



**Scottish
Swimming**

**Scottish Swimming
Regulations
for the
Swimming
National Discipline Committee
Issue 8 – November 2015**

Swimming Committee Regulations**INDEX**

SECTION	SW1	General
SECTION	SW2	Scottish Championships/Meets
	SW2.1	All Championships/Meets
	SW2.2	National Open Championships
	SW2.3	National Short Course Championships
	SW2.4	National Age Group Championships
	SW2.5	National Team Championships
	SW2.6	Scottish Summer Meet
SECTION	SW3	Scottish Records
	SW3.1	National Records
	SW3.2	Other Records
	SW3.3	Distances
	SW3.4	Conditions
	SW3.5	Application
	SW3.6	Certificates
SECTION	SW4	British Records
SECTION	SW5	Competition/ Training outside Great Britain
	SW5.1	Procedure for Scottish Swimming Clubs, Teams and Individuals
SECTION	SW6	Calendar Planning
	SW6.1	General
	SW6.2	Calendar Planning Process
	SW6.3	Calendar Review
SECTION	SW7	Licensing and Accreditation
	SW7.1	General
	SW7.2	Licence Categories
	SW7.3	Jurisdiction
	SW7.4	Conditions
	SW7.5	Facility and Meet Minimum Standards
	SW7.6	Session Timescale Standards
	SW7.7	Applying for a Licence
	SW7.8	Notification
	SW7.9	Requirements
	SW7.10	Reports
	SW7.11	Management of Meet
	SW7.12	Meet Technical Officials
	SW7.13	Fees
	SW7.14	Accreditation Confirmation
SECTION	SW8	Scottish Swimming Rules
	SW8.1	Order of Events
	SW8.2	Relay Events
	SW8.3	Start
	SW8.4	Disqualification
	SW8.5	Permanently Disabled Swimmer
	SW8.6	Mixed Gender Age Group Events
	SW8.7	Lane Numbering

SW1.0 General

- SW1.1 The Scottish Swimming Committee (SSC) a National Discipline Committee of Scottish Swimming shall comply with the relevant sub-sections of Company Article A3.1.3.
- SW1.2 The Swimming Committee shall conduct its business in accordance with Section A3.1.3.2 of the Company Articles.
- SW1.3 The membership of the Swimming Committee shall be in accordance with Company Article A3.1.3.7.2.
- SW1.4 The Swimming Committee shall have the following responsibilities in addition to those stated in Company Article A3.1.3.6.1.
- SW1.4.1 Calendar planning of District and Club competitions in conjunction with the National Championships / Meet Plan and liaising with the Coaches Technical Panel.
 - SW1.4.2 Organisation and implementation of National Championships and Meets.
 - SW1.4.3 Support swimming activities in the Districts including the District Regional Programme and District Championships.
 - SW1.4.4 Act as a communication medium between Scottish Swimming and the Districts on swimming matters.
 - SW1.4.5 Assist with the implementation of Scottish Swimming strategies and policies.
 - SW1.4.6 Act as a forum for consultation with the Director of Performance on swimming matters.
 - SW1.4.7 Formulation of Swimming Regulations and provide interpretation as necessary.
 - SW1.4.8 Ratify all Scottish Swimming Records and recommend them for approval by the Company.
 - SW1.4.9 Liaise through the Technical Officials representative with the Technical Officials Committee.
 - SW1.4.10 Advertise for and appoint a National Championships / Meet Convenor every two years.
 - SW1.4.11 Liaise with the Coaches Technical Panel on the selection of Staff and Competitors eligible to compete outwith Scotland or in International contests held in Scotland.

