

## 2018 Meet Licensing – Levels & Requirements

Level 4 (National Championship Meets)	Level 3	Level 2	Level 1 (Inter Club & Club Open Meets)
Irish Open Championships  *Irish SC Championships  Irish Summer Nationals  Dave Mc Cullagh Meet   Electronic timing must be operational  <b>Minimum Qualified Officials required:</b> <ul style="list-style-type: none"> <li>• 1 National Referee</li> <li>• 1 Referee (must be licenced as National Judge or higher)</li> <li>• 1 Starter (must be licenced as National Judge or higher)</li> <li>• 4 Judges (must be licenced as National Judge or higher)</li> <li>• 2 Judges (must hold at least a Probationary licence)</li> </ul>	Irish Div 2 Meet  *Regional Yth/Sen LC Ch  *Regional Age Group LC Ch  **Regional SC Championships  Irish Minor Schools Championships  Schools Interpro  Electronic timing must be operational  <b>Minimum Qualified Officials required:</b> <ul style="list-style-type: none"> <li>• 1 National Referee</li> <li>• 1 Referee (must be licenced as National Judge or higher)</li> <li>• 1 Starter (must be licenced as National Judge or higher)</li> <li>• 2 Judges (must be licenced as National Judge or higher)</li> <li>• 2 Judges (must hold at least a Probationary licence)</li> </ul>	*Regional Development Meets  **Regional Qualifying Meets  Regional Schools Championships   Full Electronic timing must be operational at Regional Qualifying Meets  Full or semi-automatic Electronic timing should be operational at Regional Development Meet  <b>Minimum Qualified Officials required:</b> <ul style="list-style-type: none"> <li>• 1 Referee (must be licenced as National Judge or higher)</li> <li>• 1 Starter (must be licenced as National Judge or higher)</li> <li>• 2 Judges (must hold at least a Probationary licence)</li> </ul>	*Meets with two or more Clubs (either Invitation or Open)      Full or semi-automatic Electronic timing should be operational.  Where electronic timing is not in use times cannot be used for qualifying meets.  <b>Minimum Qualified Officials required:</b> <ul style="list-style-type: none"> <li>• 1 Referee (must be licenced as National Judge or higher)</li> </ul> <i>Semi-automatic timing is use of the full timing system except for the pads themselves</i>
* Times must have been achieved at previous Irish SC Championships or at Regional SC Championships.	* Times achieved can be used for Irish Summer Nationals or Irish Div 2 Meet. ** Times achieved can be used for Irish SC Championships	* Times achieved can be used for Regional Qualifying Meets ** Times achieved can be used for Regional Championships	* Times achieved can be used for Regional Development and Regional Qualifying Meets

Short course meets organised by Irish clubs wishing to be considered as qualifiers for Irish SC Championships must meet standards of a Level 3 licence and their application must be approved by their regional competitions committee. Long course meets organised by clubs who would like them to be considered as qualifiers for Irish Summer Nationals must meet the requirements of a Level 3 Licence and must apply to their region for the meet to be nominated to Swim Ireland as a Qualification meet.

The level of qualification acceptable for officials will vary depending on the level of competition and all meets must have a timekeeper assigned to each lane.

A probationary judge is an individual who has attended the Officials School but has not yet been formally assessed in the role.



