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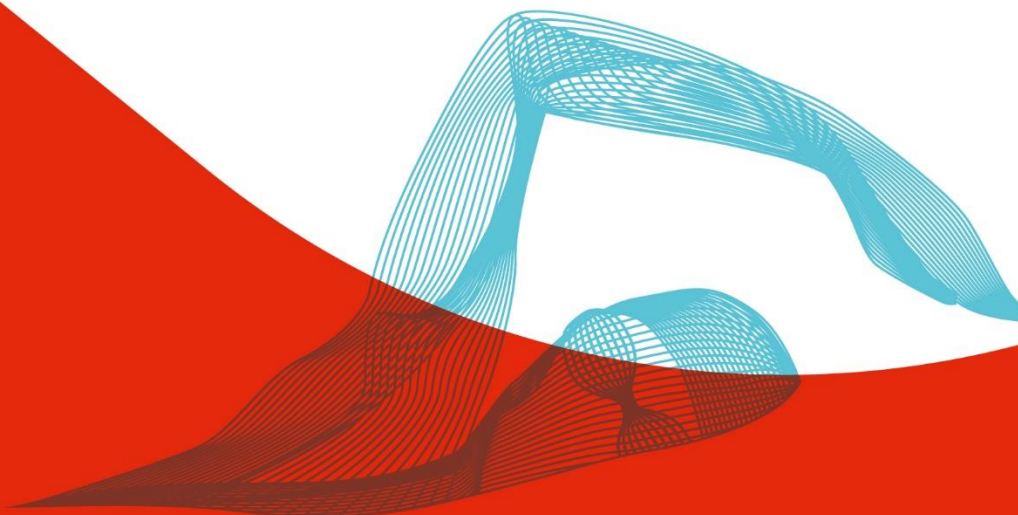


Official Payments Partner of Swim England

Entry Pack

GoCardless Swim England National Winter Championships (25m) 2023

14-17 December | Ponds Forge, Sheffield



Funding Partner



Official Kit Partner



Official Payments Partner

GoCardless



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INTRODUCTION

This document contains the required information needed to enter Swim England National Winter Championships (25m) 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
Ekaterina Boyd – Head of Events Email: nationalevents@swimming.org	Ponds Forge Sheaf Street Sheffield Yorkshire S1 2BP
Event Website – for all event information	
Swim England National Winter Championships (25m) 2023	Tel: 0114 223 3400



KEY DATES*

Entries Open	12 noon, Wednesday 1 November 2023
Membership / Entries Queries	No later than 12 noon, Wednesday 15 November 2023
Entries Close	12 noon, Wednesday 22 November 2023
Team Leaders Meeting	18:00, Wednesday 13 December 2023

* Timings are subject to change



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 Howden directly on 0121 698 8052. Alternatively, you can seek cover from another insurance provider.

EVENT CONDITIONS

Event Conditions can be viewed on Championships website

[Swim England National Winter Championships \(25m\) 2023](#)

All athletes/clubs are asked to read the Event Conditions and entry information below very carefully and to resolve any entries related queries at the earliest opportunity.

HOW TO ENTER

Prior to Entry

Membership / Queries Deadline

No later than **12 noon, Wednesday 15 November 2023**
NationalEvents@swimming.org

Before commencing the athlete entry process, please ensure you have familiarised yourself with the Event Conditions (see *Event Conditions* section above).

All competitors must be Swim England Club Compete category members (or Swim Wales and Scottish Swimming equivalent).

The following must be in place first to ensure the athlete is available for selection in the entry system and an entry can be submitted:

- Correct membership category and Club
- Photograph
- Completed doping control consent form
- Eligible QTs recorded on British Rankings

Submitting an Entry

All entries must be submitted online. Swimming competitors must meet the [Qualifying Times](#) and para swimming competitors must have a British Para Points score of at least 350 points (see [Championships' Competitor Information webpage](#) for all event documents including Event Conditions and Qualifying Times).

Swimming Entries	Swimming - ENTER EVENTS
Para Swimming Entries	Para Swimming - ENTER EVENTS
Entry Fees	£13.50
Entries Close	12 noon, Wednesday 22 November 2023

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. Photograph for competition accreditation via 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.

* Doping Control Consent Form

This only needs to be completed once and does not need to be completed for every competition.

On selecting an entrant in the entry system a prompt will appear if the doping consent form is required. This prompt will direct the entrant to the Doping Control Consent Form which will need completing and returning to renewals@swimming.org by no later than 12 noon, Wednesday 15 November 2023.