SW2.0 Scottish Championships/Meets**SW2.1 All Championships/Meets**

- SW2.1.1 General
 - SW2.1.1.1 All championships shall be held in an indoor pool.
 - SW2.1.1.2 All championships shall be conducted under FINA and Scottish Swimming Rules.
 - SW2.1.1.3 The following Championships/Meets are open and shall be held annually:
 - a) National Open Championships
 - b) National Short Course Championships
 - c) National Age Group Championships
 - d) Scottish Summer Meet
 - SW2.1.1.4 The following Championships/Meets are closed to Scottish Clubs and teams and may be held annually at the discretion of the Swimming Committee:
 - a) National Team Championships
 - SW2.1.1.5 Additional Meets may be organised at the discretion of the National Swimming Committee. Any additional Meets must have the approval of the Company Board.
- SW2.1.2 Championship/Meet Organisation
 - SW2.1.2.1 The management of Championship/Meets shall be by an organising committee appointed by and under the jurisdiction of the Swimming Committee.
 - SW2.1.2.2 Entries shall be made in accordance with the published Information Pack.
 - SW2.1.2.3 The decision to include either semi or consolation finals will be at the discretion of the Swimming Committee.
 - SW2.1.2.4 The number of heats will be determined by the organising committee when entries are known. The organising committee reserves the right to restrict entries to ensure a good standard of competition.
 - SW2.1.2.5 The following entry time verification process will apply:
 - a) Clubs may be requested to prove the submitted entry times. Failure to respond by the stated date with the requisite proof will result in automatic exclusion from the event and the entry fee forfeited.

- b) During and/or after the event further checks may be instigated, where significant under performance, in relation to an entry time is recorded. Proof of entry time will be requested by a specific date. Failure to comply will result in a fine to the club/swimmer (in accordance with Company Rule R3.6.1.
 - c) Unpaid fines will result in swimmers being excluded from future Scottish National Championships/Meets.
- SW2.1.2.6 The number of sessions, the programme of events for each session, the Qualifying or Consideration time for entry for events and the closing date for entries will be determined annually by the Swimming Committee and published at least six months before the first day of the championships. Qualifying or Consideration times must be recorded within a date fixed by the Swimming Committee which will be not less than six months before the first day of the Championship.
- SW2.1.2.7 Failure to appear, withdrawals or amendments shall be in accordance with the published Information Pack.
- SW2.1.2.8 Technical officials will be appointed as required by SW7.1.4
- SW2.1.3 Eligibility to Compete
- SW2.1.3.1 Eligibility to compete is as defined in Company Rule R4.5.
- SW2.1.3.2 If an event has only one competitor (including only one relay team) a decision on whether the event is swum will be made by the National Events Convener.
- SW2.1.4 Jury of Appeal
- SW2.1.4.1 The Swimming Committee shall appoint or arrange for the appointment of a jury of appeal in advance of each Scottish Championship/Meet.
- SW2.1.4.2 The procedure and treatment shall be in accordance with Company Rules R11.3 and R11.4.
- SW2.1.5 Events
- SW2.1.5.1 The Swimming Committee may by exception vary the events for the various Championships/Meets and Leagues under its jurisdiction.

SW2.2 National Open Championships

- SW2.2.1 General
- SW2.2.1.1 The Championships shall normally be held in a 50m pool.
- SW2.2.2 Events
- SW2.2.2.1 The Swimming Committee, at its discretion, may organise other events to be run alongside the Championship
- SW2.2.3 Titles
- SW2.2.3.1 Scottish Open Champion
Fastest swimmer in the final/heat declared swims of each event shall be Scottish Open Champion.
- SW2.2.3.2 Scottish National Champion (Senior and Junior)
Fastest swimmer in the final/heat declared swims of each event with National eligibility as defined in Company Rule R4.5 shall be Scottish National Champion. If there is no National swimmer in the final, the title shall be awarded to the fastest National swimmer in the consolation final or semi-finals, failing which the heats.
- SW2.2.4 Awards
- SW2.2.4.1 Medals shall be presented as follows;-
- a) Scottish Open Champion 1st, 2nd, 3rd
 - b) Scottish National Champion 1st
(provided the individual is not also the Scottish Open Champion).
 - c) Scottish National Junior Champion 1st
(provided the individual is not either the Scottish Open or Scottish National Champion).
- SW2.2.4.2 The following Trophies shall be awarded using an appropriate points method as decided by the Swimming Committee and published in the Meet Information:
- a) Top Club Most points earned by a Scottish club or composite team
 - b) Berger Paints Trophy Best performance (male or female) by a Scottish swimmer in the National Open Championships.

