



City of Leeds Swimming Club

City of Leeds Swimming Club – Operation Briefing- Saturday 18th & Sunday 19th December 2021

- There will be a maximum of 350 spectators permitted in the building. Wrist bands will be sold to the first 350 people that queue. After this there will no one else permitted in the building. If you are over 350 you can buddy up with other parents to use their wrist band on their exit from the building. There will be one set price for entry ALL DAY of £10.00. The correct change would be appreciated.
- AM Warm: 0800. Entry to the building @ 0740.
- PM session: Arrive @ 1245. Enter for warm up at 1300. Swimmers who have competed in session 1 can stay inside the building where necessary keeping safe distances from other people.
- Sanitiser will be at all entry and exit points
- Entry and Exit will through the main entrance of the Aquatics.
- For warm up there will be a male and female split warm up dependent on first event.
- There will be NO one way system in place, all swimmers, coaches, officials, volunteers are asked to keep a safe distance between each other when passing.
- Face mask are always strongly encouraged to be worn by all people entering the building, except when swimmers are warming up or competing
- Where a customer reports symptom or suspects they have been exposed to COVID- 19, they will politely be asked to leave. The customer will be advised to go home and follow government guidance regarding self-isolation and the Test and Trace Policy.
** If the covid safe control measures have been adhered to, staff are not required to be sent home. Records will be maintained for 21 days for Test and Trace purposes.*
- Where a Customer reports COVID 19 symptoms whilst within the building, they will politely be asked to leave, and the previously outlined processes for isolation and test & Trace will be followed. The area will be isolated and cordoned off until it can be deep cleaned.
- All swimmers, coaches and volunteers must complete a Return to Competition Health Declaration form – this must be returned via the swim club. Before entry, club coaches / team managers will be required to sign to confirm that all forms have been received back.
- Swimmers, coaches and volunteers attending the event have been encouraged to take a Lateral Flow test within 24 hours prior to attending the gala. Anyone with a positive Lateral Flow test should follow government protocol and not attend the gala, nor should any of their close contacts, unless a negative PCR test has been achieved prior to attendance.
- Per current government protocols, anyone with any symptoms of Covid should not attend the gala. Coaches and volunteers are encouraged to check in using the NHS Test and Trace App where available. Clubs are responsible for keeping a record of the swimmers who attend the gala and their close contacts within the club.
- A series of procedures are in place for the gala so that social distancing is applied where possible and prevention of spread is minimised throughout the marshalling and racing process. This means that, in the case of a positive test, the affected group should be within a single club and isolation requirements should be determined by the club based on the bubbles used in seating.
- Where someone attending the gala (swimmer, coach, or volunteer) reports COVID 19 symptoms during the gala, they and anyone in their bubble or who they have not been able to distance from will be asked to leave, go home, and follow the latest Government guidance regarding self-isolation and the Test and Trace Policy. Affected areas will be cordoned off / isolated. Gala volunteers will contact the Centre management team to advise of the situation and arrange for deep cleaning to take place.



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- Swimmers, Coaches, Officials and Volunteers will be encouraged to scan the NHS QR code, before entering the building.
- All swimmers, coaches and volunteers must complete a Return to Competition Health Declaration form – this must be returned via the swim club. Before entry, club coaches / team managers will be required to sign to confirm that all forms have been received back.
- Clubs are responsible for keeping a record of the swimmers who attend the gala and their close contacts within the club.
- Hand gels and sanitisers are available to everyone within the building at multiple locations and they have been encouraged to use them on entry and frequently throughout the gala.
- Sharing of equipment is restricted wherever possible.
- Coaches and Swimmers will bring their own equipment which must be disinfected prior to attendance.
- Kit boxes will not be provided
- Coaches and Athletes will take all personal equipment home with them after competing and disinfect after use at home.
- Swimmers must have a clearly identified drinks bottle. Drinks will not be shared at any time
- Swimmers, Coaches, Officials and Volunteers will be reminded if they need to cough or sneeze, they should cover their nose and mouth or sneeze/cough into a bent elbow and immediately wash their hands in all cases with soap and water in the toilet area or in the chlorinated water if swimming. Alternatively cough or sneeze underneath the water surface.
- Athletes are asked to arrive “beach ready” for the warm up, they will leave their clothes in their seating area. Competitors will be permitted to change into race costumes after their warm up in individual changing cubicles. Possible congestion in the changing area will be monitored by a volunteer.
- Water fountains are available for use. The Active Leeds Reopening SOP must be used as reference for safe use.
- Hand Sanitisers with an alcohol content of at least 60% in line with PHE advice will be set up at entry / exit and high touch areas. Sufficient stock levels will be maintained.
- All users groups for the competition will be encouraged to maintain personal hygiene and safe distancing measures.
- All user groups for the competition will be encouraged to keep a safe distance from others in communal areas.
- Swimmers are all registered members of Swim England.
- Competition technical rules, ‘event conditions’, have been developed in addition to the Risk Assessment. Conditions have been submitted to the appropriate Swim England Regional Licensing Officer with the licensing application.
- A list of event timings has been distributed, and swimmers will arrive to warm up, race and depart as close to their event time where possible.
- Entries and withdrawals have been accepted online in advance of competition. No entries are to be taken on the day.



