



Garioch Amateur Swimming Club  
**MEET ENTRY PROCESS**



## **INTRODUCTION**

Garioch Amateur Swimming 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 correct entry information of the Swimmers, Swimming Technical Officials (STO's) and Coaches for each meet. This is all coordinated between the Meet Secretary (**MS**) & STO Coordinator (**STOC**)

To avoid ambiguity and provide clarity there are several stages to the process of which 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 i.e. Squad 1 & Squad 2 and who the Coach will be. Each meet will have its own date that all information has to be returned by.

### **STAGE 2**

As soon as the meets are agreed the MS will attain all the "meet information" and will then run an eligibility report. This eligibility report is sent to the relevant Coach(s) in the first instance.

### **STAGE 3**

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

### **STAGE 4**

Once the highlighted eligibility report goes up onto the club noticeboard the MS 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 and this will acknowledge entry to the meet.

#### **Please Note:**

- Swimmers/Parents/Guardians etc. 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).
- 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As soon as the sign up date arrives the eligibility report will be withdrawn from the noticeboard by the MS in preparation for submittal.

**Please Note:** When the eligibility report is removed from the noticeboard (by the MS 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 MS will then collate the information into an approved file format and submit this to the MS of the organising club. Once the information has been sent to the MS of the organising club the GASC MS will place the meet fees due onto the noticeboard.

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 If the meet fees are not paid immediately you could be at risk of being withdrawn from the meet.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

## **STAGE 7**

In due course the MS will receive an acceptance sheet and on receipt will immediately be posted on the website (<http://www.gasc.co.uk/club-info/swimmer-info>) and the club Notice Board. At this stage STO's will be sought to cover the meet requirements and we ask all parents/guardians attending to provide support in this area. This will be as automatic default initially and if unable to provide support to advise the STOC. If GASC are unable to provide the correct amount of STO's the club could be subject to a fine.

## **WITHDRAWALS**

As soon as the MS removes the signed eligibility sheet from the notice board ready for submittal to the receiving MS, withdrawals cannot be made. Only for medical reasons supported by an appropriate doctor's note can withdrawals be made or under exceptional circumstances e.g. family bereavement etc. In any case once the eligibility report has been removed from the noticeboard no matter the circumstance you will still be responsible for paying any meet fees applicable.

If after receipt of the acceptances from the event's MS a withdrawal is being considered you must then follow the relevant withdrawal procedure as laid out in the meet information. Withdrawals must be agreed by the swimmer's relevant coach, who will inform the MS who will submit the withdrawal. Withdrawals should **not** be submitted by the swimmer / parent direct to the MS. Once again any fees incurred will be the responsibility of the withdrawing swimmer no matter the reason.

At all times the relevant training coach or coach attending the meet should be informed at all stages of a withdrawal. Medical letters or doctor's notes are to be submitted to MS no later than 5 days post 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 by the club

**AT ANY STAGE THROUGH THE MEET ENTRY PROCESS THE MS HAS ANY QUERIES, THESE CAN BE DIFFERED 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.

Please ensure the swimmer's name in any payment reference and notify [compfees@gasc.co.uk](mailto:compfees@gasc.co.uk) when payments are made.

### **Contact Details:**

Meet Secretary (MS):	<a href="mailto:meetsec@gasc.co.uk">meetsec@gasc.co.uk</a>
Competition Fees:	<a href="mailto:compfees@gasc.co.uk">compfees@gasc.co.uk</a>
Swimming Technical Officials (STOC):	<a href="mailto:officialsgasc@gasc.co.uk">officialsgasc@gasc.co.uk</a>