- c) Eileen Adams Trophy Best combined performance in the Senior Men's 200m and 400m Freestyle

SW2.3 National Open Short Course Championships

SW2.3.1 General

SW2.3.1.1 The Championships shall normally be held in a 25m pool.

SW2.3.2 Events

SW2.3.2.1 The Swimming Committee may, at its discretion, organise other events to be run alongside the Championships

SW2.3.3 Titles

SW2.3.3.1 Short Course Open Champion

Fastest swimmer in the final/heat declared swims of each event shall be the Short Course Open Champion.

SW2.3.3.2 Short Course National Champion (Senior and Junior)

Fastest swimmer in the final/heat declared swims of each event with National eligibility as defined in Company Rule R4.5 shall be declared the Short Course National Champion.

If there is no National swimmer in the final, the title shall be awarded to the fastest National swimmer in the consolation final or semi-finals, failing which the heats.

SW2.3.4 Awards

SW2.3.4.1 Medals shall be presented as follows:

- | | |
|--|-------------------|
| a) Short Course Open Champion | 1st, 2nd and 3rd. |
| b) Short Course National Champion | 1st |
| (provided the individual is not also the Short Course Open Champion) | |
| c) Short Course National Junior Champion | 1st |
| (provided the individual is not either the Short Course Open or National Champion) | |

SW2.3.4.2 The following Trophies shall be awarded using an appropriate points method as decided by the Swimming Committee and published in the Meet Information.

- | | |
|-----------------------------|--|
| a) Top Club | Most points earned by a Scottish club or composite team |
| b) Alistair Sankey Memorial | Best combined performance in the senior men's 100m and 200m Butterfly. |
| c) Paisley 500 Trophy | Best overall performance by a male or female. |
| d) Citrus Trophies | Best performance by a junior male and female. |
| e) Aberdeen 2000 Trophies | Best single performance for male and female. |

SW2.4 National Open Age Group Championships

SW2.4.1 General

SW2.4.1.1 Ages are defined as age on 31st December

SW2.4.1.2 Competitors may only swim in their own age group.

SW2.4.1.3 The National Swimming Committee may at their discretion run all or part of the National Open Age Group Championships in conjunction with the National Open Championships

SW2.4.2 Events

SW2.4.2.1 The Age Groups for individual and relay events will be decided on an annual basis by the Swimming Committee subject to a minimum of 11 years old on the following 31st December.

SW2.4.3 Titles

SW2.4.3.1 Scottish Open Age Group Champion

The fastest swimmer in the final/heat declared swims of each event shall be Scottish Open Age Group Champion.

SW2.4.3.2 Scottish National Age Group Champion

The fastest swimmer in the final/heat declared swims of each event with National eligibility as defined in Company Rule R4.5 shall be Scottish Age Group Champion. If there is no National swimmer in the final, the title shall be awarded to the fastest National swimmer in the consolation final or semi-finals, failing which the heats

SW2.4.4 Awards**SW2.4.4.1** Medals shall be presented as follows:

- a) Scottish Open Age Group Champion 1st, 2nd and 3rd.
- b) Scottish National Age Group Champion 1st
(provided the individual is not also the Open Age Group Champion)

SW2.4.4.2 Trophies will be awarded as follows using an appropriate points method as decided by the Swimming Committee and published in the Meet Information.

- a) Trophies (1 male/1 female) To be awarded to the best performance by a boy and girl aged 16 and under (age as at 31st December).
- b) Sharp Trophies To be awarded to the fastest Boy and Girl swimmers aged 12 or under in 200m Individual Medley (age as at 31st December).
- c) Top Club Most points earned by a Scottish club or composite team.

SW2.5 National Team Championships**SW2.5.1 General****SW2.5.1.1** A Team Championships may be arranged at the discretion of the Swimming Committee. Details of events, eligibility, points, awards etc will be as per Meet Information.**SW2.6 Scottish Summer Meet****SW2.6.1 General****SW2.6.1.1** Ages are defined as age on 31st December**SW2.6.1.2** Competitors may only swim in their own age group.**SW2.6.2 Events****SW2.6.2.1** The Events and Age Groups for individual and relay events will be decided on an annual basis by the Swimming Committee subject to a minimum of 12 years old as at 31st December.**SW2.6.2.2** The Swimming Committee will decide annually what restrictions, if any, will be applied on which swimmers may compete at this Meet.**SW2.6.3 Awards****SW2.6.3.1** Medals shall be presented within each Age Group as follows:
1st, 2nd and 3rd.**SW3.0 Scottish Records****SW3.1 National Records****SW3.1.1** There shall be the following types of record, by male and female swimmers eligible to represent Scotland as defined in Company Rules R4.5.3 and R7.1.1.

