ACCREDITATION & LICENSING OF MEETS

DISCUSSION DOCUMENT

BACKGROUND: During the last few years increasing concern has been expressed at all levels within the Association that the current method of accreditation has become ineffective and discredited. The problem has been highlighted within the National Development Plan and subsequently remitted to the National Swimming Committee to produce a more appropriate formula.

The swimming committee has in turn delegated the task of producing a draft document to a small working party. The working party has met on several occasions and now submits the following paper for considerations and discussion.

METHODOLOGY

The working party began by examining the current situation:

Generally clubs and organisations may run any form of meet at any time and in any format. However if Accreditation is required then a minimum requirement exists whereby a certain number of qualified Technical Officials should be appointed and the meet should be run according to FINA Rules and regulations. Additionally all swimmers should be registered with their home Association or Federation. The District Swimming Convener and the meet Referee(s) are responsible for ensuring that the above conditions are met. No consideration is given to length of meet, appropriateness of events for swimmers taking part and or, the ancillary facilities. In practise many meets do not even fulfil the above minimum criteria but are never the less sanctioned.

Due to this situation and the economic/commercial climate the calendar has become seriously overcrowded and the quality and appropriateness of meets has dramatically deteriorated. Self policing by clubs and coaches has not been effective and therefore much of the blame must lie with ourselves and our own Association for not setting and enforcing standards.

THE WAY FORWARD

The working party then identified three primary areas for consideration and it was determined to proceed to detailed considerations based upon the following:

(a) License - Mandatory. ALL meets where two or more clubs participate should be licensed. This will facilitate rational calendar planning, pool booking etc and adherence minimum standards.

(b) Accreditation - Voluntary, Graded according to the type of meet but with minimum standards for each grade.

(c) Control - No system is viable unless there is a fair and easily identifiable method of ensuring that those participating comply with the criteria. It is essential to establish with whom that responsibility lies and what sanctions are available.

Each of these areas have been broken down into detailed sections, See Appendices A, B, & C.

CONCLUSION

Naturally it will be impractical for all meets to comply with all the criteria and therefore it will be necessary to introduce several grades of licence/accreditation each with its own essential and desirable criteria.

RECOMMENDATION

Responsibility for Licensing and Accreditation will rest with the National Swimming Committee. Which will monitor International and National Meets and District Championships.

Only on receipt of a license may an organising body promote a meet. All meet promotion packs should contain minimum standard information. See appendix E.

Internal club champs etc would not require a license but clubs must be aware of and comply with Health & Safety requirements and implications in respect of insurance cover.

TIMESCALE

(1) Draft Document by 19th February 1996 to:

Council
Board of Management
National Swimming Committee
National STO
SSCA
Development Officers

(2) Replies and major modifications, in writing, by 31st March 1996, to:

Mike Sheppard, National Swimming Convener,
1 Briarwell Road, Milngavie, Glasgow G62 6AW.

(3) Amended paper to Districts by 3rd May 1996.

(5) Finalised by Swimming Committee by 30th August 1996.

(6) Circulated to clubs etc in week commencing 1st September 1996.

(7) Implementation Date 1st October 1996 for calendar year commencing 1st January 1997. (phasing in period October 1996 - September 1996.

This discussion paper is not exhaustive and is submitted in order to assist in moving the project forward to the next phase.

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APPENDIX A

AREAS OF CONSIDERATION - LICENSING

PURPOSE OF LICENSING

To provide the Scottish Amateur Swimming Association with a means of control over the operation of swimming meets in Scotland and to establish common criteria for the conduct of swimming meets in Scotland.

RECOMMENDATION

It is strongly recommended that ALL meets where two or more clubs participate should be licensed.

