

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, BUSA 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. Warm up procedure and schedule must be specified in the meet programme and be circulated with meet information as well as available on the day.
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 capable of producing a results file suitable for automated input into British swimming rankings.
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.

Additional Requirements for meets taking place until 31st August 2009

Depending on the level of meet applied for the following additional rules must also be complied with.

1. Level One Meet: (Intended for National Qualifiers)
 - All officials must be registered and qualified for the duty in which they are used, and be offered expenses.
 - A levy of 25p per accepted entry shall be paid to the Region licensing the meet.
 - Pool must be either 25m or 50m long.
 - A swim-down facility should be provided, if available at the same venue.
 - All meets must include at least one distance event of 400m or over in each age group and sex.
2. Level Two Meet: (Intended for Regional Qualifiers)
 - All officials must be registered and qualified for the duty in which they are used, with the exception of Referee. At least one official acting as a referee must be a qualified referee. Expenses must be offered.
 - A levy of 25p per accepted entry shall be paid to the Region Licensing the meet.
 - Swimmers who achieve a National Qualifying Time at a level two meet may use that time for entry into National Championships.
 - Pool must be 25m or 50m long.
3. Level Three Meet: (Intended for County Qualifiers)
 - All officials must be registered and qualified. At least one official acting as a referee must be a qualified referee. Expenses must be offered.
 - A levy of 10p per accepted entry shall be paid to the Region Licensing the meet.
 - Pools must be at least 25m. 33.3m and 36.6yds are permitted however results will be entered as Short Course.
4. Level Four Meet:
 - All officials must be registered members of the asa, with the minimum qualification of Judge Level 2 being held by the official acting as a referee.
 - A levy of £25 per year shall be paid to the Region Licensing the meet.
 - Pools must be at least 25m. 33.3m and 36.6yds are permitted however results will be entered as Short Course.

Meet Requirements from September 2009

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. From September 2010 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	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 required for Club Championships	Not required		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 and shall be offered expenses. Officials under training may perform the duty for which they are training provided a qualified mentor fulfilling that role accompanies them.

Qualifying Times and Upper Limit Times

This Licensing system requires meets to have both Qualifying Times and Upper Limit times where stipulated. A computer programme is now available from ASA Customer Services or to download from the British Swimming website www.britishswimming.org. This programme sets parameters for both the Qualifying Time and the Upper Limit Times and meet organisers can produce a chart with times appropriate for the standard of their meet. This information will either output to a printer or can be saved to a file and opened as a spreadsheet which can be displayed with the meet information on a club website.

Level 1 Meets: A minimum set of qualifying standards is published below. No upper limit time is required.

Level 2 Meets: For Meets until September 2009 upper limit times should not be faster than the National qualifying time for the respective age group. A lower qualifying standard is required.

From September 2009 the minimum standard will be as published below. No upper limit time is required.

Level 3 Meets: Upper limit times and qualifying times are required.

Level 4 Meets: Upper limit times required (except for Club Championships.) No lower qualifying time is required.

National Licensed Meet Calendar

1. A competition calendar will be issued by the end of November each year. This calendar will provide 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.)
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 Speedo 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 www.britishswimming.org 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.

Minimum Qualifying Standards for Level 1 Meet- valid until 31st August 2009

Pool Length 50m

BOYS									Event	GIRLS								
9	10	11	12	13	14	15	16	17		9	10	11	12	13	14	15	16	17
45.0	40.4	37.7	34.8	32.6	30.9	29.6	29.1	28.8	50m Free	44.8	40.1	37.0	35.0	33.5	32.6	32.1	32.1	32.0
1:44.6	1:28.8	1:21.1	1:14.4	1:09.4	1:06.4	1:04.3	1:03.3	1:02.4	100m Free	1:45.2	1:28.0	1:19.4	1:14.6	1:11.5	1:10.1	1:09.4	1:09.1	1:08.8
3:48.6	3:11.9	2:56.0	2:43.1	2:31.1	2:24.6	2:19.9	2:17.8	2:16.2	200m Free	3:48.0	3:08.4	2:52.5	2:41.3	2:33.7	2:31.0	2:29.1	2:27.9	2:27.2
8:04.5	6:44.5	6:06.0	5:39.8	5:18.1	5:05.7	4:54.8	4:49.9	4:48.2	400m Free	7:57.6	6:38.2	5:59.4	5:36.6	5:21.3	5:15.6	5:12.0	5:10.4	5:08.9
16:51.2	14:04.2	12:59.3	12:59.3	11:12.7	11:47.2	10:53.6	10:41.3	10:22.6	800m Free	16:14.6	13:36.1	12:25.7	11:35.2	11:01.4	10:46.9	10:41.1	10:38.6	10:38.2

