

OPEN MEET LICENSING GUIDELINES

This document provides common ground rules for the conduct of swimming events to ensure that, wherever possible, every swimmer will have the opportunity to swim in appropriate, quality competition to enable them to achieve their full potential.

The document 'Success is Long Term' gives excellent background information about the rationale behind Meet Licensing.

Application:

1. Applications for a meet licence must be made on the standard form.
2. Applications must be submitted to the Regional Licensing Officer at least 3 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 Officer 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 Panel 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 Panel following recommendation of the Regional Panel.
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.

Criteria:

1. Health & Safety is paramount. The guidelines in the ASA Handbook must be complied with.
2. A risk assessment must be carried out.
3. Pools used for licensed meets should be a minimum of 25 metres long. The depth of water at the starting end of the pool shall be in accordance with the guidelines issued by the ASA with reference to the document 'Diving into shallow water'
4. Electronic timing must be used for Meets at level 1,2 and 3.
5. Anti-turbulence lane lines, starting blocks and turning flags must be provided.
6. Adequate provision must be made for swimmers to warm up.
7. Sufficient Poolside Accreditation must be available for clubs to maintain adequate supervision of their athletes. (As a guide, a ratio of 1:10 should be considered as the minimum requirement where athletes are 11years and over.)
8. Ages shall be at the last day of the meet/series of meets.
9. Licence number to be included on all information.
10. A maximum of 7 ½ hours swimming can be programmed to take place in any competition day. A session starts when the first heat/final starts and finishes when the last swimmer leaves the pool. Presentations made between events are part of the 'swimming' session
11. A Referee must be appointed in advance of the closing date for entries to ensure their availability to receive and decide upon all protests of a general nature
12. No official shall be expected to work more than 3 hours without a break.
13. Results must be processed using meet management software automated input into British swimming rankings. Contact Rankings for further information. Promoters without

compatible software must submit results in Neutral Data format . Use this link to download instructions. <http://www.swimming.org/asa/library/document/rankings-neutral-data-format>

14. Results sheets should include recorded split times where appropriate
15. Following the meet, the information required by the GB Rankings Department must be sent within 5 working days of the completion of the meet
16. All returns to the Regional Licensing Officer including payment to be made within 14 days of the meet.
17. Events: 100m events for 9yr old swimmers are not permitted, except 4x25m Individual Medley.

Qualifying Times and Upper Limit Times

This Licensing system requires meets to have both Qualifying Times and Upper Limit times where stipulated.

<u>Level 1 Meets:</u>	A minimum set of qualifying standards is published below. No upper limit time is required.
<u>Level 2 Meets:</u>	A minimum standard is published below. No upper limit time is required.
<u>Level 3 Meets:</u>	Upper limit times and qualifying times are required.
<u>Level 4 Meets:</u>	Upper Limit times required (except for Club Championships) No lower qualifying times required.

National Licensed Meet Calendar

1. A competition calendar provides dates allocated to particular Championships and competitions, which must be avoided by Open Meet organisers. (e.g National League Galas. County Championships currently scheduled to take place during February and March.) <http://www.swimming.org/library/document/swimming-calendar>
2. A competition may be licensed within the County period providing no entries are accepted from clubs in the same or any adjacent County holding a corresponding event on the same day.
3. A competition may be licensed providing there is no National Swimming League competition within that Region on that day. In such a competition entries must only be accepted from Clubs who do not take part in ANY National League gala on that date.
4. Wherever possible, dates will be published a number of years ahead.
5. The competition year will commence on 1st September each year.

Monitoring

1. Meet Organisers are required to complete and return a Report Form to their Regional Licensing Officer.
2. The Referee is required to complete a Report Form.
3. All forms are available from <http://www.swimming.org/asa/clubs-and-members/licensed-meets/> or your Regional Licensing Officer.
4. The National Licensing Panel may lay down sanctions to be taken in the event of non-compliance with the criteria.

Meet Requirements from September 2010

Meet	Pool Length	Qualification for	Upper Time Limit	Lower Qualifying Time	Event Content/other requirements	Officials See note (b)	Levy per entry accepted
Level 1	50m only	National and Regional Championships	Not required	Minimum standard- See table below	To include at least one distance event of 400m or over in each age group and sex. Entries not acceptable first come-first served Swim down facility to be provided if available at the same venue.	All qualified for the duty in which they are used. All judges must be licensed officials From September 2011 the minimum qualification shall be licensed Judge 1 for all officials.	25p
Level 2	Short Course only	National and Regional Championships	Not required	Minimum standard – See table below	As Level 1	As Level 1	25p
Level 3	Either- LC or SC (min 25m)	Regional Championships and levels 1 & 2.	Not faster than NQT. See note (a)	Minimum standard to be applied. See note (a)		At least one Referee must be qualified	15p
Level 4	Any- Minimum 25m	County Championships and level 3	Not faster than NQT. See note (a)	Not required	Where more than one club competes	Minimum qualification of the Referee to be Judge2S	15p
Level 4	Any- Minimum 25m	County Championships and level 3	Not required	Not required	Where only one club competes e.g. Club Championships	Minimum qualification of the Referee to be Judge2S	£25 per application

