|  |  |
| --- | --- |
| 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 4 meets are attached and should be read by the Promoter and Lead Referee.** |
| **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 4**

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.

* 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.
* Finish Judge [2 if no AOE is in use] - No qualification or training required.
* Chief Timekeeper [1] – At least J1 in training (see below)
* Inspector of Turn/Timekeeper
	+ Start End - 1 per lane, qualified to a minimum of Timekeeper.
	+ Turning End - at least 1 per two lanes i.e. 8 Lane pool = a minimum of 4 Inspectors of Turn all of whom must qualified to a minimum of Timekeeper.

**Judge 1 in training**

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

* Have enrolled on a Judge 1 course and attended both the timekeeper theory session (unless already qualified as a timekeeper) and the first judging theory session
* Have passed a poolside timekeeper’s assessment (unless already qualified as a timekeeper)

Have undertaken at least 1 mentored session within the last 6 months in the role of Inspector of Turns, recorded in their workbook and signed off by a qualified and licensed Referee i.e be within the requisite period of completing their poolside competencies

**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.**