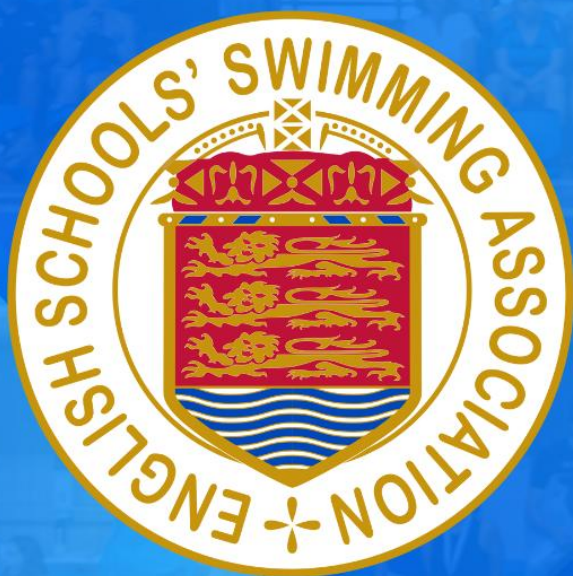




SATURDAY 14th JUNE 2025
**29th PRIMARY TEAMS
CHAMPIONSHIPS**
PONDS FORGE, SHEFFIELD

Introduction

Congratulations and welcome to the English Schools' Swimming Association, Primary Teams' Championships for 2025 held in Sheffield at the Ponds Forge International Sports Centre.

The following manual contains the information you need in the build-up, during and after the event.

We look forward to a fantastic competition and are glad that you will be able to be a part of the event.

Welcome

Dear Coaches & Team Managers,

This is the 29th year of this incredible event, a true highlight in the calendar for primary school sport across the Nation. Whether you're a returning participant or here for the first time, you're part of a proud tradition of teamwork, determination, and school spirit.

To the ESSA Council, our dedicated officials, hardworking volunteers, teachers and supportive parents – thank you. Your commitment to nurturing young athletes and building positive sporting experiences is what makes events like this possible.

To the competitors: this is your day. Swim with heart, support your teammates, and enjoy every moment of it. You are the reason we are all here.

Finally, I'd like to offer a very special thank you to Chris Young, who is retiring from her role this year. Chris is the founder and the driving force behind this event. Her vision, passion, and dedication over nearly three decades have made the National Primary School Relays what it is today. Chris, on behalf of everyone here, thank you for everything.

May this event ignite lifelong memories and Inspire futures filled with possibility.



Shaun Camden

President of English Schools' Swimming Association

Venue

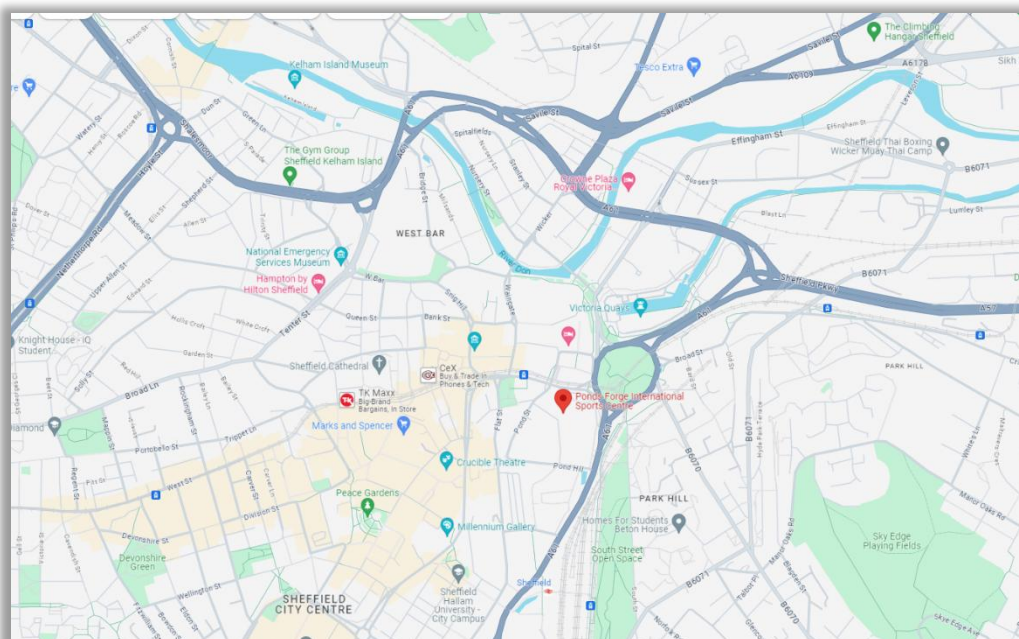
We are thrilled to announce that the Primary Teams' Championships, a prestigious school aquatic event, will be hosted at the state-of-the-art Ponds Forge International Sports Centre in Sheffield. Following its successful role in many aquatic national and international championships, the centre has proven to be a world-class facility and an amazing atmosphere for athletes and spectators alike. This upcoming championship promises to be a spectacular showcase of talent and sportsmanship, and we look forward to witnessing remarkable achievements in the magnificent setting of the Ponds Forge International Sports Centre.



