



# ENTRY PACK

## BRITISH PARA-SWIMMING INTERNATIONAL MEET INC. WPS WORLD SERIES

25 - 28 APRIL

TOLLCROSS INTERNATIONAL  
SWIMMING CENTRE, GLASGOW



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## KEY CONTACTS

### **British Swimming Contact**

Georgina Coulson  
British Swimming  
SportPark, 3 Oakwood Drive  
Loughborough  
LE11 3QF  
[georgina.coulson@swimming.org](mailto:georgina.coulson@swimming.org)  
01509 640172

### **World Para Swimming Contact**

Nyasha Mharakurwa  
[Nyasha.Mharakurwa@WorldParaSwimming.org](mailto:Nyasha.Mharakurwa@WorldParaSwimming.org)

### **Venue Contact**

Tollcross International Swimming Centre  
367 Wellshot Rd,  
Glasgow  
G32 7QP  
0141 276 0801



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## ENTRY INFORMATION

1. Go to the online entry page
  - a. [HERE](#) British Para-Swimming International Meet
  - b. [HERE](#) WPS World Series.

### **For British Athletes:**

Enter your membership number or surname in the box.

2. Providing you have updated your photo, coach and height information in your [biog](#), a list with the events you have qualified in will appear ticked.
3. Untick any events which you do not wish to enter.
4. Payment is via debit or credit card; please follow the PayPal payment instructions. You do not need a PayPal account to do this. Your entry will not be complete until you receive a confirmation of payment email from Paypal.

### **Guide to Entering Online**

For swimmers who require classification, all entries shall be received by no later than **Thursday 28<sup>th</sup> February 2019**.

For swimmers not requiring classification, all entries shall be received by no later than **Thursday 4<sup>th</sup> April 2019**.

Entries without completed payment will not be accepted. Any entry received after this time, up to the end of the Team Leader meeting on 24<sup>th</sup> April 2019, may be accepted subject to any session time programming restraints and will be charged at the increased entry fee.

### **Initial Entry Fee (until 4<sup>th</sup> April)**

£13 per individual entry.

### **Increased Entry Fee (after 4<sup>th</sup> April)**

£39 per individual entry.

### **Entry Confirmation**

A list of processed entries is available on the [ONLINE ENTRY PAGE](#) and will be updated automatically. Competitors are requested to check their entries carefully and inform the [Entries Administrator](#) immediately of any errors.

A draft programme will be available on the [ONLINE ENTRY PAGE](#) following the initial entry closing date.



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## **ACCREDITATION**

All competitors, coaches, chaperones, team staff and volunteers must have a valid accreditation to access the event. Accreditation is non-transferable and must be worn at all times when inside the venue. If the pass is forgotten or lost, a replacement pass will be re-issued for £10 at the Sport Information Desk.

### **British Athletes**

Your accreditation will be sent to you by email in PDF format upon completion of your entry. Please print and bring with you to the event where you can collect a pouch and lanyard from the Sport Information Desk.

If you are unable to find the accreditation link within the confirmation email, you can issue yourself a replacement [here](#).

### **International Athletes**

Please email a photo to [georgina.coulson@swimming.org](mailto:georgina.coulson@swimming.org) once entered. Your accreditation will then be emailed to you. Please print and bring to the event with you where lanyards and pouches will be provided.

The barcodes contain your membership number. There will be checks at the competition comparing these details against the entry database and photographic list.

### **Poolside Passes**

Anyone requiring poolside access must purchase a pass. In order to do this you must have proof of your DBS check and safeguarding certificate.

SE and WASA members purchase a pass [here](#)

SASA members purchase a pass [here](#)

International members purchase a pass [here](#)

Physio/Support staff purchase a pass [here](#)

**Please note if you require a chaperone pass you must email a photograph of yourself along with an endorsement letter from your swimmers club, your safeguarding certificate and proof of your DBS to [georgina.coulson@swimming.org](mailto:georgina.coulson@swimming.org)**

Accreditation will be emailed to you in PDF format to print and bring to the event where pouches and lanyards will be provided.



## BRITISH PARA-SWIMMING INTERNATIONAL MEET INC. WPS WORLD SERIES

TOLLCROSS INTERNATIONAL SWIMMING CENTRE, GLASGOW  
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### VISA LETTER REQUESTS

If your team requires a VISA to attend this event, British Swimming can provide an invitation letter upon request. Please email [britishevents@swimming.org](mailto:britishevents@swimming.org) with the following information on all staff and athlete's attending:

Full Name, Position, Passport Number, Passport Expiry Date

### COMPETITOR INFORMATION

#### Session Times

Heats will start at 09:30 and finals at 17:00. Estimated session finish times will be in the confirmation pack.

#### Warm Up and Swim Down

Warm up in the competition pool will begin 90 minutes prior to the start of the session and will end 15 minutes prior to the start of the session. Swim down will be in the 50m pool next to the competition pool hall.

#### Between Sessions

The competition pool will be available between sessions.

#### Training

Open training will be available for all competitors on 23<sup>rd</sup> and 24<sup>th</sup> April 2019 from 08:00 – 20:00.