CRITERIA FOR LICENSING

(1) All requests for license will be made on the standard form, giving the following details:

(a) Name of organising body.
(b) Contact details, (Name, address, day/evening Tel/Fax No's).
(c) Name/Title of meet.
(d) Date of Meet.
(e) Venue.
(f) Details of Meet - Open, Age Groups (specified) or Masters Swimming and programme of events.
(g) Details of pool - Length and depth of pool (both ends if relay take overs are involved), height of blocks from water and number of lanes.
(h) Starting and approximate finishing times of sessions. Length of sessions should follow the SASA guidelines.
(i) License Type.
(j) Formal agreement to adhere to a minimum standard as defined by the Association. (to include ACF registration)

(2) Meet Licences would be defined by category as follows:

(LA1) International and National Meets - Licence issued and controlled by the National swimming Committee.

(LA2) District Championships - Licence issued and controlled by the National Swimming Committee.

(LA3) Regional Championships etc & Club Open Meets - Licences issued and controlled by District Swimming Committees.

(LA4) Non Accredited Meets - (Friendlies, Time Bands etc) Would require a licence and minimal "Facilities list" (see appendix D) in line with the Associations current guidelines. Licence issued and controlled by District Swimming Committees.

(3) Applications for licences in categories LA1, LA2 & LA3 carry automatic application for the relevant level of accreditation (see appendix B - Accreditation.

NB. Internal club champs etc would not require a licence but clubs must be aware of Health & Safety requirements and implications in respect of insurance cover.

(4) The control and monitoring of licence compliance would be based upon "self assessment" and/or monitoring by officially appointed Meet Observers.

(5) A new format of application form will need to be introduced to include a report. The completed licence/report form would be returned, to the issuing body, with the meet results. The new licence form would incorporate an alpha numeric code, e.g. N/LA1/001/OCT96.

"N" = Issuing body. In this case National Swimming Committee. When the issuing body is a District Swimming Committee the prefix could be MD, ND, WD or ED as appropriate.

"LA1" = Type of Licence. This could read LA1, LA2, LA3 or L4 as appropriate. The letter "A" would denote that the meet has applied for accreditation.

"001" = Number of Licence.

"OCT 96" - Month and Year of Meet.

(6) Licence Applications - It is recommended that applications should be made to the appropriate issuing body as follows:

Categories LA1, LA2 & LA3 - no later than (14 days) prior to the Annual Calendar Conference or 12 weeks prior to the meet. Which ever is the greater.

Category L4 - no later than 8 weeks prior to the meet. A programme of events must be included with the application.

(7) There will be a variable licence fee payable to the issuing body. The fee will be fixed, annually by the National Swimming Committee (ratified by Council). The fees for 1997 shall be:

LA1	£40.00 per Meet
LA2	£30.00 per Meet
LA3	£20.00 per Meet
L4	£ 5.00 per Meet

(8) The responsibility for the proper conduct of a meet as defined by its licence would be split as follows:

(a) The referee - For all pondside and related activities and areas, Computer Team, Commentary Team and Swimmers Seating. The referee would assume control of all of these areas at the end of the warm up and before the start of each scheduled session and until the final event has been ratified in each session.

(b) The Meet Director/Manager - who must be appointed, for all meets, by the organising body. Would be responsible for all aspects as designated by the organising body. This would include warm up/swim down areas and presentations etc. The responsibility would be ongoing throughout the meet except where the referee assumes responsibility.

(9) All meet programmes and results will carry the licence number of the meet.

(10) Meet applications, other than Masters, May not be approved for licensing which conflict with other meets or events:

(a) Promoted by the SASA
(b) Promoted by the District in the geographical region

(11) Changes to the original licence application details, e.g. Change of venue or format etc, will require a new application to be made. The fee for of a new application may be wavered at the discretion of the issuing body.

(12) The decision of the National Swimming Committee will be final. Subject to the normal appeal procedures.

(13) In the interests of forward planning it is hoped that Meet organisers can be swarded a meet date for three consecutive years subject to compliance with these terms and conditions and annual ratification.

APPENDIX B

AREAS OF CONSIDERATION - ACCREDITATION

PURPOSE OF ACCREDITATION

To provide common criteria for the establishment and conduct of swimming meets which as a consequence provide swimmers with the opportunity to achieve qualifying standards for National and International swimming meets and teams.

