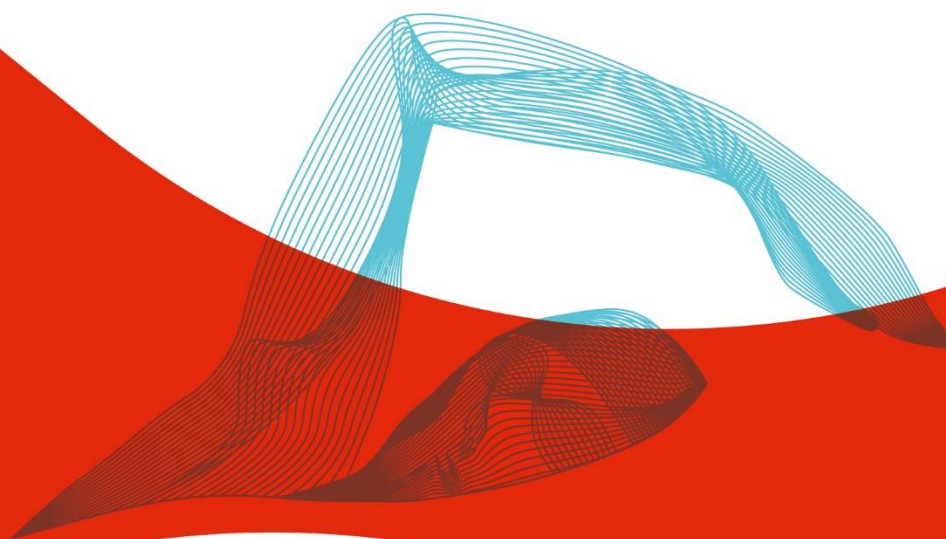


Confirmation Pack

Swim England Masters National Championships (25m) 2022

28-30 October | Ponds Forge, Sheffield





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Introduction

This document contains all necessary information related to the Swim England Masters National Championships (25m) 2022.

Please ensure you read this document carefully as some information may be new to you.



Event contacts

Swim England	Venue
Laura Tatham - Events Officer Email: laura.tatham@swimming.org	Ponds Forge Sheaf Street Sheffield Yorkshire S1 2BP
Event Website	
<u>Swim England Masters National Championship (25m) 2022</u>	Ponds Forge <u>Website</u> Tel: 0114 223 3400



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.



Entries

All submitted entries can be viewed [here](#)

If you believe that your name is missing, please contact bernie.buck22@gmail.com by Midday 19th October.

Please Note: We will not be making any amendments to entry times, events or Clubs.



COMPETITOR COMMUNICATIONS – TELEGRAM

In order to reduce the amount of paper used, we will be using the online messaging service, [Telegram](#), to communicate with Competitors, Coaches and Spectators both before and during the event.

Telegram is a secure messaging application that works on mobile, tablet and laptop devices that have an active internet connection. More information on how the application works can be found [here](#).

We will be using Telegram to send out reminders before the championships, along with notification of starts lists being ready, results being published and any DQ notifications.

To install Telegram, search for “Telegram” on your phone/tablets app store. Once the app is on your device you’ll need to create an account. The app and sign up is completely **FREE**.

When you have Telegram installed then you will need to join the Swim England Masters National Championships Channel once it is live.



COMPETITION INFORMATION

Event Schedule

The updated event schedule is available to view [here](#). This document has been updated with confirmed session start times.

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

Event Conditions

The Swim England Masters National Championship event conditions can be found [here](#)

Formation of Heats

All events are Heat Declared Winner within each individual age group.