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- There will be no formal presentations made, medals will be able to be collected from the score board end by a City of Leeds Volunteer.
- Start sheets will be given to each coach and TM and Marshalls - they will not be displayed.
- Results will be on line there and no results will be posted in facility.

<https://liveresults.swimleeds.org.uk/2021/city-of-leeds-christmas-cracker-2021>

City of Leeds Xmas Cracker Meet 21							
Session - 1							
Event	Sex	Stroke/Distance	Type	Heats	Start	Total	Cumulative
101	Y	800 Fr	Heats	7	04:30	01:25	01:25
102	Y	1500 Fr	Heats	4	05:55	01:28	02:53
Estimated Session Finish Time 07:23							
Session - 2							
Event	Sex	Stroke/Distance	Type	Heats	Start	Total	Cumulative
201	B	400 IM	Heats	4	09:00	00:29	00:29
202	G	200 IM	Heats	13	09:29	00:50	01:19
203	B	100 Ba	Heats	10	10:19	00:26	01:45
204	G	100 Fr	Heats	19	10:45	00:39	02:24
205	B	200 Br	Heats	5	11:24	00:22	02:46
206	G	200 Fl	Heats	4	11:46	00:16	03:01
207	B	50 Fl	Heats	12	12:01	00:17	03:18
208	G	50 Br	Heats	17	12:18	00:26	03:44
Estimated Session Finish Time 12:44							
Session - 3							
Event	Sex	Stroke/Distance	Type	Heats	Start	Total	Cumulative
301	G	400 Fr	Heats	8	02:00	00:51	00:51
302	B	200 Fr	Heats	11	02:51	00:38	01:29
303	G	100 Br	Heats	15	03:29	00:38	02:07
304	B	100 Fl	Heats	7	04:07	00:15	02:22
305	G	200 Ba	Heats	9	04:22	00:37	03:00
306	B	50 Ba	Heats	11	05:00	00:19	03:19
307	G	50 Fr	Heats	22	05:19	00:28	03:47
Estimated Session Finish Time 05:47							
Session - 4							
Event	Sex	Stroke/Distance	Type	Heats	Start	Total	Cumulative
401	G	400 IM	Heats	7	09:00	00:49	00:49
402	B	200 IM	Heats	11	09:49	00:43	01:32
403	G	100 Ba	Heats	13	10:32	00:33	02:05
404	B	100 Fr	Heats	14	11:05	00:28	02:33



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405	G	200 Br	Heats	8	11:33	00:34	03:08
406	B	200 Fl	Heats	3	12:08	00:12	03:19
407	G	50 Fl	Heats	16	12:19	00:23	03:42
408	B	50 Br	Heats	11	12:42	00:16	03:58
Estimated Session Finish Time 12:58							
Session - 5							
Event	Sex	Stroke/Distance	Type	Heats	Start	Total	Cumulative
501	B	400 Fr	Heats	6	02:00	00:39	00:39
502	G	200 Fr	Heats	13	02:39	00:46	01:25
503	B	100 Br	Heats	10	03:25	00:25	01:49
504	G	100 Fl	Heats	8	03:49	00:17	02:06
505	B	200 Ba	Heats	7	04:06	00:29	02:35
506	G	50 Ba	Heats	15	04:35	00:26	03:01
507	B	50 Fr	Heats	15	05:01	00:19	03:20
Estimated Session Finish Time 05:20							