



## MEET ENTRY PROCESS

Garioch Amateur Swim Club (GASC) are first and foremost a competitive club. The submittal of meet entries and information for GASC is a pivotal function ensuring the club submits the correct entry information of the swimmers, Swimming Technical Officials (STOs) and coaches for each meet. This is all coordinated between the Meet Secretary and STO Coordinator.

The meet entry process can be complicated and not altogether intuitive to new members and their parents. To provide clarity, the steps to this process are laid out below:

### STAGE 1

The Swimming Sub Committee (SSC) agree the up and coming meets for the club to attend. This is done as much in advance as possible. For each meet the SSC will indicate who the meet is applicable for (e.g. Sessions, Development, Squads, 10+ etc), and who the coach at the meet will be. Each meet will have its own date that all information has to be returned by which is determined by the organising club.

### STAGE 2

As soon as the meets are agreed the Meet Secretary will attain all the 'meet information' and run an eligibility report. Eligibility is based on age and swim times. This report is sent to the relevant coach(es) in the first instance.

### STAGE 3

The coach(es) have 5-7 days (or in a time agreed with the Meet Secretary) in which to highlight the swims they determine should be entered for each swimmer and then to place this highlighted eligibility report on the club noticeboard.

### STAGE 4

Once the highlighted eligibility report goes up onto the club noticeboard the Meet Secretary will write on the report the pool location and the date the report needs to be initialled by. Each swimmer is then to initial against their name, which will acknowledge entry to the meet. **If a swimmer is entered and selected to swim, a parent / guardian is also required to make themselves available to volunteer as a Swimming Technical Official (STO) during that meet. If no parent / guardian volunteers, the swimmer may not be entered.** The STO co-ordinator can be contact on [official@gasc.co.uk](mailto:official@gasc.co.uk).

**Please note:**

- Swimmers / parents / guardians are NOT to alter the highlighted swims, cross, or tick the swims, or amend the eligibility report in any way.
- If a swimmer wishes to change the highlighted list in any way the swimmer MUST confirm with their coach first. Only once the coach has agreed any changes will the coach either cross "X" out a swim or tick "✓" an additional non highlighted or highlighted swim(s), and initial the change.
- A swimmer can not choose to compete in only one session per day, or on only one day of a two day meet, if they have swims in every session or on both days. By intialing their name they agree to attend the whole meet.
- If a swimmer does not initial their swims they WILL NOT be entered

### STAGE 5

As soon as the sign up date arrives the eligibility report will be withdrawn from the noticeboard by the Meet Secretary in preparation for submittal.

**Please note:** When the eligibility report is removed from the noticeboard (by the Meet Secretary only) NO further alterations can be made unless under extenuating circumstances. If a change is to be made, ultimately this will have to be approved by the Head Coach.

## STAGE 6

The Meet Secretary will then collate the information into an approved file format and submit this to the Meet Secretary of the organising club. Once the information has been sent, the GASC Meet Secretary will post the meet fees that are due on to the noticeboard.

**Please note:** As soon as the meet fees have been placed onto the noticeboard they have to be paid immediately. If they are not you could be at risk of being withdrawn from the meet. See noticeboard or end of Meet Fees statement for details of how to pay.

## STAGE 7

When the Meet Secretary receives the acceptance sheet from the organising club it will immediately be posted on the website [www.gasc.co.uk/club-info/swimmer-info](http://www.gasc.co.uk/club-info/swimmer-info) and pinned on the club noticeboard. Being an STO will be an automatic default and if parents / guardians are unable to provide support they need to advise the STO Coordinator. If GASC are unable to provide the correct amount of STOs, which is determined by the number of GASC swimmers entered into a meet, the club could be subject to a fine.

## WITHDRAWALS

As soon as the Meet Secretary removes the signed eligibility sheet from the noticeboard ready for submission to the receiving Meet Secretary, withdrawals can not be made. The exceptions are for medical reasons supported by an appropriate doctor's note or under exceptional circumstances e.g. family bereavement, however, you will still be responsible for paying any applicable meet fees.

If after receipt of the acceptances from the event's Meet Secretary a withdrawal is being considered, **the swimmer / parent / guardian must contact the swimmer's coach**. Withdrawals should **not** be submitted by the swimmer / parent / guardian direct to the Meet Secretary or to the Meet Secretary of the organising club. As before, any fees incurred will be the responsibility of the withdrawing swimmer.

At all times, the relevant training coach or coach attending the meet should be informed of a withdrawal. Medical letters or doctor's notes are to be submitted to the Meet Secretary no later than 5 days after the event.

## RELAYS

Relays will be considered on a meet by meet basis and will be determined by the meet information criteria and if enough eligible swimmers are available at submission. If on receipt of the acceptance list the list excludes swimmers that were potential relay candidates, then the relay teams will have to be reassessed for eligibility or if a withdrawal has to be made.

**Please note:** All relays are paid for by the club.

**IF AT ANY STAGE THROUGH THE MEET ENTRY PROCESS THE MEET SECRETARY HAS ANY QUERIES, THESE WILL BE DEFERRED TO THE HEAD COACH AND THE HEAD COACH'S DECISION IS FINAL**

## FEES

Fees are due once entries are submitted (**not** once acceptances are released). For information on payment details please contact the club treasurer on [treasurer@gasc.co.uk](mailto:treasurer@gasc.co.uk). Please ensure the swimmer's name is in any payment reference and notify [compfees@gasc.co.uk](mailto:compfees@gasc.co.uk) when payments are made.