



# TEAM CONFIRMATION PACK

## BRITISH GAS ASA NATIONAL AGE GROUP CHAMPIONSHIPS (50M)

22ND - 26TH JULY 2012

Ponds Forge International Sports Centre, Sheffield



Principal Partner



Broadcast Partner



Funding Partner



Official Partners



Official Suppliers



Endorsed Product



Host City & Venue



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The following information has been prepared to assist you for the British Gas ASA National Age Group Championships (50m) 2012. Please read ALL information carefully as this document holds very important information, some of which will be new to you.

## CONTACT INFORMATION

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**VENUE**Ponds Forge International Sports Centre,  
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Sheffield,

# COMPETITION INFORMATION

## PROGRAMME OF EVENTS

Sunday 22 <sup>nd</sup> July 2012	Monday 23 <sup>rd</sup> July 2012	Tuesday 24 <sup>th</sup> July 2012	Wednesday 25 <sup>th</sup> July 2012	Thursday 26 <sup>th</sup> July 2012
<b>SESSION ONE - HEATS</b>	<b>SESSION THREE - HEATS</b>	<b>SESSION SIX - HEATS</b>	<b>SESSION NINE - HEATS</b>	<b>SESSION ELEVEN - HEATS</b>
G 200m I.M. B 100m Backstroke G 100m Freestyle B 200m Breaststroke G 200m Backstroke B 4 x 100m Free Team	G 400m Freestyle B 200m Butterfly G 200m Breaststroke B 100m Freestyle G 100m Butterfly B 200m I.M. G 4 x 100m Free Team	B 400m Freestyle G 200m Freestyle B 200m Backstroke G 200m Butterfly B 4 x 200m Free Team	B 200m Freestyle G 100m Backstroke B 100m Breaststroke G 100m Breaststroke B 100m Butterfly G 4 x 200m Free Team	G 400m I.M. B 400m I.M. G 4 x 100m Medley Team B 4 x 100m Medley Team
	<b>SESSION FOUR - HEATS</b>	<b>SESSION SEVEN - HEATS</b>		
	B 1500m Free HDW	G 800m Freestyle HDW		
<b>SESSION TWO - FINALS</b>	<b>SESSION FIVE - FINALS</b>	<b>SESSION EIGHT - FINALS</b>	<b>SESSION TEN - FINALS</b>	<b>SESSION TWELVE - FINALS</b>
G 11/12 200m I.M. – Final G 13 200m I.M. – Final G 14 200m I.M. – SF B 11/12 100m Backstroke – Final B 13 100m Backstroke – Final B 14 100m Backstroke – SF G 11/12 100m Freestyle – Final G 13 100m Freestyle – Final G 14 100m Freestyle – SF B 11/12 200m Breast – Final B 13 200m Breast – Final B 14 200m Breast – Semi-Final G 11/12 200m Backstroke – Final G 13 200m Backstroke – Final G 14 200m Backstroke – SF B 4 x 100m Free Team - Final	G 14 400m Freestyle – Final G 11/12 400m Freestyle – Final G 13 400m Freestyle – Final B 14 200m Butterfly – SF B 11/12 200m Butterfly – Final G 14 200m Breast – SF B 13 200m Butterfly – Final B 11/12 200m Breast – Final B 14 100m Freestyle – SF G 14 100m Butterfly – SF G 13 200m Breast – Final B 11/12 100m Freestyle – Final B 13 100m Freestyle – Final G 14 200m I.M. – Final B 14 200m I.M. – SF G 11/12 100m Butterfly – Final G 13 100m Butterfly – Final G 14 100m Freestyle – Final B 14 100m Backstroke – Final B 11/12 200m I.M. – Final B 13 200m I.M. – Final G 14 200m Backstroke – Final B 14 200m Breast – Final G 4 x 100m Free Team - Final	B 14 400m Freestyle – Final B 11/12 400m Freestyle – Final B 13 400m Freestyle – Final G 14 200m Freestyle – SF B 14 200m Back – SF G 11/12 200m Freestyle – Final G 13 200m Freestyle – Final G 14 200m Butterfly – SF B 14 200m Butterfly – Final B 11/12 200m Back – Final B 13 200m Back – Final G 14 200m Breast – Final B 14 100m Freestyle – Final G 11/12 200m Butterfly – Final G 13 200m Butterfly – Final G 14 100m Butterfly – Final B 14 200m I.M. – Final B 4 x 200m Free Team - Final	G 14 200m Freestyle – Final B 11/12 200m Freestyle – Final B 13 200m Freestyle – Final B 14 200m Freestyle – SF G 11/12 100m Backstroke – Final G 14 200m Butterfly – Final G 13 100m Backstroke – Final B 14 200m Back – Final B 11/12 100m Breast – Final B 13 100m Breast – Final G 14 100m Backstroke – SF G 11/12 100m Breast – Final B 14 100m Breast – SF G 13 100m Breast – Final G 14 100m Breast – SF B 11/12 100m Butterfly – Final B 13 100m Butterfly – Final B 14 100m Butterfly – SF G 4 x 200m Free Team – Final	B 14 400m I.M. – Final G 14 400m I.M. – Final G 11/12 400m I.M. – Final G 13 400m I.M. – Final B 14 200m Freestyle – Final G 14 100m Backstroke – Final B 11/12 400m I.M. – Final B 14 100m Breast – Final B 13 400m I.M. – Final G 14 100m Breast – Final B 14 100m Butterfly – Final G 4 x 100m Medley Team - Final B 4 x 100m Medley Team - Final

