

PL

PLYMOUTH
LEANDER
SWIMMING



Plymouth Leander Christmas Open

Level 3 Short Course

Life Centre, Plymouth:
Sunday 10th, Saturday 16th & Sunday 17th December 2023

Held under SE Laws and Regulations and SE Technical Rules of Racing

ASA No: 3SW232226/232227



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Venue: Plymouth Life Centre, Plymouth PL2 3DG

Pool: 10-Lane 25m racing pool, ROMA09-TRK starting blocks
2 metres throughout and 140mm FINA regulation lane lines
Constantly available 2-Lane 25m Swim Down Pool
Electronic timing & 10-Lane video display screen
Integrated strobe light on each starting block.
On-site cafeteria

This is a meet Licensed at Level 3 for entry into Regional and County Competitions* & Championships in 2024

***Subject to individual County Qualification windows.**

Age Groups: 9 yrs, 10 yrs, 11yrs, 12 yrs, 13yrs, 14 yrs, 15 yrs, 16 yrs, 17 yrs +
Ages as at 17th December 2023

Awards Top 3 Podium Finishes
Top Male/Open & Female Athlete (11+)
Top 9/10 Male/Open & Female Athlete

Fees Race Entry Fee £7 per Event (£7.50 for non- Hy-Tek)
Spectator entry fee Free
Live streaming of events (TBC)– Fee tbc
Free car parking on site

Entries To Andy Hutchinson at meets@plymouthleander.com

Entries Close : Midnight on Friday 24th November 2023



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Meet Conditions

1. The event will be held at the Plymouth Life Centre on 10th, 16th and 17th of December 2023.
2. The event will be held under SwimEngland Laws and Regulations and SwimEnglandTechnical Rules of Racing.
3. All British swimmers must be registered. All swimmers must be members of a club affiliated to the Swim England, Swim Wales or Scottish Swimming and registered as Club Compete, or the relevant national governing body if this is not one of the above.
4. Competitors' ages shall be as at **17th December 2023**
5. A competitor may enter all events in their age group, except 9 yr & 10 yr olds who cannot swim 400m Individual Medley, 800m or 1500m event.
6. ***In line with SwimEngland, the Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy. By entering the 'Female' category, a swimmer confirms that their birth sex is female.***
7. Swimmers should use their Ranked times, converted to Short Course, however, athletes with no Ranked Time may still enter the races. Entries must not exceed the No Faster Times stated in the pack.
8. No Time entries will be allowed, however **these should be supplied with estimated times provided by the Club Coach and entered onto the Hy-Tek file,**
9. If events are under-subscribed following publication of Accepted Entries, further entries will be accepted at the Promoters discretion and on a first come basis, the fee will be £7.50 per race and subject to all Meet Conditions. These will not take priority over those who entered prior to the closing date. No further late entries will be accepted after the programme goes to print and swimmers will need to refer to point 11 for any further opportunity.
10. No exhibition swims are permitted.
11. If the number of entries within the qualifying times is high the promoters reserve the right to limit entries to enable the gala to meet licensing requirements. Any deletions required will ensure an equal balance of swimmers across the age groups and events based on entry time. Priority will be given to the fastest swimmers who entered before publication of the Accepted Entries.
12. A system of 'Deck Entry' will operate at the meet to offer swimmers an opportunity to compete if lane space becomes available on the day. This will be for empty lanes in a pre-seeded heat/event. Sign up for deck entries will be available at the recorders table, on a first come first served basis. Payment of the £10 entry fee **MUST** be paid at time of sign up. All entries (including Deck entries) must comply with meet cut-off times. Deck entries will close for each event at the time warm-up commences prior to the event the swimmer is requesting to swim in.
13. Clubs are responsible for their swimmer's entries. If, after publication of Accepted Entries or the programme a Club notes an error on an entry from their submission, the Promoter cannot guarantee that the swimmer will then be able to swim the preferred event or in an appropriate heat.
14. Disability swimmers will be seeded in this meet according to achieved time standards and with able bodied or disability swimmers of appropriate times, there will be no specific para events.
15. No refunds for entries will be given after the entries have been processed except when a swimmer has been selected to swim for a higher swimming body on the same day. Refunds will also be given for medical reasons on production of a Doctor's note. Notification of withdrawals, for



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these reasons, will be entitled to claim a refund of fees.