Address:

Ponds Forge International Sports Centre, Sheaf St, Sheffield City Centre, Sheffield S1 2BP

W3W: [///locate.cones.crowd](https://www.cones.crowd/)



Before The Event:

Event web page:

<https://www.essa-schoolswimming.com/events/primary-team-championships>

Initial form and contacts

Schools should receive a qualification letter/link from your divisional representative. In this link it will guide you to an online form to complete. Please complete this form as early as possible. This form will give us the details of the lead person for your school which we will use to send out any information. Please keep looking at the English Schools' Swimming Association's website also for updates. Should you need to contact someone for additional information the Primary Team Championships lead is Alison Crawford.

You can contact her by e-mail using: primary@essa-mail.uk

Additional information will also be required later such as warm up slots; poolside accreditation for team managers/coaches who will be going poolside and payment of the swims.

Hotels

Being a national competition, many schools do have a travel a distance. Below are some local hotels details that are only a short walk from the pool. These are shared for support and ESSA take no responsibility for the quality of service or cost of the stay.

ibis Sheffield City

Shude Hill, Sheffield City Centre, Sheffield S1 2AR

Travelodge Sheffield Central

1 Broad St W, Sheffield City Centre, Sheffield S1 2BQ

The Quays Hotel Sheffield

Victoria quays, Furnival Rd, Sheffield S4 7YB

Sheffield Metropolitan Hotel

Blonk St, Sheffield S1 2AU

Holiday Inn Express Sheffield City Centre, an IHG Hotel

Blonk St, Sheffield S1 2AB

Crowne Plaza Royal Victoria Sheffield, an IHG Hotel

Victoria Station Rd, Sheffield S4 7YE

Team Entry Payment

Unfortunately, with the rising costs for our national events and to ensure they remain at a quality standard we must charge schools for their swims. The charge is £25 per swim. A link will be sent out to you to pay this via stripe. This system will accept debit and credit card payments and also issue receipts. Should you require an invoice and/or wish to pay via BACS please contact primary@essa-mail.uk

Video/Photography

The 29th Primary Teams' Championships will be live streamed during event and may be watched back after the event (great for assembly). In addition, we have an official photographer who will be taking photographs during the event (warm up and competition). If your school has a specific photograph in mind or wishes to guarantee they are photographed, you can contact the photographer directly to pre-order a package. Any photographs taken can be viewed and brought post event via the links that will be shared. This site is password protected. Please note any video or photos taken by ESSA may be used for publicity and media purposes.

It is schools' responsibility to make their teams and pupils aware of the streaming and photography policy. Should a family not want their child videoed or photographed they must e-mail the welfare team with their name, school and events entered to welfare@essa-mail.uk

Merchandise

Event Hoodies/T-Shirts. is available to pre order please check the web site for details. <https://www.essa-schoolswimming.com/about/merchandise>

Merchandise can be ordered pre-event. This can be personalised with your school's name, logo and swimmers' name. The deadline for personalised items is 1st June 2025. Non-personalised items can be brought on the day or pre-ordered via the merchandise page. If schools need invoices for payment this can be organised.

Towels and Swimming hats are also available for purchase at the event subject to availability

Accreditation

All volunteers and officials need to register for accreditation. If you have not been provided with a link to register, please contact accreditation@essa-mail.uk stating your role or school.

ALL ADULTS accompanying the team poolside need to complete the online form linked from the accreditation e-mail sent to schools i.e. any adult that will be with the swimmers in the swimmer seating area or poolside – it is not required for adults in the spectator balcony.

