



Leatherhead Swimming Club

Affiliated to Swim England, South-East Region

End of Season Open Meet 2025 **Short Course Level 3** (License No: 3SE250749)

Saturday 28th and Sunday 29th June 2025

**Elmbridge Xcel Leisure Complex, Waterside Drive,
Walton-on-Thames, KT12 2JG**

Meet Level and Affiliation:

Leatherhead Swimming Club is affiliated to Swim England South East Region. This meet will be held under Swim England Laws & Swim England Technical Rules and these promoter's conditions. A licence for level 3 has been granted (3SE250749).

Venue:

Elmbridge Xcel Leisure Complex, Waterside Drive, Walton-on Thames. KT12 2JG. Eight lane 25m pool with electronic timing and display, anti-wave lane ropes. The pool depth at the deep end is 1.80m. The height of the blocks above the water level is 0.66m. A secondary strobe will be available.

Age Groups:

9, 10, 11, 12, 13, 14, 15, 16+.

The meet will be run as "age on the 29th June 2025"

Transgender Policy:

The Female category is for birth sex females in accordance with Swim England's Transgender and NonBinary Competition Policy. By entering the 'Female' category, a swimmer confirms that their birth sex is female.

Events:

50m all four strokes
100m all four strokes and IM
200m Free and IM

All events will be swum on the basis of heat declared winners. Seeding will be undertaken slowest to fastest. Exceptions to this swimming order may only be made at the discretion of the Promoter.

It is the responsibility of the swimmer to report to the marshalling area in sufficient time for each event.

Entries:

All swimmers must be registered with Swim England. Entries submitted without the appropriate Swim England registration number will be rejected.

Entries will be taken from **10am on 8th May 2025**. Entries will be accepted on a "**FIRST-COME, FIRST-SERVED**" basis. The closing date is **midday on 28th May 2025** or sooner if the meet is full

All submitted times must be short course times (or long course times converted).

All entries must show the swimmer's full date of birth, gender and Swim England registration number.

Entries will only be accepted if the swimmer's time is slower than the upper limit time for each entered event. No-time entries will be accepted.

Improved times will not be accepted after the entries have been submitted.

Entries will be considered for inclusion in the Meet only if submitted electronically on the hytek file and emailed to leatherheadswim.open@gmail.com.

Individual entries may be made on the official entry form. **Note: A £10 administration fee should be added to individual entries.** Forms must be completed and emailed to leatherheadswim.open@gmail.com. The entry fees must be paid by BACS transfer (see below). All individual entrants under the age of 18 must be supervised by a Coach or Team Manager (see below).

Upper Limit times are attached.

Leatherhead Swimming Club reserves the right to reject any incorrect entry.

By submitting entries on the official entry forms, clubs and competitors accept the rules of the competition.

Please ensure that the electronic entry file, summary entry form, and coach pass requests are received by the closing date of 28th May 2025.

Entry Fees:

Entry fees for all events are £8.50 per event. Entry fees include the levy per event payable to Swim England South East Region.

Confirmation of acceptance of entries will be sent via e-mail as soon as possible after the closing date (or once the meet is full) and when processing of applications is complete. **Please do not transfer funds until entries are confirmed as accepted.**

Payments for entries and coaches passes will only be accepted by BACS directly to Leatherhead SC account at HSBC, details as follows:

Sort code 40-27-07

Account number 11113895

Reference – 2025OPEN "Club Name"

BACS payments must be confirmed by email to leatherheadswim.open@gmail.com within 24 hours of confirmation that entries have been accepted. No refunds will be given after

entries have been submitted and accepted unless on medical grounds with supporting evidence.

Coaches/TM Passes:

Poolside passes for coaches and Team Managers are available at a cost of £15.00 per day – to include admittance to poolside in all sessions, programme and light refreshments. Clubs must ensure there are enough adults on poolside with valid passes and qualifications to provide adequate supervision in accordance with Swim England's Team Manager, Coach and Chaperone Policy and with reference to their obligations and the recommendations laid down in Wavepower 2024, the Swim England Child Safeguarding Policy & Procedures.

All holders of Coach/TM passes must be Swim England registered, DBS checked and have completed the appropriate Swim England Team Manager course. It is the responsibility of the attending clubs to ensure that all coaches and team managers have an up to date DBS check and wear their passes at all times when on poolside.

Time Trials:

Swimmers may be allowed on the day to do Time Trials. This will be solely at the discretion of the meet promotor and will be on a first come first served basis and will be governed by available space. The time trial list will be at the information desk in the foyer. Cost **will be £10** per event.

Awards:

Medals to 1st, 2nd and 3rd in each event/individual age group 9, 10, 11, 12, 13, 14, 15, 16+. These can be collected at the time.

Trophies will be awarded for top girl, top boy and top visiting club. These will be presented at the end of the gala.

Sign In:

We will be using Hy-Tek Meet Manager software therefore THERE WILL BE NO CARDS ISSUED. We will be operating a 'SIGN IN' system. Swimmers must sign in for all events they wish to swim before the start of the warm up for the session. Withdrawals in advance of the day can be made via your club to our gala team.