16. Competitors must report to the stewards in the marshalling area at least two events prior to their own where they will be given their start order. Any swimmer not reporting may be deemed to have withdrawn from that event, and their lane space offered to a reserve swimmer.
17. Swimmer sign in will be required for **all 400m, 800m & 1500m** events. This must be completed before commencement of each session warmup in which the event is swam. Failure to sign in before warmup has commenced will result in the swimmer being removed from the event.
18. Heats will be seeded with the fastest entrants swimming last. The heats of all events will be spearheaded. All events are HDW (Heat Declared Winner).
19. The top three swimmers in each age group will receive an award in all events. A competitor who has been disqualified will not receive an award. There will also be the following awards;-
 - : Top Visiting Male/Open Athlete & Top Female Athlete (11+) Awards
 - : Top Visiting 9/10 Male/Open Athlete & Top 9/10 Female Athlete Awards
20. On acceptance of entries, the swimmer and any supporters agree that their behaviour will be of an appropriate and respectful manner, abiding by the rules of the competition and venue. Failure to do so could result in removal from the meet.
21. Swimmers and visitors are required, at all times, to abide by the rules set out in the Pool Operating Procedures and/or the Normal Operating Procedures & Emergency Action Plan for the facility hired for the meet.
22. Competitors are reminded that sensible footwear should be worn when off the pool deck at all times.
23. Changing on poolside is forbidden and the Changing Village must be used. Team Managers and Coaches are expected to enforce this rule. Any swimmer found changing poolside may be disqualified from further events.
24. No LARGE BAGS ARE PERMITTED POOLSIDE. Lockers must be used for all swim bags – only small food bags will be permitted on poolside – together with swimmers' poolside footwear, club shirt, towel and water bottles.
25. The promoters do not accept responsibility for any property. Lockers are available in the changing village or main corridor and should be used for the safe keeping of all belongings.
26. All swimmers and coaches are expected to use the changing facilities provided and not to change poolside. Failure to do so could result in rejection from all events including Disqualification of those already swum.
27. The promoters do not accept responsibility for any property. Lockers are available in the Swimming Village or main corridor.
28. **Data Protection Statement** - Entries may be held on a computer solely for the purposes of this competition and consent, as required by the Data Protection Act 2018 and in line with GDPR 2018, to the holding of personal information on computer will be deemed to have been given by the submission of the entry. Personal Data will be available for inspection during the Meet on application to the Promoters.
29. **Safeguarding:** Please refer to your Club Welfare officer for further guidance on photography or



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live streaming detailed within the SwimEngland wavepower 2020-2023 guidelines. To support all visiting, local and club swimmers as well as Child Safeguarding criteria Plymouth Leander reserves the right to designate seating within the viewing balcony for swimmer use, visitors and parents are kindly requested not to occupy designated seating. The event may be streamed live.

30. **Photography & Video Recording:-** In line with Swim England & Wavepower guidance, anyone wishing to take images (photo or video) are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. The full Swim England guidance on Photography can be found in Wavepower, the Swim England Child safeguarding policy and procedures, available at <http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>
31. Meet participants must help to maintain a high standard of health and safety by not blocking stairways, emergency exits and walkways with bags and should report any issues immediately to a member of the pool staff or to the Meet Promoter.
32. Any swimmer unable to execute a safe dive from the starting blocks into shallow water, are reminded that they should start from the side of the pool.
33. The swim down pool will be operated at a depth of 1.5 meters to ensure the safety of swimmers during cool down.
34. All Clubs will be permitted to purchase up to 3 Coach Passes per Club (regardless of entrant numbers) and one additional Coach Pass per 10 athletes over 30 swimmers. Coach Passes will not be sold on the day. Admission to pool deck will be refused to non-pass holders.
35. If participating Competitors or other Club members on poolside suffer injury or damage as a result of any failure by any person to follow the regulations set out, then neither the Promoter nor Plymouth Active will accept any liability in respect of any such injury or damage.
36. All participating competitors are deemed to be aware of these conditions and it is each participating Clubs responsibility to make their members aware of these conditions.
37. Diving is strictly prohibited in the swim down pool.
31. The referee's decision is final.

