



# **Sheffield City Swimming Club**

## **Spring Open Meet**

**Held Under Swim England Regulations  
and Technical Rules of Racing  
(Licence Number: 3NE250010)**

**John Charles Centre for Sport  
Middleton Grove, Beeston,  
Leeds LS11 5DJ  
Saturday 29<sup>th</sup> March 2025**



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## Rules and Information:

1. The Spring Open Meet will be held under Swim England Regulations and Technical Rules of Racing and is Licensed at Level 3 (Licence Number: **3NE250010**).
2. The Meet will be held on Saturday 29<sup>th</sup> March 2025. The venue will be the John Charles Centre for Sport (Aquatics Centre), Middleton Grove, Beeston, Leeds LS11 5DJ
3. Ages are as of Saturday 29<sup>th</sup> March 2025.
4. The Events are:
  - 50m Backstroke, Breaststroke, Freestyle and Butterfly (Female and Open/Male) HDW
  - 100m Backstroke, Breaststroke, Freestyle and Butterfly (Female and Open/Male) HDW
  - 200m Individual Medley (Female and Open/Male) HDW
  - 400m Freestyle and 400m Individual Medley (Mixed Heats of Female and Open/Male: 11 Years+ only) HDW

“Upper Limit Times” have been applied and are published below, with any entries ‘Faster Than’ these times not being accepted.

5. The pool length is 50m and has Ten Lanes. The Pool will be equipped with an Electronic Timing System and Display Board, a Secondary Starting Strobe and Anti-Wave Lane Ropes.
6. Overhead starts will be used at the Promoter’s and Referee’s discretion.
7. 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.
8. All events will be Heat Declared Winners (HDW). Medals will be presented for 1<sup>st</sup> to 6<sup>th</sup> Place for each of the listed age groups:
  - 9 Years (Female and Open/Male)
  - 10 Years (Female and Open/Male)
  - 11 Years (Female and Open/Male)
  - 12 Years (Female and Open/Male)
  - 13 Years (Female and Open/Male)
  - 14 Years (Female and Open/Male)
  - 15 Years (Female and Open/Male)
  - 16 Years and over (Female and Open/Male)
9. **Top Visiting Club Award:** This will be presented at the end of the Meet, to the visiting Club that has amassed the most points across the day, with points being awarded from 1<sup>st</sup> to 6<sup>th</sup> place (e.g. 6<sup>th</sup> place = 1 point, 5th place = 2 points etc.).
10. **The Colin Cunningham Top Open/Male and Top Female Awards:** These will be presented at the end of the Meet, to the top Open/Male and top Female, who have amassed the most points across the day, with points being awarded from 1<sup>st</sup> to 6<sup>th</sup> place (e.g. 6<sup>th</sup> place = 1 point, 5th place = 2 points etc.).
11. If the Meet is oversubscribed, entries will be accepted on a “first-come, first-served” basis.



