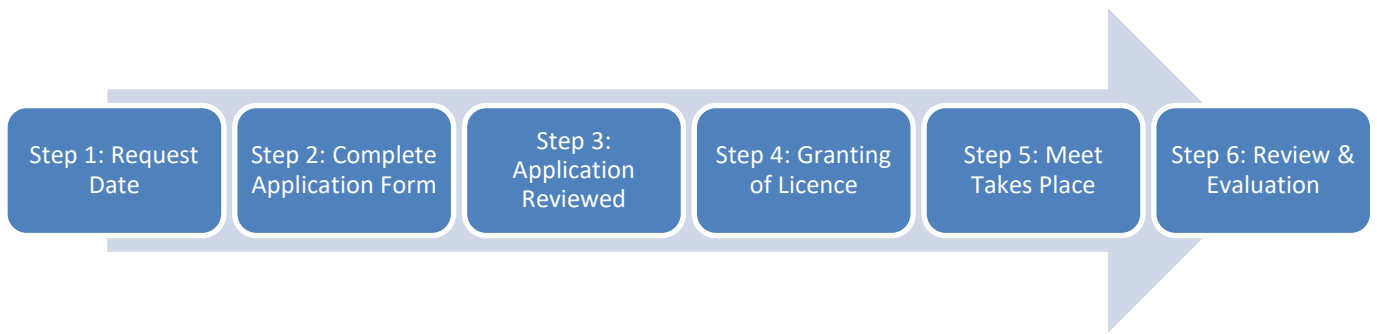


## 2018 Meet Licensing – Levels & Requirements

Level 5 (National)	Level 4 (Regional Ch & National Div 2)	Level 3 (Regional Development & Qualifying Meets)	Level 2 (Inter Club & Club Open Meets)	Level 1 (Single Club Meets)
<p>Irish Open Championships</p> <p>*Irish SC Championships</p> <p>Irish Summer Nationals</p> <p>Dave Mc Cullagh Meet</p> <p>Electronic timing must be operational</p> <p>Minimum Qualified Officials required:</p> <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>	<p>Irish Div 2 Meet</p> <p>*Regional Yth/Sen LC Ch</p> <p>*Regional Age Group LC Ch</p> <p>**Regional SC Championships</p> <p>Electronic timing must be operational</p> <p>Minimum Qualified Officials required:</p> <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>	<p>*Regional Development Meets</p> <p>**Regional Qualifying Meets</p> <p>Full Electronic timing must be operational at Regional Qualifying Meets</p> <p>Full or semi-automatic Electronic timing should be operational at Regional Development Meet</p> <p>Minimum Qualified Officials required:</p> <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>	<p>*Meets with two or more Clubs (either Invitation or Open)</p> <p>Full or semi-automatic Electronic timing should be operational.</p> <p>Where electronic timing is not in use times cannot be used for qualifying meets.</p> <p>Minimum Qualified Officials required:</p> <ul style="list-style-type: none"> <li>• 1 Referee (must be licenced as National Judge or higher)</li> </ul> <p><i>Semi-automatic timing is use of the full timing system except for the pads themselves</i></p>	<p>Meets confined to home club only (club time trials/Christmas gala)</p> <p>Qualified Officials recommended</p>
<p>* Times must have been achieved at previous Irish SC Championships or at Regional SC Championships.</p>	<p>* Times achieved can be used for Irish Summer Nationals or Irish Div 2 Meet. ** Times achieved can be used for Irish SC Championships</p>	<p>* Times achieved can be used for Regional Qualifying Meets ** Times achieved can be used for Regional Championships. If a LC meet times can be used for Irish Summer Nationals or Div 2.</p>	<p>* Times achieved can be used for Regional Development and Regional Qualifying Meets</p>	

LC meets organised by Irish Clubs wishing to be considered as qualifiers for Irish Summer Nationals meet standards of a Level 3 licence (under the 2018 Meet Licence guidelines and have electronic timing) and must be nominated in advance to Swim Ireland as a Qualification meet.