RECOMMENDATION

Accreditation Type should be split as follows:

Type (LA1) Full Accreditation - Criteria as per SASA/FINA Rules plus extensive "facilities list" (see appendix D). Applicable to International and National Meets.

Type (LA2) Full Accreditation - Criteria as per SASA/FINA Rules plus less extensive "Facilities list" (see appendix D). Applicable to District Age Group and Open Championships plus Club "Open" Meets.

Type (LA3) Full Accreditation - Criteria as per SASA/FINA Rules plus basic "Facilities list" (see Appendix D). Applicable to Leagues (if required). Time Trails and Club Invitation Meets.

The application form could be designed to include a grid system to encompass the "Facilities list" with space for ticking facilities available. Alternatively this could be published in the accompanying criteria and organising bodies could choose the category and indicate this on the application form.

N.B. The issuing body may at its discretion waiver some items of the "Facilities list" in the National/District interests.

GENERAL CRITERIA FOR ACCREDITATION

(1) All requests for accreditation will be made on the standard form, giving the following details:

(a) Name of Organising Body.
(b) Contact Details, (Name, address, day/evening Tel/Fax No's).
(c) Name/Title of Meet.
(d) Date of Meet.
(e) Venue.
(f) Details of Meet - Open, Age Groups (specified) or Masters Swimming and programme of events.
(g) Details of pool - Length and depth of pool (both ends if relay take overs are involved), height of blocks from water and number of lanes.
(h) Starting and approximate finishing times of sessions. Length of sessions should follow the SASA guidelines.
(i) Licence Type.
(j) Formal agreement to adhere to a minimum standard as defined by the Association.

Applications should be submitted in accordance with the following timetable:

"LA1" level Meets - No later than twelve weeks prior to the meet.
"LA2" level Meets - No later than twelve weeks prior to the meet.
"LA3" level Meets - No later than twelve weeks prior to the meet.

(2) Pools used for accredited meets should be a minimum of 25 metres long, except with dispensation from the National Swimming Committee and be of a length which can be interpreted through the use of Equivalent Performance Tables.

(3) There will be a variable accreditation fee payable to the SASA. The fee will be fixed annually by the National Swimming Committee. The fees for 1997 will be as follows:

LA1 - £40.00 (full licence fee)
LA2 - £30.00 (full licence fee)
LA3 - £ 5.00 (one quarter of licence fee)
LA4 - Nil

(4) All programmes for accredited meets will carry the licence number of the meet and the wording. "This meet was applied for accreditaion by the SASA".

(5) The organiser of accredited meets in categories LA1 and LA2 must provide a computerised results service and all results will be forwarded to the District Swimming Convener on a computer disc (and in printed format x3 copies) in a specified format for inclusion in the SASA and GB Swim Rankings.

(6) District Swimming Committees will appoint an observer(s) for all Accredited meet held within their area. The observer will not officiate at the meet in any other capacity and will complete the standard check list for each meet.

(7) Meet applications, other than Masters, may not be approved for accreditation which conflict with other meets or events.

(a) Promoted by the SASA
(b) Promoted by the District in the geographical region

(8) Changes to the original accreditation application details, e.g. Change of venue or format etc, will require a new application to be made. The fee for a new application may be wavered at the discretion of the issuing body.

(9) The decision of the National Swimming Committee will be final, subject to the normal appeal procedures.

APPENDIX C

AREAS OF CONSIDERATION - CONTROL

PURPOSE OF CONTROL

To ensure adherence/compliance with the rules, guidelines and Health and Safety requirements, as defined by the SASA and other appropriate bodies, for the proper running of swimming meets in Scotland for the benefit of all those taking part.

RECOMMENDATION

The National Swimming Committee will be the controlling body but for practical purposes they would delegate this role to District Swimming Committees for all meets other than Internationals, National and District Championships.

METHOD

(1) INTERNATIONALS, NATIONAL & DISTRICT CHAMPIONSHIPS - The National Swimming Committee would designate one or more of their members, from outwith the District in which the meet is being staged, to be responsible for monitoring that the terms of the licence and accreditation are satisfactory complied with. Alternatively the Swimming Committee may choose to appoint an independent person from outwith the committee.

