

MEET ENTRY PROCEDURE

This procedure is relevant to all club members entering competitions.

EVENTS

The club competition calendar is located within the TeamUnify and the OnDeck App.

Click on the Events Tab and 'Events and Meet Entries' to bring up a list of competitions (also known as Meets) that are available for MASC swimmers.

Each Meet will details as to who the meets are target at - for example Coverdales is predominately Bronze squad.

When you click on each meet you should get the option to view meet information under the documents section.

In order to enter your swimmer into the competition you must select the 'Declare' tab.

Click on the swimmer's name - Sign up YES or NO. Then select each session and the swims you wish to enter them into.

Once this is done our coaching team will have the final say in what your swimmer will do, this is usually based on capabilities, experience and coaching knowledge of each swimmer. Coaches will not enter swimmers into meets or events in which they would not manage.

Please discuss with the squad coach any meets you are unsure of. 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.

You will get regular emails to remind you to declare interest of withdraw from the meet. We would ask you to do this as soon as possible to allow the coaching team to make their final selections and send meet files to the organisers.

Meet Information

The meet information for all competitions can be found on Swim Scotland, www.swimscotland.co.uk.

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**)

N.B. Changes can be made to your entries up until the MASC closing date and time. Please let your coach know if you are unable to attend the meet before the closing date and your name will be removed from the entry file.

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. Your meet fees will automatically be added to your TeamUnify account and will be automatically charged to your card on the 01st of the next month.

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 and all fees must be paid.**

Any account with unpaid fees of £50 or more, without explanation, will not be entered into any future meets until the outstanding fees have been paid.

Meet Results

Results will be published in the TeamUnify under the Events tab and meet results. Please note that this can take some time as we need to wait for the files to be sent by each meet organiser. Once received, personal bests will also be updated automatically.