## Steps in Applying for a Meet Licence

- Step 1** Dates to be agreed within each region and the regional calendar to be forwarded to be forwarded to the Swim Ireland Competitions Officer before the end of July each year
- Step 2** Complete Swim Ireland Meet Licence Application Form and return to the relevant **Regional Meet Licence Co-ordinator** no more than 4 months and no later than 2 months prior to the month the competition is to be held in.
- Step 3** Licence Application will be reviewed within one month of application
- Step 4** A decision will be returned to the club within two weeks of the review and a license number will be issued which should be published with all meet paperwork.
- Step 5** At least 14 days prior to the competition the names of relevant technical officials e.g. referee, starter, electronic timing operator, recorder along a session report (no session should be longer than 4 hours) should be forwarded to the Regional Meet Licence Co-ordinator.
- Please note:**
- **The License will be invalidated if this information is not received.**
  - **Contact details for the Lead Referee must be included and the Meet Licencing Co-ordinator will correspond independently with the Referee to confirm availability and in relation to Referee reporting requirements**
- Step 6** Meet is run
- Step 7** Following the Meet, the meet recorder must forward a back- up of the gala in Hy-tek format along with a complete list of all officials to the Regional Meet Licence Co-ordinator. The Referee must submit the Referees report and checklist. These must be received within 14 days of the completion of the meet.
- Step 8** All paperwork is reviewed by the National Co-ordinator. **Times will not be accepted and entered onto the national database until all of the paperwork has been received and reviewed. The National Co-ordinator will follow up with meet organisers to highlight any issues identified in the post event reports. Breaches of**



## Meet Licensing – The Process

### Additional Information

#### CLUBS AND REGIONS SHOULD ENSURE THE FOLLOWING;

1. The correct club abbreviation is used (these can be found on the SI website/ranking/results)
2. All entrants have a SI registration no.
3. All names are correctly spelled (this applies especially to surnames beginning with Mac or Mc. The spelling accepted by LEN and FINA is Mac Carthy or Mc Carthy (note the space). In the case of names beginning with O, these should not have a space but should be spelled as O'Donovan.

#### Contact details:

**Leinster:** [meetlicencingleinster@swimireland.ie](mailto:meetlicencingleinster@swimireland.ie)

**Munster:** [meetlicencingmunster@swimireland.ie](mailto:meetlicencingmunster@swimireland.ie)

**Connacht:** [meetlicencingconnacht@swimireland.ie](mailto:meetlicencingconnacht@swimireland.ie)

**Ulster:** [meetlicencingulster@swimireland.ie](mailto:meetlicencingulster@swimireland.ie)

**National:** [meetlicencing@swimireland.ie](mailto:meetlicencing@swimireland.ie)

**National Competitions Officer:** [competitions@swimireland.ie](mailto:competitions@swimireland.ie)

Where reference is made to minimum numbers of 'qualified officials', this refers to officials who are licenced by Swim Ireland. It is recommended that other roles be filled by individuals who have completed a Level 1 or Level 2 Officials Course.

Clubs who are applying for a licence are encouraged to run at least a Level 1 timekeepers course in advance of the competition. This will become mandatory in the 2018/19 season.

### Swim Ireland Meet Licence Conditions

- Meet organisers must run meets in accordance with the Swim Ireland Safety Codes of Practice available on the Swim Ireland website
- Adequate provision must be made for swimmers to warm up. Warm up procedures and schedule must be specified in the meet programme or circulated to clubs and be available on the day.
- **A maximum of 8 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 or the last presentation has been completed, whichever is later.**  
\* Where there is only one session in a day, a maximum of 4 hours swimming can take place  
Where there are two sessions in a day, a maximum of 8 hours swimming can take place  
Where there are three sessions in a day, a maximum of 8 hours swimming can take place  
**There must be a minimum of a 30min break between sessions to qualify as separate sessions.**
- Presentations are part of the swimming sessions.
- Following the competition, the Meet Licence Application Part Four and Part Five must be sent within 14 days to the relevant Regional Meet Co-ordinator (by email) along with a Hy-tek back-up of the competition
- Pools for Licensed Meets should be a minimum of 25m long. The depth of water at the starting end of the pool shall be in accordance with the Pool Safety Guidelines available on the Swim Ireland website (with particular reference to the document 'Diving into shallow water')
- Electronic timing and Hy-tek must be used for Meets leading to qualification for Irish National Competitions
- Required officials to run the meet are as per the table on page 1 of this document
- For all Meets turning flags must be provided and for all Level 2, 3 and 4 Meets anti-turbulence lane lines and starting blocks must be provided. These are recommended for Level 1 Meets also but not required if not available
- A pool suitability checklist must be carried out (template provided) with risk assessment for identified or potential hazards
- Ages should be as at 31<sup>st</sup> December, with the exception of Schools Meets
- Swimmers SI registration number **must** be included with entries.
- Meet Licence number must be circulated on all information.

