|  |  |
| --- | --- |
| Name of Meet | Licence Number |
| Date of Meet | Session  |
| Session start time  | Session finish time |
| Briefing time | Name of Lead Referee |
| **The requirements for Level 1 and 2 meets are attached and should be read by the Promoter and Lead Referee. For Level 1 and 2 meets all officials must be licensed and qualified for the role undertaken.** |
| **Duty** | **Name** | **SE Number** | **Qualification** | **Comments, mentoring, radio etc** |
| Referee  |  |  |  |  |
| Referee  |  |  |  |  |
| *Referee*  |  |  |  |  |
| Starter |  |  |  |  |
| *Chief Timekeeper*  |  |  |  |  |
| *Chief Timekeeper* |  |  |  |  |
| *Finish Judge*  |  |  |  |  |
| *Finish Judge* |  |  |  |  |
| Judge of Stroke  |  |  |  |  |
| Judge of Stroke |  |  |  |  |
| **INSPECTORS OF TURNS – TURN END**  |
| Chief Inspector |  |  |  |  |
| Inspector of Turns 1 (/2) |  |  |  |  |
| *Inspector of Turns 2* |  |  |  |  |
| Inspector of Turns 3 (/4) |  |  |  |  |
| *Inspector of Turns 4* |  |  |  |  |
| Inspector of Turns 5 (/6) |  |  |  |  |
| *Inspector of Turns 6* |  |  |  |  |
| Inspector of Turns 7 (/8) |  |  |  |  |
| *Inspector of Turns 8* |  |  |  |  |
| **INSPECTORS OF TURNS/TIMEKEEPERS – STARTING END**  |
| Chief Inspector |  |  |  |  |
| Lane 1 |  |  |  |  |
| Lane 2 |  |  |  |  |
| Lane 3 |  |  |  |  |
| Lane 4 |  |  |  |  |
| Lane 5 |  |  |  |  |
| Lane 6 |  |  |  |  |
| Lane 7 |  |  |  |  |
| Lane 8 |  |  |  |  |
|  |
| *Comfort Official* |  |  |  |  |
| *Comfort Official* |  |  |  |  |

*Posts in italics are desirable but above the requirements of the licence. The layout of some pools may necessitate the appointment of additional officials.*

**REQUIREMENTS FOR OFFICIALS FOR LEVEL 1 or 2 LICENSED MEETS**

Below are detailed the MINIMUM number of Technical Officials required for Licensed Meets with effect from 2nd October 2023. They form part of the Licensed Meet Criteria and should be read in conjunction with them.

**LEVEL 1 and LEVEL 2**

All Officials are required to be qualified and licensed for the role undertaken.

* Referee [2]
* Starter [1]
* Judge of Stroke [2]
* Chief Inspector of Turns [2]
* Inspector of Turn/Timekeeper
	+ Start End 1 per lane
	+ Turning End at least 1 per two lanes (i.e. 8 Lane pool = a minimum of 4 Inspectors of Turn)

**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 IOS, or be a FINA listed official if from a foreign country.**