



SATURDAY 20th JUNE 2026  
**30th PRIMARY TEAMS  
CHAMPIONSHIPS**  
PONDS FORGE, SHEFFIELD

## Welcome

Congratulations and welcome to the English Schools' Swimming Association, Primary Teams' Championships for 2026 held in Sheffield at the Ponds Forge International Sports Centre. This is a special year for our competition as this is the 30<sup>th</sup> Primary Team Championships. From its humble beginnings, when swimming was first introduced to the national curriculum and the first final in Leicester, we now attract over 800 swimmers to the national final as well as the hundreds who represented their school in their local divisional rounds. The competition has grown into a fantastic success with a legacy of incredible talent.

To share this special year, we are asking, if possible, for competing schools to create a video that we can share on our social media streams prior to the event and in the venue as well as online (via live stream) during the event. In this video we would like you to share the importance of school swimming and to showcase your school. How you produce the video is your choice. To send your video, please e-mail us and we will send out a special secure link where you can upload your completed video to. We can share this before the championships.

Please note by sending the video you are agreeing for us to share this on our channels and in the venue.

The following manual contains the information you need in the build-up, during and after the event. Please ensure you carefully read the information well in advance of the competition. Also keep an eye on the website as well as your e-mail inbox for information as this is shared out regularly as the competition approaches.

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

## Event Contacts

All enquires for the competition should be via e-mail to [primary@essa-mail.uk](mailto:primary@essa-mail.uk)

Event safeguarding lead – Nicola Atherton [safeguarding@essa-mail.uk](mailto:safeguarding@essa-mail.uk)

Event Lead – Alison Crawford [primary@essa-mail.uk](mailto:primary@essa-mail.uk)

National Event lead – Stewart Nicklin-Hammond [primary@essa-mail.uk](mailto:primary@essa-mail.uk)

National Assistant Event Lead & Accreditation Officer - Andy Rigg [primary@essa-mail.uk](mailto:primary@essa-mail.uk)

## Venue

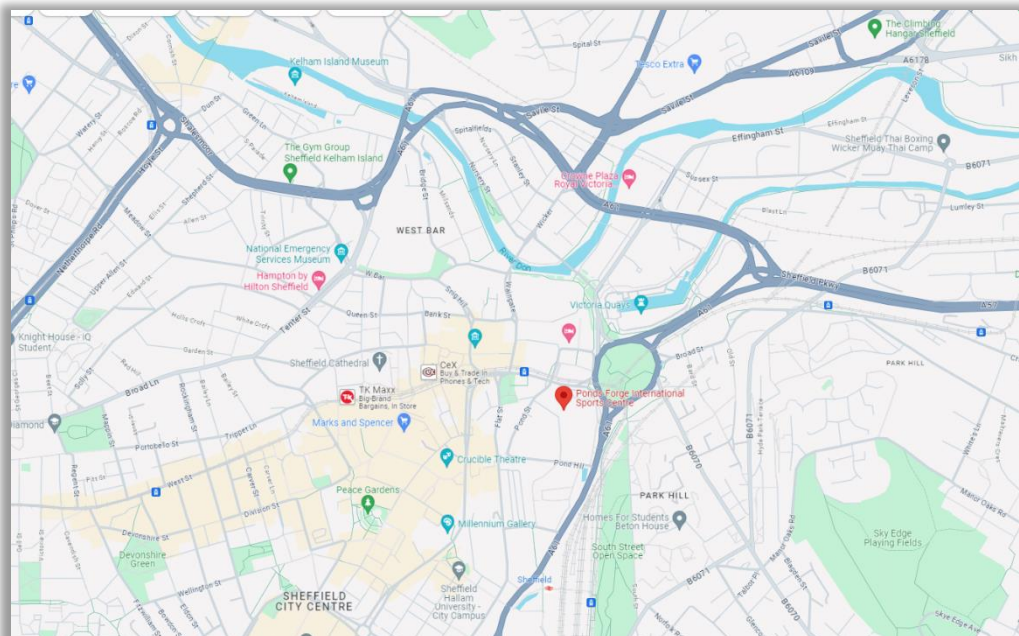
We are thrilled to announce that the Primary Teams' Championships, a prestigious school aquatic event, will be hosted at the state-of-the-art Ponds Forge International Sports Centre in Sheffield. Following its successful role in many aquatic national and international championships, the centre has proven 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 the event team by e-mail using: [primary@essa-mail.uk](mailto: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 Western Plus 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.