- a) Scottish National Long Course Record
Achieved in a 50m pool
- b) Scottish National Long Course Age Group Record
Achieved in a 50m pool for each age group between 11 and 18 years inclusive, based on swimmers age on the date of the swim.
- c) Scottish National Long Course Junior Record
Achieved in a 50m pool by any junior swimmer, as defined in Company Rule R4.5.6(a)
- d) Scottish National Short Course Record
Achieved in a 25m pool.
- e) Scottish National Short Course Age Group Record
Achieved in a 25m pool for each age group between 11 and 18 years inclusive, based on swimmers age on the date of the swim.
- f) Scottish National Short Course Junior Record
Achieved in a 25m pool by any junior swimmer, as defined in Company Rule R4.5.6(a)

SW3.2 Other Records

- SW3.2.1 In addition to National Records there are the following records;
- a) Scottish Age Group Championship Record
Achieved by a swimmer, swimming over a recognised distance, for a stroke within his/her Age Group, at the Scottish Age Group Championships. These records have been discontinued following the introduction of National Age Group Records. A record of existing Scottish Age Group Championship Records, as at 26th June 2005, will be retained by Scottish Swimming, in recognition of those achieving those records.
 - b) Scottish National Team Records (Long and Short Course)
Achieved by teams participating in any of the relay categories, as per SW3.3.1, whose members are eligible to represent Scotland as defined in Company Rules R4.5.3 and R7.1.1.
 - c) Scottish National Junior Team Records (Long and Short Course)
Achieved by teams participating in any of the relay categories, as per SW3.3.1, whose members are eligible to represent Scotland as defined in Company Rules R4.5.3 and R7.1.1 and who are junior swimmers as defined in Company Rule R4.5.6(a)
 - d) Scottish Club or Composite Team Relay Records (Long and Short Course)
Achieved by a Scottish Club or Composite team participating in any of the relay categories, as per SW3.3.1
 - e) Scottish Junior Club or Junior Composite Team Relay Records (Long and Short Course)
Achieved by a Scottish club or Composite team in any of the relay categories as per SW3.3.1 whose members are junior swimmers as defined in Company Rule R4.5.6(a)

SW3.3 Distances

- SW3.3.1 The following distances will be recognised for Scottish Records as defined in SW3.1 and SW3.2
- a) Freestyle 50m, 100m, 200m, 400m, 800m and 1500m
 - b) Backstroke 50m, 100m and 200m
 - c) Breaststroke 50m, 100m and 200m
 - d) Butterfly 50m, 100m and 200m
 - e) Individual Medley 100m, 200m and 400m
 - f) Freestyle Relay 4x50m, 4x100m and 4x200m
 - g) Medley Relay 4x50m and 4x100m
 - h) Mixed freestyle relay 4x100m Long Course and 4x50m Short Course
 - i) Mixed medley relay 4x100m Long Course and 4x50m Short Course

SW3.4 Conditions

- SW3.4.1 All records shall be made under FINA conditions
- SW3.4.2 A record may be made;
- a) In an accredited or individual race against time within Scotland
 - b) In a scratch competition or record attempt held under the auspices of the Swimming Associations of England, Wales or any country affiliated to FINA.
- SW3.4.3 A swimmer may apply for a record at any intervening recognised distance when competing over a longer distance, providing the scheduled distance is completed and the time recorded at the intervening distance is by Automatic Officiating Equipment.
- SW3.4.4 The first swimmer in a relay team, except in mixed relays, may apply for a record. Should the first swimmer in a relay team complete the distance in a record time, his/her performance shall not be nullified by any subsequent disqualification of the relay team for violations occurring after the distance has been completed.
- SW3.4.5 A record may not be claimed in an event (such as a "skins" event) where the start rules as laid down in SW4 of FINA Swimming Rules have not been complied with.

