

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

ASA No: 3SW251949/3SW251950



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

This is a Short Course meet Licensed at Level 3 for entry into Regional and County Competitions* & Championships in 2026
*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 of 14th December 2025

Awards: Top 3 Podium Finishes

Top Male/Open & Female Athlete (11+)
Top Male/Open & Female Athlete (9/10 yrs)

Fees: Race Entry Fee £8 per Event (£8.50 for non- Hy-Tek)

Spectator entry fee Free Free car parking on site

On-site cafeteria

Entries to: Steve Field (Please email to meetsdirector@plymouthleander.com)

Entries Close: Midnight on Friday 21st November 2025





Meet Conditions

- 1. The event will be held at Plymouth Life Centre on Sunday the 7th of December, Saturday 13th and Sunday 14th December 2025.
- 2. The event will be held under Swim England Laws and Regulations and Swim England Technical Rules of Racing.
- 3. All British swimmers must be registered. All swimmers must be members of a club affiliated to Swim England, Swim Wales or Scottish Swimming and registered as Club Compete, or the equivalent with the relevant national governing body if this is not one of the above.
- 4. The Meet will be run under Level 3 conditions.
- 5. Competitor's ages shall be as of 14th December 2025.
- 6. A competitor may enter all events in his/her age group, except 9 yr & 10 yr olds who cannot swim 400m Individual Medley, 800m or 1500m event.
- 7. If the meet is oversubscribed the following criteria will be applied:
 - I. 1500m will be limited to 2 Heats, 800m will be limited to 3 Heats.
 - II. 400m events may be limited to 5 heats.
 - III. Accepted entries will be chosen on a basis of fastest swimmers first and scratches/reserves will be proportionately cut across the entire age bands depending on numbers per age.
 - IV. Mixed gender events to be evenly scratched by gender and then by entry age group.
- 8. 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.
- 9. 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.
- 10. No exhibition swims are permitted.
- 11. In line with Swim England, 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.
- 12. 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.

 There will be no separate medal category for disability swimmers.
- 13. All events are Heat Declared winners. Heats will be seeded with the fastest entrants swimming last. The heats of all events will be spearheaded.
- 14. 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



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- 15. Entries of 5 or less swimmers from the same Club may be made using the official meet entry form, however there will be a £1 supplement per race. Unless arranged and agreed in advance with the Meet Promoter, entries not adhering to this condition will be rejected without consideration.
- 16. 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.
- 17. 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 £8 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.
- 18. 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 times. Priority will be given to the fastest swimmers who entered before publication of the Accepted Entries. Para swimmers will be accounted for if deletions are needed and an equal percentage of Para swimmers will be scratched as other swimmers to maintain fairness.
- 19. The meet promoter will check entries against the British Rankings where it is felt that a swimmer may be submitting a faster time in order to gain entry to this meet. Falsely entered times could result in the athlete being scratched from the specific race(s) affected without refund of fees.
- 20. No refunds for entries will be given after the publication of the Accepted Entries, except in the case of:
 - a swimmer being subsequently selected to swim for their country on the same day
 - The production of a doctor's note confirming the athlete is unfit to compete
- 21. Plymouth Leander Swimming uses a computer to manage entries and results. By submitting and accepting entries to the meet consent is hereby given, as required by the Data Protection Bill 2018 (GDPR), to the holding of personal information on computer. Personal data handled such as name, club, year of birth, recorded and entered times may be made public during or after the meet. All Personal Data will be retained in a confidential manner and access to such Data will be restricted by the Meet Promoter and limited to only those operating the Meet Software in order to process results. All supporting paper entry details will be destroyed within 3 months of the completion of the Meet results.
- 22. 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. It is the responsibility of the Team Managers and Coaches to ensure that their swimmers report to the marshalling area in time for the start of their race.



