



ENGLISH SCHOOLS' SWIMMING ASSOCIATION

Patron: H.R.H. The Prince of Wales

ESSA 64TH SECONDARY SCHOOLS'

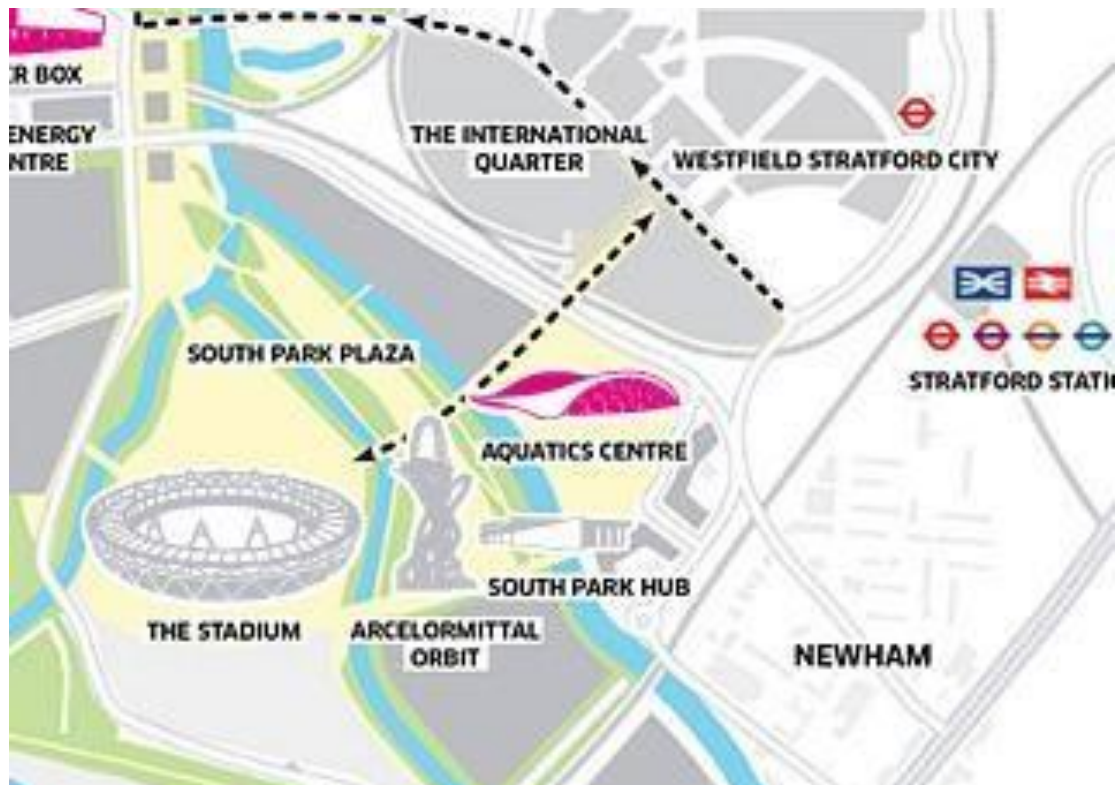
TEAM CHAMPIONSHIPS 2022

HANDBOOK for Competitors, Spectators, Officials/Helpers

19th November 2022

London Aquatic Centre

Olympic Park, London E20 2ZQ



BEFORE THE EVENT:

Event web page:

<https://www.essa-schoolswimming.com/index.php/events/secondary-team-championships>

Finalists/Qualifiers – Acceptance & Withdrawals:

Schools should have completed the registration form by 5th November – after this reserves will be invited and your place may no longer be available. The finalists pack is available for download from the event webpage

There are a number of different forms:

- The **Acceptance form** is an online form (link in the letter within the pack) – this needs to be completed by 5th Nov to secure your place.
 - As soon as you fill this in and click 'submit', the details are sent electronically to us.
- The **Accreditation form** for Team managers/Adults accompanying the team (link in the letter within the pack) – this needs to be filled in for each adult.
 - The form needs to be completed for any adult that form part of your team delegation i.e. that will be with the swimmers in the balcony seating area or poolside.
 - Without completing the form adults **will not receive a pass and security will prevent them entering** into the swimmer areas (balcony seating or poolside).
- The **Swimmer Nomination Form** is an excel spreadsheet (with pdf alternative) which needs to be completed with swimmer details and handed in on the day at the registration desk
- The **Swimmer Consent form**, which needs to be filled out for each swimmer and retained by the team manager for the school – this is only required to be passed to ESSA if there is an incident or issue on the day.