Accreditation will require you to:

- Provide a passport style photo
- Provide your DBS number and date of issue
- Provide a photo of your school photo ID or an authorisation letter from the head teacher:
 - stating you are a teacher at the school or
 - stating they have authorisation to supervise the swimmers on the school's behalf [in the case of a non-staff member (e.g., a parent/club coach)]
- provide evidence to confirm that safeguarding training has been undertaken within the last 3 years
- Acceptable evidence includes a photocopy/screenshot of a suitable training certificate or an email from the school confirming the adult has conducted such training

Without completing the form adults will not receive a pass and security will prevent them entering the swimmer areas (changing rooms / swimmer balcony seating / poolside).

For each school, we allow two pool side passes to ensure the poolside is not overcrowded and to ensure the safety of all our participants. You will have also received a link from our technology and safeguarding partner Accredited Solutions to apply for your pass. You can collect these passes at the competition from the reception desk. Please note passes will only be given out if the team entry fee has been paid.

Day of the Event

ARRIVAL:

Travel By Public Transport

Schools are strongly advised to travel to and from Sheffield by public transport where possible.

The closest major train station is Sheffield Train Station which is within walking distance to Ponds Forge International Sports Centre.

To aid travel, we recommend you use the [Travel South Yorkshire Planner](#).

Car Parking

Parking is not available at the Ponds Forge International Sports Centre, however, there is pay and display parking available at [Q Park](#) on Broad Street West which is a 5-minute walk across to the pool.

Designated disabled parking bays are located at the pool. Please ensure you have a valid disabled badge on display when parking in one of our designated disabled and accessible parking spaces.

Coach Parking

The Ponds Forge International Sports Centre has no parking facilities for mini busses or coaches. Schools will be required to make their own parking arrangements should they travel by coach/minibus.

Accessing Ponds Forge

Entrance to the competition for competitors and spectators is via the main entrance at the front of the building. Spectator's tickets will be available for purchase at the entrance to the balcony which is situated past the café area. An entry fee of £10 per adults. Payment can be made in cash or via credit/debit card.

Security

Security may perform bags searches at the entrance. This applies to all (competitors, spectators and officials/helpers). If you are entering a safeguarded zone, you will be asked for your accreditation ID and this must always remain visible. This does include the participants accreditation. Spectators will be provided with an entry wristband that they must show for re-entry into the balcony area.

Changing Facilities

Changing rooms are situated on the lower level of the building. To access the changing room, you will go down the staircase to the left-hand side of the check in desks, walk around the side of the reception desk and into the changing rooms. Lifts are also available on the opposite side of the foyer from the stairs.

Due to the learn to swim programme, the changing village will be open to members of the public. Should you wish to use a secure area of the changing village, this is situated at the back right hand corner (Red area on the map). **Only adults with accreditation will be able to gain access to this area.**

There are lockable lockers within these changing facilities. The lockers operate using a RF ID wristband which can be obtained from reception. Please note that as in many public buildings absolute security of the lockers cannot be guaranteed. **NO LARGE BAGS ARE ALLOWED ON POOLSIDE.**

Access to Poolside

Adults access to the field of play will be via the large glass doors to poolside. Adults will be required to show their Photo Accreditation in order to gain access onto the poolside. Adults are not allowed in the changing rooms to gain access to poolside. They must walk through the glass doors.

Registration

The team manager should register at the desk (near the entrance) called 'Schools Reception'. You should have already sent us your team sheet electronically prior to the competition you do not need to give us a printed copy of this. Your accreditation passes for members of staff poolside and the swimmers can also be collected here.

The Team Manager should also be prepared to show of consent forms for swimmers. These are school permission forms typically signed by parents/guardians in a format controlled by the school, to be retained by the Team Manager and available at all times. There is no specific ESSA format for these forms

Teams

Teams will be located around the competition pool by divisional name. Please ensure that swimmers do not encroach onto the field of play and remain back away from the pool to allow officials to perform their duties.

Swimmers are **NOT ALLOWED** into the balcony area at any time. This does include the public viewing areas as this is not a controlled safe zone.

Team Manager Meeting

On the Saturday there will be a Team Manager meeting at around 13:10, the meeting will be held in the open schools marshalling room which is located by the diving pit. The [Event Conditions](#) and [ESSA Technical Rules of swimming](#) can be found on the ESSA Website.