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12. All individual entries must be made on the official form (photocopies are acceptable) and must include the swimmer's Swim England Registration Number, Age etc., together with the correct fee(s) for the race(s) entered, which can only be paid for via Bank Transfer to SCSC. Incomplete entry forms will not be accepted. Entries will be accepted from the 21<sup>st</sup> October 2024. No entries will be accepted after the closing date of the 3<sup>rd</sup> March 2025, or once the Meet has been declared as **FULL**. Late entries will not be accepted, unless due to a Promoter error.
13. Club entries must be sent electronically via the Sportsystems file set, which can be obtained from the club directly or via our Sheffield City Swimming Club website (Gala Information section). If this method is used, we only require the **entry print out** and payment from the club submitting the file, within 14 days of confirmed acceptance. **Please ensure you always enter an actual or estimated time for each swimmer, as simply putting a Yes against a swimmer will not be accepted (this allows us to correctly generate the length of both Session 1 & 2). Please see the Club's Bank details below.**
14. Submitted times should ideally be current PBs that are 'no faster' than the published Upper Limit Times. However, times **need not** be on the ASA Rankings site, as there are no Lower Limit Cut-Off's. An entry time is required, to ensure that the swimmer is not faster than the ULT for the respective event they have entered. Estimates are acceptable. **The exception to this rule and guidance, is entry to the 400m Freestyle & 400m Individual Medley events, as all swimmers must be at least 11 Years of age, as of Saturday 29<sup>th</sup> March. A submitted time must be accompanied by a signed declaration/or e-mail confirmation by the swimmers respective coach, stating that the swimmer is able to reasonably obtain the submitted entry time.** The declaration can be sent by e-mail to: **promoter@sheffieldcityswimmingclub.co.uk** Entries submitted without a declaration **will not** be accepted. **Times will not be updated after an entry has been accepted.**
15. The competition format will be based on disability inclusion within the able-bodied programme i.e. there will be no separate events for swimmers with disabilities. All swimmers will be seeded in the heats according to their entry times. Disability competitors will be included within the results for their respective age group.
16. The Meet will consist of two sessions:
  - Session 1 – Warm-Up 8:00am to 9:00am: Scheduled Start 9:05am - Estimated Finish 12:30pm
  - Session 2 – Warm-Up 1:15pm to 2:15pm: Scheduled Start 2:20pm - Estimated Finish 5:50pm
17. If similar numbers of entries are not received for each session, the start time of later sessions may be subject to change and will be confirmed on publication of the draft programme.
18. Warm-Up will be one hour prior to start for each session and may be split into gender and age groups (This is to be confirmed).
19. The Entry Fee is **£8.00** per event.
20. All Swimmers, Team Managers & Coaches will have an allocated place around the pool, which will be based on their number of entries.



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21. A Poolside Pass will cost **£6.00** for a single session, or **£10.00** for the day. Please indicate the number of Poolside Passes required on the **Cash Summary Form** and these must be paid for, via the submitted total payment, from each respective club that is attending and who have had their entry file(s) accepted by SCSC. As required, each person who will utilise a Poolside Pass and whose name and position has been supplied on the Cash Summary Form, must be confirmed by the Club whose entries have been accepted, that they hold a valid DBS and Bar check. This can be confirmed by e-mail, along with the Cash Summary File to: **promoter@sheffieldcityswimmingclub.co.uk**
22. Spectator admission prices:
  - For a Single Session: Adult **£6.00**, Child (6-16 Years) & OAP's (60+ Years) **£4.00**
  - All Day (Sessions 1 & 2): Adult **£10.00**, Child (6-16 Years) & OAP's (60+ Years) **£6.00**
23. A draft programme, with details of all accepted swimmers, will be available on the Sheffield City website, prior to the event. This is to allow and enable, parents, carers and swimmers to check their entries and advise SCSC of any discrepancies.
24. Swimmers will be called, prior to their event and heat, and should report to the relevant Swim Organisers immediately. Swimmers will be placed in Heat and Lane order within the preparation seating area, before being directed to the starting area by the relevant Swim Organisers.
25. Please help the running of the meet by advising us of withdrawals, where known. Withdrawals should be made before the start of each Warm-Up Session. The mechanism for withdrawal will be published with details of the accepted entries. **No refunds** will be made after their entry or entries have been accepted by SCSC or after the closing date.
26. Results will be available on the Sheffield City web site, Event page:  
<http://www.sheffieldcityswimmingclub.co.uk>
27. All participants must observe the safety precautions in operation at the John Charles Centre for Sport and must wear suitable footwear and clothing when leaving the Poolside. Swimmers are **ONLY** permitted on the balcony, if they are wearing appropriate clothing and with the agreement of their respective Clubs' Team Manager(s).
28. Any conditions not covered by this information will be at the discretion of the Promoter:  
**Mr Lee Day – Sheffield City Swimming Club**  
Club entries will only be accepted electronically via the Sportsystems File  
Please e-mail: **promoter@sheffieldcityswimmingclub.co.uk** for a Sportsystems file set  
Submitted entries should be accompanied by an **Entry Print Out**, and a BAC's payment to the below.  
**Sheffield City Swimming Club**  
**Metro Bank**  
**Sort Code: 23-05-80**  
**Account No: 54222831**



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## Session 1 Warm Up 8.00am to 9.00am: Session Start 9.05am

