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Swim England East Region

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Regional Procedure - Renewal of British Swimming (BS) Officials Licence paid by the Region

Dear Collegue,

The fee to re-licence as a British Swimming Licensed official is £5.00 to cover the next 4 years.

Swim England East Region have agreed to pay this fee on behalf of technical officials, who have helped at Regional licensed galas (run by the region). There will be no need for entitled officials to send any money. There will still be a need to submit a new photograph that you can do electronically direct to Institute of Swimming (IOS) or submit with the paper application form.

The Regional criteria is, for a swimming technical official to qualify, they have to have officiated at the Licensed Regional Championships for a minimum of two full days or six separate sessions in the preceding 12 months when the licence was due for renewal. The offer is subject to the criteria been met at the time of renewal of the licence.

The completed application form that is sent to you by the Institute of Swimming (IOS) (around six weeks prior to expiry), it does need to be counter-signed by a **Licensed Referee**, who must verify that you have completed all the mandatory elements.

A renewal of the licence can now be completed up to four (4) months prior to the expiry date. I have attached a word version of the renewal document to the main email.

Providing you have completed your logbook or recorded the information on a spreadsheet, it should be easy to present it to a **Licensed Referee** for inspection so that your form can be counter-signed.

All that then needs to be done then, is to send the completed application form (endorsed as above) and photograph (if not sent electronically to the IOS) **to David Metcalf by post or by email** so that I can endorse it on behalf of the Region that the renewal fee is being paid by SE East Region.

I will forward the renewal application to the IOS direct. **If this procedure is not followed, you will have to pay for the renewal of the licence yourself, without reimbursement from the Region.**

Your new licence will be sent to you direct by the IOS.

Regards

David Metcalf