#### Classification

PI & II classification will take place from 22<sup>nd</sup> – 24<sup>th</sup> April 2019. VI classification will take place from 23<sup>rd</sup> – 24<sup>th</sup> April 2019. Further information below.

#### Doping Control

Swimmers are warned that random doping control may take place during these Championships. The Anti-Doping control / processes will be carried out in full accordance with the IPC Anti-Doping Code and the IPC Doping Control Agreement. More information can be found [here](#):



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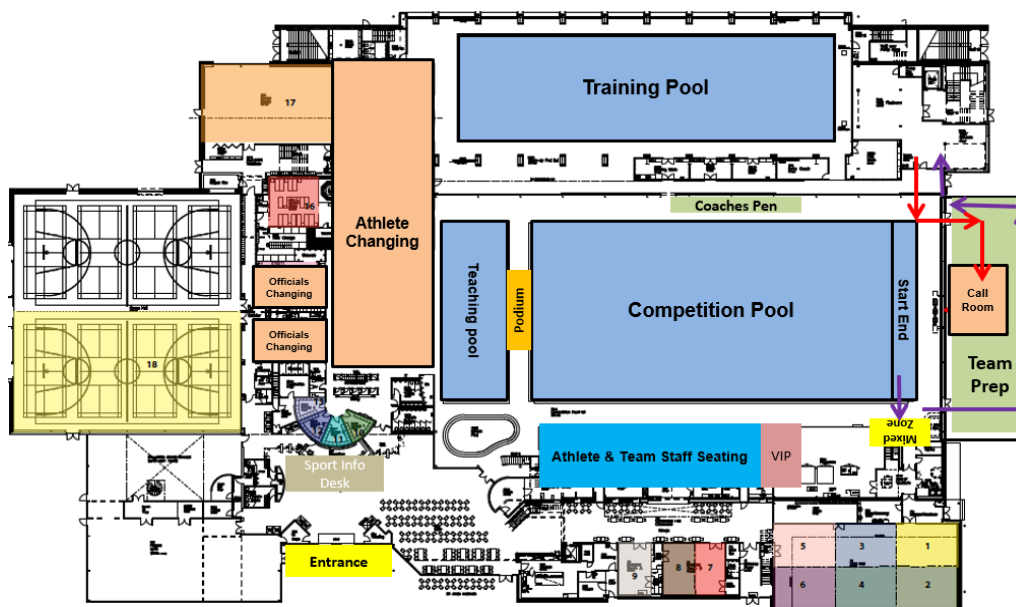
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## VENUE INFORMATION



All delegation members must have appropriate accident and health insurance accepted in order to compete. The LOC will provide only basic medical services in the venue.

No medical insurance will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event.

## CLASSIFICATION

At competitions where classification is offered, World Para Swimming will schedule all athletes based on NPCs submitted priority list pursuant with the below regulations.

An athlete will only be permitted to undergo International Classification if he or she:

- Is registered and/or licensed with World Para Swimming pursuant to the relevant provisions in the World Para Swimming Rules and Regulations;
- Has been entered into the Recognised Competition where International Classification is to take place; in minimum one 100m S event (Freestyle, Backstroke, Butterfly) **and** 100m SB event (Breaststroke) (swimmers with a physical impairment only) or 200m Freestyle or 100m Backstroke **and** 100m Breaststroke (swimmers with an intellectual impairment only)

### Athletes with a Physical impairment (PI)

- Have submitted Medical Diagnostic information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS)
- PI MDFs must be uploaded at least 8 weeks before the athlete undergoes classification. Depending on the athlete's health condition and impairment, additional medical information is to be attached to the Medical Diagnostic Form. Medical Diagnostic Forms will be reviewed



by the Chief Classifier ahead of a competition and, if required, further information may be requested. If an athlete fails to produce sufficient medical documentation and the classification panel considers that the absence of such medical documentation will affect its ability to conduct Athlete Evaluation in a fair manner, classification will be suspended as per rule 30.1.2 of the World Para Swimming Classification Rules and Regulations (January 2018).

#### Athletes with a Visual impairment (VI)

- Have submitted Medical Diagnostic information (Medical Diagnostic Form and supporting documents) to the Sport Data Management System (SDMS)
- VI MDFs must be uploaded at least 6 weeks before the athlete undergoes classification.

#### Athletes with an Intellectual Impairment (II)

Prior to Athlete Evaluation, an Athlete must comply with the following eligibility criteria:

- Inclusion on the INAS Classification Master list
- Completion of the Training History and Sport Limitation Questionnaire (TSAL-Q).

#### Where a classification schedule is full:

- Athletes who are licensed will take priority over registered athletes
- At competitions where classification is offered, World Para Swimming will schedule all athletes with a New or Review status pursuant with the above regulations.
- If an Athlete is required to attend Athlete Evaluation, Athletes must arrive at the competition prior to the start of the classification period. World Para Swimming will schedule athletes in accordance with the classification period and not arrival dates of athletes. World Para Swimming WILL NOT entertain any request to change any athlete's classification times.
- If an athlete fails to attend Classification at the scheduled time, the Athlete will not be permitted to compete at the relevant Competition.
- Athletes should take note of the Athlete Evaluation Requirements outlined in Part 4 (Athlete Evaluation and the Classification Panel) of the [World Para Swimming Classification Rules and Regulations](#). Failure to comply with these rules may lead to the suspension of Athlete Evaluation.