Pay by Credit/Debit card at <https://buy.stripe.com/cN24jXeeE1Ea30A6ox>

BACS information: **Name:** English Schools Swimming Association  
**Bank:** Barclays (Southwark)  
**Sort Code:** 20-80-57  
**Account:** 23491161  
**Reference:** PT26 + school name.

## Video/Photography

The Primary Teams' Championships will be live streamed during the event and may be watched back after the event (great for assembly). In addition, we have an official photographer who will be taking photographs and video content 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 bought 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.

For all enquires and bookings you should contact Malaper photography directly using e-mail: [malaper.photography@gmail.com](mailto:malaper.photography@gmail.com)

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 into [welfare@essa-mail.uk](mailto:welfare@essa-mail.uk)

## Merchandise

Event Hoodies & T-Shirts are 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 7<sup>th</sup> June 2026. 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.

This year there are two colours of hoodies and hats as well as our standard ESSA white championships t-shirt. Only items pre-ordered by the deadline can be personalised. Images are shown below. For prices and sizes please see the merchandise section on the website.



Other items will also be available for purchase at the event subject to availability. We always do sell out please ensure you arrive early or pre-order to avoid disappointment.

## Accreditation

All volunteers, swimming coaches/teachers, school team managers and officials need to register for accreditation. The link to apply for the accreditation is at the bottom of this page as well as in the welcome e-mail all qualifying schools will receive. If you have not been provided with a link to register, please contact [accreditation@essa-mail.uk](mailto:accreditation@essa-mail.uk) stating your role or school.

**ALL ADULTS** accompanying the team poolside need to complete the online form 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.

Please use this link to access the accreditation system. Without a completed and validated accreditation, you will not be able to access poolside.

[https://school-swimming.accredited-solutions.com/Registration/Home/Register?registrationSubTypeId=V31NrIF\\_u0W\\_4I3ympVPBQ&organisationId=luECCRrpI0\\_FTiOmpmvR3g&eventId=k-pGyOCdqUO3pOBet1ghxg&eventAccountId=\\_jsVMMclN0W-Z4\\_OqLEBdQ](https://school-swimming.accredited-solutions.com/Registration/Home/Register?registrationSubTypeId=V31NrIF_u0W_4I3ympVPBQ&organisationId=luECCRrpI0_FTiOmpmvR3g&eventId=k-pGyOCdqUO3pOBet1ghxg&eventAccountId=_jsVMMclN0W-Z4_OqLEBdQ)

Once completed you will not get a validated e-mail until the school have paid for their entry. You will then be able to collect your pass with the athletes passes when you arrive at the welcome desk at Ponds Forge on the day of the competition.

## 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 £12 per adult, £6 U11/concessions. Payment can be made in cash or via credit/debit card.

#### Security

Security may perform bag 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.

Please note that the rest of centre is open including the leisure pool however they do have separate changing rooms. Only competitors may enter the changing rooms. There are separate male and female changing with access to the poolside. No team manager or coaches, due to child protection matters, should enter the changing rooms. All accredited people should use the glass doors to enter the event arena. Please note security will be stationed here to monitor both the changing rooms and event area entrance.

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 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 off 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 12:40 please listen for announcements, the meeting will be held in the 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 8 English teams will make the A final and the next fastest 8 will make the B final of each event. If we have sufficient officials, we may increase this to 10 teams per final. This will be shared and confirmed on the day.