**TRAINING, WARM UP & SESSION TIMES**

DATES	WARM UP	SESSION TIMES	TRAINING TIMES
Sunday 22 <sup>nd</sup> July	Heats 7.30am Finals 3.30pm	Heats 9.00am Finals 5pm	Competition Pool (All 10 Lanes) Open between heats and finals
Monday 23 <sup>rd</sup> July	Heats 7.30am (Heats 12 noon 1500m Free) Finals 3.30pm	Heats 9.00am (Heats 1.30pm- 1500m Free) Finals 5pm	Competition Pool (All 10 Lanes) Open between heats and finals
Tuesday 24 <sup>th</sup> July	Heats 7.30am (Heats 12 noon 800m Free) Finals 3.30pm	Heats 9.00am (Heats 1.30pm 800m Free) Finals 5pm	Competition Pool (All 10 Lanes) Open between heats and finals
Wednesday 25 <sup>th</sup> July	Heats 7.30am Finals 3.30pm	Heats 9.00am Finals 5pm	Competition Pool (All 10 Lanes) Open between heats and finals
Thursday 26 <sup>th</sup> July	Heats 7.30am Finals 1.30pm	Heats 9.00am Finals 3pm	Competition Pool (All 10 Lanes) Open between heats and finals

Due to USA diving team training at Ponds Forge prior to the Olympics we will be operating a clear deck policy for the whole of the diving pit area including the Diving official's office which will not be in use for the entire event.

The diving pit will ONLY be used for warm up / swim down during the sessions at the below times. NO ONE is permitted to sit poolside around the diving pit at any time.

Seating for Athletes and Coaches is either the non omega suite side of the competition pool or upstairs in the seating blocks on the Omega suite side. Athletes and Coaches will not be allowed to sit in the spectators seating areas'

The competition pool can be accessed via either the staircase in main reception or the staircase next to the diving official's room. Access to the seating, can either be through the main doors to the balcony and turn right or from the pool deck up the staircase next to the diving officials room.

## DURING SESSION WARM UP & SWIM DOWN POOL SCHEDULE

Day	Date	Time
<b>Sunday</b>	<b>22/07/2012</b>	LP 9:45 - 12:15
<b>Sunday</b>	<b>22/07/2012</b>	DP 07:00 - 10:00
		DP 12:00 - 15:00
		DP 17:00 - 19:00
<b>Monday</b>	<b>23/07/2012</b>	LP 18:45 - Close
<b>Monday</b>	<b>23/07/2012</b>	DP 07:00 - 19:00
<b>Tuesday</b>	<b>24/07/2012</b>	LP 9:45 - 12:15
<b>Tuesday</b>	<b>24/07/2012</b>	DP 07:00 - 10:00
		DP 12:00 - 19:00
<b>Wednesday</b>	<b>25/07/2012</b>	LP 9:45 - 12:15
<b>Wednesday</b>	<b>25/07/2012</b>	DP 07:00 - 10:00
		DP 12:00 - 19:00
<b>Thursday</b>	<b>26/07/2012</b>	LP 9:45 - 12:15
<b>Thursday</b>	<b>26/07/2012</b>	DP 07:00 - 10:00
		DP 12:00 - 18:00

LP : Leisure Pool

DP: Diving Pit

Swimmers are requested to ensure that they use the warm up and swim down facilities sensibly and for the sole purpose of swim down during competition time. Abuse of the use of this facility will result in the withdrawal of its use & the facilities will be maintained throughout the competition.