Notes

(a) Clubs must use upper time limits and lower qualifying standards to reflect the grade of the swimmer for whom the competition is designed. A National qualification upper time may be used towards the end of the competition year for those swimmers not attaining national qualification. Adequate provision for all swimmers must be provided throughout the competition year.

(b) All officials must be registered members of the ASA, SASA or WASA and shall be offered expenses. Full details of the minimum numbers of officials for the various levels of competition can be found in the ASA Handbook under ASA Guidance to Swimming competition Management. Officials under training may perform the duty for which they are training provided a qualified mentor fulfilling that role accompanies them.

The minimum number of Technical Officials required for Licensed Meets from 1st September 2011.

LEVEL 1

All Officials to be licensed for the role undertaken.

Referee [1]

Starter [1]

Judge of Stroke [2]

Finish Judge [2]

Inspector of Turn/Timekeeper –

Start End [1 per lane]

Inspector of Turn-Turn End [1 per two lanes] i.e. 8 Lane pool = 4 Insps of Turn etc.

LEVEL 2

All Officials to be licensed for the role undertaken.

Referee [1]

Starter [1]

Judge of Stroke [2]

Finish Judge [2]

Inspector of Turn/Timekeeper –

Start End [1 per lane]

Inspector of Turn – Turn End [1 per two lanes] i.e. 8 Lane pool = 4 Insps of Turn etc.

LEVEL 3

At least one licensed Referee shall be appointed for each session

Referee [1]

Starter [1]

Judge of Stroke [2]

Finish Judge [2]

Timekeeper [1 per lane]

Inspectors of Turn [1 per two lanes at each end of the pool]

LEVEL 4

The Referee should be licensed with the minimum qualification of Judge 2S

Referee [1]

Starter [1]

Judge of Stroke [2]

Finish Judge [2]

Chief Timekeeper [1 where AOE is not in use]

Timekeeper [1 per lane]

Inspector of Turn [1 per two lanes at each end of the pool]

Minimum Qualifying Standards for Level 1 Meet

(Data valid from 1st September 2009)