SW3.5 Application

- SW3.5.1 All applications for a Scottish record shall be submitted in accordance with Company Rule R7.1.
- SW3.5.2 It is the responsibility of the swimmer or his/her club to apply for any record for which they are eligible.

SW3.6 Certificates

SW3.6.1 Certificates will be issued in accordance with Company Rule R7.1.3.

SW4.0 British Records

SW4.0.1 Information regarding British Records is available from the Company (see also Company Rule R7.2)

SW5.0 Competition / Training Outside Great Britain**SW5.1 Procedure for Scottish Swimming Clubs, Team and Individuals**

SW5.1.1 Application for a permit should be made in accordance with Company Rule R8.0

SW6.0 Calendar Planning**SW6.1 General**

SW6.1.1 Calendar Planning is to provide Scottish Swimming with a coordinated and planned competition programme that meets the needs of competitive swimmers of all abilities

SW6.2 Calendar Planning Process

SW6.2.1 The National Swimming Committee will maintain and publish a three year calendar listing planned National, District and other Level 1 Meets in the period, together with planned dates and venues and whether or not these are confirmed.

SW6.2.2 Each District Licensing Authority will undertake a Calendar Planning process, either annually or six monthly.

SW6.2.3 Clubs and other organisations will be invited to submit applications to run meets, detailing the proposed dates and venues, the level/age group of swimmers for whom the meet is planned, and the type of events planned (See Section 4 of the licence form).

SW6.2.4 The District Licensing Authority will review applications, resolve clashes and gaps, and publish a Meet calendar for the period under review. The calendar must be published on an appropriate web-site and issued to meet applicants no later than six months prior to the first day of the period under review.

SW6.2.5 Districts, clubs and other meet organisers wishing to hold a Level 1 Meet should submit their application to the National Swimming Committee, with a copy provided to the District Licensing Authority where the event will be held. The District Licensing Authority will notify the National Swimming Committee of its support, or otherwise, for any proposed Level 1 meet (other than National events) to be held in their District. The National Swimming Committee will review applications as per SW6.2.4 and update the Level 1 Meet calendar as appropriate.

SW6.3 Calendar Review

SW6.3.1 Each District Licensing Authority will undertake a Calendar Review process, either annually or six monthly.

SW6.3.2 The District Licensing Authority will review the Meets held in the relevant period and assess how well the calendar plan objectives have been met. The review will be recorded and available to meet organisers and other affiliated clubs within the relevant District. The licensing authority will develop and, as appropriate, implement appropriate plans to resolve issues arising from the review.

SW7.0 Licensing and Accreditation**SW7.1 General**

SW7.1.1 Licensing is to provide Scottish Swimming with a means of control over and the maintenance of minimum standards during the operation of swimming meets in Scotland. Clubs/Organisations running events must be aware of the Health and Safety Regulations and implications in respect of insurance cover.

SW7.1.2 Accreditation is to provide common criteria for the establishment and conduct of "Licensed" swimming meets which as a consequence provide swimmers with the opportunity to achieve qualifying standards for National and International swimming meets, teams and squads

SW7.1.3 A licence is required for any competitive meet which involves two or more participating clubs.

- SW7.1.4 Accreditation can only be granted for Level 1 and Level 2 Meets. The minimum requirements of officials for meets with or without electronics must be adhered to and is to be found in the STO Regulations.
- SW7.1.5 All swimmers must be members of Scottish Swimming or be registered members of the ASA, WASA or another FINA affiliated country, prior to competing in any licensed meet.
- SW7.1.6 The control and monitoring of licence compliance will be undertaken when the Meet Report is completed in accordance with SW7.10.2 and is reviewed by the appropriate Licensing Authority.
- SW7.1.7 Application for licences must be made on the current version of the licence form as published by Scottish Swimming and available for download from the Scottish Swimming web-site as at the date the application is made.
- SW7.1.8 Application for licences may not be granted if the date(s) clash with other competitions promoted by:
- a) Scottish Swimming
 - b) The District in the geographical region and the licensing body (National Swimming Committee for Scottish Swimming competitions, relevant District Swimming Committee for District competitions) considers that the event applied for would adversely impact the competition with which it clashes.
- SW7.1.9 Leagues must submit individual applications for licence and accreditation for each meet held. Only one fee per division will be applied for the duration of a League season.
- SW7.1.10 Should a meet fail to achieve the required minimum standards as required by the Swimming Regulations, the swimming committee issuing the licence will follow the process laid down in SW7.14.5.

