**MEET LICENCE REQUEST FORM**

**2023/2024 Season**

***This form should be emailed to the relevant Regional Co-ordinator as soon as the Gala or Meet has been confirmed on the Regional Calendar. Successful applicants will be granted a provisional Licence number which will be validated when Form 2 and a full session report has been submitted and approved by the Regional Co-Ordinator. Any documentation not submitted in full and on time will invalidate the Licence***

|  |  |  |  |
| --- | --- | --- | --- |
| Munster | [meetlicencingmunster@swimireland.ie](mailto:meetlicencingmunster@swimireland.ie) | Leinster | [meetlicencingleinster@swimireland.ie](mailto:meetlicencingleinster@swimireland.ie) |
| Connacht | [meetlicencingconnacht@swimireland.ie](mailto:meetlicencingconnacht@swimireland.ie) | Ulster | [meetlicencingulster@swimireland.ie](mailto:meetlicencingulster@swimireland.ie) |

|  |  |
| --- | --- |
| **Level of Licence required (***\*Please see Meet Licensing Explanation document for a detailed explanation of requirements)* |  |
| **Name of Organising Club/Region** |  |
| **Start and finish date** |  |
| **Venue** |  |
| **What form of timing system will be in operation?**  **NONE (stopwatch only)**  **\*SEMI-AUTOMATIC (back up buttons, no pads)**  **\*AUTOMATIC(full pads)** |  |
| **Organisers Name & Contact Details (phone and email)** |  |
| **Position within Club/Region** |  |
| **Please tick to acknowledge that the venue is suitable to hold the event (checklist at Appendix A)** |  |
| **Has the meet information/meet conditions been attached** |  |

Levels of Licence (Level 5 is not included as this will completed by Swim Ireland)

**Appendix A – VENUE SUITABILITY CHECKLIST**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **POOL & SURROUNDING AREA** |  |  |
| Is the pool length a minimum of 25m? |  |  |
| Is there a minimum of 4 lanes? |  |  |
| Is the minimum depth of the proposed start end 1.35m? |  |  |
| Is the minimum depth of the rest of the pool 1m? |  |  |
| Are there suitable lane ropes available (i.e. anti-turbulence ropes)? |  |  |
| Are there backstroke flags secured 5m from the wall at each end? |  |  |
| Do you have diving blocks, or the facilities to fix diving blocks to the bank? |  |  |
| Do you have facilities to fix electronic timing pads to the walls *(not necessary for Level 1 competitions)?* |  |  |
| Has the pool area been checked for hazards – e.g. broken/loose tiles, protruding objects (lane rope fixings), areas where water pools? |  |  |
| Is there sufficient lighting in the pool area? |  |  |
| Do you have a suitable space poolside for the recorders table and electronic timing operator if using? |  |  |
| Do you have a suitable place to line up swimmers for their events? |  |  |
| Do you have access to a number of chairs benches for timekeepers/line up? |  |  |
|  |  |  |
| **CHANGING ROOMS** |  |  |
| Is there sufficient lighting in the changing areas? |  |  |
| Have they been checked for hazards – e.g. broken/loose tiles, areas where water pools, cleaning chemicals left lying around? |  |  |
|  |  |  |
| **OTHER** |  |  |
| Will there be a plan in place to ensure that the maximum number of people in attendance will not exceed the current amount allowed in an indoor venue. |  |  |
| Do you have an adequate spectator/athlete/coach area? |  |  |
| Do you have/have access to adequate and secure car park facilities? |  |  |
| Have you discussed Emergency Evacuation procedures with the venue? |  |  |
| Do you know where the first aid kit is or who is responsible for first aid in the venue? |  |  |
| Have you familiarized yourself with the Swim Ireland Safety Codes of Practice (available on the Swim Ireland website)? |  |  |

#### *By completing this checklist, you are confirming that the facility is suitable for purpose*

Please note:

Some facilities may only be suitable for Level 1 Galas – for example:

* If the pool is shorter than 25m it may still be used for Level 1 as the gala is not about times, but fun
* If the pool is shallower than 1.35m at the start end, swimmers can start in the water
* If the pool cannot accommodate starting blocks, swimmers can start from the side or in the water