32:04.7 27:17.4 26:02.5 22:33.7 21:01.8 20:03.7 19:27.3 19:1

Minimum Qualifying Standards for Level 1 Meet- valid until 31st August 2009

Pool Length 25 m

BOYS									Event	GIRLS								
9	10	11	12	13	14	15	16	17		9	10	11	12	13	14	15	16	17
42.8	39.3	36.7	33.9	31.6	30.1	29.0	28.4	28.2	50m Free	42.9	39.1	36.2	34.2	32.8	32.0	31.6	31.3	31.3
1:36.8	1:26.4	1:19.3	1:13.3	1:08.1	1:04.6	1:02.5	1:01.3	1:00.8	100m Free	1:37.6	1:26.0	1:18.1	1:13.2	1:10.1	1:08.8	1:07.8	1:07.4	1:07.1
3:30.7	3:07.4	2:53.2	2:39.2	2:28.4	2:21.0	2:15.8	2:13.9	2:12.6	200m Free	3:30.2	3:04.1	2:49.3	2:38.5	2:30.5	2:28.0	2:25.8	2:24.6	2:23.5
7:56.0	6:33.2	6:01.2	5:34.4	5:12.2	4:57.9	4:47.9	4:42.6	4:39.9	400m Free	7:47.4	6:28.5	5:53.4	5:30.4	5:14.8	5:08.0	5:04.0	5:02.8	5:01.0
16:36.0	14:04.0	14:21.5	12:08.6	11:22.8	10:48.2	10:25.1	10:13.9	10:17.4	800m Free	16:02.6	14:35.8	12:16.6	11:22.3	10:48.4	10:33.6	10:25.2	10:23.7	10:20.6
31:38.3	26:48.6	24:35.4	22:12.2	20:38.4	19:37.6	18:59.5	18:44.5	18:29.9	1500m Free	30:50.0	28:05.7	23:39.6	23:46.0	21:58.3	21:13.9	21:19.3	21:13.9	21:35.0
55.8	51.1	47.3	43.4	40.0	38.0	36.4	35.8	35.3	50m Breast	56.2	50.4	46.6	43.4	41.3	40.1	39.5	39.3	39.3
2:06.2	1:51.3	1:41.7	1:33.1	1:26.0	1:21.5	1:18.3	1:16.9	1:16.1	100m Breast	2:06.1	1:49.4	1:39.5	1:32.8	1:28.1	1:25.4	1:24.5	1:24.3	1:24.0
4:26.9	4:00.5	3:40.9	3:22.2	3:06.7	2:56.0	2:50.1	2:47.5	2:45.0	200m Breast	4:30.5	3:54.7	3:34.2	3:19.6	3:09.3	3:04.0	3:02.5	3:01.1	3:01.1
48.6	43.9	40.9	37.8	35.0	33.0	31.5	30.9	30.4	50m Fly	48.4	42.9	39.9	37.4	35.8	34.7	34.2	34.0	33.8
1:59.4	1:38.8	1:29.6	1:22.6	1:15.9	1:11.7	1:08.5	1:07.8	1:06.4	100m Fly	1:58.7	1:36.9	1:27.7	1:21.8	1:17.7	1:15.7	1:14.8	1:14.5	1:13.7
4:28.3	3:43.3	3:19.7	3:02.2	2:48.9	2:38.3	2:31.5	2:29.3	2:26.4	200m Fly	4:28.6	3:37.8	3:15.3	3:00.4	2:50.3	2:45.0	2:42.7	2:42.7	2:40.4
49.6	45.2	42.1	38.9	36.2	34.4	32.8	32.1	31.8	50m Back	49.5	44.5	41.2	38.8	37.2	36.3	35.7	35.3	35.1
1:49.6	1:37.8	1:29.5	1:22.3	1:16.7	1:12.2	1:09.3	1:08.1	1:07.4	100m Back	1:49.5	1:36.6	1:27.8	1:21.7	1:18.2	1:16.3	1:15.0	1:14.6	1:14.0
3:54.2	3:30.2	3:12.2	2:56.4	2:44.6	2:35.9	2:29.3	2:27.3	2:25.8	200m Back	3:54.8	3:24.2	3:07.8	2:55.6	2:47.4	2:42.8	2:40.8	2:38.8	2:38.3
3:57.8	3:33.0	3:16.3	3:00.9	2:48.4	2:39.6	2:33.2	2:30.8	2:29.3	200m IM	3:57.5	3:28.2	3:10.9	2:59.5	2:50.9	2:46.9	2:44.6	2:44.0	2:43.0
8:32.0	8:00.7	7:00.2	6:23.4	5:57.0	5:38.4	5:24.6	5:19.3	5:16.6	400m IM	8:23.6	7:39.8	6:48.1	6:18.4	6:00.1	5:50.2	5:45.9	5:44.6	5:40.9
1:49.5	1:39.9	1:33.6	1:26.5	1:19.9	1:15.0	1:12.4	1:10.6	1:10.1	100m IM	1:50.3	1:38.9	1:31.2	1:25.5	1:21.5	1:19.6	1:18.6	1:17.7	1:17.3

Minimum Qualifying Standards for Level 1 Meet 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 from 1