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- 23. 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.
- 24. 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.
- 25. 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.
- 26. Competitors are reminded that sensible footwear should be always worn when off the pool deck.
- 27. 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.
- 28. All Teams must be accompanied by at least one Level 2 or Swim England Swimming Coach who must have current Safeguarding and DBS passes. Team Managers on poolside must be TM1 Qualified and be DBS Checked.
- 29. 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 and TM Poolside passes are £10 per day discounted to £20 for the 3 days and will include heat sheets and a meet program. Coach Passes will not be sold on the day the passes must be purchased in advance using the application form at the end of this meet pack. Admission to pool deck will be refused to non-pass holders.
- 30. 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.
- 31. **Safeguarding:** Plymouth Leander follow Swim England Wavepower 2020-2023 guidelines. Please refer to your Club Welfare officer for further guidance on photography or live streaming detailed within the Swim England Wavepower 2024 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.
- 32. 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/





- 33. Mobile Phones The use of any device with video or photo capture capability are strictly prohibited in the changing rooms or changing areas at any time.
- 34. 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.
- 35. 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 Promote.
- 36. 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.
- 37. 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.
- 38. 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.
- 39. 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 Every- one Active will accept any liability in respect of any such injury or damage.
- 40. All participating competitors are deemed to be aware of these conditions, and it is each participating club's responsibility to make their members aware of these conditions.
- 41. Diving is strictly prohibited in the swim down pool.
- 42. The swim down pool will be operated at a depth of 1.5 meters to ensure the safety of swimmers during cool down.
- 43. The referee's decision is final.

Closing date for entries: Friday 21st November





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 7 th December	Sunday 7 th December							
		Session 1	Session 2							
	Wa	rm Up TBC- Start TBC	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			
100		aturday 13 th December	Saturday 13 th December							
	0.	Session 1	Saturday 13 December Session 2							
	Wa	arm Up TBC- Start TBC		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			
	S	unday 14 th December		Sunday 14 th December						
SUN.		Session 1		Session 2						
90.2	Wa	rm Up TBC- Start TBC		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	М	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				





Officials Requirement

To ensure we comply with Licensing requirements and deliver a successful gala, we require Swim England 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 Swim-Meet 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.







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 form 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 official's 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 official's 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 night's 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 official's coordinator.



www.plymouthleander.com
Plymouth Leander Christmas Open Level 3 Short Course
Life Centre, Plymouth, PL2 3DG
Sunday 7th Saturday 13th, & Sunday 14th December 2025



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 official's 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 promoter's decision is final, but we welcome your feedback.





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 or payment via Electronic Payment to:

Plymouth Leander Swimming Sort Code: 56-00-63 Account No: 46355588

(Please include a Reference with Meet Name: XMAS and the Club name)

The Hytek entry file for this meet will be available on <u>www.plymouthleander.com</u>. 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:		@	£8 each (£8.50 for paper entries)	=				
2/3 Day Coach Pass:			£20.00 each	=				
1 Day Coach Pass: Saturday/Sunday*		@	£12.00 each	=				
*Delete as Appropriate		Total Obanus Frair 10						
Closing Date: Midnight Friday 21st	Nov 2025		Total Cheque Enclosed £					

Entries To: Steve Field (PL Operations & Meets Director)

Email to: meetsdirector@plymouthleander.com





INDIVIDUAL ENTRY FORM

COMPLETE IN BLOCK CAPITALS - PHOTOCOPIES ACCEPTED BUT SIGNATURES MUST BE ORIGINAL

Individual Payment Details (see Summary Sheet for Grouped Payment and Coaches Pass Details)

Club											
Surname					st Name	е				Middle Initial	
Preferred Name (for	ramme)										
Date of Birth									M	F	
Age as of 14th Dece	ember	2025									
Telephone Number	/ Mob	ile Number									
(Parent* - contact fo	or entr	y queries)									
E-Mail Address -											
(for confirmation of	recei	pt of entry)									
ASA Number					ara Swimmer (Please Tick)			S Class			
EVENT					ELECT 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 Med											
200m Individual Med					-						
400m Individual Med			+		-						
Total No of Entries		De	ecrintic	on				Cost per Ev	ont*	Tr	otal
Total No of Entities		Description Individual Entries						£8.00			rtui
Entries Close Fr	025:				Total Payal	ble					
I DECLARE THAT THE ABOVE DETAILS ARE CORRECT & THAT I AM ELIGIBLE TO COMPETE IN											
ACCORDANCE WITH SWIM ENGLAND LAW & THAT I UNDERSTAND & ACCEPT THE MEET CONDITIONS											
Signature of Competitor											
Signature of Parent*(if under 18)											
Electronic Payment to: Plymouth Leander Swimming Sort Code: 56-00-63											