A report will be submitted to the Swimming Committee and the Organising Committee. This report will be submitted within 14 days of the meet taking place. The person(s) making the report would be known as the "Meet Observer(s)".

(2) **ALL OTHER MEETS** - The District Swimming Committees would be responsible for appointing a number of "Meet Observers". The role of the "Meet Observers" would be one of observation and reporting only.

It is essential that the "Meet Observers" are totally impartial and preferably not a member of the participating clubs and are not subject to political manipulation via election. All "Meet Observers" would be officially registered with the SASA and issued ID cards.

Inspections would be obligatory for accredited meets but would be random for non accredited meets with meet organisers informed, say 48 hours, in advance. A system of points for various aspects of the meet would seem to be a simple method of validation with a minimum score in each aspect.

The "Meet Observer's" report should be sent directly to the District Swimming Convener who would then decide if any further action was required. A copy of the report should also be sent independently to the SASA administration who would attach it to the results, when received. However if a Meet fails to a achieve the minimum standard the report would be passed to the National Swimming Committee.

After an initial period it should be possible to devise some form of qualification for would be "Meet Observers".

SANCTIONS

(1) **INTERNATIONALS, NATIONAL & DISTRICT CHAMPIONSHIPS** - Should a Meet in this category fail to achieve the required standard the National Swimming Committee would designate a team (Organising Committee) of its choosing to be responsible for the next Meet of this category within the geographical District.

This team would work alongside the District team to ensure adequate training and compliance. Additionally the District may be liable to a fine of not more than £500.00. To be determined by the (Board of Management/National Swimming Committee).

A District may decide that it does not wish to be responsible for this category of meet, other than District Championships, and in this case the National Swimming Committee may appoint an Organising Committee of its choosing.

(2) **ALL OTHER MEETS** - Should a Meet in these categories fail to achieve the required standard of its licence and or accreditation the District Swimming Committee would withdraw any outstanding licences in the name of the Organising Body and a ban of twelve months would be imposed before any further application would be considered. Additionally the Organising Body may be liable to a fine of not more than £500.00. To be determined by the (District Executive/District Swimming Committee).

The decision of the National Swimming Committee will be final, subject to the normal appeal procedures.

It is appreciated that these sanctions may seem severe however if the overall standard is to be raised and maintained then it is necessary that there are real incentives for complying.

APPENDIX D

AREAS OF CONSIDERATION - FACILITIES LIST

PURPOSE OF LIST

To clearly define the minimum requirements for the various types of Meet Licence and Accreditation and as a consequence to enhance the standard of all accredited meets in Scotland.

RECOMMENDATIONS

		Licence/Accreditation TYPE		
		LA1	LA2/3	LA4
(1)	Warm up and Swim Down facilities (separate) & Marshalls	Y		
(2)	Warm up facilities & Marshalls		Y	Y
(3)	Competitor seating	Y	Y	Y
(4)	Spectator seating	Y	Y	Y££
(5)	Electronic Timing	Y	Y	
(6)	Acoustic Start	Y		
(7)	Full Lane Display	Y	Y*	
(8)	Partial Lane Display		Y	
(9)	Anti Turbulence Lane Ropes	Y	Y	Y££
(10)	Computerisation	Y	Y	
(11)	Changing Facilities - $$ Separate for Swimmers and STO's	Y$$	Y	Y
(12)	Catering Area Facilities - Swimmers, Coaches and STO's	Y	Y	
(13)	Catering Area Facilities - Spectators separate	Y		
(14)	Catering Type - Full, Snacks and Vending	Y		
(15)	Catering Type - Snacks , Vending (circle)		Y	
(16)	Catering Type - none			Y
(17)	Car/Coach Parking - On site, Off site. (circle)	Y	Y	
(18)	Accommodation - reasonably available close to pool	Y	Y	
(19)	Office facilities - Photocopying, Fax/Telephone	Y	Y	
(20)	Media facilities - Photocopying, Fax/Telephone	Y		
(21)	Sign Posting - On site, Off site. (circle)	Y		
(22)	Sponsorship and SASA - Requirements for Display etc	Y	Y	
(23)	Swim Shop - Located on site, easily accessible	Y	Y	
(24)	V.I.P. Facilities - Seating and Reception Areas	Y		
(25)	Programme and Start Sheet	Y	Y	
(26)	Results Service	Y	Y	Y££
(27)	First Aid Facilities	Y	Y	Y
(28)	Drug Testing Facilities		Y	Y
(29)	Lactate Testing Facilities	Y		
(30)	Commentary & Facilities	Y	Y*	
(31)	Public Telephone	Y	Y	Y

