



Dear Parents and Swimmers,

As we are in knee deep in meet season right now, this is just a little reminder about the Club's meet entry process, to ensure we get all the swimmers entered into the right meets on time and the days of the competition run as smoothly as possible.

We fully understand that it can be very difficult knowing which races to enter the swimmers into when the entries are live, as we always have to enter meets in advance and we don't always have all the up-to-date information, so inevitably there's some guess work involved. As a club we always advise swimmers and parents to consult with their coaches first if unsure about which races to enter, as the coaches will have their recommendations that are an accurate guide for the swimmers to follow.

There are two **volunteers** in the club who are responsible for meet entries, myself and Ruth Webster. I usually enter all the level 1 and 2 meets, including the Regionals and the County Championships and Ruth is usually responsible for the level 3 and 4 meets, which includes the Graded meet and the Development meet.

As everyone is aware these are voluntary roles and we will always endeavour to get all the swimmers into all the right meets. However, the issue of late entries, which I know are sometimes unavoidable, do cause us a lot of extra work and are extremely time consuming for us. We use our discretion based on each individual case but if we can't accommodate a late entry, then we ask parents to be respectful and understanding. With this in mind we would urge parents and swimmers to check 'Team Unify' and 'On Deck' on a regular basis, to ensure that you enter all the meets in plenty of time. If for some reason you've missed a deadline, please follow the club's policy to try and gain late entry to a meet. Your first point of contact should always be your swimmer's coach, to explain the situation and seek advice. The coach will contact the relevant Meet Secretary, to see if it's possible to gain late entry. The Meet Secretary has the final say in this matter, as they are doing all the extra work required and they are liaising with the clubs about the meet entries. Please do not approach the host clubs directly to gain access to a meet, as this will still cause the Meet Secretary a lot extra work.

On the day of the meet, it is vitally important that you stay in touch with the team manager/coach about timings, especially if your swimmer is going to be late for a warm-up or is going to miss the meet for non-medical reasons. At recent meets we've had numerous swimmers not turn up, without making anybody aware. This causes the volunteers at the meet a lot of extra work and they are trying to locate these swimmers and they are unable to let the host meet know whether to withdraw the swimmers from their races. As you must be aware, the weekend of a competition is incredibly busy for the volunteers involved, so it is extremely important that parents are mindful of this and don't give the volunteers extra unnecessary work to do. The host meet can also sanction fines for swimmers who miss their races without informing them and this was highlighted to our club recently. The fines can be up to £25 per race, which will be invoiced to the club and then transferred to the accounts of the offending swimmers. So, please can we ask parents to be respectful and mindful of these slight little issues, to ensure the weekend of the competitions run smoothly and as successfully as possible.

I hope that everything highlighted has been clear and helpful and if at any time you have further questions, please do not hesitate to contact us.

Kind regards

Bev

Meet Secretary