**PART TWO – EVENT ORGANISATION DETAILS**

Please refer to Guidance notes before submitting an application

***Completed form, together with a full session report \* and this must be emailed to the Meet Licence Coordinator at least 10 days before the competition commences.   
 Individual sessions must be no more than 4 hours duration and there should not be more than a total of 8 hours per day including medal presentations.***

**Please complete clearly in BLOCK CAPITAL Letters**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organising Committee**  **Contact Name:** |  | | | |
| **Telephone Number** |  | | | |
| **Email Address** |  | | | |
| **All named officials below must be officiating in the roles of Referee, Starter or Judge only and not any other role i.e. Recorder, Competition Manager, Announcer, Technical Delegate, Assessor.** | | | | |
| **Name and E-mail address of the Meet Referee** |  | | **Qualification:** | |
| **Name of second Referee (if applicable)** |  | | **Qualification:** | |
| **Name of Starter** |  | | **Qualification:** | |
| **Name of Other Qualified Official** |  | | **Qualification:** | |
| **Name of Other Qualified Official** |  | | **Qualification:** | |
| **Name of Other Qualified Official** |  | | **Qualification:** | |
| **Name of Other Qualified Official** |  | | **Qualification:** | |
| **Name of Meet Management Software** |  | **Name of Operator(s):** | |  |
| **Name of Electronic Timing\* (where appropriate)** |  | **Name of Operator:**  **(if applicable)** | |  |
| **Main point of contact dealing with implementation of best practice to ensure a positive environment for the welfare of young people** | | |  | |

***Officials will be asked to confirm their availability independently at least 7 days prior to the competition.***

***A full back up of the Hytek file and officials sign in sheets must be submitted within 14 days of completion of the competition in order for the results to be entered onto the national database***

***A fine of €500 will be imposed on Clubs/Regions who fail to operate within the license criteria and results will not be accepted until the fine has been paid.***

***\*There must be a min of 30 seconds (+15 Seconds for Backstroke) for pools up to and including 6 lane pools & 40 seconds (+15 Seconds for Backstroke) for 8 lane & 10 lane pools between heats on the session report***