



## **Withdrawing from Meets**

The following document outlines the policy and procedures for withdrawing from Open Meets or Championships.

- A. You cannot withdraw from a meet that you have entered through Team Unify once the registration deadline (on Team Unify) has passed. At this point the club will have sent your entry together with payment to the hosting club and you will therefore be expected to pay for your entry.
- B. Should you need to withdraw after the registration deadline you should contact the relevant Poole Swimming Club Meet Entry Secretary that is administrating the particular meet, in writing explaining why you need to withdraw.
  - a. Please DO NOT just tell your coach or contact the hosting club yourself. The meet secretary will contact the hosting club on your behalf and then let you know whether you will be allowed or eligible for a refund.
- C. In general, withdrawals (with refunds) are only accepted for medical reasons (proof of this is usually required). Medical reasons that occur just before or during the meet are typically not acceptable by meet organisers.
- D. Each meet has its own rules on withdrawals, and they are stated in the Meet pack which can be found uploaded with the event on the Team Unify Events page. We advise you to read this carefully, for some meets (notably County competitions) proof of a withdrawal for medical reasons must be provided within a specified time-period.
- E. Finally, meet entry fees must be paid to the club before the competition takes place.

## **Entry Secretaries**

Below are the contact and email addresses of our voluntary meet secretaries. Generally, Bev enters Level 2 or 1 Meets and Ruth level 4 or 3 meets. The Meet Secretary in charge of the meet will be visible for each event.

Bev Beasley                    [highermeetspoolesc@gmail.com](mailto:highermeetspoolesc@gmail.com)

Ruth Webster                [meets2poolesc@gmail.com](mailto:meets2poolesc@gmail.com)

Thank you for your understanding and co-operation