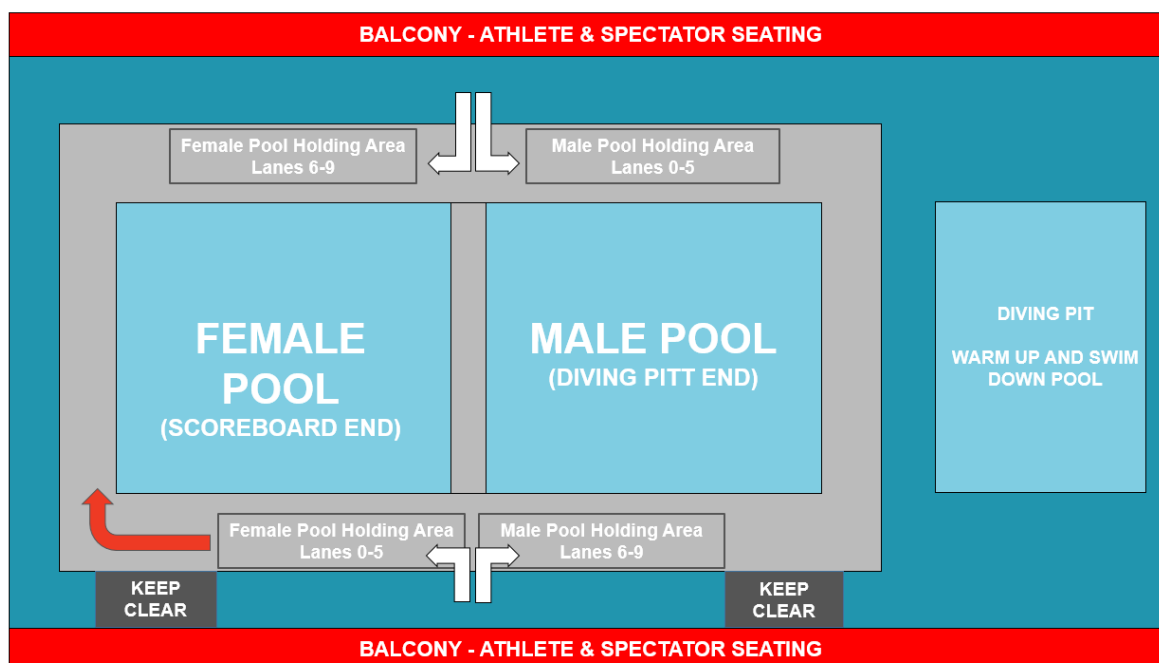
In each event, with the exception of the 50m events and relays, competitors will be seeded according to their entry time and will compete against those with similar times from the various age groups taking part in the event. Each heat will be spear head seeded. For 50m events competitors will be seeded in age groups as far as possible.

Clear Deck and Venue Flows

We will be operating a clear deck policy, and therefore require all competitors and coaches to sit upstairs in the spectator balcony when not competing or using the warm up and swim down facilities.

Please make your way down to the pool deck four heats 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 staircases 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.

Marshalling

We ask for those waiting for their heats to use the holding areas shown in the above diagram. You should only arrive at this holding area within four heats of your race.

Please Note: Should you miss your heat for whatever reason, you will not be able to swim in a later heat.

Pool Allocation

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

Mixed events, including relay team events will be split between the two pools, so please ensure you know which pool your heat will be using. The odd number heats at the Scoreboard end, even number heats at the Diving Pit end.

If competition in one pool finishes significantly before the other, the promoter reserves the right to split the remaining heats between the two pools. If this is deemed necessary, information will be communicated to the swimmers through announcements and Field of Play members of staff.

Warm Up & Swim Down

Swimmers are reminded to follow the instructions given below and any additional instructions from event workforce. This will ensure we can give all competitors the best warm up facilities available.

- Men will warm up in the diving pit end pool and Women in the scoreboard end pool.
- Diving is prohibited in all warm up sessions except in designated sprint lanes.

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- Restrict your warm ups to the session in which you are competing.
- Practise backstroke starts in designated sprint lanes only.
- When resting / stopping keep to the corners of the lane.
- When entering the water, do not jump or dive in.
- Choose the lane where the swimmers best match your speed.
- Be conscious that others are also warming up.
- Please note that fins, bungees, hand paddles and snorkels are not allowed at this event.

If you are not swimming until the end of a session, you may like to wait until the competition has started and warm up in the diving pit.

Warm Up Periods

The warm ups will be in four periods of 15 minutes each. The exception being Sessions 1 and 8.