## 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 the prescribed time shared on the day (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. Please note there will be no seating for athletes due to the numbers involved in the walk on.

South East	<b>Diving Boards</b>	London
South West		East
North East	<b>Diving Pit</b>	East Midlands
North West	<b>Competition Pool</b>	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 be ready by the medal table in good time to keep the event running smoothly. If you change swimmers between heat and final, please only send the 4 swimmers who competed in the final to the podium. Additional medals can be gained for additional swimmers from the medal table following the block of presentations.

## 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 their 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 ESSA safeguarding lead of the event. You can also contact our welfare team via email at [welfare@essa-mail.uk](mailto:welfare@essa-mail.uk).

The use of mobile phones is **strictly prohibited** in the changing areas. Please ensure that your athletes and team staff are aware of this. Please note if photos are taken in the changing rooms this is a criminal offence and the swimmers will be prosecuted.

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. Tickets will be sold on a first come first served basis.

## Warm Up/Water Familiarisation/Swim Down

Schools' will have been allocated their own warm up from information you provided us. 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 2<sup>nd</sup> 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 miss behaving 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
13:00	Opening Ceremony
13:10 – 17:00	Competition Events (Start - Estimated Finish)

## Program

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

1 Large Schools Freestyle Team	Heats	14 Large 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	<b>Final</b>	18 Para Divisional Freestyle Team	<b>Final</b>
6 Large Schools Freestyle Team	<b>B Final</b>	19 Large Schools Mixed Stroke Team	<b>B Final</b>
7 Large Schools Freestyle Team	<b>Final</b>	20 Large Schools Mixed Stroke Team	<b>Final</b>
8 Open Girls School Mixed Stroke Team	<b>B Final</b>	21 Open Girls School Freestyle Team	<b>B Final</b>
9 Open Girls School Mixed Stroke Team	<b>Final</b>	22 Open Girls School Freestyle Team	<b>Final</b>
10 Small School Freestyle Team	<b>B Final</b>	23 Small School Mixed Stroke Team	<b>B Final</b>
11 Small School Freestyle Team	<b>Final</b>	24 Small School Mixed Stroke Team	<b>Final</b>
12 Open Boys School Mixed Stroke Team	<b>B Final</b>	25 Open Boys School Freestyle Team	<b>B Final</b>
13 Open Boys School Mixed Stroke Team	<b>Final</b>	26 Open Boys School Freestyle Team	<b>Final</b>

## Start lists and live results

These are expected to be available on day of competition.

The following link takes you to links to the Start lists and live results, and 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. The results will be posted behind the podium area.

## 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 href="mailto:a.crawford@essa-mail.uk">a.crawford@essa-mail.uk</a>
Merchandise	Paul Simpson	<a href="mailto:orders@essa-mail.uk">orders@essa-mail.uk</a>
Safeguarding Lead	Nicola Atherton	<a href="mailto:welfare@essa-mail.uk">welfare@essa-mail.uk</a>
Technical Director	Andy Rigg	<a href="mailto:a.rigg@essa-mail.uk">a.rigg@essa-mail.uk</a>
Website/results	Phil Williams	<a href="mailto:webmaster@essa-mail.uk">webmaster@essa-mail.uk</a>