SW7.2 Licence Categories

- SW7.2.1 Event licences will be categorised as follows:
- a) Level 1 – International Meets between two or more Nations, National Meets, District Championships which include those run by Associate Members e.g. Scottish Schools Finals, Scottish Universities finals etc, Grand Prix, Club Long Course Competitions (not Graded or Time Banded).
 - b) Level 2 – Other Accredited meets, including non-Championship District Meets, Regional Events, Other Club Meets, Invitational Meets, Inter Club Meets, Club Events and/or League Matches, Meets run by Associate Members (e.g. Scottish Schools Regional events) where conditions for Accreditation are intended to be achieved.
 - c) Level 3 – Non Accredited Meets, including those run by Associate Members e.g. Scottish School Heats.

SW7.3 Jurisdiction

- SW7.3.1 The National Swimming Committee is responsible for the issue of licences for all Level 1 Meets and Level 2 Meets run by a District.
- SW7.3.2 The appropriate District Swimming Committee is responsible for the issue of licences for all other Level 2 and all Level 3 Meets.

SW7.4 Conditions

- SW7.4.1 Applications for a licence in categories Level 1 and level 2 will automatically carry application for accreditation.
- SW7.4.2 Internal Club Competitions do not require a licence unless the Club requests the Meet to be accredited. However Clubs must be aware of Health and Safety requirements and implications in respect of insurance cover.
- SW7.4.3 Accreditation will not be granted for competitions which are limited to swimmers under the age of 10.

SW7.5 Facility and Meet Minimum Standards**SW7.5.1 Level 2 and 3 competitions**

	Licensed/ Accredited	Licensed Only
a) Warm up facilities and Marshals	*	*
b) Competitor Seating	*	*
c) Separate seating for spectators VIP's etc	*	
d) Officials seating on poolside	*	*
e) Electronic Timing or at least 3 T/K per lane	*	
f) Anti turbulence lane ropes	*	
g) Car/Coach parking reasonably available close to pool	*	
h) Programme and start sheets	*	
i) Electronic Results service	*	1
j) First Aid facilities	*	*
k) Public address system	*	

1. Results service at Level 3 Meets can be provided manually within 2 days of the event.

SW7.5.2 Level 1 competitions

The following additional minimum standards are required for Level 1 Competitions:

- Separate swim-down facilities and marshals (National events only – recommended for other Level1 Competitions))
- Electronic timing and acoustic start
- Full lane display scoreboard
- Separate wet and dry changing facilities
- Photocopying and/or printing facility & internet access
- Spectator catering facilities
- Availability of competitor accommodation
- Drug, lactate and sports analysis facilities (National events only)

SW7.5.3 In exceptional circumstances, one or more of these minimum standards may be waived at the discretion of the licensing body if it is satisfied that this will not materially detract from the standard of the Meet.

SW7.5.4 Level 1 competitions must have minimum entry criteria such as Qualification or Consideration times in order to ensure an appropriate standard of competition. Competitions may not be Graded or Time Banded

SW7.5.5 All National and District Level 1 Championships will be age as at 31st December.

SW7.5.6 Swimmers under the age of 11 (age as at 31st December) will not be eligible to compete at Level 1 competitions

SW7.6 Session Timescale Standards

SW7.6.1 The following criteria shall apply.

a) Level 1 Meets

Duration of competitive day (including medal presentations, excluding warm ups) must not exceed 9 hours. Appropriate arrangements must be made to relieve or rotate officials if individual sessions are longer than 3 hours.

b) Level 2 Meets

Duration of competitive day (including medal presentations, excluding warm ups) must not exceed 6 hours. Individual sessions must not exceed 3 hours.

c) Level 3 Meets

Meets must be one of:

- One session, maximum length of 3 hours, or
- Two sessions, each of maximum length of 2 hours, or
- Two sessions, each of maximum length of 3 hours where individual swimmers only participate in one of the sessions.