Secondary Strobe:

A secondary strobe will be provided where it is requested by the athlete at the time of entry.

Starts:

Coaches are responsible for ensuring that all of their swimmers are competent to perform a shallow racing dive to the standards of the Swim England competitive starts award. In the event of a false start, competitors should continue with a safe shallow racing dive and not fall into the water. Swimmers are permitted to start in the water but must advise the referee prior to the start of their heat. Over the top starts will operate at the discretion of the principal referee.

Warm up/Swim Down protocol:

No diving during warm up sessions, except in the designated sprint lanes. Odd lanes will swim anti clockwise, even lanes will swim clockwise. Swimmers using sprint lanes must swim 15 meters before slowing up. All swimmers must leave the water by the side of the pool and not over the timing pads. Coaches are asked to manage the lanes their swimmers are using during the warm up sessions.

There are no swim-down facilities. The junior pool is closed all day and must not be used at all.

Marshalling/Call area:

Competitors for the first event in each session must report to the marshalling/call area immediately after each warm-up. For other events, competitors should report when called. It is the swimmers and their coaches' responsibility that they report to the marshalling area on time. There will be NO announcements calling late swimmers.

Scoreboard:

Times displayed are for information only and the final results will be at the referee's discretion.

Results:

Results will be on a heat declared basis. There will be no finals. All heats of each event will be spearheaded by Hy-Tek Meet Manager.

Officials:

We request that each club provides licensed officials to ensure we are able to provide the appropriate number of licensed and qualified officials to meet the license requirements. Offers of help from qualified technical officials will therefore be warmly welcomed. Please provide details on the entry summary forms or contact chooi.lee33@gmail.com

Data protection:

Meet entries and results will be held and managed on a computer. Your consent to the holding of personal information is deemed to be given by the submission of your entry to Leatherhead Swimming Club. Personal data handled such as name, club, age, recorded and entered times may be made public before, during and after the meet.

Safety:

Only swimmers, officials and those displaying an appropriate pass will be allowed on poolside.

Access to poolside will at all times be limited to swimmers, coaches in possession of a valid coaches pass, meet officials and other personnel necessary for the safe running of the meet. Due to the hazard of wet, tiled steps, there will be NO DIRECT access allowed from poolside to spectator areas.

Coaches/Team managers will be responsible for the conduct of their swimmers.

Spectators:

The entry fee will be £6.00 per session each day, or £10 for all day. The meet programme will be available to download/print before the meet.

Refreshments:

Cold drinks are allowed poolside in suitable containers (e.g. no cans or glass bottles). Only snacks are permitted poolside. Please place all litter in the rubbish sacks provided.

Photography:

Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photos on social media (see Swim England Wavepower). Those who wish to take photographic or video images are requested to focus on their own child as much as possible and to avoid including other children in those images. Use of any camera or mobile phone with an image capturing facility is prohibited in the changing areas of the venue. No flash photography permitted at the start of each race. Should you have any concerns about photography or filming please bring them to the attention of the promoter.

Mobile phones & Computer devices:

Please switch to silent during the actual competition to avoid disrupting the starts.

Swim England have introduced a change to Wavepower that prohibits the use of any mobile, image capturing device or any device that can connect to the internet for any purpose by any person while in the changing rooms. The changing rooms will be monitored and there will be sanctions for anyone breaching this rule. There are no exceptions at all.

General:

The promoter reserves the right to exclude any spectator, coach or swimmer from the meet who displays inappropriate language or behaviour.

All meet participants and spectators must observe all safety precautions in operation at the venue and follow the instructions of pool staff.

Any matters not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England laws and regulations and Swim England technical rules of racing. We also reserve the right to make any changes that may be considered necessary for the smooth running and discipline of the meet and do not accept any liability in the event it is necessary to cancel the meet due to circumstances beyond our control.

Meet Promoter: Paula Morgan

Contact: leatherheadswim.open@gmail.com

Meet Administration: as above

Officials contact: chooi.lee@gmail.com

Leatherhead Swimming Club
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Appendix 1
UPPER LIMIT TIMES

Open/Male		9	10	11	12	13	14	15	16+
Free	50	00:30.0	00:30.0	00:29.5	00:28.9	00:27.4	00:25.9	00:24.4	00:24.2
	100	01:06.4	01:06.4	01:03.9	01:02.9	00:59.8	00:56.4	00:52.7	00:51.5
	200	02:24.1	02:24.1	02:20.2	02:16.7	02:10.7	02:04.4	01:56.7	01:55.3
Back	50	00:35.0	00:35.0	00:34.7	00:33.7	00:32.0	00:30.0	00:28.4	00:27.9
	100	01:15.8	01:15.8	01:14.3	01:12.4	01:09.2	01:04.9	00:59.9	00:58.3
Breast	50	00:40.1	00:40.1	00:39.3	00:38.5	00:36.2	00:33.8	00:31.3	00:30.7
	100	01:29.8	01:29.8	01:26.3	01:25.2	01:19.4	01:14.3	01:07.9	01:05.7
Fly	50	00:33.5	00:33.5	00:32.7	00:32.6	00:30.4	00:28.1	00:26.7	00:25.7
	100	01:16.4	01:16.4	01:15.4	01:15.3	01:08.4	01:03.2	00:58.8	00:56.6
IM	100	01:18.0	01:18.0	01:15.0	01:13.0	01:09.4	01:07.1	01:04.2	01:04.2
	200	02:38.2	02:38.2	02:38.2	02:35.7	02:29.5	02:19.6	02:10.6	02:09.4