**The issuing of a license means that swimmers, coaches and parents can assume that the meet is a “quality competition” which complies with a standard set of requirements and clubs and regions must run the meet in accordance with the licensing conditions.**

### Additional Notes to consider:

#### Qualifying times and Upper limit qualifying times

These are set by meet organisers for each event in the programme in order to control the number of entries in a meet. A qualifying time is the time that a swimmer must have already achieved in order to enter the competition.

However, some meets will also have an upper limit time for each event, which means that swimmers who have previously achieved times faster than the upper limit time are not eligible for this event. The effect of having qualifying times and upper limit times for a meet is to target swimmers in a particular time range.

Qualifying times are set for regional, National and International competitions and these also provide a standard which coaches can use to indicate the level of their swimmers. For example, within a club, swimmers may be selected for particular training groups if they have a Regional, National or FINA A qualifying time.

The requirement of having achieved a qualifying time in order to enter for an event relies significantly on the integrity of coaches, swimmers and parents to submit correct, truthful information. This is a clear expectation within the Swim Ireland code of Conduct.

#### Consideration times

Consideration times are defined as the minimum standard which a swimmer must have achieved in order to be considered for acceptance. Thus, swimmers who have achieved the consideration time may be rejected, if a meet is oversubscribed, but it is not acceptable to include swimmers who are outside the consideration time if a meet is undersubscribed.

#### Acceptance criteria for entries

There will also be a requirement for a clear statement to be included in the meet information regarding the acceptance criteria for entries. Even with qualifying and upper limit times, some meets will be oversubscribed i.e. there would be too many swimmers for the pool time available. All meets should therefore inform entrants what criteria will be used to control the number of swimmers accepted. There are a variety of options open to be considered by the National regional and Club meet organizers and here are just a small number of examples

This could include one or more of the following:

- Top (x) taken in an event, based on the submitted entry times. This is standard procedure for regulating the number of swimmers in an event, even if some of the other options below are adopted.
- Entries only open to swimmers from a restricted area e.g. Ireland.
- First acceptance to swimmers from a particular area (e.g. a region) then the remaining places filled from outside the area.
- Open opportunity - This ensures that an individual swimmer is accepted in all events for which they have the qualifying time, even though they may be slower in some events than those who are rejected. This is particularly useful with the younger swimmers in applying the principles of Long Term Athlete Development to ensure that regardless of growth and development stage if you have applied you will be likely to be accepted based on when your entry was submitted.

Minimum Ages of Competition (age is based on the swimmers age at the 31<sup>st</sup> December in the year of competition)

Events restricted to members of one Club (Intra-Club events)	8 years upwards
Inter-Club and Club Open Meets	9 years upwards
Regional Development & Regional Qualifying Meets	10 Years upwards
Regional Championship & National Div 2 Meets	11 years upwards
All other National Meets	12 years upwards

**Clubs applying for a licence for meets with events outside the above age ranges WILL NOT have their application approved. These ages are in line with OUR Long-Term Athlete Development principles.**

**All Meets (with the exception of Schools Meets)** must operate on an age as at the 31<sup>st</sup> December in the year of competition

### Schools Meets

**Minor Schools** is defined as girls and boys up to 12 years of age. Competitors must be aged 9 years and under 12 years as at August 31<sup>st</sup>, at the END of the academic year of the Championships (for the 2017/2018 season this is their age as at the 31<sup>st</sup> August 2018)

**Senior Schools** is defined as from 13 years of age. Competitors must be aged between the age of 13 and 19 as at August 31<sup>st</sup>, at the END of the academic year of the Championships (for the 2017/2018 season this is their age as at the 31<sup>st</sup> August 2018) and will compete as follows;

- Girls and Boys 13 and 14 – Junior
- Girls and Boys 15 and 16 – Intermediate
- Girls and Boys 17 to 19 – Senior

*Please note: Swimmers from primary school can swim in the senior schools if their age dictates so; swimmers from post Primary school can swim in the Minor Schools if their age dictates so.*