Event Number	Event
101	Open/Male 200m Individual Medley
102	Female 100m Butterfly
103	Open/Male 100m Freestyle
104	Female 100m Breaststroke
105	Open/Male 50m Backstroke
106	Female 50m Butterfly
107	Mixed 400m Freestyle
108	Female 100m Backstroke
109	Open/Male 50m Breaststroke
110	Female 50m Freestyle

## Session 2 Warm Up 1.15pm – 2.15pm: Session Start 2.20pm

Event Number	Event
211	Female 200m Individual Medley
212	Open/Male 100m Butterfly
213	Female 100m Freestyle
214	Open/Male 100m Breaststroke
215	Female 50m Backstroke
216	Open/Male 50m Butterfly
217	Mixed 400m Individual Medley
218	Open/Male 100m Backstroke
219	Female 50m Breaststroke
220	Open/Male 50m Freestyle

# Upper Time Limits 2025

Swimmers must not be faster than these times

Open/Male	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16+ Yrs
400m Free	4:33.30	4:33.30	4:26.30	4:19.40	4:12.60	4:03.00
400m IM	5:14.90	5:14.90	5:06.60	4:54.50	4:48.30	4:39.00

Female	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16+ Yrs
400m Free	4:36.50	4:36.50	4:31.30	4:27.90	4:24.80	4:21.00
400m IM	5:17.50	5:17.50	5:13.70	5:10.00	5:03.40	4:58.70

UPPER LIMIT TIMES – OPEN/MALE								
	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16+ Yrs
50m Free	30.90	30.90	29.50	28.20	27.00	25.90	24.90	23.75
50m Fly	32.90	32.90	31.40	30.10	28.90	27.80	26.80	25.90
50m Back	35.00	35.00	33.10	31.80	30.60	29.50	28.50	27.60
50m Breast	39.50	39.50	38.00	37.00	36.00	34.50	32.75	31.00
100m Free	1:02.60	1:02.60	1:01.00	1:00.00	59.00	57.50	55.00	53.50
100m Fly	1:14.30	1:14.30	1:11.30	1:08.40	1:05.60	1:02.90	1:00.30	57.80
100m Back	1:13.70	1:13.70	1:09.20	1:07.70	1:06.30	1:04.00	1:01.70	59.50
100m Breast	1:25.10	1:25.10	1:21.80	1:18.60	1:15.50	1:13.00	1:10.10	1:06.00
200m IM	2:36.40	2:36.40	2:32.20	2:28.00	2:23.80	2:19.60	2:15.40	2:11.20

UPPER LIMIT TIMES - FEMALE								
	9 Yrs	10 Yrs	11 Yrs	12 Yrs	13 Yrs	14 Yrs	15 Yrs	16+ Yrs
50m Free	30.90	30.90	29.90	28.90	28.20	27.50	26.90	26.20
50m Fly	33.40	33.40	32.30	31.30	30.40	29.60	28.90	28.05
50m Back	33.20	33.20	32.50	31.90	31.40	30.80	30.30	29.75
50m Breast	39.60	39.60	38.30	37.10	36.00	35.00	34.10	33.00
100m Free	1:04.00	1:04.00	1:02.50	1:01.00	1:00.00	59.10	58.20	57.00
100m Fly	1:10.50	1:10.50	1:09.80	1:08.20	1:06.70	1:05.30	1:04.00	1:02.25
100m Back	1:13.70	1:13.70	1:11.90	1:10.20	1:08.60	1:07.10	1:05.70	1:03.80
100m Breast	1:22.30	1:22.30	1:20.50	1:18.80	1:17.20	1:15.70	1:14.30	1:12.50
200m IM	2:36.60	2:36.60	2:33.80	2:31.10	2:28.50	2:26.00	2:23.60	2:20.20



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**John Charles Centre for Sport**  
**Middleton Grove, Beeston, Leeds**  
**LS11 5DJ**

**Saturday 29<sup>th</sup> March 2025**

**ENTRY FORM – PLEASE USE CAPITAL LETTERS**

ASA Registration Number:																			
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Full Name: ..... Open/Male / Female (delete as appropriate)

Club:..... Date of Birth: ..... Age at 29/03/2025: .....

Address: .....

..... Post Code: .....

Tel. No ..... Email .....

