

CITY OF SHEFFIELD

SWIM SQUAD

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Teaspoon Gala 2025

THIS IS A LEVEL 3 LICENSED MEET FOR ENTRY INTO COUNTY AND REGIONAL CHAMPIONSHIPS

Licence No. 3NE251196

<u>DATE:</u>	Sunday 21st of September 2025
<u>VENUE:</u>	Ponds Forge International Sports Centre, Sheffield
<u>FACILITIES:</u>	10 Lane, 25m Pool, Anti-wave lane ropes and electronic timing.
<u>MEET DIRECTOR:</u>	Janine Booth Email: teaspoongala@gmail.com
<u>AGE GROUPS:</u>	Girls: 9, 10, 11, 12, 13/14, 15/Over Open/Boys: 9, 10, 11, 12, 13/14, 15/Over
<u>AGES AS AT:</u>	21st of September 2025
<u>EVENTS:</u>	50m All Strokes - HDW 100m All Strokes – HDW 100m I.M - HDW
<u>AWARDS:</u>	Medals to 1 st , 2 nd , and 3 rd in each age group in each event.
<u>ENTRY FEE:</u>	£9.00 per Individual Event
<u>COACHES PASSES:</u>	£8.00 each, inclusive of start lists.

This gala will be filled on a first come first serve basis.

CLOSING DATE on or before Friday 16th of August 2025

City of Sheffield Swim Squad

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Programme of Events

Session 1	Sunday 21st September	Warm Up: 7.55am	Start: 9.00am
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Event No	100	100m I.M	Girls	9, 10, 11, 12, 13/14, 15/Over
	101	50m Freestyle	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	102	50m Freestyle	Girls	9, 10, 11, 12, 13/14, 15/Over
	103	100m Butterfly	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	104	100m Butterfly	Girls	9, 10, 11, 12, 13/14, 15/Over
	105	50m Backstroke	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	106	50m Backstroke	Girls	9, 10, 11, 12, 13/14, 15/Over
	107	100m Breaststroke	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	108	100m Breaststroke	Girls	9, 10, 11, 12, 13/14, 15/Over

Session 2	Sunday 21st September	Warm Up: TBC	Start: TBC
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Event No	200	100m I.M	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	201	50m Butterfly	Girls	9, 10, 11, 12, 13/14, 15/Over
	202	50m Butterfly	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	203	100m Backstroke	Girls	9, 10, 11, 12, 13/14, 15/Over
	204	100m Backstroke	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	205	50m Breaststroke	Girls	9, 10, 11, 12, 13/14, 15/Over
	206	50m Breaststroke	Open/Boys	9, 10, 11, 12, 13/14, 15/Over
	207	100m Freestyle	Girls	9, 10, 11, 12, 13/14, 15/Over
	208	100m Freestyle	Open/Boys	9, 10, 11, 12, 13/14, 15/Over

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Meet Conditions

Entries

1. This competition will be held under Swim England Laws and Swim England Technical Rules.
2. This meet is open to all members of a club affiliated to Swim England/Scottish Swimming or Swim Wales, or their own national association as appropriate. They must be eligible to compete and may enter in the name of one club only.
3. This meet will be run using the linked Sportssystem software. Converted short course times may be used. **The entries will open, and the Sportssystems entry file will be available to download from our website on the 5th of July 2025. Entries received before this date will **not** be accepted.**
4. The submission of entries indicates an acceptance of the meet conditions. Entries will not be accepted until the appropriate payment is received and the summary sheet provided in the pack has been completed and returned.
5. Entries will be accepted on a first come, first serve basis. We reserve the right to limit entries to comply with license timing restrictions.
6. Poolside entries will not be accepted and once the entry file has been submitted, improved times will not be accepted.
7. Entries and results will be managed via computer and available via the internet. By submitting entries, consent is thereby given, as required by the Data Protection Act 1998, to the holding of personal information on a computer. Personal data, including submitted and recorded times, will be available during the meet.
8. 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.
9. Swimmers with disabilities will be accepted and all classes of swimmers will swim together in inclusive events.
10. A draft programme, final programme and live results will be posted on our website: cosss.co.uk
11. Entries and results will be managed via computer and available via the internet. By submitting entries, consent is thereby given, as required by the Data Protection Act 1998, to the holding of personal information on a computer. Personal data, including submitted and recorded times, will be available during the meet.