Level 1 Meets in Long Course Pools only

Level 1 Licensed Meet - Minimum Permitted Qualifying Times - Long Course Pool										
BOYS										
EVENT	9	10	11	12	13	14	15	16	17	OPEN
50m Freestyle	42.6	39	37	34.9	33	31.3	29.7	28.7	28.4	27.4
100m Freestyle			1:18.8	1:13.7	1:09.8	1:06.9	1:04.4	1:02.6	1:01.5	1:00.5
200m Freestyle	3:23.4	3:03.6	2:51.3	2:40.8	2:32.6	2:25.6	2:20.7	2:16.3	2:13.7	2:13.7
400m Freestyle	7:22.5	6:26.4	5:56.0	5:38.1	5:21.8	5:07.0	4:57.6	4:49.1	4:44.6	4:43.4
800m Freestyle	15:25.3	13:39.3	12:44.6	11:47.1	11:12.8	10:42.5	10:21.8	10:05.0	9:55.5	9:52.5
1500m Freestyle	29:14.2	26:08.9	24:44.7	22:20.5	21:16.6	20:19.0	19:37.1	19:07.7	18:49.0	18:43.3
50m Breaststroke	56.8	51.6	48.2	44.6	41.8	39.7	37.8	36.8	35.8	34.9
100m Breaststroke			1:41.5	1:34.7	1:28.8	1:24.6	1:21.4	1:18.9	1:17.0	1:15.8
200m Breaststroke	4:20.5	3:57.2	3:39.1	3:25.2	3:12.5	3:02.5	2:55.4	2:51.6	2:47.0	2:43.9
50m Butterfly	48.8	43.5	40.8	38.1	35.9	34	32.2	31.4	30.6	29.7
100m Butterfly			1:27.7	1:21.5	1:16.8	1:12.8	1:09.8	1:07.8	1:06.5	1:05.0
200m Butterfly	4:03.7	3:32.3	3:12.5	2:59.9	2:49.9	2:40.9	2:34.4	2:30.4	2:27.6	2:24.7
50m Backstroke	50.3	46	43.2	40.5	38.2	36.1	34.5	33.5	32.7	31.7
100m Backstroke			1:29.8	1:24.1	1:19.2	1:15.0	1:12.2	1:10.3	1:09.3	1:07.5
200m Backstroke	3:46.7	3:25.8	3:12.0	3:00.7	2:50.3	2:42.3	2:36.0	2:31.4	2:28.6	2:26.7
200m Individual Medley	3:52.0	3:29.6	3:14.3	3:02.8	2:52.7	2:44.8	2:38.4	2:33.9	2:31.0	2:29.2
400m Individual Medley	8:21.9	7:26.3	6:50.8	6:26.7	6:06.4	5:49.3	5:36.2	5:27.6	5:22.6	5:17.2
GIRLS										
EVENT	9	10	11	12	13	14	15	16	17	OPEN
50m Freestyle	42.8	39.8	37.3	35.4	34	32.9	32.2	31.9	31.8	30.5
100m Freestyle		1:26.2	1:19.3	1:15.2	1:12.7	1:10.7	1:09.6	1:08.8	1:08.1	1:07.3
200m Freestyle	3:29.1	3:04.4	2:51.3	2:42.5	2:36.2	2:32.1	2:29.1	2:27.5	2:25.8	2:25.8
400m Freestyle	7:20.7	6:27.4	5:56.4	5:38.8	5:26.3	5:18.0	5:12.8	5:09.2	5:06.3	5:06.3
800m Freestyle	15:04.1	13:17.4	12:19.6	11:39.0	11:10.8	10:56.0	10:45.5	10:36.0	10:35.1	10:28.3
1500m Freestyle	28:54.0	25:29.4	23:38.6	22:25.8	21:30.4	21:00.8	20:43.1	20:22.9	20:22.9	20:05.1
50m Breaststroke	57	51.2	47.8	45	43.1	41.5	40.6	40.1	39.8	38.6
100m Breaststroke		1:50.3	1:41.6	1:35.2	1:30.8	1:28.5	1:27.5	1:26.1	1:25.2	1:23.6
200m Breaststroke	4:27.3	3:55.5	3:36.6	3:24.9	3:15.5	3:09.5	3:06.7	3:05.8	3:04.0	2:59.8
50m Butterfly	48.2	44	40.7	38.6	36.7	35.7	34.8	34.2	34.2	32.6
100m Butterfly		1:37.1	1:27.9	1:22.6	1:19.1	1:17.2	1:15.5	1:14.8	1:14.0	1:12.1
200m Butterfly	3:56.6	3:34.6	3:12.6	3:01.7	2:53.5	2:48.0	2:45.7	2:43.3	2:41.3	2:38.3
50m Backstroke	50.2	46	43.1	40.9	39.4	38	37	36.6	36.3	35.3
100m Backstroke		1:37.5	1:29.9	1:24.5	1:21.7	1:19.6	1:17.9	1:17.1	1:16.3	1:14.6
200m Backstroke	3:52.7	3:26.3	3:11.0	3:00.6	2:54.3	2:49.8	2:45.8	2:43.9	2:42.8	2:39.9
200m Individual Medley	3:55.2	3:29.6	3:14.3	3:03.3	2:56.8	2:52.3	2:48.9	2:46.9	2:45.5	2:43.7
400m Individual Medley	8:24.4	7:26.2	6:47.3	6:24.9	6:10.6	6:02.0	5:55.2	5:50.8	5:48.7	5:43.9

Minimum Qualifying Standards for Level 2 Meet

(Data valid from 1st September 2009)

