

It is recommended that the Guidance Notes on Page 4 are read before completing this form

LICENCE No.

PART A: to be completed by the Organising Body

1. NAME OF ORGANISATION Body _____
2. NAME/ADDRESS/TEL Name _____
- No. OF APPLICANT (for the body) Address _____
- Post Code _____
- Tel: No. _____
- Email _____

PART B: category of Licence applied for: (Please tick ✓ appropriate box for particular choice)

3. Level 1 International, National & District Meets (SW7.2.1a)
4. Level 2 Other Accredited Meets (SW7.2.1b)
5. Level 3 Non Accredited Meets (SW7.2.1c)

NB. A Licence is not required for Internal Club events unless accredited times are required.
Leagues require a minimum of a Level 3 Licence or Level 2 where times are to be Accredited

PART C: details of Meet for which Application is made (by Applicant).

6. TITLE OF MEET _____
7. DATE (S) OF MEET _____
8. VENUE OF MEET _____
9. LENGTH OF POOL _____ /metres 10a. NUMBER OF LANES _____
10. DEPTH OF POOL Deep end: _____ /metres 11a. Shallow end: _____ /metres
11. STARTING PLATFORMS Height above water surface (both ends): _____ / _____ /metres
12. SESSION TIMES 1. Warm-up _____ 1. Start _____ 1. Finish _____
(all session times must be 2. Warm-up _____ 2. Start _____ 2. Finish _____
shown so that the 3. Warm-up _____ 3. Start _____ 3. Finish _____
Referee can be advised) 4. Warm-up _____ 4. Start _____ 4. Finish _____
5. Warm-up _____ 5. Start _____ 5. Finish _____
6. Warm-up _____ 6. Start _____ 6. Finish _____
- NB** Finish times may be Approximate.

PART D:

13. DECLARATION OF BEHALF OF ORGANISING BODY

I confirm that a checking process will be carried out to confirm that all competitors have a current and valid Membership number

I confirm that the minimum meet facility requirements associated with this application (see page 2) will be observed.

Signature: Print:

A Programme of Events along with details of heats and the appropriate Licence Fee must be submitted with this Application.

PART E: to be completed by the National/District Swimming Convenor.

14. LICENCE APPLICATION FORM & FEE RECEIVED Date: ___/___/___ Initials: _____
15. LICENCE APPLICATION FEE TO TREASURER Date: ___/___/___ Initials: _____
16. APPLICATION FORWARDED TO STO FOR THE APPOINTMENT OF TECHNICAL OFFICIALS WHERE APPROPRIATE Date: ___/___/___ Initials: _____

PART F MEET FACILITY MINIMUM REQUIREMENTS CHECK LIST <input checked="" type="checkbox"/> tick to confirm which facility requirements are being met	Level 1	Level 2	Level 3	Observer /Referee use only
(1) Warm up and Swim Down facilities (separate) & Marshals	<input type="text" value="c 1"/>	<input type="text" value="r"/>		<input type="text"/>
(2) Warm up facilities & Marshals		<input type="text" value="c"/>	<input type="text" value="C"/>	<input type="text"/>
(3 a) Competitor seating	<input type="text" value="c"/>	<input type="text" value="c"/>	<input type="text" value="C"/>	<input type="text"/>
(3 b) Separate seating for spectators, VIP's etc	<input type="text" value="c"/>	<input type="text" value="c"/>	<input type="text" value="r"/>	<input type="text"/>
(4) Electronic Timing	<input type="text" value="c"/>	<input type="text" value="r 2"/>		<input type="text"/>
(5) Acoustic Start	<input type="text" value="c"/>			<input type="text"/>
(6) Full Lane Display (Scoreboard)	<input type="text" value="c"/>	<input type="text" value="r"/>		<input type="text"/>
(7) Partial Lane Display (Scoreboard)		<input type="text" value="r"/>		<input type="text"/>
(8) Anti Turbulence Lane Ropes	<input type="text" value="c"/>	<input type="text" value="c"/>	<input type="text" value="r"/>	<input type="text"/>
(9) Computerisation	<input type="text" value="c"/>	<input type="text" value="c"/>		<input type="text"/>
(10) Changing Facilities Separate for Swimmers & STO's	<input type="text" value="r"/>	<input type="text" value="r 2"/>	<input type="text" value="r"/>	<input type="text"/>
(12 a) Catering Area Facilities – Swimmers, Coaches and STO's	<input type="text" value="c"/>	<input type="text" value="r"/>		<input type="text"/>
(12 b) Catering Area Facilities – Spectators separate	<input type="text" value="c"/>			<input type="text"/>
(12 c) Catering Type - Full, Snacks and Vending		<input type="text" value="r"/>		<input type="text"/>
(12 d) Catering Type - Snacks <input type="checkbox"/> Vending <input type="checkbox"/> please tick <input checked="" type="checkbox"/>		<input type="text"/>		<input type="text"/>
(13) Car/Coach Parking	<input type="text" value="c"/>			<input type="text"/>
(14) Accommodation – reasonably available close to pool	<input type="text" value="c"/>			<input type="text"/>
(15) Office Facilities – Photocopying, Fax/Telephone	<input type="text" value="c"/>	<input type="text" value="r"/>		<input type="text"/>
(16) Media Facilities – Photocopying, Fax/Telephone	<input type="text" value="r"/>			<input type="text"/>
(17) Sponsorship and SASA – Requirements for display etc.	<input type="text" value="r"/>			<input type="text"/>
(18) Swim Shop - Located on site, easily accessible	<input type="text" value="r"/>			<input type="text"/>
(19) Programme and Start Sheets	<input type="text" value="c"/>	<input type="text" value="r"/>		<input type="text"/>
(20) Results Service	<input type="text" value="c"/>	<input type="text" value="C"/>	<input type="text" value="c"/>	<input type="text"/>
(21) First Aid Facilities	<input type="text" value="c"/>	<input type="text" value="c"/>	<input type="text" value="c"/>	<input type="text"/>
(22) Medical Officer	<input type="text" value="r"/>			<input type="text"/>
(23) Drug Testing Facilities	<input type="text" value="r"/>			<input type="text"/>
(24) Lactate Testing Facilities	<input type="text" value="r"/>			<input type="text"/>
(25) Announcing	<input type="text" value="c"/>	<input type="text" value="c"/>		<input type="text"/>
				<input type="text"/>
1 National Championships only	Observer/Referee			
2 Items may be waived at discretion of Licensing Authority	Signature <input type="text"/>			
C = compulsory r = recommended				