Closing date for entries midnight on Friday 24th November 2023



Age Groups & Events

Male & Female: 9yrs, 10 yrs, 11yrs, 12 yrs, 13yrs, 14 yrs, 15 yrs, 16 yrs & 17yrs+

9 & 10 yrs may enter all events other than 400m Individual Medley, 800m and 1500m events.

Programme Of Events

Sunday 10 th December Session 1 Warm Up TBC– Start TBC				Sunday 10 th December Session 2 Warm Up – TBC			
No	M/F	Event		No	M/F	Event	
101	Mix	400m Freestyle	HDW	201	Mix	800m Freestyle	HDW
102	F	200m Backstroke	HDW	202	F	100m Breaststroke	HDW
103	M	100m Freestyle	HDW	203	M	100m Butterfly	HDW
104	F	100m Individual Medley	HDW	204	F	50m Butterfly	HDW
105	M	100m Individual Medley	HDW	205	M	50m Backstroke	HDW

Saturday 16 th December Session 1 Warm Up TBC– Start TBC				Saturday 16 th December Session 2 Warm Up – TBC			
No	M/F	Event		No	M/F	Event	
301	M	200m Freestyle	HDW	401	M	200m Backstroke	HDW
302	F	200m Freestyle	HDW	402	F	100m Freestyle	HDW
303	M	100m Breaststroke	HDW	403	Mix	400m IM	HDW
304	F	50m Breaststroke	HDW	404	M	50m Butterfly	HDW
305	Mix	200m Butterfly	HDW	405	F	50m Backstroke	HDW

Sunday 17 th December Session 1 Warm Up TBC– Start TBC				Sunday 17 th December Session 2 Warm Up – TBC			
No	M/F	Event		No	M/F	Event	
501	F	200m IM	HDW	601	F	200m Breaststroke	HDW
502	M	200m IM	HDW	602	M	200m Breaststroke	HDW
503	F	100m Butterfly	HDW	603	F	100m Backstroke	HDW
504	M	50m Breaststroke	HDW	604	M	100m Backstroke	HDW
505	Mix	1500m Freestyle	HDW	605	F	50m Freestyle	HDW
				606	M	50m Freestyle	HDW



No Faster than Times

BOYS							
Events	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15+ Yrs
50m Free	00:37.1	00:33.7	00:31.2	00:29.2	00:27.5	00:26.1	00:24.8
100m Free	01:19.2	01:15.2	01:09.3	01:04.8	00:59.9	00:57.2	00:50.5
200m Free	03:10.1	02:43.3	02:28.5	02:19.6	02:10.9	02:05.7	01:49.9
400m Free	07:55.2	05:53.4	05:14.8	04:55.0	04:39.2	04:27.3	03:57.6
800m Free			10:48.1	10:05.0	09:48.3	09:15.4	08:28.1
1500m Free			20:56.5	19:41.3	18:48.1	18:05.1	16:45.0
50m Back	00:43.8	00:39.2	00:36.1	00:33.8	00:31.5	00:30.1	00:25.8
100m Back	01:38.0	01:24.8	01:18.2	01:12.5	01:08.3	01:04.3	00:55.4
200m Back	03:38.8	02:59.2	02:46.8	02:36.4	02:26.5	02:19.6	02:01.8
50m Breast	00:50.8	00:45.3	00:41.1	00:38.2	00:35.4	00:33.7	00:28.7
100m Breast	01:52.9	01:39.0	01:30.1	01:24.1	01:18.1	01:13.6	01:02.4
200m Breast	04:08.5	03:27.9	03:14.0	03:01.2	02:49.3	02:41.4	02:17.6
50m Butterfly	00:44.6	00:38.0	00:34.6	00:32.7	00:30.1	00:28.7	00:25.2
100m Butterfly	01:52.9	01:44.0	01:19.2	01:13.3	01:07.8	01:03.9	00:55.4
200m Butterfly	03:57.6	03:40.8	03:02.2	02:48.3	02:34.4	02:23.6	02:02.8
100m Ind.	01:37.0	01:26.6	01:19.7	01:15.2	01:09.9	01:06.3	00:57.4
200m Ind.	03:47.7	03:04.7	02:49.3	02:38.4	02:28.5	02:20.6	02:03.8
400m Ind.			05:26.7	05:06.9	04:47.1	04:32.2	04:17.4