## 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/](https://www.instagram.com/essa_swimming/)

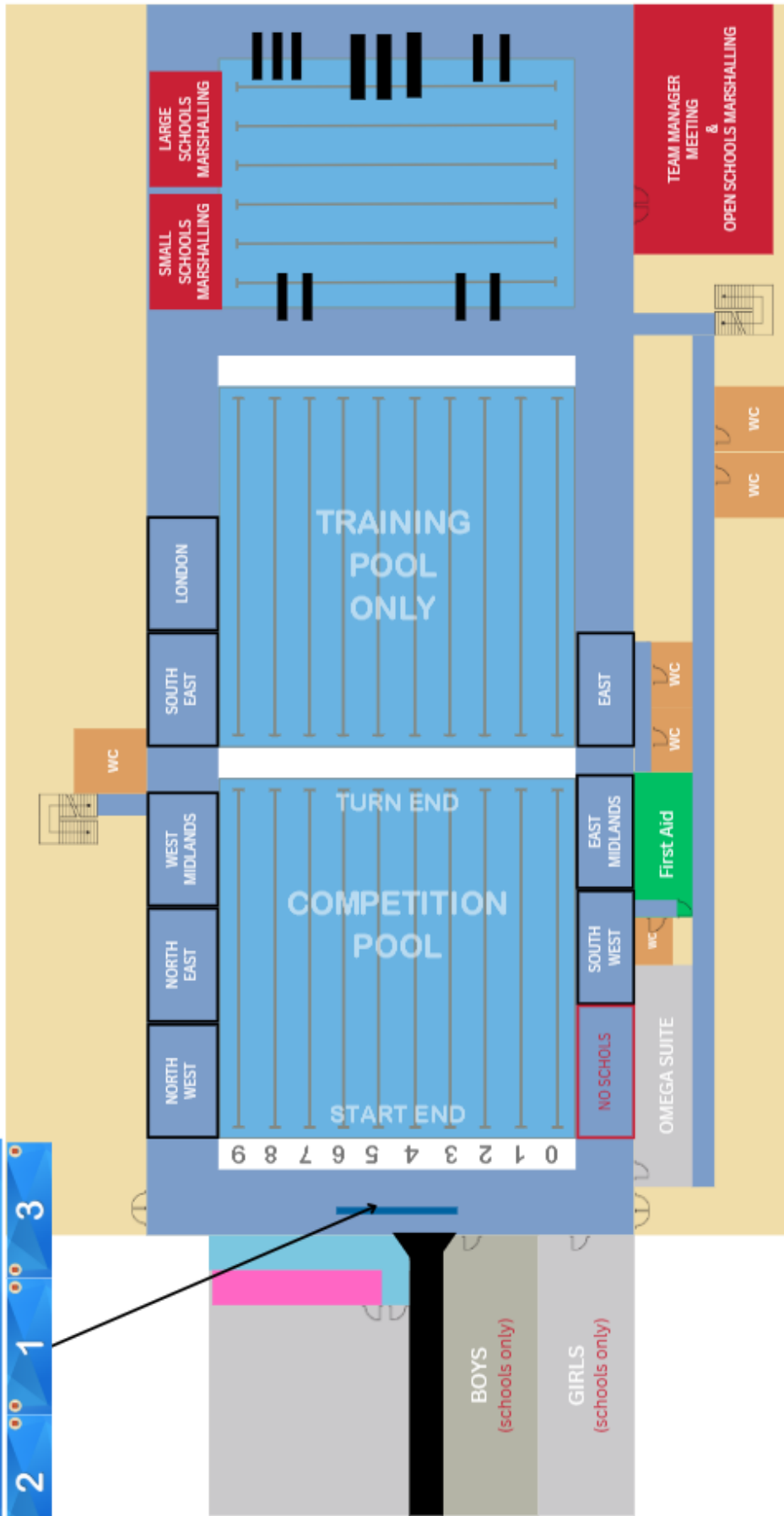
**NATIONAL CHAMPIONSHIPS**  
 WITH THE BEST OF BOYS  
 WITH THE BEST OF GIRLS



WWW.BSAS-SCHOOLSWIMMING.CO.UK

Age 8-9	Age 10-11	Age 12-13	Age 14-15	Age 16-17
Boys	Boys	Boys	Boys	Boys
Girls	Girls	Girls	Girls	Girls

1 2 3





**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](mailto:safeguarding@swimming.org) or by using the **online referral forms**.

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## OUR SERVICES



### Copy Print Scan

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.



### IT Services

Our industry experts are on hand with advice, to help guide you through industry challenges and to ensure your IT systems keep up with the pace of your growing business.



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