

# Open Meet Licensing Criteria

**Effective 1<sup>st</sup> March 2015**

“Every swimmer must have the opportunity to swim in appropriate, quality competition to enable them to achieve their true potential”

This is the mission statement that supports the purpose of Meet Licensing and these Criteria have been developed to provide clubs and competition providers with common ground rules for the conduct and delivery of such competition. All Licensed meets shall be subject to ASA Laws and Regulations and ASA Technical Rules of Racing, and to these Criteria.

## Open Meet Levels

### **Level 1**

Meets at this level include long course National, Regional and County Championships.

Purpose: To enable athletes to achieve qualifying times suitable for entry into National, Regional and County Championships.

Pool Length: Long course (50m) only. The pool measurement certificate has to be registered with Swim England – see the Facilities section of the Swim England online library for more information.

Entry Criteria: A minimum qualifying time is required. Swimmer's submitted entry time can be verified in Rankings and must be from Level 1 or 2 for National events, and from Level 1, 2 or 3 for Regional and County Championships. County Championships and Open Meets may choose to accept entry times from Level 4 meets.

Events: Meets can be held at any time, subject to the restrictions shown on the Swim England Competition Calendar and below, and the programme must include at least one 400m event for each gender.

Meets in the qualifying period for the British Summer Championships and the Swim England Summer Meet must additionally include 800m and 1500m Freestyle events for each gender on the programme.

Age Groups: Open Meets may choose as at 31<sup>st</sup> December in year of competition or age on the last day of competition.

Minimum Age; 10 years if age as at 31<sup>st</sup> December, or 9 years if age on the last day of competition.

Electronic Timing and anti-turbulence lane ropes are required.

Officials: See requirements below.

Licence Fee: 35 pence per accepted entry.

## **Level 2**

Meets at this level include short course National, Regional and County Championships.

Purpose: To enable athletes to achieve qualifying times suitable for entry into National, Regional and County Championships.

Pool Length: Short course (25m) only. The pool measurement certificate has to be registered with Swim England – see the Facilities section of the Swim England online library for more information.

Entry Criteria: A minimum qualifying time is required. Swimmer's submitted entry time can be verified in Rankings and must be from Level 1 or 2 for National events, and from Level 1, 2 or 3 for Regional and County Championships. County Championships and Open Meets may choose to accept entry times from Level 4 meets.

Events: Meets can be held at any time, subject to the restrictions shown on the Swim England Competition Calendar and below, and the programme must include at least one 400m event for each gender.

Age Groups: Open Meets may choose as at 31<sup>st</sup> December in year of competition or age on the last day of competition.

Minimum Age; 10 years if age as at 31<sup>st</sup> December, or 9 years if age on the last day of competition.

Electronic Timing and anti-turbulence lane ropes are required.

Officials: See requirements below

Licence Fee: 35 pence per accepted entry.

## Level 3

Purpose: To enable athletes to achieve times suitable for entry into Regional and County Championships and other Meets at Level 1 or Level 2.

Pool length: Long course (50m) or Short course (25m)

Qualification Standards: Upper cut-off times are required for entry, and lower qualifying times may be set.

All entrants registered as Category Two members.

Events: Varied range of strokes and distances is recommended.

Age Groups: As at 31<sup>st</sup> December in year of competition or age on the last day of the competition.

Minimum Age: 10 years if age as at 31<sup>st</sup> December, or 9 years if age on the last day of the Competition, except for single club competitions, when ASA Law applies.

Electronic Timing is required.

Officials: See requirements below.

Licence Fee: 20 pence per accepted entry.

## Level 4

Exceptionally, Open Meets which are not Levels 1, 2 or 3, (e.g. Borough Championships), and events meeting the Swim England criteria for a Low Level Competition which are: A single club competition restricted to its members (as in Club Championships and Time Trials), or

Inter-club competitions providing:

- The event does not include more than eight clubs.
- The participating clubs must be invited by the promoter to take part in the event.
- The promoter has supplied the conditions for the event.
- The whole event takes place in one pool on one occasion and does not form a series of events, the results of which are aggregated or considered together to decide the eventual winner.

Purpose: For the development of inexperienced athletes and those seeking to compete outside their own club environment. Times recorded are suitable for entry into County Championships where acceptable to the County concerned, and Meets at Level 3.

Times are not acceptable for entry into Regional and National Events.

Pool Length - Any pool length 25m or greater. Times will go into Rankings as Short Course for pools less than 50m

Open to Category One or Two swimmers as appropriate to the competition.

Events: Varied Range of strokes and distances is recommended

Age Groups: As at 31<sup>st</sup> December in year of competition or age on the last day of the competition.

Minimum Age: as specified in ASA Law appropriate to the competition.

Electronic Timing recommended but not essential.

Officials: See requirements below

Licence Fee: 20 pence per accepted entry, or £25 per year for single club events.