SW7.7 Applying for a Licence

SW7.7.1 Application must be made after a provisional pool booking has been made on the appropriate form available from the Company or appropriate District Swimming Committee. Application may not be made until the relevant calendar plan (in accordance with SW6.2.4) has been issued. Advertising of a Meet cannot take

place until a meet has been licensed and a Licence number has been issued. All meet advertisements and information should display the licence number prominently. Any application should be received by the licensing body at least 30 days prior to the first day of competition, although this may be waived at the discretion of the licensing body.

SW7.7.2 Application for Level 1 and Level 2 Meets run by a District Meets must be made to the National Swimming Committee, accompanied by the appropriate fee (in accordance with Company Rule R3.4.1). A programme of events must accompany the application.

SW7.7.3 Application for all other Level 2 and all Level 3 Meets must be made to the appropriate District Swimming Committee accompanied by the appropriate fee (in accordance with Company Rule R3.4.1). A programme of events must accompany the application.

SW7.7.4 Where application is being made for a Meet which has not been included in the Licensing Authority's calendar plan the applicant must state the reason for the exclusion. In such cases, the licence will only be issued if:

- a) There is no clash with a meet already on the Licensing Authority's calendar, or
- b) The meet is internal to an individual club or composite team

SW7.7.5 When a change to the details of an application (e.g. change of venue, date or format) is required, a new application must be made. The fee for a new application may be waived at the discretion of the Swimming Committee granting the licence.

SW7.8 Notification

SW7.8.1 Confirmation that a licence has been granted will be sent to the applicant within 30 days of receipt of the application.

SW7.8.2 Where a licence application is refused, the applicant will be notified within 30 days of receipt of the application and the reason for refusal stated.

SW7.9 Requirements

SW7.9.1 The organiser of licensed Meets must provide a results service as follows:

- a) Level 1 & 2 – Results must be recorded on a computerised service and a complete set of results, signed by the referee, should be provided to the licensing authority. Computer files should be sent to Scottish Swimming and British Swimming for inclusion in the Scottish Swimming squad selection database and GB Swim Rankings.
- b) Level 3 – A computerised results service is not required but results must be circulated to participating clubs within 2 days following completion of the Meet. Results do not require to be sent to the licensing body.

SW7.9.2 All Meet programmes and results must carry the Meet Licence number and if appropriate, a statement that Accreditation has been applied for.

SW7.10 Reports

SW7.10.1 The control and monitoring of licence compliance will be based on self assessment by the organising body with endorsement by the Meet Referee and /or Session referee

SW7.10.2 For all licensed Meets a completed Meet Report (Part 2 on the Application Form), signed by the Meet Organiser and all session referees, must be returned within seven days of the completion of the Meet to the Swimming Committee granting the Licence. It must be accompanied with a list of the Technical Officials and results in accordance with SW7.9.1

SW7.11 Management of Meet

SW7.11.1 The Referee will assume control at the end of the warm up of each scheduled session until the final event has been ratified.

SW7.11.2 The Referee will be responsible, for the proper conduct of a meet as defined by its licence, for all poolside related activities and areas (e.g. to include computer team, commentary team and competitors seating).

SW7.11.3 A Meet Director/Manager must be appointed for all licensed meets by the Organising Body.

SW7.12 Meet Technical Officials

- SW7.12.1 The Officials required for Licensed/Accredited Meets shall be in accordance with the requirements of STO Regulations STO12.0
- SW7.12.2 A complete list of technical officials for each session must be signed by the session Referee. This must be included in the meet report (see SW7.10) in accordance with the guidelines on the application form.

SW7.13 Fees

- SW7.13.1 The fee for each licence category will be set in accordance with Company Rule R3.4.2.