Additionally there is a **merchandise order form** (not included in the pack - see below).

Event Planning:

Please check the website at in the lead up to the gala, and on the morning of the gala before setting off – all relevant information and latest news will be posted there.

Hotels

Holiday Inn Stratford City

10a Chestnut Plaza, Westfield Stratford City, Olympic Park, Newham, London, E20 1GL

Ibis London Stratford

1A Romford Road, E15 4LJ, Newham, London, E15 4LJ

Premier Inn Stratford

9 International Square, Westfield Stratford City, Newham, London E15 1AZ

Holiday Inn Express Stratford

196 High Street, London, E15 2NE, GB

Travel to London

Schools are strongly advised to travel to and from London by public transport where possible. It should be noted that the London Aquatic Centre is within the recently extended Ultra Low Emissions Zone and fees may apply.

Video/Photography

A live stream video of the championships will made available for general access via the internet and that an official photographer will be attending the event.

If any participant has any concerns please will advise welfare@essa-mail.uk

Please advise Tim Hartley (e-mail: hartleytim01@gmail.com Tel: +44 7932 717641) if you know you are going to withdraw a team after completing the online registration.

Merchandise

Event Hoodies/T-Shirts. is available to pre order please check the web site for details.

<https://www.essa-schoolswimming.com/index.php/about/merchandise>

Towels and Swimming hats are also available for purchase at the event subject to availability (limited supply – 1st come, 1st served). Payment can be made in cash or by card (credit or debit).

Covid:

Please ensure that swimmers, staff or volunteers that are exhibiting symptoms or that have been in close contact with others that are suffering do not attend the gala.

Accreditation

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

All adults accompanying the team need to complete the online form linked from the invitation letter. into i.e. any adult that will be with the swimmers in the swimmer balcony 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).

DAY OF THE EVENT

ARRIVAL:

Travel By Public Transport

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

Stratford International Station (Southeastern Trains and the DLR) is situated directly opposite the Premier Inn Hotel. (see map on the front page of this handbook)

Travel By Car/Coach

Be aware that the London Aquatic Centre is within the recently extended Ultra Low Emissions Zone and fees may apply. See <https://tfl.gov.uk/modes/driving/ultra-low-emission-zone> for details

Car Parking

Parking is available in the Westfield Centre. All car parks are 'cashless'.

<https://uk.westfield.com/stratfordcity/centre-info/getting-here>.

Designated disabled parking bays located across all car parks. Please ensure you have a valid disabled badge on display when parking in one of our designated disabled and accessible parking spaces.

SATNAV Directions: Car Park A & B are accessed via Roundhouse Lane and Car Park C is on Montfichet Road. Use either E20 1EJ or E15 2EE for older devices to be directed to all Car Parks.

There is **NO** team/spectator/officials parking at the London Aquatics Centre.

Coach Parking

SCHOOL MINI-BUS/COACHES – See:

<https://www.queenelizabetholympicpark.co.uk/the-park/plan-your-visit/getting-here>

Accessing the London Aquatics Centre

If you are exiting out of Stratford Underground Station take escalator or lift up to "The Street", follow it along, past John Lewis and the Park is directly ahead of you across the road.

Entrance to the competition for competitors and spectators is upstairs via a side entrance on the river side. (The original event entrance is now a Gym and longer in use as an entrance).

Security: Please expect security to perform bags searches at the entrance. This applies to all (Competitors, Spectators and Officials/helpers).

Changing facilities rooms are situated on the pool level of the building around the pool from the entry point. There are lockable lockers within these changing facilities. The lockers operate on insertion of a returnable £1 coin. Please note that as in many public buildings absolute security of the lockers cannot be guaranteed. **NO LARGE BAGS ARE ALLOWED ON POOLSIDE.**

Registration

The team manager should register at the desk (near the entrance). They should collect their passes and hand in their team nomination form. They should also be prepared to show the collection of consent forms (these are to be retained by the Team Manager and available at all times).

