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# SWIM APPLICATION GUIDANCE 2023

## General

Before you begin form completion, please read the CS&PF rules and the website information. See <http://cspf.co.uk>

Keep this document with your swim information. It can be used as a progressive calendar to make sure you complete your paperwork within the required timeframe.

We have to process your fully completed application and make sure that it is registered with the British and French maritime authorities by the deadlines they set us. If you can't meet our requirements, we won't be able to register you with the authorities and you will not be able to make your Channel attempt.

## Escort Boat Bookings

**The agreement for your escort boat is between you and your pilot; the CS&PF are not involved in any way.**

The pilots are self employed. Their businesses are not under any form of financial restrictions or control from within the CS&PF. Recognition by CS&PF is limited to acknowledgement that the pilot and vessel are registered with/certified by the relevant authorities to provide an escort service for CS&PF swimmers.

## Steps Prior to Submission of Your Application

Book your medical examination as soon as possible within the calendar year of your swim - there are often long delays in getting appointments. You may have to pay a fee for the examination and the result of your medical may necessitate one or more additional examinations by other experts in order to obtain confirmation that you are fit to make your swim-attempt, so make sure that you allow sufficient time.

Print Medical and Assessment Swim forms: these need to be signed by both the swimmer and medical professional/swim observer. Scan completed forms and have the files handy for uploading as part of your Solo or Membership application.

Please note the CS&PF cannot accept CSA medical forms from now on.

## Solo and Relay Application Forms

(a) Complete your **online** Solo or Relay application form and submit it **as soon as possible** with your correct payment. **It must be with the CS&PF before April 30th.**

(b) Read through and check the application form before you send it to make sure that you have filled it in correctly.

**Please use our Digital Signature feature to sign your form.** You will receive an email with a link to enter your signature. Please look for the email and follow the link to complete the process. This is the most efficient way to complete your application form.

Alternatively, print completed forms, sign them by hand, scan and email them to [office@cspf.co.uk](mailto:office@cspf.co.uk). If you wish to send your forms by post, please alert CS&PF Office in advance.

(c) You can pay for your swim **online** using your credit or debit card and PayPal: see our <http://cspf.co.uk/cost-calculator> page. Alternatively you can transfer the money directly to CS&PF bank account

Barclays Bank

Sort Code: 20-17-92  
Account no.: 00805610  
SWIFT/BIC: BARCGB22  
IBAN: GB49 BARC 2017 9200 8056 10

Please include your name or your team name as a reference. If paying by cheque or bankers draft, they should be made to "CS&PF".

## Medical forms

Medical forms will be emailed to you by the CS&PF Office at the start of the year.

Print the Medical form and take it to the doctors surgery to be signed by a medical professional after your examination. Check it thoroughly before you leave the doctors surgery. Please ensure that

- The doctor has included your name
- The doctor has signed and provided own details

**Please note that 50% of CS&PF medicals have signatures or information missing and each one is at risk of causing the whole application to be rejected. If an application is discarded, we can't send it back and won't be able to hold it for long due to data protection laws, so you will have to start again – please take care!**

If you are applying for a Solo swim, please upload your signed and scanned Medical form during the completion of your Solo application form. Alternatively, email the scanned document to [office@cspf.co.uk](mailto:office@cspf.co.uk).

If you are swimming in a relay, you can upload your signed and scanned Medical form as part of your online Membership application. Alternatively, email the scanned document to [office@cspf.co.uk](mailto:office@cspf.co.uk), referencing your relay team name.

Please note the CS&PF cannot accept CSA medical forms from now on.

## Swim Assessments

(a) All 6-hour assessment swims for solo swimmers or relay assessment swims (as described below) for relay swimmers must be completed in a water temperature of 16C/61F or less; it can be fresh or salt water and must be observed by a trainer, coach or other responsible person over the age of 18 who is prepared to put their name, signature and contact details on the form to attest that they have witnessed the assessment swim. You will need to record the water temperature, the date and location of the swim and to provide all other details required by the CS&PF on the CS&PF Assessment Swim Form, downloadable from <http://cspf.co.uk/documents>.

A 6-hour assessment swims for solo swimmers must be completed within 18 months of their Channel attempt.

A relay assessment swim for relay swimmers is at least 1.5 hours swim then leave the water for a minimum of 1 hour and a maximum of 1.5 hours, then return to the water and swim for 1 more hour in water 61°F/16°C or less and must be completed within 18 months of the Channel relay attempt.

