Meet Licensing – The Process

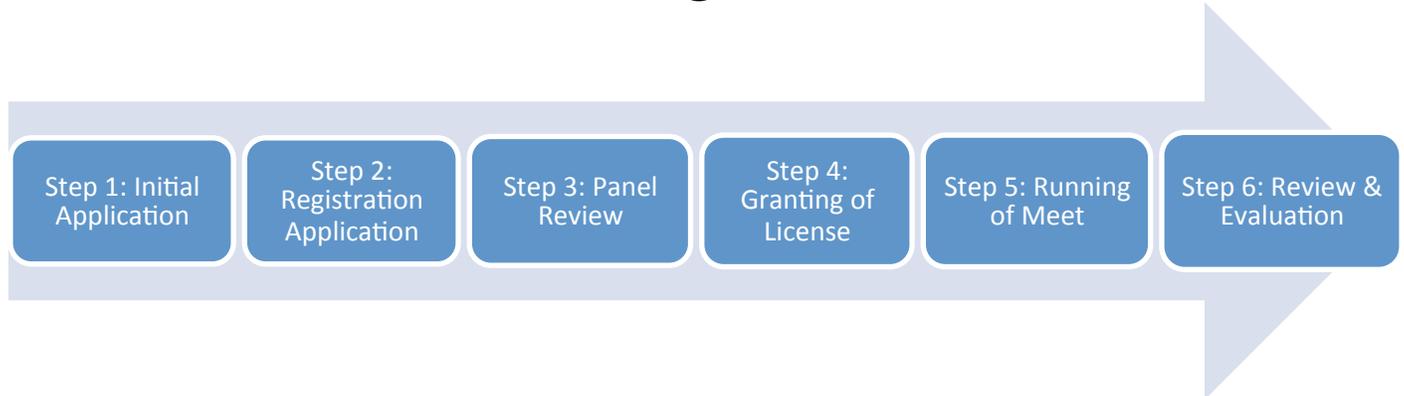| Step 1: Initial Application	Step 2: Registration Application	Step 3: Panel Review	Step 4: Granting of License	Step 5: Running of Meet	Step 6: Review & Evaluation

Steps in Applying for a Meet License for a CLUB/Regional Schools Meet:

Step 1   Apply to your Regional Competition Co-ordinator with your proposed dates prior to July 1st (in operation from 2014 onwards). Region will confirm dates in their Region and send Regional Calendar to Swim Ireland Competitions Officer prior to 14th July, who will in turn confirm all dates by 1st August

Step 2   Complete Swim Ireland Meet License Application Form and return to the Swim Ireland Competitions Officer no later than 3 months prior to the month the competition is to be held in.

Step 3   License Application will be considered within one month of application

Step 4   A decision will be returned to the club within two weeks of the Panel's Review

Step 5   Meet is run

Step 6   Following the Meet, the meet recorder will send a copy of the results in Hy-tek form along a complete list of all officials and a referee's report (template provided). These must be received within 14 days of the completion of the meet.
Please note that results from Level 3B meets, or any Level 2B or 3A meet without electronic timing CANNOT be used to qualify for National events

Steps in Applying for a Meet License for a REGIONAL Meet (not including Schools Meets):

Step 1   Region will confirm dates in their Region and send Regional Calendar to Swim Ireland Competitions Officer prior to 14th July (in operation from 2014 onwards). Swim Ireland will confirm all dates by 1st August

Step 2   Complete Swim Ireland Meet License Application Form and return to the Swim Ireland Competitions Officer by 14th August

Step 3   License Application will be considered

Step 4   A decision will be returned to the Region by the 31st August

Step 5   Meet is run

Step 6   Following the Meet, the meet recorder will send a copy of the results in Hy-tek form along a complete list of all officials and a referee's report (template provided). These must be received within 14 days of the completion of the meet.

The purpose of Meet Licensing is to ensure that we deliver a positive experience for all swimmers.