GIRLS							
Events	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15+ Yrs
50m Free	00:37.1	00:33.7	00:31.1	00:29.7	00:28.6	00:27.9	00:26.0
100m Free	01:25.1	01:17.2	01:09.3	01:05.3	01:01.9	01:00.4	00:55.4
200m Free	03:10.1	02:43.3	02:28.5	02:20.6	02:14.6	02:10.4	02:01.8
400m Free	07:55.2	05:53.4	05:14.8	04:57.0	04:43.1	04:34.4	04:15.4
800m Free			10:48.1	10:09.2	09:51.3	09:35.0	08:55.0
1500m Free			20:56.5	20:05.0	18:55.0	18:35.0	17:25.0
50m Back	00:43.6	00:38.6	00:36.1	00:34.0	00:32.2	00:31.2	00:28.7
100m Back	01:38.0	01:24.8	01:18.2	01:12.8	01:09.3	01:06.9	01:01.4
200m Back	03:38.8	02:59.2	02:46.3	02:38.4	02:29.5	02:23.6	02:13.7
50m Breast	00:50.8	00:45.3	00:41.1	00:38.6	00:36.2	00:35.4	00:32.5
100m Breast	01:52.9	01:39.0	01:30.1	01:24.1	01:19.2	01:16.2	01:10.3
200m Breast	04:08.5	03:27.9	03:13.0	03:01.2	02:50.3	02:44.3	02:32.5
50m Butterfly	00:44.6	00:38.0	00:34.6	00:33.2	00:31.0	00:30.1	00:27.7
100m Butterfly	01:52.9	01:44.0	01:19.2	01:14.2	01:09.7	01:07.1	01:01.1
200m Butterfly	03:57.6	03:42.7	03:02.2	02:53.2	02:36.9	02:29.5	02:15.6
100m Ind.	01:37.0	01:26.6	01:19.2	01:15.6	01:11.7	01:09.5	01:04.3
200m Ind.	03:47.7	03:04.7	02:48.3	02:39.4	02:33.5	02:26.5	02:15.6
400m Ind.			05:30.0	05:10.0	05:00.0	04:55.0	04:50.0



Club					
Surname		First Name		Middle Initial	
Preferred Name (for Programme)					
Date of Birth		Age as at 17th December 2023		M/F	
Address and Postcode					
Telephone Number / Mobile Number (Parent* - contact for entry queries)					
e-Mail Address (for confirmation of receipt of entry)					
SE Number		Para Swimmer		S Class	
		Please Tick			
EVENT		SELECT	ENTRY TIME		
50m Freestyle					
100m Freestyle					
200m Freestyle					
400m Freestyle					
800m Freestyle					
1500m Freestyle					
50m Butterfly					
100m Butterfly					
200m Butterfly					
50m Breaststroke					
100m Breaststroke					
200m Breaststroke					
50m Backstroke					
100m Backstroke					
200m Backstroke					
100m Individual Medley					
200m Individual Medley					
400m Individual Medley					
Total No of Entries	Description	Cost per Event*		Total	
	Individual Entries	£7.50			
Cheques Payable to PLSA. Entries Close 24th November 2023					
Electronic Payment: Account details:					
Sort Code: 56-00-63 Account No: 46355588				Amount Due £	
Please Tick:	Cheque		BACS		
I DECLARE THAT THE ABOVE DETAILS ARE CORRECT & THAT I AM ELIGIBLE TO COMPETE IN ACCORDANCE WITH ASA LAW & THAT I UNDERSTAND & ACCEPT THE MEET CONDITIONS					
Signature of Competitor					
Signature of Parent*(if under 18).....					



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Officials Requirement

To ensure we comply with Licensing requirements and deliver a successful gala, we require SwimEngland Qualified Officials who are willing to assist. In recognition of the support given we offer expenses in line with our Expenses Policy, details are available from the below email, in addition lunch and refreshments will be supplied.

Please use the following link on SwimMeet to register your availability;-

[Swim-Meet](#)

However In the event that insufficient officials are available, the promoter reserves the right to reduce lanes, scratch swimmers and or cancel sessions to ensure we meet licensing requirements. We are grateful for your support to ensure the best possible conditions for all our swimmers, thank you.