Level 2 Meets in Short Course Pools only

Level 2 Licensed Meet - Minimum Permitted Qualifying Times - Short Course Pool										
BOYS										
EVENT	9	10	11	12	13	14	15	16	17	OPEN
50m Freestyle	42.1	39.3	37.2	35.1	33.1	31.3	29.9	29	28.4	27.4
100m Freestyle			1:20.6	1:15.7	1:11.1	1:07.3	1:04.6	1:02.6	1:01.4	1:00.2
200m Freestyle	3:22.8	3:06.0	2:54.8	2:44.7	2:35.0	2:26.6	2:20.8	2:16.3	2:13.8	2:12.9
400m Freestyle	7:20.6	6:31.8	6:06.0	5:46.0	5:26.8	5:10.4	4:57.5	4:48.7	4:42.5	4:42.5
800m Freestyle	15:23.9	13:54.6	12:55.2	12:06.4	11:23.5	10:49.4	10:23.8	10:05.0	9:52.4	9:52.4
1500m Freestyle	29:13.5	26:50.1	24:40.7	22:48.6	21:33.8	20:30.4	19:43.1	19:06.6	18:45.1	18:44.3
50m Breaststroke	55.1	51.3	48	45.1	41.9	39.6	37.7	36.4	35.7	34.4
100m Breaststroke			1:43.4	1:36.9	1:30.1	1:25.1	1:21.0	1:18.4	1:16.7	1:15.0
200m Breaststroke	4:17.8	3:59.0	3:42.4	3:29.2	3:15.3	3:03.9	2:55.8	2:50.7	2:46.3	2:42.3
50m Butterfly	47.4	43.8	41	38.8	36.4	34.3	32.5	31.5	30.7	29.6
100m Butterfly			1:30.4	1:24.6	1:19.1	1:14.4	1:10.7	1:08.8	1:07.0	1:05.1
200m Butterfly	4:08.3	3:37.3	3:18.2	3:06.6	2:54.7	2:44.7	2:35.5	2:31.7	2:26.9	2:24.4
50m Backstroke	48.6	45.1	42.5	40.3	37.6	35.8	33.9	32.6	32.1	30.4
100m Backstroke			1:30.5	1:25.2	1:19.7	1:15.0	1:11.5	1:09.3	1:07.6	1:05.4
200m Backstroke	3:43.8	3:26.7	3:13.3	3:02.6	2:51.1	2:41.4	2:34.3	2:29.8	2:27.0	2:22.9
200m Individual Medley	3:49.7	3:32.2	3:17.6	3:06.8	2:55.8	2:45.3	2:38.2	2:33.7	2:30.5	2:27.6
400m Individual Medley	8:15.6	7:35.6	6:59.7	6:34.3	6:12.0	5:50.3	5:34.6	5:25.4	5:18.7	5:14.9
100m Individual Medley	1:47.4	1:39.6	1:33.9	1:28.7	1:23.1	1:18.1	1:14.7	1:11.8	1:10.3	1:07.7
GIRLS										
EVENT	9	10	11	12	13	14	15	16	17	OPEN
50m Freestyle	42.6	39.9	37.7	35.7	34.3	33.3	32.5	32	31.9	30.5
100m Freestyle		1:27.6	1:21.3	1:16.6	1:13.5	1:11.3	1:09.9	1:08.7	1:08.4	1:07.1
200m Freestyle	3:24.5	3:06.8	2:55.4	2:44.9	2:38.0	2:33.5	2:30.2	2:28.0	2:26.4	2:26.1
400m Freestyle	7:25.4	6:35.7	6:04.9	5:43.7	5:29.8	5:20.8	5:13.8	5:10.2	5:07.2	5:07.2
800m Freestyle	15:17.5	14:05.0	12:34.3	11:50.8	11:17.3	10:57.8	10:46.5	10:37.8	10:34.5	10:29.5
1500m Freestyle	29:30.3	27:10.4	24:15.5	22:51.6	21:46.8	21:23.8	20:52.5	20:30.7	20:24.2	20:14.7
50m Breaststroke	55.9	51.7	48.3	45.4	43.2	41.8	40.8	40.3	40	38.5
100m Breaststroke		1:52.5	1:43.5	1:37.3	1:32.3	1:28.7	1:27.1	1:26.2	1:24.9	1:23.2
200m Breaststroke	4:20.0	3:59.5	3:42.1	3:28.8	3:18.2	3:11.5	3:07.9	3:05.8	3:04.1	2:58.7
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100m Butterfly		1:39.3	1:30.9	1:24.9	1:21.2	1:18.3	1:16.9	1:15.8	1:14.9	1:12.2
200m Butterfly	4:11.0	3:40.0	3:20.2	3:06.4	2:57.3	2:51.0	2:46.9	2:44.8	2:42.8	2:39.0
50m Backstroke	48.9	45.3	42.7	40.5	38.7	37.5	36.8	36.1	35.8	34.4
100m Backstroke		1:38.5	1:31.0	1:25.3	1:21.4	1:19.0	1:17.1	1:16.1	1:15.6	1:13.6
200m Backstroke	3:46.2	3:28.7	3:12.5	3:01.7	2:54.3	2:49.2	2:44.8	2:42.4	2:40.6	2:38.3
200m Individual Medley	3:51.6	3:32.7	3:17.9	3:06.3	2:58.8	2:53.1	2:49.5	2:47.2	2:45.7	2:44.2
400m Individual Medley	8:12.3	7:35.3	6:57.3	6:32.0	6:14.4	6:03.1	5:55.8	5:50.5	5:48.2	5:44.5
100m Individual Medley	1:48.8	1:38.5	1:34.2	1:29.1	1:24.9	1:22.6	1:20.9	1:19.4	1:18.9	1:16.5