**PROMOTER’S REPORT FORM TO REGIONAL LICENSING OFFICER**

|  |  |
| --- | --- |
| MEET | Nottinghamshire Sports Centre League |
| CLUB | N/A |
| VENUE (Pool & Town) |  |
| DATE |  |
| ORGANISER |  |
| NAME & CONTACT DETAILS OF REFEREE |  |

|  |  |  |
| --- | --- | --- |
| CHECK REQUIRED | TICK | COMMENTS |
| Promoter briefed by pool staff prior to meet |  |  |
| Please indicate any problems encountered which may have influenced the smooth flow of the competition or reasons for exceeding the daily limit. |  |  |

|  |  |
| --- | --- |
| Results uploaded or e-mailed to [rankings@swimming.org](mailto:rankings@swimming.org) with copy results in document format. | Date & Time: |
| Full list of all technical officials enclosed with this form, to include their duties at the meet. | Enclosed |
| Meet entry summary printout or if not available copy of programme | Already Issued |
| Cheque for levy payable to Region OR Date of BACS payment  (delete as applicable) | Level 4 Levy Paid |
| Date sent to Regional Licensing  Officer | Date: |

I confirm that the Licensing Criteria appropriate to this level of Licensed Meet were met.

Signature of person submitting report……………………………………………………

Print Name……………………………………………….

Date : …………………….