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Officials Travel & Expenses Policy

GDPR Statement

By completing an expense form you understand that Plymouth Leander will be gathering personal data/information about you. We do this in order to provide an accurate record of expenditure for accounting purposes and to enable us to accurately process your claim for expenses, we do not share your data with third parties. We will hold the information securely and access will be controlled by the appointed Plymouth Leander Officials Coordinator, this will include sharing certain information with the Club Treasurer for payment purposes. The information will be retained for a minimum of 12 months from the date of the form. If you have any complaint or questions in respect of the use of your data, please contact Officials@plymouthleander.com

Plymouth Leander value the support of officials at our competitions and Galas. In recognition of your hard work and dedication, our policy is to reimburse you for reasonable & proportionate expenses. We have made every attempt to make this a fair and equitable policy. Thank you for supporting us in delivering a successful well managed competition.

Mileage

Mileage will be checked and verification may be requested before payment is made. Mileage will be paid at an agreed rate of 45 pence per mile. Mileage will normally be paid for one return journey between the home address and the venue and for complete sessions only. Up to a maximum of £60 for officials attending a whole day. Officials not completing full days will be reimbursed on a pro rata basis (relevant to the number of sessions worked, up to £20 per session). Total mileage claims must not exceed £120 unless by prior agreement with the promoter. If the journey starting point differs from the home address payment will be made for whichever is the shorter distance.

Where an official has a competing swimmer at boarding school, mileage will normally only be paid from swimmer's home club/school. Please check with the officials coordinator before claiming, whichever is the shorter. Officials who work incomplete sessions (e.g. half of one session) will not be reimbursed for that session.

Accommodation

Journey must be in excess of 1 hour. Any event with consecutive days; a maximum claim of 1 night per weekend, unless by prior agreement with the promoter/coordinator. Claims for accommodation on the night prior to competition (e.g Friday night) are not normally claimable, unless with prior agreement. Please check with the officials coordinator. Officials must work complete sessions or a combination of sessions and more than one day. Accommodation to be shared where possible. Officials who have a swimmer participating in the competition or are accompanied by other persons may claim 50% of the cost of one nights accommodation; up to a maximum of £40 per night. Officials will need to book their own accommodation and claim on production of a receipt. To ensure officials are eligible to claim; they must ensure they pre-register their intention to officiate with the officials coordinator.

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Evening Meal

This is normally paid for those who have approval for overnight accommodation where an evening meal **is not** provided. A detailed receipt **MUST** be attached to the claim form. The current rate is a maximum of £17.50 per night (can include one alcoholic drink).

Additional information

If we are in the fortunate circumstance where the number of available volunteer officials exceeds licensing requirements; the promoter reserves the right to select/de-select officials. Those who fulfil club duties requested by the Events Management Secretary are not entitled to claim expenses. Trainee Officials being mentored by qualified officials cannot normally claim expenses, in these cases, please check with the officials coordinator first.

Plymouth Leander may provide Friday night accommodation for Referees by prior agreement to enable the event to be ready to start without delay. Officials not claiming mileage expenses (including PL club Officials) can claim the following for complete sessions only

- 1 Session £5
- 2 Sessions £10
- 3 Sessions £20
- 4 Sessions £30
- 5 Sessions £40
- 6 Sessions £50

Plymouth Leander reserves the right to make exceptions under unusual or extraordinary circumstances. The meet promoters decision is final, but we welcome your feedback.



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Team Entry Summary Sheet

Cheques should be made payable to 'PLSA'. It would be appreciated if Club entries were accompanied by one cheque for the requisite sum rather than a series of smaller cheques. The Hytek entry file for this meet will be available on www.plymouthleander.com. We would appreciate this method of entry and this is **mandatory** for 5 or more entries from the same Club. Please note that we are using Meet Manager 8.0.

PLEASE NOTE: Coach Passes CANNOT be purchased on the day of meet and must be bought in advance.

Club	
Contact Name	
Address	
Telephone (Day)	
Telephone (Evening)	
Mobile	
E-Mail	

PLEASE REMEMBER WE NEED THE HELP OF YOUR OFFICIALS

Total No. of Individual Entries		@	£7 each (£7.50 for paper entries)	=	
2 Day Coach Pass		@	£20.00 each	=	
1 Day Coach Pass;- Saturday/Sunday*		@	£12.00 each	=	
*Delete as Appropriate					
Closing Date: Midnight Friday 24th Nov 2023		Total Cheque Enclosed £			

Entries To: **Andy Hutchinson**

emailed to meets@plymouthleander.com