Volunteers/Officials:

See separate Officials handbook for reporting details. Please report poolside at the desk near the start end.

Teams

Teams will be located in the far balcony (opposite the spectators).

Para swimmers will be located on the pool deck.

WET SWIMMERS are NOT ALLOWED into the balcony area at any time. The steps may become SLIPPERY when wet.

Accreditation

Upon arrival at the venue, all volunteers and officials will be issued with accreditation which must be visible at all times when at the event.

Food

Spectators are not allowed to bring food into the centre. There is a café in the main foyer downstairs and plenty of food venues in the nearby Westfield centre.

Swimmers and Coaches may bring food in their bags, but should not be eaten on poolside.

Spectators

There is ample spectator space in the balcony at the pool so tickets will not need to be booked in advance. Cost of entry for spectators is £10.00 (concessions £5.00).

Merchandise

Towels and Swimming hats are also available for purchase at the event subject to availability (limited supply – 1st come, 1st served). Payment can be made in cash or by card (credit or debit).

EVENT TIMINGS

09:30 – 12:40 Pool Familiarisation:

We have a water familiarisation session rather than a conventional warm up. This gives all teams the opportunity of a time to work with space in the pool. We will arrange the timetable for this when you have notified us of your anticipated arrival time at LAC; it is not possible to give everyone late times so these will be allocated to teams travelling from a distance on the Saturday.

WET SWIMMERS will not be NOT ALLOWED into the balcony area after their familiarisation session or after their races. They will be required to dry off poolside and wear suitable footwear before entering the balcony, so will need to take towel/footwear poolside for their water familiarisation slot/race.

12:55 Opening Ceremony:

13:00 – 17:00 Competition Events (Start - Estimated Finish)

Program

The pool at the LAC is 50m long and all races will be 4x50m [4x1 lengths].

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| 1. Junior Girls 4x50m Freestyle Heats | 15. Junior Girls 4x50m Medley Heats |
| 2. Junior Boys 4x50m Medley Heats | 16. Junior Boys 4x50m Freestyle Heats |
| 3. Senior Girls 4x50m Freestyle Heats | 17. Senior Girls 4x50m Medley Heats |
| 4. Senior Boys 4x50m Medley Heats | 18. Senior Boys 4x50m Freestyle Heats |
| 5. Inter Girls 4x50m Freestyle Heats | 19. Inter Girls 4x50m Medley Heats |
| 6. Inter Boys 4x50m Medley Heats | 20. Inter Boys 4x50m Freestyle Heats |
| 7. Para Girls 4x50m Freestyle HDW | 21. Para Girls 4x50m Medley HDW |
| 8. Para Boys 4x50m Medley HDW | 22. Para Boys 4x50m Freestyle HDW |
| 9. Junior Girls 4x50m Freestyle Final | 23. Junior Girls 4x50m Medley Final |
| 10. Junior Boys 4x50m Medley Final | 24. Junior Boys 4x50m Freestyle Final |
| 11. Senior Girls 4x50m Freestyle Final | 25. Senior Girls 4x50m Medley Final |
| 12. Senior Boys 4x50m Medley Final | 26. Senior Boys 4x50m Freestyle Final |
| 13. Inter Girls 4x50m Freestyle Final | 27. Inter Girls 4x50m Medley Final |
| 14. Inter Boys 4x50m Medley Final | 28. Inter Boys 4x50m Freestyle Final |

Marshalling

Marshalling of teams for each race will take place on the pool deck at the turn end. Schools will need to ensure that their swimmers are available for marshalling in good time, but not so early as to cause congestion.

Start lists and live results

These are expected to be available from 11am on Sat 19th Nov at www.essa-schoolswimming.com/live

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. If you have any comments (positive or negative) please pass them back to webmaster@essa-mail.uk. Please keep them constructive.

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	Phone
Event Organiser	Tim Hartley	hartleytim01@gmail.com	07932 717641
Merchandise	Paul Simpson	orders@essa-mail.uk	
Welfare	Tracy Pearson	welfare@essa-mail.uk	
Officials coordinator	Andy Rigg	a.rigg@essa-mail.uk	
Website/results	Phil Williams	webmaster@essa-mail.uk	