## Criteria for all Licensed Meets

1. Health and Safety is paramount. A risk assessment must be carried out.
2. The minimum length of a pool used is 25 metres. The depth of the water at the starting end must be in accordance with Swim England guidelines and the Pool Operator's Standard Operating Procedures.
3. Adequate provision must be made for swimmers to warm-up. In the case of Level 1 or 2 Meets, if facilities exist for swim-down within the venue, they must be made available.
4. In the case of Level 1 or 2 Meets, if there are backstroke starting ledges at the venue, they must be made available.
5. Sufficient poolside accreditation must be available for clubs to maintain adequate supervision of their athletes.
6. "First come-first served" entry acceptance is available at levels 3 or 4 only.
7. No session of competition shall be longer than 3 hours without a scheduled break in the programme of events. A maximum of 7.5 hours swimming shall be programmed in any one day.
8. Results must be processed using meet management software capable of automated input into British Rankings. Results to be submitted within 5 working days of completion of the competition
9. A Licence is issued by the Regional Licensing Officer (RLO) of the Region to which the organizing club is affiliated, subject to submission of a valid application form.
10. Promoters holding a meet outside of their own region must have the agreement of the RLO of the host Region, who has the right to insist on specific conditions to suit the swimming programme in the host Region.
11. Reports and returns to be sent to the RLO, including payment of fees, within 14 days of the competition.
12. A detailed report to be submitted to the RLO by the Referee upon completion of the competition.
13. The RLO may lay down sanctions to be taken in the event of non-compliance with the criteria.
14. In the event of any dispute regarding meet licensing, appeals can be made by the Promoter of the event to the National Licensing Panel via the Swim England Swimming Management Group.

## Points to Note

1. Meets at any level can take part at any time of year with the exception of specified “protected” dates when meets of certain levels may not be permitted in certain geographical areas.
2. County Championships are scheduled to take place in January and February.
3. A club may hold a competition within the County Period, but may not accept entries from clubs in the same or any adjacent County if that County Association is holding a corresponding event on that day.
4. Regional Championships are scheduled to take place in April and May. No Level 1 or Level 2 meet will be licensed in a Region on the same date as the Regional Championships of that Region.
5. Licensing of league events is subject to separate criteria, which can be found in the Swim England library at <http://www.swimming.org/sport/licensed-meets/>
6. The attention of Regions and Counties is drawn to the “Swimming Pathway Implementation” document, with regard to essential and desirable elements for inclusion.

## Application

1. Applications for a meet licence must be made on the standard form.
2. Applications must be received by the Regional Licensing Officer at least 2 months before the date of the meet together with all the information requested on the application form. Apply at least 3 months ahead of any proposed advert in Swimming Times.
3. Applications will not be forwarded to the National Licensing Office until complete information is available.
4. The proposed date of the competition must comply with the National Licensed Meet Calendar plan.
5. The meet information must indicate clearly the level of swimmer that the meet is intended for by reference to the licensing level.
6. Counties and Regions must complete the application process and supply the relevant information. They do not have to pay any levy for their Annual Championships providing they are held within the allocated period.
7. The National Swimming League Final, BUCS Long & Short Course Championships, Inter County Competitions and the ESSA National Individual Championships must make application to be licensed to the appropriate Regional Licensing Officer. They do not have to pay any levy.
8. The Regional Licensing Officer may request applicants to vary their application to give a better provision of swimming in a particular area.
9. All licence applications require approval by the National Licensing Office following recommendation of the Regional Officer.
10. Applicants should note that a Licence Number is required by “Swimming Times” magazine before any advertisement, containing reference to the meet being licensed, can be published.

## Officials' Requirements

Below are detailed the MINIMUM number of Technical Officials required for Licensed Meets from with effect from 1<sup>st</sup> March, 2015.

They form part of the Licensed Meet Criteria and should be read in conjunction with them.

All individuals officiating at any meet of any level must be a member of a club affiliated to either Swim England, Scottish Swimming or Swim Wales or be a member of the IOS, or be a FINA listed official if from a foreign country.

Expenses must be offered.

### **LEVEL 1**

All Officials are required to be qualified and licensed for the role undertaken.

Referee [2]

Starter [1]

Judge of Stroke [2]

Chief Timekeeper [1]

Finish Judge [2]

Chief Inspector of Turns [2]

Inspector of Turns/Timekeeper

Start End – 1 per lane

Turning End – at least 1 per two lanes i.e. 8 lane pool = a minimum of 4

Inspectors of Turn

### **LEVEL 2**

All Officials are required to be qualified and licensed for the role undertaken.

Referee [2]

Starter [1]

Judge of Stroke [2]

Chief Timekeeper [1]

Finish Judge [2]

Chief Inspector of Turns [2]

Inspector of Turns/Timekeeper

Start End – 1 per lane

Turning End – at least 1 per two lanes i.e. 8 lane pool = a minimum of 4

Inspectors of Turn

## LEVEL 3

At least one qualified, Licensed Referee shall be appointed for each session.

Referee [1] – Licensed and qualified as a Referee

Starter [1] – Qualified to at least J2(S)

Judge of Stroke [2] – Qualified to at least J1

Chief Timekeeper [1] - Qualified to at least J1

Finish Judge [2] – Qualified to at least J1

Inspector of Turns/Timekeeper

Start End – 1 per lane, an individual who is at least J1 in training and qualified as Timekeeper

Turning End – at least 1 per two lanes i.e. 8 lane pool = a minimum of 4 Inspectors of Turn, all of whom must be at least J1 in training and qualified as Timekeeper

N.B. Inspectors of turn/timekeepers must be qualified as Timekeeper and actively working towards a J1 qualification as an absolute minimum. It would be desirable to have qualified J1s at both the start and turn end of the pool.

## LEVEL 4

Referee [1] – Licensed and qualified to at least J2(S)

Starter [1] – Qualified to at least J2

Judge of Stroke [2] – Qualified to at least J1

Finish Judge [2] - No qualification or training required

Chief Timekeeper [1] – At least J1 in training and qualified as Timekeeper

Inspector of Turns/Timekeeper

Start End – 1 per lane, an individual who is at least qualified as Timekeeper

Turning End – at least 1 per two lanes i.e. 8 lane pool = a minimum of 4 Inspectors of Turn, all of whom must be at least qualified as Timekeeper