## FINALS

20 swimmers and 2 reserves will be declared for each Semi-final and 10 swimmers and 2 reserves for each final. Only 2 foreign competitors will be allowed to progress to the Final.

## STARTING BLOCKS

There will be a full set of 20 OSB12 starting blocks in the competition pool. These are the new "track-start" design.

## TEAM DECLARATION

Relay teams must be declared using the appropriate form to the Chief recorder at least 60 minutes prior to the start of the session. Declaration forms will be available at the technical meeting. Withdrawals must be declared using the appropriate form for heats, Semi Finals and finals to the Chief recorder in the Omega Suite.

## WITHDRAWALS FROM HEATS

Withdrawals from the 1<sup>st</sup> day's heats must be notified to the recorders, on the appropriate form, before the close of the Team Manager's Meeting on the evening before the start of the Championships. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

**Under exceptional circumstances only**, withdrawals on the day of the Championship may be accepted by the Executive Director. However, these must then be notified to the Chief Recorder, on the relevant form, not later than 60 minutes prior to the start of the appropriate heats session.

## WITHDRAWALS FROM FINALS

Finalists and reserve finalists (individual & teams) shall declare to the Chief Recorder, within 30 minutes of the last individual event in the Session in which they have qualified for the next round, if they intend to withdraw from a Semi-Final or Final. The withdrawal shall be made on the official withdrawal form. Reserves not required for the Finals will be released after this deadline.

Competitors or teams withdrawing on medical grounds after the expiry of the imposed deadline shall have their withdrawal endorsed by the Executive Director or such person as he/she shall nominate.

An individual competitor shall be fined the sum of £50 if they fail to notify the Chief Recorder of a withdrawal within the stipulated time. If a team fails to notify the Chief Recorder of a withdrawal within the stipulated time, the Club they represent shall be fined the sum of £100. Any competitor or team withdrawing from a final in such a manner as to prevent a reserve from taking part (except in the case of a proven emergency) shall be fined an additional £50.

Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.

Both individual competitors and teams will be unable to take any further part in the meet, until such time as any fines levied have been paid.

### **MARSHALLING AREA – HEATS AND FINALS**

Swimmers must report to the competitors' steward on the timing suite side of the pool following signs for the marshalling area. Please follow the directions of the competitors' stewards. It is your responsibility to report in good time for your event. Finalists and reserves are required to report to the marshalling area no later than 20 minutes prior to the start of their event – or time indicated and circulated.

## **GENERAL INFORMATION**

### **PRESENTATIONS**

The presentations are pre scheduled for each event. This information and times will be provided at the Team Leader Meeting. Athletes will be informed at the end of their final if they are required for a presentation and will be advised of the report time. Competitors must report to the presentation area at this time in full tracksuit and training shoes.

### **ATHLETE SEATING**

Please note that there will be a clear deck policy along the timing suite side of the pool. Limited swimmer and coaches seating is available on the opposite side of the pool on deck with the majority of seating available in the gallery on the right hand side next to the diving pit. NO ONE is permitted to sit poolside around the diving pit. The seating will be clearly signed. Please ensure that public seating is not used by competitors and coaches. Venue plans which include the flow around the venue will be communicated and circulated at the Team Leader Meeting.

### **SWIMMER BIOGRAPHIES**

To allow us to deliver an informative and up to date commentary on all events we require all competitors to complete an online Biography. You can update your biography by visiting <http://www.swimmingresults.org/events/biogs/biogindex.php>

Please ensure that you update your biographies, this is the responsibility of the swimmer and it is important that this is carried out.

### **TEAM LEADER MEETING**

The Team leader meeting will be held at 19.00 on Saturday 21<sup>st</sup> July in the Skyline Suite on floor one of Ponds Forge. In the best interest of their swimmers, all coaches are requested to attend this meeting to ensure that they understand the championship conditions set out for this meet and to be provided with important information relating to the operation of the event.

