

## SENW/SENE Regional Para-Swimming Championships

### Entry Pack for Athletes and Coaches/Team Managers

#### Conditions

**Please ensure that all competitors read the Conditions for this event.**

See Swim England North West website for further details.

#### Programme of Events

Please click here for the programme of events for the Swim England North West/Swim England North East Regional Para-Swimming Championships.

#### Timeline – Key Events

Please see the following timeline for when information will be provided in relation to the Swim England North West Summer Regionals:

Entries to Open	Wednesday 5 <sup>th</sup> July 2023
Classification Entry Cut Off	Friday 28 <sup>th</sup> July 2023
Entries to Close	Wednesday 6 <sup>th</sup> September 2023 (9am)
Accepted/Rejected Entries Published	Tuesday 12 <sup>th</sup> September 2023
Warm Up Information	Wednesday 20 <sup>th</sup> September 2023
Withdrawal Refund Form to be Completed Refund requests after this date will not be processed.	Friday 29 <sup>th</sup> September 2023
Refunds to be Processed	Monday 30 <sup>th</sup> October 2023

#### Entry Information

1. Go to the Online Entry Page. Entries open on Wednesday 5<sup>th</sup> July 2023
2. Click your club from the drop down.
3. Find and click your name within the list.
4. Tick the entries you wish to enter.
5. Payment is via Paypal. Please follow the payment instructions. Your entry will not be complete until you receive a confirmation of payment email.

**Entry fee is £9.50 per event.**

#### Entry Confirmation

A list of processed entries is available on the Online Entry Page.

Competitors are requested to check their entries carefully and inform [events@swimnorthwest.org](mailto:events@swimnorthwest.org) immediately of any errors.

## Accreditation

All coaches, chaperones and team staff must have a valid accreditation to access the event. Accreditation is non-transferable and must be worn at all time when inside the venue.

It is the clubs' responsibility to ensure that individuals who will be Coaches or Team Managers during any of the sessions are listed on the Club Personnel Report and have the appropriate qualifications in place:

- Valid and in Date DBS
- Valid and in Date Safeguarding
- Minimum Level 1 Coaching Qualification or Team Manager Module 1

Coaches, team managers and support staff requiring access to poolside must purchase a pass in advance, [please click here](#). Accreditation will be emailed to you in PDF format to print and will need to be brought to the event.

Coaches, Team Managers and Support Staff will be required to sign into every session and provide evidence of their Coaches Pass.

## COVID Information

**Competitors are to follow policies and procedures of the event which may include COVID protocols which are dependent on the Government (National or Local), Swim England or facility guidelines at the time.**

The Championship Entries Manager has the authority to adjust the number of entries accepted to ensure the event is compliant with Swim England licensing requirements.

The Swim England North West Event Promoters reserve the right to amend the competition, for example:

- All events to become heat declared winners, meaning no finals – this enables the organisers to spread the events over a longer period of times to reduce venue capacity.
- Run the event without spectators.
- Restrict entries in line with the license, by rejecting the slowest swimmers first.

## Competitor Information

### Session Times

Warm up and sessions start times will be provided on Wednesday 20<sup>th</sup> September 2023.

### Withdrawals

Competitors are reminded that withdrawals from Heats must be made no later than 60 minutes before the advertised competition start time.

Withdrawal Form

Passphrase –

[Link and Passphrase will be provided in due course]

### Belongings

In line with the Swim England North West Terms and Conditions policy, personal belongings remain the responsibility of the individual and are taken into venues at the individuals own risk. Neither Swim England North West/North East nor the venue will be responsible for the loss of or damage to any such belongings. Individuals are advised to use lockers where available.

### [SENW Terms and Conditions](#)

### Awards

Medals will be awarded to the first three places in each event for male and female, using British Para-Swimming Points (S1-14). Separate medals will be awarded to S15 swimmers.

The minus 1 rule will be used to award medals:

- Where there are only three swimmers in an event, only the top two placed swimmers will receive medals
- Where there are two swimmers, only the winner will receive a medal
- Where there is only one swimmer, they will receive a medal if they swim faster than their entry time

### Epilepsy

Swimmers with Epilepsy should ensure that the lifeguards are made aware of this before each of their races. A responsible adult who knows the swimmers condition should accompany them.

This person must act as a 'spotter' on poolside while the swimmer is in the water.

### Refreshments

It is advised that athletes bring their own food and drinks. Drinks will be made available for officials.

## Spectator Information

Spectator passes will need to be purchased online. A link to the booking process will be provided in due course.

Cost of tickets:

- £5 per spectator

## Competition Refund Policy

Swim England North West have created the following policy regarding what will and won't be refunded following a Swim England North West Regional Competition or Event.

All criteria outlined below must be submitted within 5 days of the completion of the event.

Following this 5-day period, and subject to all criteria outlined below being adhered to refunds will be processed within 28 days.

### Rejection from Events

If entries have been rejected by the Competition organiser where conditions were adhered to but rejection is based on time constraints, then refunds will be automatically processed for each rejected event following the completion of the competition.

### Rejection due to non-compliance of conditions

Any entries rejected due to non-compliance of competition conditions will not be refunded.

By entering any Swim England North West Event or Competition, individuals are committed to adhering to all conditions and policies outline by Swim England North West.

### Withdrawal due to exception circumstances (e.g. Medical or Injury)

Individuals who have withdrawn from events due to either a medical reason or injury – refund will be considered by application and submission of appropriate evidence (e.g. note from doctor or note from physio).

Withdrawing from the event must be completed prior to the event/session in which the individual is due to compete. Any failure to withdraw or notification of withdrawal received later than the event withdrawal cut off time will result in no refund being processed.

Individuals required to withdraw due to testing positive for COVID or asked to self-isolate due to being in close contact of someone with COVID – will be required to provide evidence of the requirement to self-isolate.

Following the completion of the event, please submit details via the following link within 5 days:  
<https://live.swimnorthwest.org/refundrequest.php>

In line with the Swim England North West Data Protection policy, once the refund has been processed, documents relating to an individual's medical information will be destroyed.

## Withdrawal

For all withdrawals which would not be considered under the heading above, refunds will not be processed.

Exceptions to the above may be considered by the Event Management Group and Regional Management Board but these will be dealt with on a case by case basis.