Marshalling/Call Room

Athletes should arrive race ready in the call rooms (see map on page 13) no later than four races/heats prior to their event. Coaches and Team Managers are responsible for ensuring the athletes arrive in time for their races.

Competition heats and finals

Each event will consist of 3 heats. The fastest 10 English teams will make the A final and the next fastest 10 will make the B final of each event if we have sufficient officials.

Team Captains' Parade

At the opening of the event, we will have the team captains' parade. You will need to select one person from your team per event to represent your school/team in the parade, this includes captains from the Para Teams. T-shirts and shorts/train suit bottoms must be worn. They will need to report to the marshalling area at 1:20pm (by the diving pool) and please inform them what division they are from. The divisions will line up down the side of the pool as shown below and should report to the corresponding sides of the pool at the diving pit end at 1:20pm preparing for the walk on. Please note there will be no seating for athletes due to the numbers involved in the walk on.

South East	Diving Boards	London
South West		East
North East	Diving Pit	East Midlands
North West	Competition Pool	West Midlands

Presentations

After the first section of the program (after the first set of finals), presentations will be made to the top three schools in the A final only and the top state school in each event which is called the President's Award. The president's award will be awarded first followed by the medals for that event. The swimmers will arrive at the podium having already received their medals and will only receive the main plaques and trophies on the podium. Please can the top three schools from the A final should be ready by the medal table in good time to keep the event running smoothly.

Message from the referees

Swim England laws have no allowance for any false starts, please ensure the swimmers know there is only one start. Bearing in mind that some swimmers may not be very experienced please can you remind the children not to climb over the starting pads and climb out the pool at the sides using the steps. Please will Team Managers note that an inadvertent touch on the timing pads may affect the time and result that comes up on the scoreboard. These times and places should not be taken as accurate until the result is confirmed by the referee accounting for any disqualifications or timing corrections necessary and given out by the announcer.

General Health & Safety

Volunteers, spectators, competitors and team staff are asked to be extra vigilant and take care not to leave the belongings unattended. Any concerns should be reported to event, venue or security staff. We are committed to working in a safe environment where everyone has a duty to look after themselves and each other. If you see something you consider to be a risk, don't ignore it but report it.

Wellbeing & First Aid

If you find that you become unwell during the event, please ensure you report it immediately to a member of the event staff. First aiders will be on hand to deal with any situation if it were to arise.

Safeguarding

Should you have any welfare concerns please raise these to the Technical Director or Event Director. You can also contact our welfare team via email at welfare@essa-mail.uk.

Following changes to Wavepower in 2024, the use of mobile phones is **strictly prohibited** in the changing areas. Please ensure that your athletes and team staff are aware of this.

In line with the venue requirements, no adults should be entering the changing rooms. To access the poolside, accredited adults should access poolside by the glass doors. They will not be allowed to walk through the changing rooms.

Hospital

Accident & Emergency Department (2.7m)

[Royal Hallamshire Hospital, Broomhill, Glossop Rd, Sheffield S10 2JF](#)

T: 0114 271 1900

Paediatric Accident & Emergency Department (2.3m)

[Sheffield Children's NHS Foundation Trust, Clarkson St, Broomhall, Sheffield S10 2TH](#)

T: 0114 271 7000

Food

There is a substantial café located at Ponds Forge where you will be able to purchase hot and cold food from. Swimmers and Coaches may bring food in their bags but should not eat on poolside. Please note, no hot drinks should be brought onto the poolside.

Spectators

Spectator tickets will be available to purchase upon arrival at the venue. The cost for entry will be **£10.00 per Adult, £5.00 per child under 11yrs/concessions**. Tickets will be sold on a first come first served basis.

Warm Up/Water Familiarisation/Swim Down

Schools' have been allocated their own warm up. This is shown on the website and on poolside. Team managers should report to the warmup marshal before entering their allocated lane at the appropriate time. Please note it is the team managers and coaches' responsibility for their athletes in the water. You may practise your starts and take overs but please do not climb over the timing pads and exit the water via the steps only. Once your allocated time is complete in the competition pool, your team may swim down in the pool behind for up to 15 minutes again under supervision of the team managers and coaches.

