

Swim Wales Competition and Meet Licensing Regulations

All licensed meets through Swim Wales are subject to World Aquatics Rules and Swim Wales Laws.

For the purposes of this document the terms meets; competitions, events and galas are interchanged and refer to aquatic activity in a competitive setting.

Clubs **MUST** be affiliated with Swim Wales in order to apply for a meet license.

Licensing of a competition includes the following:

- Endorsement by Swim Wales as an approved and recognised competition
- Publication of results via the British Rankings Database
- Publication on the Swim Wales competition calendar
- Access to resources and support

Licensing of a competition does not include the following:

- Insurance of event.

Meet Licensing Application Process

- Applications for meet licensing must be made through the Swim Wales events team, via the JustGo platform.
- Application guide for clubs can be found [here](#) on the Swim Wales Website.
- ***Applications must be submitted at least two months prior to the meet start date and can be submitted up to 8 months in advance of the start date. If an application is received late it may not be accepted.***
- Applications must not be submitted until they are complete with the following uploaded key documents:
 - Meet Pack – Detailing all meet information and conditions including list of events, appropriate set of entry standards (qualifying/consideration/upper cut off times).
 - Team Manager Entry File (if an open meet)
- Payments for meet licenses must be made before license numbers will be released.
- The competition year will commence on the 1st of September each year and will conclude on the 31st August.
- The full licensed calendar of events will be available on the Swim Wales website [here](#). Club meets can be published by the meet organiser once the application process has been completed and you have received confirmation of the license number from the Swim Wales Events Team.

Supporting Documentation

Swim Wales have produced a range of documents to help support clubs successfully run meets. Some of these documents include, meet pack support document, Event personnel guide, a risk assessment template and example and a license application guide.

These can all be found on the website [clicking here](#) and in [Êin Clwb](#). If you need any further support please contact the Swim Wales Events Team by emailing swimwales-events@swimming.org

Criteria for all level 1, 2 and 3 Licensed Meets

1. Health and Safety is paramount. A risk assessment must be carried out.
2. All Licensed meets MUST be para and disability inclusive. For guidance please refer to the Event Guide document.
3. The minimum length of a pool used is 25 metres. The depth of the water at the starting end must be in accordance with Swim Wales guidance (minimum diving depth must be 1.35m) and the Pool Operator's Standard Operating Procedures.
4. Adequate provision must be made for swimmers to warm-up. Meet conditions must state whether warm-down facilities are available and whether these are pool or dry side facilities.
5. All meets licensed at Levels 1 and 2 must provide a secondary strobe where it is requested by an athlete at the time of entry. All applications at Level 3 must stipulate in their meet conditions whether a secondary starting strobe will be available or not.
6. If there are backstroke starting ledges at the venue, they can be made available.
7. Event organisers need to provide accreditation to all Coaches, Team Managers, Volunteers and Officials (anyone with access to poolside). Event organisers should be making the necessary checks to ensure that everyone applying for accreditation has the correct credentials. Clubs can now use the Membership Checker to ensure that everyone has the necessary credentials to access the membership checker please [click here](#).
8. No session of competition shall require officials to work longer than 3 hours without a 15 minute break.
9. Results must be processed using meet management software capable of automated input into British Rankings. Results to be submitted within 5 working days of completion of the competition.
10. A meet licence compliance report must be completed and submitted to the Swim Wales Events Team within 5 working days of the meets completion. The remainder of the report will be completed by the events team and held by the event organiser as a record of compliance. This may be called upon at a later date to evidence proof of compliance. The document offers a

checklist of considerations and actions to support organiser's future delivery of events.

11. Swim Wales may issue sanctions to be taken in the event of non-compliance with the criteria and regulations.
12. In the event of any dispute regarding meet licensing, appeals can be made by the Promoter of the event to the Swim Wales Events Team at swimwales-events@swimming.org