Withdrawals

1. Withdrawals – Please notify withdrawals by email to teaspoongala@gmail.com or to the Omega Suite before 7.45am for the morning heats and before 12.45pm for the afternoon heats.

Refunds

1. Refunds will not be given for swimmers withdrawing after the closing date or for any errors or omissions attributable to the individual or their club. Refunds will only be given to individuals who can prove that they are unfit to compete on medical grounds subject to an appropriate medical certificate being received by the Meet Promoter. All refunds will be made via the club who submitted the entries.

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Officials

1. In order to run a licensed meet a lot of help is required. We would be extremely grateful if your club has any licensed officials that would be prepared to help during the meet. If so, then please sign up using the following link [Teaspoon Gala 2025 Officials Signup Link](#) or contact our officials' coordinator Kim Beighton at cosssgalaofficials@gmail.com A copy of our official's expenses policy can be found on our website - cosss.uk

Poolside Passes

1. All team staff must be DBS checked and have undertaken a relevant safeguarding course (e.g., Swim England Safeguarding course) to gain a coaches / team managers pass, access to poolside and the swimmers seating area. Any parent of a swimmer attending without their club wishing to chaperone their child must also be DBS checked to purchase a pass. Coaches and team staff MUST wear badges provided. City of Sheffield Swim Squad will NOT be responsible for any unaccompanied swimmers on poolside, the responsibility falls on the club entering the swimmer. Passes will be available to collect from the main entrance to the competition hall.

General

1. A copy of the venues competition safety briefing can be found here - [Ponds Forge Event Safety Briefing](#)
2. No outdoor shoes to be worn on the poolside. Footwear must be worn outside the pool area.
3. Over the top starts will be used at the Referees discretion.
4. There will be no swim down facilities available at this event.
5. It is the responsibility of swimmers to report to the stewarding area in sufficient time for each event. Neither City of Sheffield Swim Squad nor the promoter can be held responsible for any swimmer missing their heat.
6. Parents and carers who wish to take images 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. Please refrain from sharing on social media.
7. Clubs are to be seated on the balcony as we are operating a clear pool deck.
8. Mobile phones and cameras must not be used in the changing rooms and must be kept out of sight. Phones may only be used in case of an emergency.
9. If cancellation of the event is necessary, then the only claim will be the entry fees paid.
10. A secondary strobe should be available throughout the competition, any competitor who needs to use it should notify the referee prior to the start of the session.
11. The Promoter nor City of Sheffield Swim Squad will be responsible for any loss or damage occurring during this meet.
12. Any point not covered by these conditions will be at the discretion of the meet promoter. Depending upon the situation, the meet promoter or referee's decision respectively will be final.

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13. When entering this event, you agree that we may collect and publish personal information as part of the entry to and results of the event. We may pass such information to the Governing Body or Affiliated organisations for the purpose of membership and qualification checking. Following that, your personal information will be used for publishing results either for the event alone or combined with or compared to other events (British Rankings). The published results may include (but not limited to) Name, Club Membership, Race Times, Age Category.

Spectators

1. Spectator tickets will be available on the door. Adults £8, Concessions £4.00 (Over 65's & Under 16's) Under 5's free. Cash and card payments accepted.

Parking for attendees

All event attendees are advised to use the official event car park- Castlegate Q Park (closest to Ponds) or Sheffield Station

1- Attendees should pre book this via the following website- <https://www.q-park.co.uk/en-gb/cities/sheffield/>

2-Customer selects one of the 2 list car parks (Castlegate or Sheffield Station).

Customers can enter and exit as many times as they like during the prebooked period without the need for any tickets.

