

## Licensing Compliance Report

Reports are to be completed in full following completion of the event.

The event summary must be submitted to: [swimwales-events@swimming.org](mailto:swimwales-events@swimming.org) within 5 days of the competition finishing.

The remaining report should 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 if required. The following document offers a checklist of considerations and actions to support organiser's deliver safe and manageable events.

### Event Summary

Club	
Meet title	
Meet license No.	
Meet organiser	
Date	

No. of officials	
No. of volunteer	
No. of swimmers	
No. of entries	
No. of Para-Swimmers	
No. of Para-Swimmer entries	
No. of spectators	

### Form 1: Prompt Card for the Announcer

*The following announcements to competitors and others present at the event must be made prior to each warm up session and start of competition*

<b>1</b>	The announcer must receive an appropriate briefing from the promoter and/or referee.		Yes/No
<b>2</b>	"You are reminded that the depth of water at the shallow end is (insert depth) and the deep end is (insert depth). Starting blocks are (insert height ) above water level at the shallow end and (insert height) above the water level at the deep end.	Announce	Yes/No
<b>3</b>	<i>When the water depth is less than 0.9m at the end of the pool where starting or turning takes place you must make the following announcement "As the water depth is below 0.9m at (name the ends) of the pool, all starts at that end must be in the water and you are reminded that this depth is considered insufficient for tumble turns".</i>	Announce	Yes/No
<b>4</b>	<i>When the water depth is 0.9m but less than 1.5m and the height of the pool edge is not more than 0.38m above the level of the water you must make the following announcement. "Coaches and Team Managers are reminded that only those swimmers who have achieved the standard of the ASA Preliminary Competitive Start Award are permitted to start with a shallow racing dive from the side of the pool. Swimmers who have not reached this standard must start in the water".</i>	Announce	Yes/No
<b>5</b>	<i>When the depth of water is 0.9m but less than 1.5m and starting blocks are provided you must make the following announcement. "Coaches and Team Managers are reminded that only those swimmers who have reached the standard of the ASA Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks".</i>	Announce	Yes/No
<b>6</b>	"Should any competitor perform a false start, they must continue with a shallow dive, they must not topple into the water head downwards as this is dangerous".	Announce	Yes/No
<b>7</b>	"Those competitors starting in the water shall lower themselves over the side into the water before starting at an appropriate place.	Announce	Yes/No
<b>8</b>	The wearing of jewelry is not permitted during warm ups/swim downs and competition	Announce	Yes/No
<b>9</b>	The signal that you will hear if it becomes necessary to evacuate the building will be. <i>(insert here the nature of the alarm and give a sample sounding if possible)</i> , as given in the Written Operating Procedures."	Announce	Yes/No

<b>10</b>	"To evacuate the building, spectators should use the marked emergency exits located at <i>(insert here the location(s) of the exits)</i> and swimmers should use the marked exits located at <i>(insert here the location(s) of the exits)</i> . Swimmers should not return to the changing rooms to collect their clothes or belongings. If a competitive race is in progress this will be declared void and competitors must clear the water immediately and evacuate the building."	Announce	Yes/No
<b>11</b>	"Everybody must remain outside the building until they are told they can return by either the building staff or emergency services representative."	Announce	Yes/No
	Swimmers are required to abide by the facility operators safety rules at all times: these are displayed on the pool safety signs placed at strategic locations throughout the facility. A written copy of the Pool Operating Procedures is available from <i>(Insert location)</i> .	Announce	Yes/No
<b>12</b>	<i>Photography: Please refer to the event manager.</i>	Announce	Yes/No

Session No	Time Completed	Date Completed	Signature	Name in Block Capitals
Prior to Commencement of Warm up				
Prior to Commencement of Session				

Session No	Time Completed	Date Completed	Signature	Name in Block Capitals
Prior to Commencement of Warm up				
Prior to Commencement of Session				



Session No	Time Completed	Date Completed	Signature	Name in Block Capitals
Prior to Commencement of Warm up				
Prior to Commencement of Session				