Warm Up Session	60 Years & Over Start Time	45 – 59 Years Start Time	30 – 44 Years Start Time	29 Years & Under Start Time
Session 1	07:45 (Combined Warm Up)			
Session 2	12:00	12:15	12:30	12:45
Session 3	15:45	16:00	16:15	16:30
Session 4	07:45	08:00	08:15	08:30
Session 5	11:30	11:45	12:00	12:15
Session 6	15:30	15:45	16:00	16:15
Warm Up Session	55 Years & Over Start Time	45 – 54 Years Start Time	30 – 44 Years Start Time	29 Years & Under Start Time
Session 7	07:45	08:00	08:15	08:30
Session 8	11:45 – 12:15 - 50 Years & Over		12:15 – 12:45 – 49 Years & Under	

Lane 0	Fast – 10 minutes to go change to Diving and one-way swimming
Lane 1	Fast - 5 minutes to go change to Backstroke Start (if in session)
Lane 2	Fast
Lane 3	Fast
Lane 4	Medium
Lane 5	Medium
Lane 6	Medium
Lane 7	Slow
Lane 8	Slow
Lane 9	Slow - 5 minutes to go change to Diving and one-way swimming

The number of dive lanes will increase or reduce on demand.

These arrangements have been made to make the best use of warm up facilities, given the number of swimmers in each session. If you are not swimming in the early part of a session, you are encouraged to use the diving pit for your warm up after the start of the session. The diving pit will be available throughout the meet, with six lanes. There will be signs indicating the direction of swimming in each lane, please adhere to these and no diving.

The Meet Director may change warm up timings at their discretion. Please listen for any such announcements.

Warm Up Marshals

Please follow the guidance of Warm up marshals at all times.

We need your help to make this event a success and are still looking for warm up marshals. If you can help, please email Swim England Events Team (nationalevents@swimming.org) to register. For those new to this role, a briefing will be provided for all warm up marshals prior to commencing the role.

Thank you in advance for your assistance in providing a safe environment for swimmers to warm up.

Start Sheets & Results

Start sheets and results for all events will only be available to view online

A QR code to the online start sheets and results will be put up on the notice boards, will be communicated through Telegram, and can also be viewed on the event result website [here](#).

Start sheets will be available for viewing approximately 30 minutes prior to the commencement of the session.

Starting Blocks

There will be a full set of starting blocks in the competition pool. These are the “track-start” design. Backstroke ledges will be available; however, they do not need to be used if you are not comfortable doing so.



COMPETITOR INFORMATION

Withdrawals

The withdrawal process relies upon swimmers’ co-operation to keep the number of empty lanes to a minimum. If you do not intend to swim, please withdraw from your event as early as possible to avoid creating an empty lane.

This year, we will be operating an online withdrawal system. To withdraw for any event please use the online [withdrawal form](#). A QR code to the online withdrawal form will be put up on the notice boards.

Please note – This year we will be accepting withdrawals for the 50m events up until the withdrawal deadline on the day of the event.

Entry fee refunds will **NOT** be made for withdrawals, unless on medical grounds with a supporting doctor's note to be presented. This must be emailed to nationalevents@swimming.org.

Relay Team Declaration

Relay Team declarations need to be made using the [online form](#).

Relay declarations can be made from **12:00 noon on Monday 24 October**.

Please be reminded that all swimmers in relay teams must have registered using the online entry form. Swimmers not registered will not be allowed to swim.

Withdrawal and Team Declaration Deadlines

The deadline for all withdrawals and team declarations are as follows:

SESSION	SESSION START TIMES	TEAM DECLARATION & WITHDRAWAL CUT OFF TIMES
SESSION 1 – Friday 28 October	09:00	07:45 – Friday 28 October
SESSION 2 – Friday 28 October	13:15	11:45 – Friday 28 October
SESSION 3 – Friday 28 October	17:00	15:15 – Friday 28 October
SESSION 4 – Saturday 29 October	09:00	07:45 – Saturday 29 October
SESSION 5 – Saturday 29 October	12:45	11:15 – Saturday 29 October
SESSION 6 – Saturday 29 October	16:45	15:00 – Saturday 29 October
SESSION 7 – Sunday 30 October	09:00	07:45 – Sunday 30 October
SESSION 8 – Sunday 30 October	13:00	11:30 – Sunday 30 October

Resolution Desk

The Resolution Desk will manage all competition queries including, but not limited to, Withdrawals and Team Declarations.

The Resolution Desk can be found just inside the entrance to the **OMEGA Timing Suite** from poolside and will be staffed from 07:45 on each day of competition.

Medal Presentations

Medals shall be awarded to the first, second and third placed competitors in each age group for each event. A Record Breaking Medal shall also be awarded to those competitors who achieve a British, European or World record. These will be presented to the athletes in the foyer by the Swim England President or Swim England Chairman of the Masters Working Group.