*District Championships only

££ Non Accredited meets (L4) would not require these facilities. Meets in categories LA1, LA2 and LA3 would require facilities according to type of accreditation as listed.

APPENDIX E

AREAS OF CONSIDERATION - MEET INFORMATION PACK

PURPOSE OF PACK

To ensure that all participants are adequately informed of the details and conditions of meets held in Scotland.

RECOMMENDATIONS

Contents of the pack should include at least the following details:

(a) Name of Organising Body.
(b) Contact Details.
(c) Name/Title of Meet.
(d) Date(s) of Meet.
(e) Venue - With location map or directions.
(f) Details of Meet - Open, Age Groups (specified) or Master Swimming and programme of events.
(g) Details of Pool - Length and depth of pool (both ends if relay take overs are involved), height of blocks from water and number of lanes.
(h) Starting and Approximate Finishing times of sessions. Length of sessions must follow the SASA guidelines.
(i) License number and Issuing Body (with contact information).
(j) Warm Up and Swim Down Arrangements.
(k) Qualifying Times (where applicable).
(l) Entry Forms (with license number), Costs, Closing Date and Return Details.
(m) Prizes and Awards.
(n) Refreshments Facilities.
(o) Meet Management Details - Name of meet Director/Manager and others.
(p) Presentation Details.
(q) Sponsors Name/Details (if applicable).
(r) ACF Requirement or equivalent for entry purposes.
(s) Safety Warning and Disclaimer.
(t) Refund arrangements.
(u) Coaches Passes - Details of Entitlement, cost etc.
(v) Provision of Officials (if applicable).

The meet information pack should not be confused with an advance publicity flier or advertisement, designed to attract interest in the meet, which would be much less explicit and would be the prerogative of the Organising Body. This meet information pack is required for the communication of specific information associated with the conditions of issue of the Meet License. The pack may however be used as a publicity vehicle if the Organising Body wishes.

APPENDIX F

TECHNICAL OFFICIALS

PURPOSE

To ensure that a common criteria is provided for the proper conduct of swimming meets in accordance with the Laws, Rules and Guidelines of FINA, SASA and other appropriate bodies.

RECOMMENDATION

Meets in the categories L1 & L2 must use Officials who are appropriately SASA registered or have equivalent registration within GB or be FINA listed taking into account the use of other GB officials and those appointed by other bodies, e.g. LEN.

Meets in the category L4 may be run as per the FINA/SASA rules for all swimming technical matters but could be discretionary in relation to the provision of Swimming Technical Officials. However the Referee should be qualified and in the STO list. The local STO Committee and Organising Body may decide on the status of supporting officials in the interests of the meet and the training of new officials.

It is hoped that category LA4 meets will be a good training/breeding ground for new officials.

METHOD

(1) Category "LA1" International Meets - The STO Committee would make recommendations to the National Swimming Committee who would subsequently appoint ALL officials.

(2) Category "LA2" National & District Championships - The Organising Committee or Body would appoint the Referee and Starter having consulted with the local STO Convener. The local STO committee would appointed all other STO's

(3) Categories LA3 & L4 Meets - Appointment of officials would rest with the Organising Body in consultation with the local STO where applicable.

Meets in categories LA1, LA2 & LA3 - A complete list of officials for each session should be signed by the session referee and submitted to the meet observer for inclusion in the meet report.