#### Observation in Competition Assessment

- Athletes with a physical and intellectual impairment may be required to undergo observation in competition assessment (see article 14, Appendix One and Appendix Three of the World Para Swimming Classification Rules and Regulations).
- Note that in case the athlete wishes to be classified in the S sport class, the athlete may require observation in competition following the physical and technical assessment for this class, and for the observation to be completed, the athlete must be entered and swim at least a 100m distance in any S event or must swim in a SM event. The same applies if the athlete wishes to be classified for the SB sport class, with the exception of SB 1-3 sport classes, where observation assessment can be conducted over a 50m distance event. Lastly, if the athlete only wishes to enter an SM event, the athlete may need to be observed for the SB class and this cannot be conducted during an SM event (except to SB 1-3 sport classes). This applies to both athletes with a physical and athletes with intellectual impairment. Please take this into consideration when entering the athletes into events.



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### FILMING AND PHOTOGRAPHY POLICY

British Swimming are well aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. It should be acknowledged that the majority of images taken within a British Swimming setting are appropriate and taken in good faith. However, images of children and adults can be misused, and sharing images widely without consent may betray a confidence or identify of a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

British Swimming encourage all spectators and participants at British Swimming events to make themselves familiar with the photography and filming arrangements for the event and be vigilant during that event.

British Swimming is committed to ensuring that all children who participate in British Swimming activities are able to take part in an enjoyable, safe environment and be safeguarded from harm. If you have any child safeguarding concerns at the event, please contact an Event Officer immediately to disclose your concerns.

#### **Event Photography and Filming**

This event **will be photographed and live streamed**. Static images will be displayed on the British Swimming website [www.britishswimming.org](http://www.britishswimming.org). They will be used to promote the sport at this event and events in the future. Moving images may be displayed at the venue and via live stream at [www.britishswimming.org](http://www.britishswimming.org). In addition, British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

In such instances where the event is being live streamed, it will not be possible to provide the option to refuse consent to filming and if there are any concerns, please speak to the Event Officer present. However if individuals wish to refuse consent to static photography, please complete the Photography Refusal of Consent Form below and return to British Swimming Events Department.

If you, as a Parent/Guardian/Carer, have concerns about your child being photographed/filmed, please refer to the relevant Home Nation guidance document: Wavepower the SE Child Safeguarding Policy and Procedures; YPlant the Swim Wales Child Protection Policy; Scottish Swimming Child Protection Policy. If you have any concerns in this area, please contact the Data Protection Officer.







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### PHOTOGRAPHY REFUSAL FORM

Name of Swimmer: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Event: British Para-Swimming International Meet 2019

I refuse permission for the taking and/or publication of images of my child or myself by the event's Official Photographer(s)

Signed \_\_\_\_\_

(Competitor/Parent/Carer)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: **British Swimming Events, Sportpark, 3 Oakwood Drive,  
Loughborough, LE11 3QF**

### SPECTATOR INFORMATION

#### Ticket Prices

Tickets are on sale via British Swimming [HERE](#). Seating is unreserved.

Concessions are those under age 16 or over age 60.

#### Tickets on the Door

Please note that if a session sells out online, there will be no tickets reserved for sale on the door so please book early to avoid disappointment.

### DOCUMENTS

All documents relating to this event are saved under the Coaches tab [HERE](#).

For detailed information on athlete eligibility and meet procedure please see the Event Conditions.

For information on the skins events, including eligibility and prize money please refer to the Skins Conditions (S5 – S13 and S14).

Please contact [georgina.coulson@swimming.org](mailto:georgina.coulson@swimming.org) if you have any questions.

For all World Para Swimming World Series events the current World Para Swimming Rules and Regulations apply. They can be found [here](#).





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### TEAM LEADER MEETING

It is strongly recommended that a representative from all clubs with swimmers entered in this Meet attend the Team Leader Meeting which will take place at 18:00 on 24<sup>th</sup> April 2019 in the Edrom Suite which is located upstairs at Tollcross International Swimming Centre.

Non-attendance could result in swimmers being disadvantaged or not able to compete due to them or their coach not being aware of any changes required for the running of the competition.

### TEAMS ACCOMMODATION AND TRAVEL PACKAGE

CSE are pleased to offer two hotel options for teams. Both options include full board catering, venue and airport transport and VAT.

Jurys Inn Hotel Glasgow 4\*

Single room rate GBP 169

Twin room rate GBP 129

Radisson Red Glasgow 4\*

Single room rate GBP 159

Twin room rate GBP 119

Please find the booking form under the Coaches tab [HERE](#).

Please note that cancellations received after 25<sup>th</sup> January 2019 are non-refundable. Your request is subject to availability at the time of booking. Please return your form as soon as possible to:

[Kerri.weston@cseplc.com](mailto:Kerri.weston@cseplc.com)



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