

Open Meet Licensing Criteria

Effective from 2nd October 2023

(Updated May 2024)

Officials' Requirements

Whilst the numbers and qualifications in this document are the expected minimums, it should be noted that Licensing Officers have always been understanding in those rare instances where unforeseen circumstances have resulted in the late withdrawal of a qualified official. Referees should never feel inhibited about noting any such issue on their meet report as falling short by one official in one session over a weekend of racing would not normally be considered as a reason to rescind a meet licence. That said, Promoters should always seek to appoint more than the minimum number to ensure that an event is well covered and Licensing Officers may take action where there has been a wholesale or repeated failure to meet the minimum requirements.

These requirements form part of the Licensed Meet Criteria and should be read in conjunction with them.

All individuals officiating at any meet of any level must be a member of a club affiliated to either Swim England, Scottish Swimming or Swim Wales or be a member of the Institute of Swimming, or be a World Aquatics listed official if from a foreign country.

A Referee must be appointed before entries close to deal with any protests of a general nature prior to the day of competition.

A copy of the meet expenses policy must be made available to all officials at the point of invitation to allow an informed decision to be made on whether to volunteer.

LEVEL 1 and 2

All Officials are required to be qualified and licensed for the role to which they are appointed.

Referee [2]

Starter [1]

Judge of Stroke [2]

Chief Inspector of Turns [2]

Timekeeper/Inspector of Turns (start end) [1 per lane]

Inspector of Turns (turn end) [at least 1 per 2 lanes] i.e a pool with 8 lanes in use requires at least 4 Inspectors of Turns at the turn end

LEVEL 3

At least one qualified, licensed Referee shall be appointed for each session.

Referee [1] – Licensed and qualified as a Referee. Any additional officials acting in the role of referee should be qualified to at least J2(S)

Starter [1] – Qualified to at least J2(S)

Judge of Stroke [2] – Qualified to at least J1

Timekeeper/Inspector of Turns (start end) [1 per lane] – a minimum of J1 in training (see definition below)

Inspector of Turns (turn end) [1 per 2 lanes] - a minimum of J1 in training (see definition below) i.e. a pool with 8 lanes in use requires at least 4 Inspectors of Turns at the turn end, all of whom must be at least J1 in training

LEVEL 4

Referee [1] – Licensed and qualified to at least J2(S). Any additional officials acting in the role of referee should be qualified to at least J2(S)

Starter [1] – Qualified to at least J2

Judge of Stroke [2] – Qualified to at least J1

Chief Timekeeper [1] – At least J1 in training (see definition below)

Timekeeper/Inspector of Turns (start end) [1 per lane] – At least qualified Timekeeper

Inspector of Turns (turn end) [1 per 2 lanes] – a minimum of qualified Timekeeper i.e a pool with 8 lanes in use requires at least 4 Inspectors of Turns at the turn end, all of whom must be at least qualified Timekeepers

Judge 1 in training (updated May 2024)

In order to act as a “Judge 1 in training” for meet licensing purposes the individual must:

- Have enrolled on the Judge 1 course, completed all of the online theory modules and uploaded their certificate onto their membership record
- Have evidenced achieving practical competence as a timekeeper and uploaded said evidence onto their membership record
- Be within the requisite period of completing their poolside competencies (11 months from the date on their theory certificate)