Criteria for level 4 registered meets

1. Health and Safety is paramount. A risk assessment must be carried out.
2. All meets MUST be para and disability inclusive. For guidance please refer to the Event Guide document.
3. The minimum length of a pool used is 25 metres. The depth of the water at the starting end must be in accordance with Swim Wales guidance (minimum diving depth must be 1.35m) and the Pool Operator's Standard Operating Procedures.
4. Adequate provision must be made for swimmers to warm-up. Meet conditions must state whether warm-down facilities are available and whether these are pool or dry side facilities.
5. Sufficient poolside accreditation for Coaches, Team Managers, Technical Officials and Volunteers must be available for clubs to maintain adequate supervision of their athletes.
6. No session of competition shall require officials to work longer than 3 hours without a 15 minute break.
7. Swim Wales may issue sanctions to be taken in the event of non-compliance with the criteria and regulations.
8. In the event of any dispute regarding meet licensing, appeals can be made by the Promoter of the event to the Swim Wales Events Team at swimwales-events@swimming.org

Useful Points to Note

- During the competition season, short course (25m) season is delivered September to December and the long course (50m) season is delivered January to August this applies to regional and national events. E.G Clubs can still run short course meets in the long course season.
- Swim Wales Events Team complete regular calendar planning reviews to ensure all meets are able to be delivered throughout each competition season.
- Clubs are advised to avoid multiple meets of the same licensing level on the same weekend within the same region. The Swim Wales team will review each licensing application and advise clubs to source a reasonable solution in the event of a 'clash'.
- Swim Wales Regional and National meets will be protected and events will not be licensed on the dates, please refer the Swim Wales Meets Calendar for exact dates.

- Swim Wales regional development meet
- Swim Wales Short Course Regionals
- Swim Wales Winter Championships
- Swim Wales Regional Racing Series
- Swim Wales National Championships
- Swim Wales Long Course Development Meet
- Swim Wales Summer Meet

Level of meet

Level 1

- Meets at this level include long course National and Regional meets.
- Purpose: To enable athletes to achieve qualifying times suitable for entry into British and Welsh National meets.
- Pool Length: Long Course (50 metres) only.

- Entry Criteria: A minimum qualifying time is required, consideration times may be included. The qualifying times should reflect the standard of swimmer you wish to attract. No minimum qualification standards are to be set for Para Swimmers.
- Level 1 meets must be inclusive and provide opportunities for swimmers with disabilities and para-classified swimmers.
- A swimmer with a disability requires a certificate of Technical Exception to be able to compete at this level. Further information surrounding this can be found in the level 1 guidance documents.
- Certificates of exception will be required at a level 1 meet. (Certificate of Technical Exception and Agreed Swimwear Exception)
- Para-Swimmers must adhere to the following criteria:
 - In addition to meeting the general entry criteria, para competitors must have an authorised S1-S14 World Para Swimming (WPS), Aquatics GB, Virtus (INAS-FID, Sport Excel or British Blind Sport (British Paralympic Association) classification, which is held on the Home Nation Membership, Virtus master list or WPS Classification database at the time of entry.
 - Swimmers without a Para classification are ineligible to enter Para events.
 - In the event of a classification event being held during an event, organisers must ensure relevant facilities are available and accessible.
- All swimmers competing must be registered as Club competitive or competitive individual member.
- Events: varied range of strokes and distances are required and must include both 400m freestyle and 400m Individual Medley events, and either an 800m or 1500m Freestyle event for each gender.
 - If the meet is within the British and Welsh Summer Championships qualifying window then both 800m and 1500m freestyle events must included.
- Age Groups: Open meets may choose as at 31st December in the year of competition or age on the last day of competition.
- Minimum age: 11 years as of 31st December
- Electronic Timing with full lane display scoreboard and anti-turbulence ropes are required.
- License Fee £25

Level 2

- Meets at this level include short course National and Regional Championships.
- The purpose of Level 2 meets is to enable swimmers to achieve times suitable for entry into Swim Wales Regional and National Meets and other level 1 or 2 open meets.
- Pool Length: Short Course (25 metres) only.
- Qualifying standards: A minimum qualifying time is required, consideration times may be included. The qualifying times should reflect the standard of swimmers you wish to attract. No minimum qualification standards are to be set for Para Swimmers.
- Level 2 meets must be inclusive and provide opportunities for swimmers with disabilities and para-classified swimmers.
- A swimmer with a disability requires a certificate of Technical Exception to be able to compete at this level. Further information surrounding this can be found in the level 2 guidance documents.
- Certificates of exception will be required at a level 2 meet. (Certificate of Technical Exception and Agreed Swimwear Exception)
- Para-Swimmers must adhere to the following criteria:
 - In addition to meeting the general entry criteria, para competitors must have an authorised S1-S14 World Para Swimming (WPS), Aquatics GB, Virtus (INAS-FID, Sport Excel or British Blind Sport (British Paralympic Association) classification, which is held on the Home Nation Membership, Virtus master list or WPS Classification database at the time of entry.
 - Swimmers without a Para classification are ineligible to enter Para events.
 - In the event of a classification event being held during an event, organisers must ensure relevant facilities are available and accessible.
- All swimmers competing must be registered as Club competitive or competitive individual member.
- Events: varied range of strokes and distances are required and must include both 400m freestyle and 400m Individual Medley events, and either an 800m or 1500m Freestyle event for each gender.