(b) A swimmer may request the CS&PF to consider accepting proof of completion in a recognised event for a period considered by the CS&PF committee to be an acceptable alternative, but swimmers are encouraged not to seek to use this option unless they are confident the recognised event was also conducted for a period of at least 6 hours in water temperatures of 16C/61F or less. Certification or evidence of participation in and completion of the recognised event will need to be submitted with a completed Assessment Swim Form signed by the swimmer; if this option is selected there is no need for it to be signed by an observer.

(c) Each swimmer and his or her observer needs to sign a fully completed CS&PF Assessment Swim Form. Relay team members each need to submit a separate form.

(d) Solo swimmers can upload Assessment Swim forms as part of their online Solo application. Alternatively, email them to [office@cspf.co.uk](mailto:office@cspf.co.uk).

(e) Relay swimmers can upload Assessment Swim forms as part of their online Membership application. Alternatively, email them to [office@cspf.co.uk](mailto:office@cspf.co.uk), referencing relay team name.

**All Assessment Swim Forms must be received by the CS&PF office by no later than 14 days before your Channel attempt tide start or July 31st, whichever is earliest.**

## Relay Team Leaders

You are responsible for sorting out your team application and ensuring all team members compliance with the deadlines. You must complete the Relay application form before April 30th in order for your swim to be correctly registered with UK and French authorities.

Your Relay swim application will only be completed once you have paid the appropriate fee (see <http://cspf.co.uk/cost-calculator>). Include your team name as a reference in any payments to CS&PF.

After registering your relay, you will be sent a unique link to CS&PF website where you can see all information CS&PF Office has on your swim and swim team. Please check regularly to ensure your team complies with the registration deadlines.

Please note that we have a large number of relay teams applying to swim every year. You might well know your team name but we often have no idea which team you are in or are referring to. **A team name and the team leaders contact details are essential with all enquiries/information.** Please do not change the team name after you have registered. If you wish to change your team name for your certificates, you can do so after the swim is completed.

## Relay Swimmers

All individuals wishing to swim in a relay, must be members of CS&PF and submit completed Medical and Assessment swim forms. Failure to provide any of these documents for any individual wishing to swim in a relay will result either in pilot's refusal to take the swim or CS&PF disqualification of the swim.

To apply for CS&PF Membership, swimmers should start their **online application** by going to <http://cspf.co.uk/membership>. The online application form with digital signature is the most efficient way to complete their application form.

Alternatively they can complete the Membership form available for download on <http://cspf.co.uk/documents>, sign it, scan it and email it to [office@cspf.co.uk](mailto:office@cspf.co.uk). The Membership form has a "CS&PF Relay" section where each swimmer should refer to their relay team name.

Completed, signed and scanned Medical and Assessment swim forms can be uploaded as part of the online Membership application. Alternatively, they can be emailed to [office@cspf.co.uk](mailto:office@cspf.co.uk) - please reference team name.

**All individual Membership, Medical and Assessment swim forms must be received by CS&PF Office no later than 14 days before the relay tide start or 31st July whichever is earliest. Any late applications risk swim refusal/disqualification and will only be accepted at the discretion of CS&PF Office.**

If an existing CS&PF member wishes to swim with a relay, they must email CS&PF Office with their details and referencing relay name. They must also submit Medical and Assessment swim forms within the above deadlines.

Please note the CS&PF cannot accept CSA medical forms from now on.

## Keeping Your Pilot Informed

Tell your pilot and the CS&PF as soon as possible if there are any changes or problems, particularly regarding your medical condition or ability to fulfill your booking.

## Pilots' Booking Priority

Below is information on how the pilots' booking priority system works, should you need it. This is the system used by CS&PF pilots at present - please confirm the details with your pilot if in any doubt.

The usual system for booking priority is that up to four places are booked per pilot per set of neap or spring tides. The order in which swimmers/relay teams book is the order in which they are offered a chance to swim. The swimmers ability and wishes are all different and Channel swimming is very dependent on the weather.

If the first swimmer/relay in line is offered the chance to swim and says "No" the pilot will offer that place to the next in line - and so on until someone accepts the offer or everyone has turned it down. On the next good swim day the pilot will start with the first in line again and offer the swim to the swimmers in priority order until the position is accepted. This system means that the person with the number 1 slot can choose the day they want to swim but if they decline to swim other swimmers get the option offered to them.

In any one season quite a few swims do not get the chance to swim by the end of their tide due to bad weather. If that happens, the swimmer/relay is put "at the back of the line" in the priority order by the pilot i.e. behind the swims on the next tide. It is also possible for swims to reach the end of the swim season and not be able to find a good day.

Please be aware of these scenarios and discuss them with your pilot and support team.