PART G: SESSION REFEREE REPORT: (Please ensure that the list of officials is attached)

SESSION	1	2	3	4	5	6
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- a) Did the session run to time, if not state reason why?
Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
- b) Did you have at least the minimum requirement of officials?
Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
- c) Were you satisfied with the Meet organisation, if not state reason why?
Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
- d) Were Health & Safety Guidelines announced & observed, if not what action did you take?
Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No

e) Session Referee/s Signature

Session 1.....Session 2.....Session 3.....

Session 4.....Session 5.....Session 6.....

PART H: Session Referee's comments:

PART I: Actions taken by Licensing Authority

Accreditation Application Received: Date: ___/___/___ Initials: _____

Accreditation Approved: Date: ___/___/___ Initials: _____

Results sent to the SASA: Date: ___/___/___ Initials: _____

Accreditation Not Approved: Date: ___/___/___ Initials: _____

Reason for non approval:

LICENCE/ACCREDITATION APPLICATION GUIDANCE NOTES

General

In Accordance with Company Rule R13.4.1 "All competitive aquatic events in Scotland, involving members from two or more clubs, require to be licensed by the Company"

Club Championships and Time Trials do not need a Licence unless Accreditation is required.

All Licensed Events are required to satisfy "minimum standards" as set out in Swimming Regulations. Accreditation is granted provided the additional standards as required by the Swimming Regulations are achieved.

All aspects of Licensing and Accreditation are defined in section SW7.0 of the Swimming Regulations, the latest version of which can be down loaded from the Scottish Swimming web site www.scottishswimming.com or obtained, on request, from the Scottish Swimming Office.

It is essential that the Regulation requirements are read and understood before an application is made

Every effort must be made to have full complement of officials on duty at all times. If however this is not possible, the minimum numbers in accordance with STO12.4 of the STO Regulations must be achieved. The latest version of which can be down loaded from the Scottish Swimming web site www.scottishswimming.com or obtained, on request, from the Scottish Swimming Office.

It is the responsibility of the organising body to ensure that all participants comply with the current SASA and venue Health & Safety Regulations

Each application must be accompanied by the appropriate fee, listed in the Annual Information Guide

Prior notice of intent to hold a Meet can be included in the National/District Calendar, but the Meet cannot be advertised otherwise, without the appropriate Licence Number

Any queries regarding the Regulations should be directed to the relevant District Swimming Convenor

WHAT TO DO:

Making an application

- a) Complete parts A to D on page 1
- b) Send the completed form along with a proposed programme of events detailing heats and the appropriate fee to the appropriate District Swimming Committee in accordance with Reg. SW7.7. Applications for District Events should be sent to the National Swimming Committee
- c) Confirmation that a Licence has been granted will be advised in accordance with Reg. SW7.8
- d) On receipt of the Licence Number, then and only then, can arrangements be made to advertise the Meet

After the Meet

- a) Ensure each session Referee has completed part G & H on page 3 and the Meet Observer or Referee, as appropriate has completed Part F on Page 2
- b) The session Referee has signed the front sheet of the appropriate result sheets
- c) Send the original Licence Application with parts F, G & H completed to the Committee granting the License, accompanied by a list of Technical Officials, a consolidated list of all participating athletes and result sheet as follows:
Level 1 – One complete signed set plus computer files in accordance with Reg. SW7.9.1
Level 2 – One complete signed sets or as Level 1
Level 3 – No result sheet required
- d) Confirmation that Accreditation has been granted will be advised in accordance with REG. SW7.11