- Age Groups: Open meets may choose as at 31st December in the year of competition or age on the last day of competition.
- Minimum age: 10 years as of 31st December
- Electronic Timing is required and anti-turbulence ropes are recommended.
- License Fee £25

Level 3

- The purpose of Level 3 meets is to enable swimmers to achieve times suitable for entry into Swim Wales Regional and National Meets and other level 1, 2 or 3 open meets. (Club Championships and/or club open meets).
- Pool Length: 25m or 50m pools can be used.
- Qualifications standards: Upper cut off times are required for entry (this does not include Club Championships, these do not need upper cut off or qualifying times) and qualifying times may be set. Swimmers entry times to level 3 meets do not have to come from rankings and no time entries can be accepted. No minimum qualification standards are to be set for Para Swimmers.
- Level 3 meets must be inclusive and provide opportunities for swimmers with disabilities and para-classified swimmers.
- Para-Swimmers must adhere to the following criteria:
 - In addition to meeting the general entry criteria, para competitors must have an authorised S1-S14 World Para Swimming (WPS), Aquatics GB, Virtus (INAS-FID, Sport Excel or British Blind Sport (British Paralympic Association) classification, which is held on the Home Nation Membership, Virtus master list or WPS Classification database at the time of entry.
 - Swimmers without a Para classification are ineligible to enter Para events.
 - In the event of a classification event being held during an event, organisers must ensure relevant facilities are available and accessible.
- A swimmer with a disability requires a certificate of Technical Exception to be able to compete at this level. Further information surrounding this can be found in the level 3 guidance documents.
- Certificates of exception will be required at a level 3 meet. (Certificate of Technical Exception and Agreed Swimwear Exception)

All swimmers competing must be registered as Club competitive or competitive individual member.

- Events: varied range of strokes and distances is recommended and must include a 200IM for each gender.
- Age Groups: As at 31st December in year of competition or age on the last day of the competition.
- Minimum Age:
 - Events restricted to one club (e.g. Club Championships) – 8 years as of 31st December
 - Open meets – 9 years as of 31st December
- Electronic timing recommended.
- License fee £25

Level 4

- Level 4 meets are not licensed meets but are instead registered meets.
- Examples if these meets could be Club Championships, club relay galas, inter-club galas, time trials) or
 - Inter-club competitions providing:
 - The event does not include more than eight clubs.
 - The participating clubs must be invited by the promoter to take part in the event.
- Purpose of Level 4 is the development of inexperienced swimmers and those seeking to compete outside their own club environment.
- No classification or certificate of exception is needed as the meet is not licensed only registered.
- For all swimmers at this meet disqualifications are advisory only.
- All swimmers competing must be registered as Club competitive or competitive individual member.
- Events: varied range of strokes and distances is recommended. No time entries are accepted.

- Age Groups: As at 31st December in year of competition or age on the last day of the competition.
- Minimum Age: 8 as of 31st December
- Electronic timing permitted but not required, manual timing is sufficient.
- Licence Fee: no license fee

Masters

- Purpose of a masters event is to provide a competitive opportunity for senior and masters swimmer 18 years and over.
- All swimmers competing must be registered as Club competitive or competitive individual member.
- Pool Length – 25m or 50m pools can be used.
- Events: varied range of strokes and distances are recommended as outlined in WA Technical Rule MSW2.
- Age Groups: As determined in WA Technical Rule MSW 1.
- Electronic timing recommended but not required.
- License Fee £25.

Licensing of leagues

Please contact the team to discuss your league license: swimwales-events@swimming.org

- License fee £25 per league gala