

Open Meet Licensing Criteria – effective 1st 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 the ASA. See <http://www.swimming.org/asa/facilities/pool-length/>

Entry Criteria: A minimum qualifying time is required. Swimmers submitted entry time can be verified in Rankings and must be from level 1 or 2 for National events and 1, 2 or 3 for Regional and County Championships.

County Championships and Open Meets may choose also to accept entry times from level 4 meets.

~~Events: Meets can be held at any time, subject to the closed periods, below, but all events 50m – 1500m must be included in the schedule for meets in the qualifying period for the British Summer Championships. At other times of the year, the programme must include at least one 400m event for each gender.~~

Events: Meets can be held at any time, subject to restrictions shown on the ASA 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 must additionally include 800m and 1500m freestyle events on the programme.

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

Minimum Age: 10 years if age as at 31st December, or 9 years if age on the last day of the 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 the ASA. See <http://www.swimming.org/asa/facilities/pool-length/>

Entry Criteria: A minimum qualifying time is required. Swimmers submitted entry time can be verified in Rankings and must be from level 1 or 2 for National events and 1, 2 or 3 for Regional and County Championships.

County Championships and Open Meets may choose also to accept entry times from level 4 meets.

~~Events: Meets can be held at any time, subject to the closed periods, below, but all events 50m–1500m must be included in the schedule for meets in September, October and November. At other times of the year, the programme must include at least one 400m event for each gender.~~

Events: Meets can be held at any time, subject to restrictions shown on the ASA 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 31st December in year of competition or age on the last day of the competition.

Minimum Age: 10 years if age as at 31st December, or 9 years if age on the last day of the 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 31st December in year of competition or age on the last day of the competition.

Minimum Age: 10 years if age as at 31st 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 ASA 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 31st 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 ASA 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. Sufficient poolside accreditation must be available for clubs to maintain adequate supervision of their athletes.
5. "First come-first served" entry acceptance is available at levels 3 or 4 only.
6. 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.
7. Results must be processed using meet management software capable of automated input into British Swimming Rankings. Results to be submitted within 5 working days of completion of the competition
- ~~8. A Licence is issued by the Regional Licensing Officer (RLO) subject to submission of a valid application form.~~
8. A Licence is issued by the Regional Licensing Officer (RLO) of the Region to which the organising club is Affiliated, subject to submission of a valid application form.
9. Reports and returns to be sent to the RLO, including payment of fees, within 14 days of the competition.
10. A detailed report to be submitted to the RLO by the Referee upon completion of the competition.
11. The RLO may lay down sanctions to be taken in the event of non-compliance with the criteria.

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. 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.
3. 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.
4. No League events other than the Arena League National Final are to be Licensed until suitable software and procedures are agreed to guarantee the quality of swimmer data and identity.
- ~~5. Nine year olds are not permitted to swim in 100m events other than the 4 x 25m Individual Medley.~~
5. 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 National Licensing Panel. 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.

Below are detailed the minimum number of Technical Officials required for Licensed Meets from with effect from 1st 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 the ASA, Scottish Swimming or Swim Wales or a member of the IOS, or a FINA 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 Turn/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 Turn/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 a minimum of J1.

Chief Timekeeper [1] - Qualified to at least a minimum of J1.

Finish Judge [2] – Qualified to at least a minimum of J1.

Inspector of Turn/Timekeeper

Start End [1 per lane] – an individual who is a minimum of J1 in training and qualified to 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 a minimum of J1's in training and qualified as a 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 J1's 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] - minimum of J1 in training and qualified to timekeeper.

Inspector of Turn/Timekeeper

Start End [1 per lane] – Qualified to a minimum of 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 qualified to a minimum of timekeeper.

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