## Meet Licensing – The Process

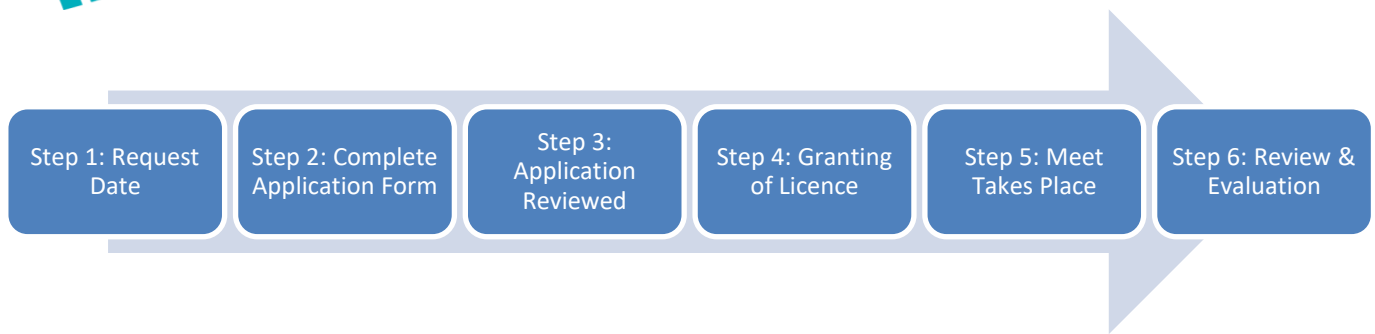


### Steps in Applying for a Meet License for a Level 2 or 3 Meet - CLUB/Regional Development or Qualifying Meet/Schools Meet:

- Step 1** Apply to the designated person in your Region with your proposed dates prior to date set by the Region. Region will confirm dates in their Region and send Regional Calendar to Swim Ireland Competitions Officer prior to 28th July, who will in turn confirm all dates by mid-August
- Step 2** Complete Swim Ireland Meet License Application Form and return to the **Regional Competitions Officer** ([meetlicencing@swimireland.ie](mailto:meetlicencing@swimireland.ie)) no more than 4 months and no later than 2 months prior to the month the competition is to be held in.
- Step 3** License Application will be reviewed within one month of application
- Step 4** A decision will be returned to the club within two weeks of the Panel's Review. The licence number issued should be published on your meet paperwork. At least 10 days prior to the competition the major officials e.g. referee, starter, electronic timing operator, recorder and a session report should be forwarded to the **Regional Competitions Officer**
- Step 5** Meet is run
- Step 6** Following the Meet, the meet recorder will forward a back- up of the gala in Hy-tek format along with a complete list of all officials to the **Regional Competitions Officer** and **Swim Ireland**. The referee's report and checklist should be returned by the referee **ONLY**. These must be received within 14 days of the completion of the meet.

#### 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.**



## **Steps in Applying for a Meet License for a Level 4 or 5 Meet – Regional Championship or National Meet (not including Schools Meets):**

- Step 1** Region will confirm dates in their Region and send Regional Calendar to Swim Ireland HP Coordinator ([hp@swimireland.ie](mailto:hp@swimireland.ie)) prior to 28th July. Swim Ireland will confirm all dates by mid- August
- Step 2** Complete Swim Ireland Meet License Application Form and return to the **Swim Ireland Competitions Officer** ([competitions@swimireland.ie](mailto:competitions@swimireland.ie)) no more than 4 months and no later than 2 months prior to the month the competition is to be held in. This Application should be made on behalf of the Region by the Club that is hosting the competition.
- Step 3** License Application will be reviewed
- Step 4** A decision will be returned to the Region and the Applicant within two weeks of the Review. The licence number issued should be published on your meet paperwork. At least 10 days prior to the competition the major officials e.g. referee, starter, electronic timing operator, recorder and a session report should be forwarded to the **Swim Ireland Competitions Officer**
- Step 5** Meet is run
- Step 6** Following the Meet, the meet recorder will forward a back-up of the gala in Hy-tek format along with a complete list of all officials to **Swim Ireland**. The referee's report and checklist should be returned by the referee **ONLY**. 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.

### **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.**



## Swim Ireland Meet Licence 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 (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
- The Lead Referee must be qualified to the level of National Judge or above. A list of those qualified can be found at <http://www.swimireland.ie/education-development/team-managers-officials/licensing/>
- For all Meets turning flags must be provided and for all Meets (except level 1) 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 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 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 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
National Meets	12 years upwards

\*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. Please also consider the level of meet you are looking to run. Clubs running “Open” meets should have a higher minimum age than those running “Age Group/Junior” meets. Clubs need to ensure this information is included in their Meet Conditions

**All Meets (with the exception of Schools Meets)** Must operate on an age as at the 31st December in the year of competition. If the club/region decides to operate AGE ON DAY, this must be specified in the competition paperwork.

### **Schools Meets**

#### **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**

*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.*