

Outlined below are a number of points of clarity with respect to the Club's commitment to external meets (Novice, Development & Open Meets, Counties, Regionals etc.) and how we manage these, making sure we set clear expectations and responsibilities.

Due to the size of the Club and the diversity of swimmers, we provide a wide selection of meets. This does however mean that we have to define carefully how we manage these and when entries are made. We have the responsibility to look at the wider Club rather than individual swimmers.

How Meets Are Supported

- 1) We support meets and swimmers in three ways;
 - a. **Supported Meets** – this is where the Club based on a coach's availability, will be present for all or some of the meet.
 - b. **Facilitated Meets** – this is where the Club does all the admin for the meet but a coach is not available. A lot of promoters will not allow swimmers on poolside on their own and where possible we also ask an attending coach from another Club to watch over our swimmers and provide feedback. What this does mean is we **MUST** have parent's poolside to marshal the swimmers, it is also unfair to expect another Club to marshal our swimmers. If we are unable to get enough parents to volunteer, the Club then reserves the right to withdraw from the meet and the costs to the swimmers will remain.

Note - With all of the non-team galas, parents can independently submit their swimmers for a meet, but the responsibility lies wholly with the parent to fulfil all of the promoter's requirements.

- c. **Team Galas** – this is where the Club enters a team into a specific gala. These are managed by the Team Gala Secretary, please ensure if you are invited, that you respond quickly either way so that replacements can be found, and if you commit, please ensure you keep the date/time free, it takes a lot of effort to pull a team together.

Open Meets - Novice, Development & Open Meets, Counties, Regionals etc. – managed by Open Meet Secretary & Chair

- 2) To be able to enter any of these meets, we utilise a facility on TeamUnify for parents to commit their swimmers to these meets, for Open Meets these consist of two types;
 - a. **Entries on a first come first served basis** - which means that to give us a chance to get places at these meets, we must submit our entries as quickly and early as possible to stand a chance, irrespective of the promoter's deadline.
 - i. We can't give a consistent timescale for these, but we work closely with the promoter to get their guidance by when we must submit to try and get places.
 - b. **Entries based on times** - these meets are where the promoter defines a deadline and once the deadline has been passed, all entries are reviewed and if the meet is oversubscribed, swimmers are then rejected based on the slowest swimmer time
 - i. For these types of meets, we will make our submission two weeks prior to the deadline, therefore if your swimmer does a faster time within the two weeks, that will not (in most circumstances), be reflected by the promoter.
 - In both instances the times entered for each swimmer for the meets are based on the times at submission.
 - Some promoters will then lookup Rankings to get the most up to date times, others do not.

- Obviously the earlier we place an entry the more potential there is that your swimmer may better the submitted time, but we have to strike a balance.

3) Commit Your Swimmer to these meets

- If you wish to commit your swimmer to these meets, logon to our website first www.berkosc.org.uk
- Go to the **Events** webpage and find the meet you want to enter your swimmer for.
- Once in the Event, you will see text and documents relating to this meet, please read all carefully. As far as the Club is concerned, this is the central repository for all information relating to this meet.
- At the top left of the screen you will see **Accept/Decline**, click this to enter a swimmer.
- Here you will see initially a commitment, **Yes** or **No** your swimmer is attending, select **Yes** and all the races your swimmer is eligible for along with the current time they have (a red time means they are not i.e. **1:03.23s** or **l** for short or long course time)
- Tick the races they want to swim and click **Save**.
- All costs associated to this will be assigned via the quarterly Meet Fees Process see – <https://uk.teamunify.com/SubTabGeneric.jsp?stabid=155031&team=erhbsc>
- Any refunds due to withdrawal prior to the promoters deadline or due to a medical condition (evidential paperwork required) will also be captured by the process and at the end of the quarter you will be asked to settle your account.
- On the same Event specific webpage, you will also see **Job Signup**, here is where we need parents to volunteer to help.

4) Matching Swimmer to Meet

Where possible we do try to give an indication as to which swimmers the meet is aimed at, either in the initial invite being sent out and/or on the event description on our website although if in doubt, please speak to the Head Coach who can advise.

- If there are upper or lower time limits specified by the promoters we also try to send out a list of those eligible.
- If the promoter uses the Swim England Sportsys entry system (see below), this also picks up current times on entry date and may also look at converting short course (25m pool) and long course (50m pool) times to provide an indication of the swimmer's qualification or otherwise. We have no control over this element.

Team Meets – Peanuts, Herts Major League, Arena, South Herts Trophy & Tape Trophy - managed by Team Gala Secretary, Head Coach & Chair

5) Meet Entries – we run the process for BSC Teams slightly differently.

- An Event will be put up on our website starting with the name “AVAILABILITY”. With this event we ask parents to show the availability of their swimmers to attend as part of the team.
- As above, to commit to the event, go to **Accept/Decline** top right of the specific Event.
- Once the deadline has passed for availability, the Head Coach then selects the team based on this and fills in any gaps from other swimmers, who have not expressly declined the event.
- We then put up an Event named “TEAM CONFIRMATION”. This will show the swimmers selected for the team.
- As this will have been made up by swimmers who are available or haven't declined, you will then be asked to go into the Event and confirm your selection. Additionally, parents are also requested to **Job SignUp** to be volunteers poolside.

- f. The Event will be updated regularly to show who has confirmed, by their name being changed to **Green** text from **Black**.
- g. Swimmers will normally (The National Arena League is the exception) be given 3 swims, an individual and two relays but this also means that swimmers are often asked to swim an event or stroke they do not recognise as their best stroke. This is an opportunity for them to show both resilience and attitude to swim hard for the team. The head Coach puts in a team and looks at the whole team dynamic as to who is best fits a requirement from a whole team perspective **#itsallabouttheteam**. Many a time a swimmer have queried why they are doing a particular stroke, only then to surprise themselves and achieve a personal best in their race.

6) **Entry Systems**

There is not standard entry system used by all organisations/Clubs, we have primarily three that are used;

- a. **“Hy-Tek” based** – this is the most popular system and using our entry system as explained above, we can more easily setup our meets and submit entries to the promoter.
- b. **Sportsys** – this system is primarily used by Swim England and does not interface into anything, currently. Any meets we put up must be typed in manually (including all races, upper and lower qualification times and fees). Once we have your entries, we then manually have to type all entries into the online Sportsys system. In summary it takes 1.5 hours to create a meet and 45 mins to submit our entries.
- c. **Paper based** – this is normally where we have to populate a spreadsheet by manually typing in all information, as above. Again, we must manually create the Event on our website.

Some of these systems are straight forward, others are not, the volunteers doing this role also diversify in their technical knowledge, which is why where possible for both resilience and knowledge levels, the roles are shared.

We have had some recent comments/requests for clarification in respect to the process outlined above, the above should I hope make it clearer.

As you will appreciate all people who support the Club do so voluntarily and therefore run the Club around their “day jobs” and we have to look at the wider Club rather than individual swimmers.

As outlined, we have to place entries to these meets as defined above, if you are not happy with this process, then there is nothing stopping you from submitting your own entries for your swimmer, you do not have to go via our system. If you go down this line the Club can’t then get involved in any of the admin, before or during as we will have no visibility of your entries, or on the day. If the Club is present, then the swimmer can join the team.

You can also enter any other meet that you wish, but again this needs to be carried out by you and is then wholly your responsibility. If after the meet you acquire times, please pass on to Geoff and he will get them entered against the swimmer’s name.

Finally, the Club has to take the wider view and as such sets the deadlines for commitments accordingly.