Event timings will be communicated in the team leader meeting. Please be aware that in extraordinary circumstances timings may be altered. As much notice will be given as possible if changes need to be made. Swimmers and coaches' must be aware of all announcements and any notices will be available in the coaches' room.

### **PARKING**

Ponds Forge has advised that a small amount of spaces are available in their OB area for teams wishing to park minibuses and coaches. The charge is £5.00 per minibus-£7.50 per coach per day by the car park kiosk. Unfortunately advance booking cannot be taken and will be on a first come first served basis on day of competition.

### **COACHES KIOSK**

There will be a coach's kiosk in the Female Group change, accessed from the vanity area before entering poolside. Start sheets will be available here prior to the start of each session, along with results sheets and team leader timesheets.

Swimmers and coaches must be aware of all announcements and any notices will be available in the coaches' kiosk in the female group change room.

### **COACHES ACCREDITATION**

Accreditation must be collected at the event and will be available at the accreditation desk in the foyer area from Saturday 21<sup>st</sup> July from 14.00 and from 7.00am on all other days thereafter.

Coaches will be required to use their coaches' accreditation to collect their club packs of accreditation from the desk. Swimmers accreditation passes will not be allocated to the coach without their coaches' pass as proof of identification

If you lose your accreditation you should report to the accreditation desk. If a further full accreditation needs to be issued then a £10.00 charge will be applicable for lost/mislaid/forgotten passes. This is non negotiable.

**There will be NO other coaches passes issued during the Championship.**

### **COMPETITORS ACCREDITATION**

Accreditation for the event will be issued from 14.00 at the accreditation desk in the cafe area on Saturday 21<sup>st</sup> July 2012. After this time the accreditation desk will be open from 07.00 daily.

Team Relay athletes will receive day passes that allow them access to the pool on the day before their event and the day of their event. These athletes will not be allowed access to the pool or training facilities outside of their accredited days.

Accreditation must be visible at all times to allow movement around the building. Admission to the poolside and leisure pool will only be allowed with a valid accreditation. All entrances will be manned and admission will be refused to anyone not producing their accreditation.

If you lose your accreditation you should report to the Accreditation desk. If a further full accreditation needs to be issued then a £10.00 charge will be applicable.



## DOPING CONTROL

Swimmers are warned that random doping control may take place during these Championships. It is essential that you bring with you to the event your passport, or other form of photographic identification.

## MEDICAL PROVISION

There will not be a doctor present at these championships. Pool staff will administer first aid where necessary.

## ICE BATHS

Clubs are not permitted to bring Ice Baths to this event.

## SELECTION POLICIES

Selection policies for the England talent Development programme 2012-2013 can be accessed via the following link: <http://www.swimming.org/asa/teaching-and-coaching/talent-development>

## TICKETS, PROGRAMMES & DVDs

Tickets are available to purchase from the website;

[http://www.ticketmaster.co.uk/British-Gas-ASA-National-Age-Group-Championships-tickets/artist/1737913?tm\\_link=edp\\_Artist\\_Name](http://www.ticketmaster.co.uk/British-Gas-ASA-National-Age-Group-Championships-tickets/artist/1737913?tm_link=edp_Artist_Name)

Online ticket sales will be available until Friday 20<sup>th</sup> July 2012. Tickets can only be purchased at the event if the event has not sold out.

The ticket desk will be from 07:00 on each competition day.

Ticket prices are as follows:

### Admission Charges

5 Day Pass £37.50

Day Ticket: Heats £4.00; Finals £4.50

### Concessions

5 Day Pass £32.50

Day Ticket: Heats £3.50; Finals £4.00

DVD's of all sessions will be on sale at the event and will also be available online at:

<http://www.swimmingresults.org/events/dvdagegroups12/index.php>

Programmes are £5 and will be available to purchase from the ticket desk

Start lists will be produced before the start of each session. Sheets will be available to spectators at Front Desk for 50p

## VIDEO AND PHOTOGRAPHY POLICY

British Swimming and the ASA are becoming increasingly concerned about the new wave of mobile telephones with a photographic capability, enabling the capture of both static & moving images. Used responsibly, such devices are perfectly safe, but sharing images widely may betray a confidence or even an identity & such information may help those who might want to harm children. The use of such equipment is difficult to control but we can all be vigilant & if you have any concerns in this area, please bring them to the attention of someone responsible.

