

When to Enter...

Approximately 4–8 weeks prior to a competition, an entry portal will be opened and emailed out to members once it has been activated on the Team Unify system / On Deck app, with information about the competition and instructions on how to enter. New members should only enter external competitions after experiencing an internal time trial or SAST gala.

How to Enter...

To enter, go to www.sast.me and log in. Go to Events & Competitions > Team Events > Current & Upcoming. (Please note that you are also able to enter via the On Deck app. The name of the sections outlined above and below are slightly different on the app. Your log in details for the app and website are the same).

Clicking on the meet name will bring up further information regarding the meet including:

- The squads which are eligible to enter
- Dates, warm up and start times
- Age groups and events
- Entry fee

To enter the meet, click on Edit Commitment. On the next page, scroll down and click on your members (swimmers) name. On the following page, please read the Important Notes, as this is where we will specify what we expect each swimmer to enter at the meet. This will be based on what will be best to help develop a swimmer's experience and racing skills through various stimulus. For example, the Important Notes might ask that swimmers enter a minimum of four swims and include a specific event or group of events.

Next, click on the Declaration box, selecting YES. Once you have completed this, the events the member is eligible to enter will then appear below. Please take note of the days, sessions and events at this stage. Swimmers and parents should discuss and choose which events to enter; the Important Notes on what to enter is there to help. To select an event, click on the box on the left-hand side of the page, bringing up a tick. Once all the events to be entered have been selected, click on Save Changes and your entries will be submitted. It is parent's responsibility to ensure that the submitted entries are accurate, as we will assume that this is the case when processing them.

If you do not intend to enter the meet, we would still appreciate a response. Go through the process above, clicking on the Declaration box, selecting NO and then Save Changes.

We will then check all entries in the lead up to our SAST closing date. We will Approve all entries prior to sending them to the host club. You will be able to see that this has been completed when **Approved** or **✓ Approved** is next to your entries. This will be your confirmation that the entries will be submitted, again it is parent's responsibility to ensure that the approved entries are accurate.

In the rare case that an entry is not approved for any reason (almost in all instances, parents will not have followed what was outlined in the Important Notes), please contact us and we will let you know the reason.

Entries can be altered at any time up to the SAST closing date. **NO LATE ENTRIES WILL BE ACCEPTED.**

Please note that swimmers will only be allowed to declare for a meet if their squad has been specified for the meet. Entries will also be restricted to account holders with a card on file for On Demand payments. To set this up, please go to www.sast.me and log in. Go to My Account > Account Info > Payment Setup > Add New Card. Select the card for On Demand Payments. Please note that this can only be completed online and not on the app.

Once the closing date has passed, we will approve any remaining entries and send off the entries to the meet host. We will then invoice you within a couple of days of the closing date, and payment will then be taken from your card within 10 days of the closing date.

What Next...

Competitions are obviously restricted by the number of competitors they can accommodate and therefore swimmers with the fastest personal best times are prioritised. If a swimmer does not have a personal best time for an event, then one will be estimated for them by the SAST Head Coaches using previous results from time trials.

When the meet organisers have processed all the entries, they will circulate a swim list to the clubs. This is normally a couple of weeks prior to the competition date. The swim list will state which events the swimmers have been successful in qualifying for. The swim list will be emailed out and added to meet on Team Unify (click on the name and look for Forms / Documents).

If 'SCR' appears next to a swim it means that the swimmer has been scratched from that event due to so many swimmers entering with faster times.

If 'ALT' appears next to the swim it means that the swimmer is a reserve and will not know if they have a swim until the competition starts.

Graded Meets and Competitions with Qualifying Times / Standards

Some of the competitions have entry times that swimmers must already be faster than or in the case of graded meets entry times that the swimmer must be slower than. If there are standards for a meet, then the event selection page outlined above will highlight this. It will indicate which events swimmers qualify for, and which they are able to enter. If a swimmer's time is in **BLACK** text, then they have a time that **IS** eligible to enter that event. If a swimmer's time is in **RED** text, then they have a time that **IS NOT** eligible to enter that event. If there is a **NT (No Time)** appearing, then the swimmer can enter and a time will be estimated for them (however, in this instance, please follow the Important Notes guidelines). Please note that the qualification time for each event is included in the column on the far right of the page.

Meet entry payments and refund information

Once the closing date has passed, payment will then be taken from your card within 10 days of the closing date. When we receive the swim lists for the meet, they will be sent out.

If 'SCR' appears next to a swim it means that the swimmer has been scratched from that event due to so many swimmers entering with faster times.

Any swimmers who are 'SCR' will be refunded shortly after the release of the swim lists and will be dependent whether the original payment was activated or not.

If 'ALT' appears next to the swim it means that the swimmer is a reserve and will not know if they have a swim until the competition starts.

Any swimmers who are 'ALT', the process is as follows:

- We will inform any 'ALT' swimmers if they are moved to an accepted swim prior to the day, as soon as we are aware
- If swimmers are still an 'ALT' on the day, they will need to attend the meet and session warm up. We will find out when the start lists are released if swimmers now have a swim
- If swimmers are still an 'ALT' on the release of the start lists, swimmers should report to marshalling in case another swimmer does not appear. Having reported to marshalling, the referee should be informed of the presence of 'ALT' swimmers, with swimmers potentially heading to the referee who will deal with the next steps
- At meets where there are is no marshalling, i.e. West District meets, swimmers should head straight to the referee
- If another swimmer does not appear in marshalling, then the 'ALT' swimmer will get their swim in the first available heat and lane
- If an 'ALT' swimmer does not get their swim, they will only be eligible for a refund if they have reported to marshalling. After each meet, the club receives a list of those swimmers eligible for a refund which will be processed shortly after the meet

Please note that if accepted swimmers withdraw from the meet, they will not be eligible for a refund at any point.