Event	Female (£8.00 per event)		Open/Male (£8.00 per event)	
50m Freestyle	110	: .	220	: .
100m Freestyle	213	: .	103	: .
50m Backstroke	215	: .	105	: .
100m Backstroke	108	: .	218	: .
50m Butterfly	106	: .	216	: .
100m Butterfly	102	: .	212	: .
50m Breaststroke	219	: .	109	: .
100m Breaststroke	104	: .	214	: .
200m Individual Medley	211	: .	101	: .
400m Individual Medley	217	: .	217	: .
400m Freestyle	107	: .	107	: .

**BAC's Transfers to Sheffield City SC                      Total Fee: £                      :**

"I hereby declare that the above particulars are correct, and that the swimmer named is an eligible competitor in accordance with the laws of the **Swim England** and will abide by the conditions laid down by the Promoter"

Signature (Coach / Parent / Club Official) ..... Date .....

If you are completing the above form as an Individual Entry, then please send this completed form, together with the correct entry fee to:

**PROMOTER@SHEFFIELDCITYSWIMMINGCLUB.CO.UK**

Club entries will only be accepted electronically via the SportSystems File  
 Please e-mail: [promoter@sheffieldcityswimmingclub.co.uk](mailto:promoter@sheffieldcityswimmingclub.co.uk) for a SportSystems file set.

**ENTRIES OPEN: 21<sup>st</sup> October 2024 / CLOSING DATE: 3<sup>rd</sup> March 2025**  
 (or whenever the meet is at full capacity)

Late or incomplete entries will not be accepted for this Level 3 Meet

Please also see: [www.sheffieldcityswimmingclub.co.uk](http://www.sheffieldcityswimmingclub.co.uk)

## CASH SUMMARY FORM

This section is to be completed by the Club representative submitting the entries.

Please submit this form along with the SportSystems entry file and printouts.

Club: .....

Contact name: .....

Telephone number: .....

Email address: .....

Individual Open/Male entries:..... @ £8.00 each .....

Individual Female entries: ..... @ £8.00 each .....

Poolside Passes 1 Session Only: ..... @ £6.00 each.....

Poolside Passes All Day (Sessions 1 & 2): ..... @ £10.00 each.....

Total Payment Due: .....

**Please Note: We require each Club that has had its entries accepted, to confirm to us via e-mail, when they send their completed Cash Summary Form, that all the Coaches and/or Team Managers who will utilise a Poolside Pass are ASA registered and fully DBS & Bar checked through their respective Club. All passes must be booked in advance.**

Name	Position (Coach/Team Manager)

**All Poolside Passes can be collected from the Entry Desk on the day**



## OFFICIALS

As with all such meets, we always require the support provided to us by both Trainee & Qualified Officials from clubs that have been accepted into the meet. It is this generosity than enables the sport to continue to stage such events.

**We ideally would like all clubs that receive a confirmed acceptance into the meet, to provide a minimum of 2 Trainee or Qualified Officials, to ensure that the meet is able to run.**

We will have both a selection of chocolate goodies for each attending Official to choose from, plus a good quality bottle of wine to take with them too. This will be given as a Thank You to each Official, who helps officiate at either or both Sessions 1 & 2. There will also be Breakfast snacks before the beginning of Session 1 and a Buffet Lunch before Session 2, as well as Tea, Coffee & Dilute Juice for all Officials to enjoy.

***(Please relay any dietary requirements, when notifying us of the Officials from your Club who can help)***

PLEASE EITHER COMPLETE THE ATTACHED OFFICIALS FORM AND SEND THIS AS A SINGLE POINT OF CONTACT FROM THE CLUB, WHOSE ENTRIES HAVE BEEN CONFIRMED AND ACCEPTED BY SCSC, OR SEND AN E-MAIL TO THE BELOW ADDRESS, FOR THE ATTENTION OF THE **MEET PROMOTER & OFFICIALS CO-ORDINATOR: LEE DAY**

[promoter@sheffieldcityswimmingclub.co.uk](mailto:promoter@sheffieldcityswimmingclub.co.uk)

Name	Contact Details	Highest Licensed Qualification	Session Availability		
			1	2	Both 1 & 2