NOTE: submission of this form is not an entry. Once confirmation has been received, from Membership, that the form has been processed the entry can then be made.

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](#) and:

- should be a clear head and shoulders shot
- portrait with an aspect ratio 4:3
- width should be cropped to 200 pixels
- See the [Updating Biogs or Uploading a photograph 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

For any overseas competitors, please use the 'World Aquatics 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.

Entry Deadlines

Entries Close	12 noon, Wednesday 22 November 2023
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- Entries and appropriate payments must be received by this deadline.
- Entries without payment or competitor photographs and entries incorrectly completed will not be accepted beyond the closing deadline.

Late Entries

Any attempt to submit late entries i.e after the closing date will not be accepted.

Entry Confirmation

Swimming Confirmed Entries	Swimming - ENTRY VIEWER
Para Swimming Confirmed Entries	Para Swimming - ENTRY VIEWER
Queries	NationalEvents@swimming.org

All successfully submitted entries will be published online via the above link, with all entrants being sent two confirmation emails at the time of payment: one from PayPal confirming receipt of payment and one from the entry system confirming entry.

NOTE: the entry confirmation email is a 'no reply' automated email sent from automated.entries@swimmingresults.org. If you do not receive the confirmation email please contact National Events team on the email above.

Clubs/competitors are reminded that electronic entrants are bound by the conditions of entry without signature.

Competitors should check their details carefully and contact National Events team with any errors as soon as possible.

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

WITHDRAWALS

Withdrawals

[Submit a Withdrawal Here](#)

Should any competitor need to withdraw after submitting an entry, the withdrawal should be made via the above online form.

Further information on withdrawals from Heats and Finals will be published in the event Confirmation Pack after entries have closed and draft programme has been published.

NOTE: Entry fee refunds will NOT be made for withdrawals, unless on medical grounds with a supporting doctor's note 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 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.

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

- Competitor accreditation 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;
- At the event, lanyards and accreditations pouches will be available from collection points.

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

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

Coach, Team Manager and Chaperone Accreditation

Poolside Accreditation Pass Charge	£26
Further info and How to Guide	Accreditation Information
Swim England Membership Check	MEMBERSHIP CHECK
Accreditation – Swim England members	Apply for Accreditation
Accreditation – Scottish, Welsh & Overseas members <i>To be submitted no later than 12 noon, Monday 4 December</i>	Apply for Accreditation

Membership Queries –

*all membership related queries must be submitted by no later than **12 noon, Monday 4 December***

T: 01509 640 727
renewals@swimming.org

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. **Enhanced DBS:** valid Disclosure with Barred Service Check (NB: applications can take up to 60 days and is outside of Swim England's control). If you have any queries contact dbs@swimming.org.
2. **Minimum Qualification/Requirements (specific to the role):**
 - a. Coaches – Coaching Qualification or Assistant Coach Certificate
 - 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.**

Lost or Forgotten Accreditation Passes

A £10 charge will be applied on all lost 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 may be denied without the accreditation pass.



COMPETITION INFORMATION

Schedule

A draft, detailed schedule of events is available to view on the [Championships' Competitor Information webpage](#).

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 Wednesday 13 December 2023** in the Skyline Suite. Timelines for the final sessions will be issued at this meeting.

Pre Event Training

There is no pre-event training available at this year's Championships.

Warm Up and Swim Down

The competition pool will be available for warm up ahead of sessions only for those competitors in the events designated for that Warm Up session. Further information regarding warm ups and swim downs will be provided in the Confirmation Pack.

Anti-Doping

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

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.



GENERAL INFORMATION

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

Spectators Tickets

Spectators can purchase **Early Bird Tickets** online **from 12 noon, 1 November up until 18:00, Wednesday 13 December**. After this time tickets can only be purchased on venue (subject to availability).

[PURCHASE SPECTATOR TICKETS HERE](#)

Online: 12 noon, 1 November – 18:00, Wednesday 13 December

Online Purchased tickets will need to be exchanged for a wristband for the relevant session to gain access on the day via the event Welcome Desk.

Ticket Pricing

Ticket Type	Online Early Bird (until 18:00, 13 December)	On Venue
Heats (Heats Ticket includes access to all Heats on that day)	£7.50	£8.50
Finals	£8.00	£9.00
All heats	£25.00	£29.00

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

Event Merchandise

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