Please note the water familiarisation takes place in the main 25m pool where the competition will be held with the blocks and the warm up/swim down is the 2nd 25m pool next to the competition pool.

During the event, the 25m pool directly behind the competition pool may be used for warm up and swim down. At all times it is the team managers and/or coaches responsibility to supervise this. Swimmers may well be requested to leave the pool if they are misbehaving or not using the facility for its prime purpose. Please note if this facility is used inappropriately its total use may be withdrawn.

Event Timings

10:00 – 12:40	Pool Familiarisation
13:30	Opening Ceremony
13:40 – 17:00	Competition Events (Start - Estimated Finish)

Program

The competition is swum 25m, and all races will be 4x25m [4x1 length]

1 Medium Schools Freestyle Team	Heats	14 Medium Schools Mixed Stroke Team	Heats
2 Open Girls School Mixed Stroke Team	Heats	15 Open Girls School Freestyle Team	Heats
3 Small School Freestyle Team	Heats	16 Small School Mixed Stroke Team	Heats
4 Open Boys School Mixed Stroke Team	Heats	17 Open Boys School Freestyle Team	Heats
5 Para Divisional Mixed Stroke Team	Final	18 Para Divisional Freestyle Team	Final
6 Medium Schools Freestyle Team	B Final	19 Medium Schools Mixed Stroke Team	B Final
7 Medium Schools Freestyle Team	Final	20 Medium Schools Mixed Stroke Team	Final
8 Open Girls School Mixed Stroke Team	B Final	21 Open Girls School Freestyle Team	B Final
9 Open Girls School Mixed Stroke Team	Final	22 Open Girls School Freestyle Team	Final
10 Small School Freestyle Team	B Final	23 Small School Mixed Stroke Team	B Final
11 Small School Freestyle Team	Final	24 Small School Mixed Stroke Team	Final
12 Open Boys School Mixed Stroke Team	B Final	25 Open Boys School Freestyle Team	B Final
13 Open Boys School Mixed Stroke Team	Final	26 Open Boys School Freestyle Team	Final

Start lists and live results

These are expected to be available from 11am on the day of competition.

The following link takes you to links to the Start lists and live results, and also to live streaming.

<https://www.essa-schoolswimming.com/events/live-event-information>

QR codes to access the start lists and live results will be available throughout the venue. After reports of people finding it hard to access the internet in the venue last year, we are going to be posting paper copies of qualifiers and results in the venue as these can be viewed on the live results area. The qualifiers for each the A and B finals will be announced also.

After The Gala:

Rubbish: Please tidy up the area around where your team have been based.

Feedback: We try hard to run this event efficiently and fairly, but there are always lessons to be learned. Please keep an eye out for a feedback form which will be circulated via email in the coming days after the event. The password and link to access the official photographs from the competition will also be shared via the e-mails that have been supplied via accreditation.

Volunteers/Officials: We rely heavily on volunteers to make this event run, many of these have no direct association with a school and give up their own time to help. Please take a little time to let them know you appreciate it.

Contacts:

Role	Name	E-mail
Event Organiser	Alison Crawford	a.crawford@essa-mail.uk
Merchandise	Paul Simpson	orders@essa-mail.uk
Welfare	Welfare Team	welfare@essa-mail.uk
Technical Director	Andy Rigg	a.rigg@essa-mail.uk
Website/results	Phil Williams	webmaster@essa-mail.uk

Social Media

Please ensure that parents, friends, and family follow the action on our social media pages:

<https://www.facebook.com/ESSAswimming>

https://www.instagram.com/essa_swimming/

NATIONAL CHAMPIONSHIPS

WITH THE PRINCE OF WALES

SWIMMING ASSOCIATION'S-ENGLISH SCHOOLS

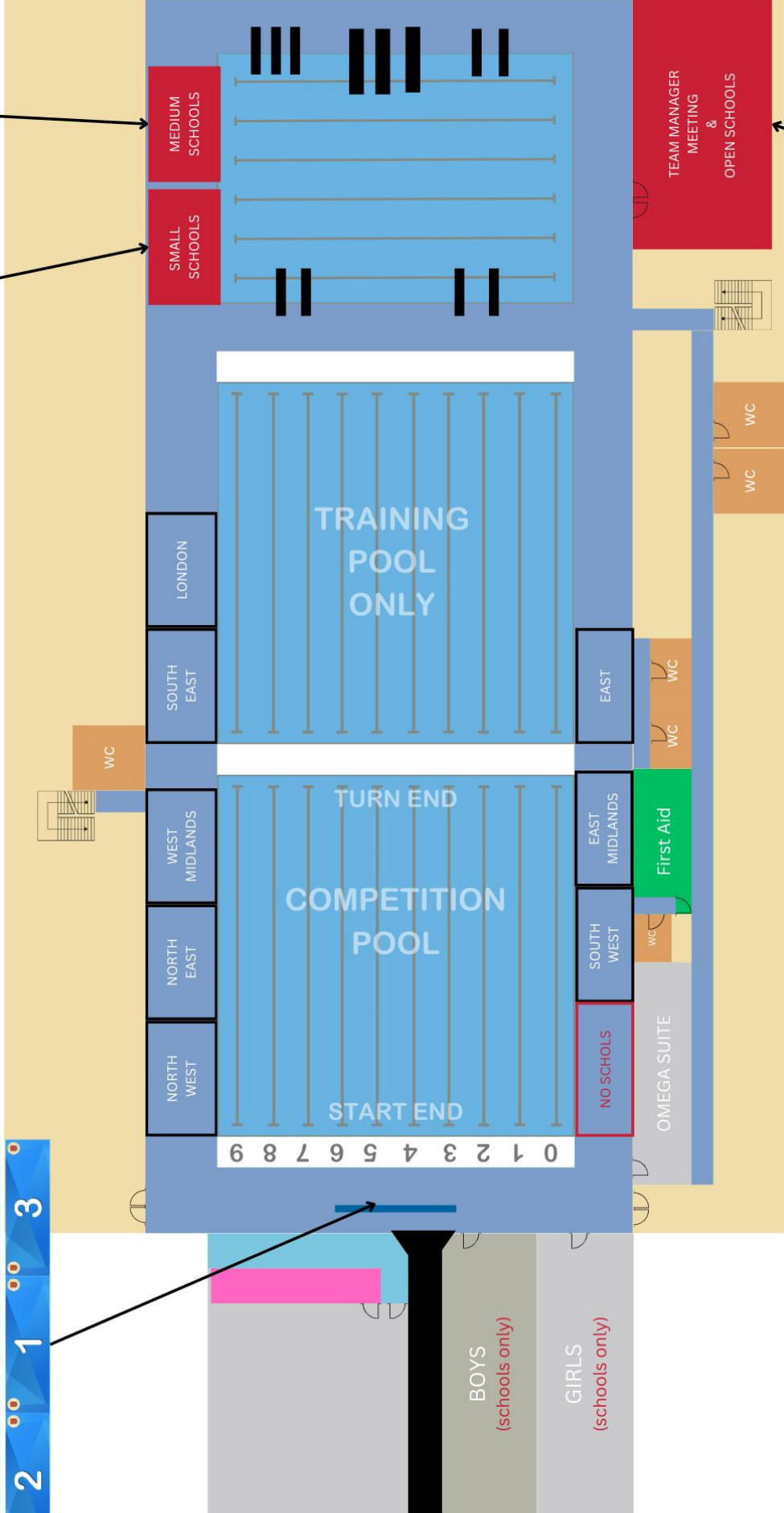
WWW.ESSA-SCHOOLSWIMMING.COM

2 1 3

MEDIUM SCHOOLS MARSHALLING

SMALL SCHOOLS MARSHALLING

OPEN SCHOOLS MARSHALLING





DO YOU HAVE A WELFARE CONCERN? PLEASE CONTACT OUR WELFARE OFFICER

welfare@essa-mail.uk

999

Call 999 for the emergency services, if a child
or adult is in immediate danger.



If you have any concerns for the safety of an adult or child please go
direct to your welfare officer in the first instance.

If you have a concern that an adult or child may be at risk of harm, or
being harmed, you should refer this to the Swim England Safeguarding
Team on **01509 640 700**, **safeguarding@swimming.org** or by using
the **online referral forms**.



Swim England
Affiliated Organisation

OUR SERVICES



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We are proud to supply and service a full range of mono/colour A4/A3 photocopiers, multifunctional printers and digital office solutions throughout the UK.



Unified Comms

Our dedicated communications team will ensure your business can stay connected anywhere and anytime. We can provide bespoke packages to meet your business requirements.



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