Session No	Time Completed	Date Completed	Signature	Name in Block Capitals
Prior to Commencement of Warm up				
Prior to Commencement of Session				

**Form 2 - Prompt Card for the Event Manager**

<b>1</b>	Confirm areas of pool, i.e. pool deck, changing rooms, etc. for which the event manager and team are responsible.	Confirm area of responsibility	Yes/No
<b>2</b>	Obtain and read Written Operating Procedures identifying any areas for implementation.	Obtain, Read and Implement	Yes/No
<b>3</b>	Brief the referee on any of the event conditions specifically relevant to the Written Operating Procedures.	Brief Referee	Yes/No
<b>4</b>	Appoint and brief stewards for changing rooms and warm-up and swim-down sessions and brief them on their duties.	Brief stewards	Yes/No
<b>5</b>	Confirm all pool owners and/or operator's safety equipment is in position including first aid facilities and where relevant resuscitation equipment is in working order and trained staff available. Confirm that all emergency procedures can be properly implemented if required and ensure that all critical personnel are properly briefed.	Physical check of facilities	Yes/No
<b>6</b>	Ensure all stewards, lifeguards and safety staffs are in place prior to arrival of participants and spectators and remain in place throughout the competition.	Check staff	Yes/No
<b>7</b>	Carry out or appoint a deputy to do a physical check of all equipment, ensuring dimensions and clearances, facilities and equipment comply with current FINA requirements. Check water depths and height of starting blocks and inform the announcer.	Physical check of equipment	Yes/No
<b>8</b>	Do not allow the competition or training/teaching to start until the above items have been completed.	Visual Check	Yes/No
<b>9</b>	Throughout the period of hire be present, or appoint a deputy to be present, with full powers of the manager.	Understand requirement	Yes/No
<b>10</b>	Ensure that the safety announcements are made PRIOR the commencement of the warm up and AGAIN prior to the commencement of the competitive session. Receive signed report.	Announcer's Report	Yes/No
<b>11</b>	Ensure that Stewards carry out their duties. Receive a signed report.	Steward's Report	Yes/No
<b>12</b>	Ensure referee carries out all duties receive a signed report.	Referee's Report	Yes/No
<b>13</b>	Investigate and report any accidents/incidents in an appropriate manner.		



General Comments:
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Name	
Signed	
Date	

**Form 3 - Prompt Card for the Referee**

<b>1</b>	Receive briefing from the Promoter including any Written Operating Procedures.	Received briefing	Yes/No
<b>2</b>	Liaise with the Event Manager regarding water depths and starting block heights and to ensure dimensions and clearances, facilities and equipment comply with the current FINA requirements.	Physical Check of facilities	Yes/No
<b>3</b>	Carry out a physical check of all the equipment. Starting Blocks secure, No trip hazards, fixtures and fittings in good order etc.	Physical Safety Check	Yes/No
<b>4</b>	Brief officials on the safety arrangements and confirm the need to immediately advise the referee of any breach of safety regulations.	Brief Officials	Yes/No
<b>5</b>	Ensure that coaches know their responsibilities and that they must advise the referee if they are unsure about the competence of their swimmers to perform a shallow racing dive in accordance with the standard of the ASA Competitive Start. Award.	Brief Coaches	Yes/No
<b>6</b>	Stop the competition immediately at any stage if any of the required facilities, equipment, personnel or safety arrangements become deficient and report it to the Promoter or appointed Deputy.	Understand requirement	Yes/No
<b>7</b>	Control all appointed officials and stewards.	Understand requirement	Yes/No
<b>8</b>	Fully aware of the emergency procedures and agree actions with other members of the pool deck team at beginning of event	Agree procedures	Yes/No

<b>Check Required</b>	<b>Tick</b>	<b>Comments</b>
Length of Pool		
Depth of water at starting end of pool		
Electronic Timing used Indicate type:		
Anti-turbulence lane lines and turning flags provided		
Adequate warm-up provision and marshalling		
Written details of warm-up provided		
Safety announcements made before and after each warm-up session		
Adequate provision of first-aiders		
Quality of Announcements/Acoustics		
Water temperature & humidity		