Swimmers are invited to share the special moment directly with their friends and family who will now have the ability to take photos up close of them or even with them.

Medals will be available to collect in the foyer half an hour after the race. The swimmer will need to provide their name, club and event at the medal desk in order to collect it.

Otter 150 Cup

Otter Swimming Club kindly donated The Otter 150 Cup to the Swim England Masters National Championships in 2019, and the Top Club trophy will also be up for grabs in 2022.

This cup was a celebration of their shared 150th Anniversaries of both Swim England and Otter Swimming Club, and will be awarded to the top team at the Swim England Masters National Championships based on the points criteria below:

Placing	Individual Points	Team Points (Relays)
1 st	3	6
2 nd	2	4
3 rd	1	2

All swims completed without disqualification, including 1st, 2nd, and 3rd will receive 1 point for an individual swim and 2 points for a team swim.

Records

Whilst we aim to identify all World, European and British Records which are broken during the competition, remember that the ultimate responsibility for claiming a record lies with the swimmer(s) concerned. If you set a record and it is not announced, please inform the Resolution Desk as soon as possible. All records will be checked by the Resolution Desk. After the competition, if you notice a record has not been identified, please notify helen.akers@swimming.org.

Change of Club

Swimmers are reminded that they may only represent one club in both individual events and relay events during this competition. Changes to clubs represented will **NOT** be allowed during the competition.

Para Swimmers Support Staff

A competitor may have support staff in attendance, in the call room and on poolside, only if their code of exception has A, Y or T.

Swimwear

All swimwear must comply with FINA requirements. Competitors are not permitted to wear swimwear with a zipper or other fastening systems. This does not include drawstring etc. in jammers which are provided to maintain modesty. If you need more information, please refer to FINA General Rule GR5 and By-Law BL8.

Please Note: Only one suit may be worn.

Personal Conduct

We would like to remind competitors that inappropriate behaviour towards Swim England Event Staff, Volunteers and Technical Officials, is in conflict with the principles of Masters Competition.

If a competitor behaves in a manner likely to cause offence, action may be taken by the Meet Director, which may result in exclusion from the remainder of the competition if deemed appropriate.

Competitors are reminded that changing should not take place on the pool deck or in the stands.

Please take care when on poolside and on the stairs between poolside and spectator seating where at times the ground may be wet.

Physio

There will be Sport Physios in attendance at this event who will be available at the following prices:

- 15 minutes - £15
- 30 minutes - £25

You can pre book via text message or email:

John: 07526 413443 or johnmitchellsportstherapy@yahoo.co.uk

The physio will be based next to the Diving pool, by the Diving Officials Room.



SPECTATOR INFORMATION

We are allowing spectators to attend this year's Masters National Championships.

This is not a ticketed event and spectators are welcome free of charge.



GENERAL EVENT INFORMATION

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

Venue

Ponds Forge International Sports Centre

Sheaf Street
Sheffield City Centre
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, Castle Gate Q-Park, Broad Street, S1 2BQ, is available 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.

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 to Ponds Forge ISC is located 3 miles away at the below address:

Northern General Hospital Accident and Emergency Dept
Northern General Hospital
Herries Rd
Sheffield
S5 7AU

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 and fans.

Speedo will operate a swim shop on venue and also retail event specific merchandise which will be available to purchase at this event.

Photography

Official event photography will be provided by [Will Johnston Photography](http://WillJohnstonPhotography.com). Please see below for the exclusive offer open to competitors of Swim England:



The banner features three images at the top: a portrait of Will Johnston, a swimmer in action, and another portrait of Will Johnston. Below the images, the text 'WILL JOHNSTON PHOTOGRAPHY' is displayed in a bold, sans-serif font. Underneath this, a line of text states: 'Will Johnston Photography is proud to be the official photography provider for this event.' To the right of this text is a QR code. Below the QR code, it says: 'Photographs are available on our website: willjohnstonphotography.com'. At the bottom, it reads: 'Order within 48 hours of the event and save up to 20% on prints and gifts.'

 **THANK YOU**

We would like to thank all our volunteers, officials and event stakeholders for supporting the planning and delivery of Swim England Masters National Championships (25m) 2022.