This event will be photographed and videoed. Static images will be displayed on the website [www.swimming.org](http://www.swimming.org) at the venue and used to promote the sport at this event and events in the future. Moving images will displayed at the venue and used as part of a highlights package which will be uploaded onto [www.swimming.tv](http://www.swimming.tv) . British swimming and the ASA work closely with our experts to ensure that in making these images available to enhance the presentation of the event; we are not putting any children at risk in any way. If you have any concerns please refer to ASA Wavepower document, section 6, pages 60-62. The document can be found at [www.swimming.org](http://www.swimming.org)

The following is taken from the Data Protection notice and relates to photography and video images for all events.

Recording images: The ASA and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, the ASA and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, performance, development, selection and event promotion.

If Parents/Guardians have any concerns with their child being photographed at our events please complete the Refusal of Consent Form, which can be found at the ASA desk in the cafe area of the venue and included in this confirmation pack.



# CHILD PHOTOGRAPHY REFUSAL OF CONSENT FORM

Name of Child:

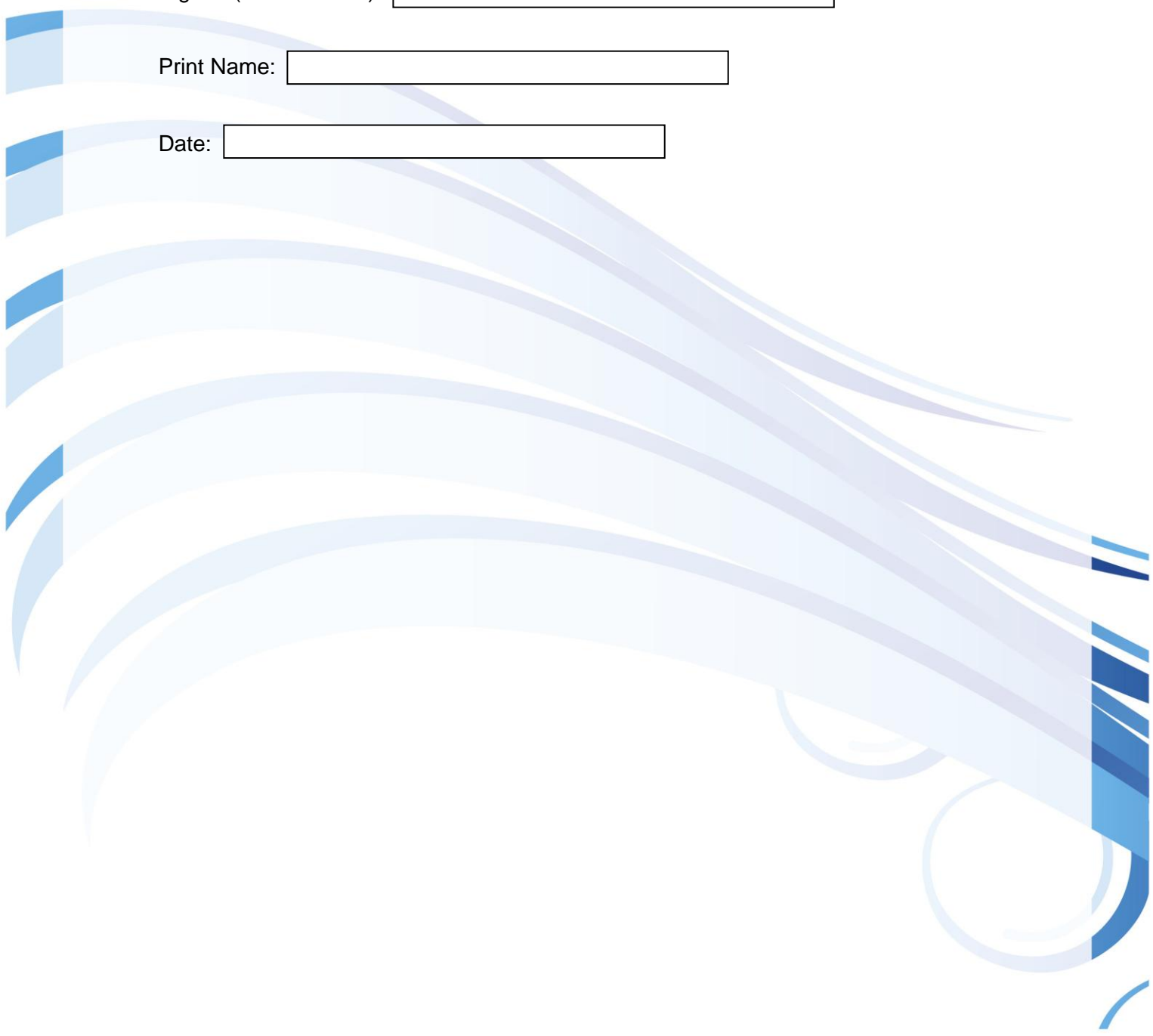
Date of Birth:

