



## MEET ENTRY PROCEDURE

This procedure is relevant to all club members entering competitions.

### Competition Calendar

The club competition calendar is located within the Team App where you will find all the events for MASC swimmers. When viewing the competition calendar, it will state, where possible, the meets that are relevant to each squad. Please discuss with the squad coach any meets you are unsure of or cannot participate in. From time to time you may be invited to attend a meet with another squad if the coaching team feel that this meet would be of benefit to you at any point in the season.

The calendar will show closing dates for each meet and there will be a reminder issued from the app 1 day prior to each closing date set.

### Meet Information

The meet information for all competitions can be found on Swim Scotland, [www.swimscotland.co.uk](http://www.swimscotland.co.uk). You can access this also via the link on our app and the documents for most meets will also be posted in the Meet Info Tab. Meet information provides you with all the relevant information for that meet with key factors such as:

- Age as of date
- Events
- Age groups
- Qualifying times where relevant
- Warm-up times
- Venue
- Closing date (**please be aware that our closing date will be sooner**)

### Entry Forms

The entry forms used are in the shape of a Google Form. All open entry forms for meets entered are held on our Team App under "Entry Forms". Simply select the link "view website" for the relevant meet and complete the form.

Upon pressing submit you will see an on-screen message thanking you for entering and you should also receive an e-mail which confirms your entries. **Any questions about the suitability of a particular meet and the recommended events should be directed to the relevant squad coach.**

### Closing Date for Entry Forms

The closing date for each meet is in the competition calendar and on the entry form itself. As a general rule, **no late entries will be accepted**. The closing date is set to fit in around other commitments that the Competition Secretary may have. Time is required to work on entries and have them submitted in time for the official closing date. There is sufficient notice within the calendar of closing dates and usually **at least** a 2-week window to submit your entry.

## **Meet Entries**

When time allows, each time a meet is entered a report will be posted in the App under "Meet Info" which will detail the swims entered for each swimmer. The purpose of this report is to remind you of what you have entered but also for you to highlight if an error has been made with your entry.

This is why we try to get this report out before the official closing date, where time permits, to allow us to rectify any issues. If this is post-closing date it is unlikely that changes can be made but this system will give us the best chance of resolving any errors.

Changes can be made to your entries up until the MASC closing date and time. To do this simply submit another entry form and type in the comments field that this is to replace your original entry. If you have submitted more than one entry for a meet and these entries differ with no explanation in the comments field, the entry which will be accepted will be the **last one received**.

## **Draft Programmes**

Draft programmes are checked and published on the App as soon as possible under "Meet Info".

## **Entry Fees**

Entry fees are charged on the basis of **accepted** and **reserve swims** following the receipt of the draft programme. A report will be posted under the Meet Info tab showing the entry fees due for each swimmer, these fees are payable within 7 days of posting. Fees should be paid to the same bank account you pay your monthly fees and you should also complete the Bank Transfer Confirmation form to help the MASC Treasurer with reconciliations.

In the event that a swimmer does not attend a meet or withdraws from a meet **after the draft programme has been issued** by the organiser **no refund of entry fees is given**.

***Any swimmer who has unpaid fees for two meets or more will not be entered into any future meets until the outstanding fees have been paid.***

## **Meet Results**

Results will be published in the Team App under the Results tab. The data held in Team Stats Online will also be refreshed and a link to this can be found also in the Results tab.