SW7.14 Accreditation Confirmation

- SW7.14.1 In the event of Accreditation not being endorsed, the meet organiser will be notified by the relevant Committee within fourteen (14) days as to the reasons why.
- SW7.14.2 Accreditation may be withheld if, for one or more sessions, the meet or session referee cannot confirm the validity of swimmer times and/or that swims were undertaken within FINA and Scottish Swimming rules.
In particular, accreditation may be withheld if
- a) The minimum requirement of Officials was not achieved.
 - b) Times have not been recorded in accordance with FINA / Scottish Swimming rules.
- SW7.14.3 Where an event seeking accreditation does not fully comply with the requirements as laid down in SW7.14.2 the licensing body, at its discretion, may accredit individual sessions within the event where the requirements were met.
- SW7.14.4 Where accreditation is withheld, either in its entirety, or for individual sessions, the meet organiser will, within 7 days, notify each participating club in writing, detailing the sessions which were not accredited.
- SW7.14.5 Where there has been a failure to meet minimum standards for the relevant level of licence, not covered by SW7.14.2, for example:
- a) Minimum facility standards, as laid down in Section 8 of the Licence Application Form, were not adhered to,
 - b) Time criteria were not met and a satisfactory explanation has not been provided,
 - c) Health and Safety Guidelines were not announced or were not adhered to,
- the following process will apply:
- Meet accreditation will be granted
 - On the first failure by a meet organising club or other body, the licensing authority will issue a warning, in writing, highlighting the failure and requiring the organising body to respond in writing, within 28 days, detailing the corrective action that will be taken for any future meet.
 - On a subsequent failure within a two year period, the licensing authority may cancel any issued licences held by the organising body and may refuse to issue a licence to the organising body for any event to be held in the 12 months from the date of the second or subsequent failure.

SW8.0 Scottish Swimming Rules**SW8.1 Order of Events**

SW8.1.1 No alteration shall be made to the order of the printed programme unless with the consent of the Referee and Gala Convener. The Referee shall inform the starter, recorder and announcer of any alteration.

SW8.2 Relay Events

- SW8.2.1 Competing clubs or teams must submit a list of names of relay team members, including reserves, to the recorder, for the information of the Referee, before the commencement of the competition or session. The relay team members must be listed in order of competing.
- SW8.2.2 All relay team members must be bona fide members of the competing club or team.
- SW8.2.3 The composition of a relay team may be changed between heats and finals provided it is made up from the list of swimmers submitted.
- SW8.2.4 A swimmer may be named as a member for only one relay team except for reserves as per paragraph SW8.2.5.
- SW8.2.5 A swimmer may be named as a reserve for more than one relay team for the same club or team but may only swim for one of them. In the event that the composition of a relay team is changed to include a reserve swimmer, that swimmer must be withdrawn from being a reserve from any other team.

SW8.3 Start

SW8.3.1 Only at Level 3 Meets may able-bodied competitors start with other than a dive, provided they have the consent of the Referee. In such instance the Referee shall inform all other competitors.

SW8.4 Disqualification

SW8.4.1 A swimmer shall be disqualified for failing at the end of a race to keep their place in the water. Disqualification shall not be enacted provided the swimmer returns to the water on the instruction of the Referee

SW8.5 Permanently Disabled Swimmer

- SW8.5.1 A permanently disabled swimmer shall not be disqualified in a competition in a case where their disability prevents them from complying with the rules of a particular stroke, provided that the swimmer has a confirmed classification (disability status on British Swimming membership database) or a certificate of swimming disability. The following procedures should be followed:
- a) At disability specific events (Pan-Disability events) and events which include multi classification entry conditions – The meet organiser is responsible for collating up to date stroke exception and classification information on each classified swimmer at entry and providing this to the meet referee.
 - b) At events where no multi classification entry conditions exist – The swimmer or their representative is responsible for providing stroke exceptions to the referee where applicable. This can be done by checking the relevant Home Country Membership Page on the British Swimming Web Site where internet access is available at the meet, by showing the membership check on a smart phone, or by producing a printed version of the relevant Membership Page. Where swimmers are in possession of a Certificate of Swimming Disability, this should be presented to the Referee by the swimmer or their representative.

SW8.6 Mixed Gender Age Group Events

SW8.6.1 In Age Group Competitions only, events may be swum on a mixed gender basis at the discretion of the event organisers.

SW8.7 Lane Numbering

SW8.7.1 In Age Group Competitions taking place in a 10 lane pool numbering may be 0 to 9, or 1 to 10 at the discretion of the Meet organisers.