November 2021**, or available to purchase on the door of the event. More information will be released in the Confirmation Pack.

In the circumstance, whereby the event has to be cancelled or spectators are not allowed on venue due to the changing national guidance, this will be communicated at the earliest possible opportunity and spectator tickets refunded. No additional costs that may have incurred to spectators will be refunded by Swim England.

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 [here](#) and on the event website.