Competence of Officials – Were sufficient provided to comply with competition laws?			
Were expenses offered to officials			
Competence of Organising Staff			
Poolside refreshments provided at regular intervals			
LENGTH OF SESSIONS (Hours & Minutes)			
1)	2)	3)	4)
5)	6)	7)	8)
9)	10)		
If total swimming in any day exceeds 9 hours please indicate any reasons for the excess periods:			
General Observations:			

Name	
Signed	
Date	



**Form 4 - Officials Pro Forma**

<b>Role</b>	<b>Name</b>	<b>Club</b>	<b>Qualification</b>	<b>Membership Number</b>
Mentor				
Referee 1				
Referee 2				
Control Room Supervisor				
Starter				
Chief Finish Judge				
Finish Judge				
Finish Judge				
Chief Timekeeper				
Timekeepers Lane 0				
Timekeepers Lane 1				
Timekeepers Lane 2				
Timekeepers Lane 3				
Timekeepers Lane 4				
Timekeepers Lane 5				
Timekeepers Lane 6				
Timekeepers Lane 7				
Timekeepers Lane 8				
Timekeepers Lane 9				
Extra Timekeeper				
Judges of Stroke 1				
Judges of Stroke 2				
Chief Recorder 1				
Chief Recorder 2				
Chief Inspector of Turns				
Inspector of Turns Lane 0				
Inspector of Turns Lane 1				
Inspector of Turns Lane 2				
Inspector of Turns Lane 3				
Inspector of Turns Lane 4				
Inspector of Turns Lane 5				



Inspector of Turns Lane 6				
Inspector of Turns Lane 7				
Inspector of Turns Lane 8				
Inspector of Turns Lane 9				
Clerk of Course (Marshall)				

**Form 5 - Prompt Card for the Safety Stewards**

<b>1</b>	Briefing from the promoter and/or the referee.	Received briefing	Yes/No
<b>2</b>	Maintain discipline by controlling any unruly behaviour in changing room	Understand requirement	Yes/No
<b>3</b>	Permit warm-up to start only when advised by the referee and remain in attendance on the poolside throughout the period.	Understand requirement	Yes/No
<b>4</b>	The warm up and swim down of individuals or groups of swimmers shall be supervised by a member of the coaching staff from their club. These members of individual club coaching staff thus have the following responsibilities under the supervision of the Event manager or his nominee.	Coaches advised of responsibility	Yes/No
<b>5</b>	Terminate Warm up if there is any safety problem [no lifeguards due to attending another problem]	Understand requirement	Yes/No
<b>6</b>	Ensure the competitors, team managers etc. are advised of the depth(s) of the water before start of pool utilisation.	Confirm with announcer	Yes/No
<b>7</b>	Avoid congestion by allocation of swimmers to lanes.	Understand requirement	Yes/No
<b>8</b>	Determine specific lanes for warm-up and swim-down and 'sprint' lanes.	Understand requirement	Yes/No
<b>9</b>	Announce or display the direction of swim in each lane.	Understand requirement	Yes/No
<b>10</b>	Prevent swimmers diving over the heads of arriving swimmers.	Understand requirement	Yes/No
<b>11</b>	Ensure that only swimmers who have achieved the standard of the ASA Competitive Start Award are permitted to dive from the side or from a starting block into shallow water, i.e. water depth range 0.9 m to 1.5 m. [Note where there is a choice of shallow and deep water only deep water should be used for dive starts during a warm up. Diving at the shallow end of the pool should then be forbidden during the warm up.]	Understand requirement	Yes/No
<b>12</b>	Generally maintain good order and discipline.	Understand requirement	Yes/No

Name	
Signed	
Date	





**Form 6 - Accidents & Incidents**

*Template form for reporting and logging accidents and incidents*

Date		Time	
Meet		License Number	

Summary of incident/accident:

Name of injured Person(s)	
Date of Birth	
Membership Number	

Action taken:

Follow up notes:

Name	
Signed	
Date	