I refuse permission for the taking and/or publication of images of my child by the Official Photographer(s) in respect of the British Gas ASA National Age Group Championships (50M) 2012

Signed (Parent/Carer):

Print Name:

Date:



# TEAM DECLARATION FORM

Clubs must complete a team declaration form, which must be handed to the Recorders at least **60 minutes** before the advertised start of the session in which the relevant team event takes place. Teams not complying with this instruction will lose their automatic right to compete.

Where a club has more than one team in an event, a swimmer who has been declared for one team may not compete for another team in the same event

CLUB			
TYPE OF TEAM (Tick as appropriate)	MALE		FEMALE

Date of Team Event: \_\_\_/\_\_\_/\_\_\_/

Heats ( ) Finals ( ) (Please Tick as appropriate)  
PLEASE TICK AS APPROPRIATE

4 x 100 Medley Team		4 x 100 Free Team		4 x 200 Free Team	
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### NAMES OF SWIMMERS IN SWIM ORDER

Name	ASA Member No.							Date of Birth DD/MM/YEAR

NAME (PLEASE PRINT): .....
SIGNATURE: .....
DATE: .....
TIME.....

# HEATS WITHDRAWAL FORM

Withdrawals from the 1<sup>st</sup> day's heats must be notified to the recorders, on the appropriate form, before the close of the Team Mangers Meeting on the evening before the start of the Championships. Subsequent withdrawals should be made by 12 noon the day before the heat takes place.

CLUB CODE

CLUB:			
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FIRST NAME:	SURNAME:		
CONTACT TELEPHONE NO:	CONTACT EMAIL ADDRESS:	ASA NO:	

EVENT NO:	DISTANCE & STROKE:

NAME (PLEASE PRINT): .....	SIGNED: .....
DATE: .....	TIME OF DELIVERY : .....

RECEIVED BY: ..... DATE: ..... TIME:  
.....

# FINALS WITHDRAWAL FORM

[a] 20 swimmers and 2 reserves will be declared for each Semi-final and 10 swimmers and 2 reserves for each final. Only 2 foreign competitors will be allowed to progress to the Final.

[b] Finalists and reserve finalists (individual & teams) shall declare to the Chief Recorder, within 30 minutes of the last individual event in the heat session, if they intend to withdraw from a Final. The withdrawal shall be made on the official withdrawal form. Reserves not required for the Finals will be released after this deadline.

[c] Competitors or teams withdrawing on medical grounds after the expiry of the imposed deadline shall have their withdrawal endorsed by the Executive Director or such person as he/she shall nominate.

[d] An individual competitor shall be fined the sum of £50 if they fail to notify the Chief Recorder of a withdrawal within the stipulated time. If a team fails to notify the Chief Recorder of a withdrawal within the stipulated time, the Club they represent shall be fined the sum of £100. Any competitor withdrawing from a final in such a manner as to prevent a reserve from taking part (except in the case of a proven emergency) shall be fined an additional £50.

[e] Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.

[f] Both individual competitors and teams will be unable to take any further part in the meet, until such time as any fines levied have been paid.

CLUB CODE

CLUB:			
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FIRST NAME:	SURNAME:		
CONTACT TELEPHONE NO:	CONTACT EMAIL ADDRESS:	ASA NO:	

FINAL	EVENT NO:	DISTANCE & STROKE:

NAME (PLEASE PRINT): .....	SIGNED: .....
DATE: .....	TIME OF DELIVERY: .....

RECEIVED BY: ..... DATE: ..... TIME: .....

ONE COPY TO BE RETAINED BY CLU