Meet License Criteria

Category 1 LC Category 1 SC **(National)**	Category 2 LC Category 2 SC **(Regional)**	Category 3 LC Category 3SC **(Club)**
A: Swim Ireland Open National Events: **Irish Open LC Championships** **Irish Open SC Championships** *Electronic timing must be operational* *Qualified Officials are required*	**A: Swim Ireland Regional/Schools Championship Events:** **Regional LC Championships** **Regional SC Championships** **Regional Age Group Championships (Division 1)** *Electronic timing must be operational* *Qualified Officials are required*	**A: Swim Ireland Club** **Club competitions where electronic timing is operational** *Qualified Officials are required*
B : Swim Ireland National Age Group or Open Events **Dave McCullagh** **Irish Age Group Championships & Summer Open** **Irish Age Groups Division 2** **Irish Schools** **Schools Interpro** *Electronic timing must be operational* *Qualified Officials are required*	**B : Swim Ireland Regional** **Regional Graded Galas** **Regional Division 2** **Regional Schools** *Qualified Officials are required*	**B : Swim Ireland** **Club competitions where electronic timing is NOT operational** *Qualified Officials are recommended*

ONLY TIMES ACHIEVED WHERE ELECTRONIC TIMING IS OPERATIONAL CAN BE USED TO QUALIFY FOR NATIONAL EVENTS

THE LEVEL OF QUALIFICATIONS ACCEPTABLE FOR OFFICIALS WILL VARY DEPENDING ON THE LEVEL OF COMPETITION

"Qualified Officials" include anyone who is on the National Officials Pathway (i.e. those who have taken part in an Official's School) or anyone who has attended an Official's Course.

Swim Ireland Meet License Criteria (Best Practice Guidelines)

- Host clubs should familiarise themselves with the Swim Ireland Safety Codes of Practice available on the Swim Ireland website (http://www.swimireland.ie/policies-resources/)

- 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.

- Provisions must be made for ALL officials to receive a break where a session runs longer than four hours

- Presentations are part of the swimming sessions.

- Following the competition, the Meet License Application Part Four and Part Five must be sent within 14 days to the Swim Ireland office along with a copy of the results

- 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

- For all Meets turning flags must be provided and for all Meets except category three 3B anti-turbulence lane lines and starting blocks must be provided.,

- A pool suitability checklist must be carried out (template provided) with risk assessment for identified or potential hazards

- Ages should be as on the first day of the meet, with the exception of Schools Meets and Masters Meets

- Swimmers SI registration number must be included with entries.

- Meet Licence number must be circulated on all information.

  The issue 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.

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 accepted. Thus swimmers may be rejected who have achieved the consideration time, if a meet is over subscribed, 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 over subscribed 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 swimmers 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.

Age at Day & Minimum Ages of Competition

There has been a change to the minimum age for competition, and the table below shows the minimum age applying to the different competitions.

	Recommended Minimum Age*
Events restricted to members of one club	none
Inter Club events	8
Regional/National Age Group Events	8/9
Regional Championships	11
National Championships	11

*Ages can be at the discretion of the club/region holding the event; however, they should ask each competing club to ensure swimmers are capable of completing the events they wish to enter. ***Clubs need to ensure this information is included in their Meet Conditions***

Schools
Minor Schools up to 6th class/12 years of age
Competitors must be aged 8 years and under 12 years as at August 31st, at the END of the academic year of the Championships**
Girls and Boys 8-9 years, 10 years, 11 years, 12 years

Post primary Schools/from 13 years of age
Competitors must be aged between the age of 13 and 18 as at August 31st, at the END of the academic year of the Championships**
Girls and Boys 13 and 14 – Junior

Girls and Boys 15 and 16 – Intermediate

Girls and Boys 17 and 18 – Senior

**For the 2013/2014 season, age for Schools events is as at the 31st August 2014

Please note: **Swimmers from Primary School can swim in the Senior School if their age dictates so; swimmers from Senior School can swim in the Minor Schools if their age dictates so.**