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Upper Limit Times

Swimmers must **NOT** be faster than the times listed below.

SHORT COURSE TIMES – Long Course Converted Times Will Be Accepted

OPEN/BOYS						EVENTS	GIRLS					
9 YRS	10 YRS	11 YRS	12 YRS	13/14 YRS	15 YRS /OVER		9 YRS	10 YRS	11 YRS	12 YRS	13/14 YRS	15 YRS /OVER
32.00	32.00	29.00	28.00	24.00	22.00	50 Freestyle	32.00	32.00	29.00	27.00	26.00	24.00
1.09.00	1.09.00	1.05.00	1.02.00	51.00	47.00	100 Freestyle	1.10.00	1.10.00	1.04.00	1.01.00	57.50	54.00
37.00	37.00	34.00	31.00	27.00	24.00	50 Backstroke	37.00	37.00	32.00	31.00	30.00	27.00
1.19.00	1.19.00	1.11.00	1.09.00	1.00.00	51.00	100 Backstroke	1.19.00	1.19.00	1.12.00	1.07.00	1.04.00	58.00
40.00	40.00	39.00	36.00	31.00	26.00	50 Breaststroke	40.00	40.00	38.00	36.00	34.00	30.00
1.32.00	1.32.00	1.25.00	1.19.00	1.06.00	59.00	100 Breaststroke	1.32.00	1.32.00	1.26.00	1.21.00	1.12.00	1.06.00
36.00	36.00	33.00	31.00	27.00	23.00	50 Butterfly	34.00	34.00	33.00	29.00	28.00	26.00
1.19.00	1.19.00	1.11.00	1.05.00	1.00.00	53.00	100 Butterfly	1.20.00	1.20.00	1.15.00	1.05.00	1.03.00	58.00
1.25.00	1.25.00	1.17.00	1.10.00	1.00.00	55.00	100 I.M	1.21.00	1.21.00	1.17.00	1.10.00	1.03.00	1.01.00

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Electronic Entry Summary Sheet

PLEASE RETURN THIS SHEET WITH YOUR PAYMENT AND SPORTSYSTEM
PRINTOUTS TO THE EMAIL ADDRESS BELOW

- Payments via BACS to City of Sheffield Swim Squad Ltd (Ref TS25) Account No 19893376
Sort Code 05-08-48 Virgin Money
- A draft programme will be published on the club website for corrections.
- Please enclose a computer-generated Sportsystems printout of swims with a record of your payment.

Club			
Club Contact			
Email Address			
ENTRIES	Quantity		Sub Total
Female Entries		@ £9.00	£
Open/Male Entries		@ £9.00	£
Total No. Entries		Total Entries	£
Coaches Passes		@ £8.00	£
		Total	£

Coaches Pass DBS Information (passes will not be processed without this information)

Name	Position	Swim England Membership Number

PLEASE RETURN

To: Janine Booth
Email: teaspoongala@gmail.com

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Individual Entry Form

Name		D.O.B.	
Club		ASA No.	
Email Address		Open Male/Female	

Events

EVENT NO.	EVENT	ENTRY TIME	EVENT NO.	EVENT	ENTRY TIME
	50 Freestyle			50 Breaststroke	
	100 Freestyle			100 Breaststroke	
	50 Backstroke			50 Butterfly	
	100 Backstroke			100 Butterfly	
	100 I.M.				
Poolside Passes		@ £8.00		£	
Total No. of Entries		@£9.00 per event = Total		£	
		Total		£	

Poolside Pass Information (passes will not be processed without this information)

Parents of swimmers attending without their club wishing to chaperone their child must be DBS checked to purchase a pass.

Name	Position	Swim England Membership Number

Payments via BACS to City of Sheffield Swim Squad Ltd (Ref TS25) Account No 19893376 Sort Code 05-08-48 Virgin Money

Entries received before the 5th of July will not be accepted.

Closing date - on or before the 16th of August 2025

PLEASE RETURN

To: Janine Booth
Email: teaspoongala@gmail.com