Female		9	10	11	12	13	14	15	16+
Free	50	00:30.0	00:30.0	00:29.3	00:29.3	00:28.1	00:27.6	00:27.0	00:26.9
	100	01:06.0	01:06.0	01:04.1	01:04.1	01:01.5	01:00.2	00:58.4	00:57.9
	200	02:24.4	02:24.4	02:20.4	02:19.9	02:14.0	02:10.2	02:07.2	02:06.3
Back	50	00:34.5	00:34.5	00:33.7	00:33.4	00:32.5	00:31.6	00:30.9	00:30.9
	100	01:15.1	01:15.1	01:12.9	01:12.9	01:09.2	01:07.2	01:05.5	01:05.5
Breast	50	00:39.4	00:39.4	00:38.3	00:38.3	00:36.7	00:35.2	00:34.5	00:34.5
	100	01:26.6	01:26.6	01:23.9	01:23.0	01:20.0	01:17.5	01:14.6	01:14.6
Fly	50	00:33.3	00:33.3	00:32.2	00:32.2	00:30.6	00:30.1	00:29.2	00:29.2
	100	01:15.6	01:15.6	01:13.7	01:13.7	01:09.5	01:07.8	01:04.6	01:04.6
IM	100	01:20.0	01:20.0	01:16.0	01:16.0	01:14.0	01:12.0	01:11.0	01:10.0
	200	02:45.2	02:45.2	02:39.4	02:38.8	02:32.8	02:28.9	02:26.1	02:25.2

Short Course Times (or Long Course Times converted)

Any swimmer who gains a time above the Upper Limit after their entry has been submitted, will not be required to withdraw from that swim.

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Appendix 2

SCHEDULE OF EVENTS

***Session times (including warm ups and start times) may change. Please check the website for updates**

Saturday 28^h June 2025	Sunday 29th June 2025
Session 1* Doors Open: 12.00 Midday SIGN IN CLOSES: 12.25 Warm Up: 12.30 (50mins) Start at 13.30	Session 3* Doors Open: 12.00 Midday SIGN IN CLOSES: 12.25 Warm Up: 12.30 (50mins) Start at 13.30
1 Female 50m Backstroke	12 Open/Male 50m Backstroke
2 Open/Male 50m Freestyle	13 Female 50m Freestyle
3 Female 100m Breaststroke	14 Open/Male 100m Breaststroke
4 Open/Male 100m Butterfly	15 Female 100m Butterfly
5 Female 200m Freestyle	16 Open/Male 200m Freestyle
6 Open/Male 100m Individual Medley	17 Female 100m Individual Medley
Session 2* SIGN IN CLOSES: TBC Warm Up: TBC (50mins)	Session 4* SIGN IN CLOSES: TBC Warm Up: TBC (50mins)
7 Female 50m Breaststroke	18 Open/Male 50m Breaststroke
8 Open/Male 50m Butterfly	19 Female 50m Butterfly
9 Female 200m Individual Medley	20 Open/Male 200m Individual Medley
10 Open/Male 100m Freestyle	21 Female 100m Freestyle
11 Female 100m Backstroke	22 Open/Male 100m Backstroke

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SUMMARY ENTRY FORM

NAME OF CLUB:.....	
CONTACT NAME:	
TEL NO:	EMAIL
TOTAL NUMBER OF OPEN/MALE ENTRIES @ £8.50 EACH £	
TOTAL NUMBER OF FEMALE ENTRIES @ £8.50 EACH £	
TOTAL NUMBER OF COACHES/TM PASSES.....	
DAY 1@ £15.00 EACH £	
DAY 2@ £15.00 EACH £	
TOTAL.....£.....	

Please return this form, along with a summary printout of entries, by 28th May 2025 to leatherheadswim.open@gmail.com

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INDIVIDUAL ENTRY FORM

NAME CLUB.....

DATE OF BIRTH AGE AS AT 29/6/2025

SEX Open/Male or Female CONTACT NAME

EMAIL

EVENT	ENTER - Y/N	ENTRY TIME (SC)
50m Free		
100m Free		
200m free		
50m back		
100m Back		
50m Breast		
100m Breast		
50m Fly		
100m Fly		
100m IM		
200m IM		

TOTAL NUMBER OF ENTRIES @ £8.50 EACH £.....

COACHES/TM PASSES

DAY 1@ £15.00 EACH £

DAY 2@ £15.00 EACH £

ADMIN FEE FOR MANUAL ENTRY £ 10.00

TOTAL PAYABLE £

Please return this form by 28th May 2025 to leatherheadswim.open@gmail.com

Once entries have been confirmed as accepted you will be asked to make payment,
if payment is not made then the entries will be rejected.