

## CITY MEET ENTRY GUIDELINES

6/24/2017

### INITIAL and FINAL ENTRIES

(Entries now through Tuesday, July 4<sup>th</sup>, 12 noon)

You have until Tuesday, July 4th at 12:00 noon to make any desired changes to your entries. You may make ANY changes you wish to your original draft entries submittal.

1. **DRAFT SUBMISSION:** Draft Meet Entries and Rosters that are due via email to the Meet Scoring Manager ([records@swimrcsl.org](mailto:records@swimrcsl.org), Greg Wright) by 5pm Saturday, July 1. These entries are to be used for **tent allocation and warm up scheduling**. They also identify any early issues with entries so you can correct prior to your final submission. Generate a PDF copy of your Meet Entry Fees report and email that as well. In Team Manager, under Reports, Meet Reports, Meet Entry Fees Report, and Select City Meet. Print a copy of this also to bring with you in step 2. In addition, please send a Team Manager Backup File. In Team Manager, under File, Backup, select a directory and hit Yes.

To Summarize, on JULY 1<sup>st</sup> by 5pm delivery by electronic means,

- 1) Meet Entries export file,
  - 2) Team Roster
  - 3) Team Manager Backup File
  - 4) PDF copy of your Meet Entry Fees report
2. **DELIVERY TO VP- RECORDS of CHECKS:** Deliver your check (made payable to "RCSL") for Meet Entry Fees, along with Tent and Fan rental fees to VP-Records at Greg Wright's house (3022 Thompson Circle 35801) between 2 and 4 pm on Sunday, July 2<sup>nd</sup>. This check should be for your Fees as reported on the Meet Entry Fees report from step 1 plus your fan and tent cost. Receipts will be emailed to you just as they were for your annual dues.

Yes, this is DIFFERENT than delivering to the Monte Sano pool, but given the holiday weekend, allowing the additional day in the schedule, and the fact I will be working on other aspects of City that day makes it easier to come here.

3. **FINAL SUBMISSION:** Export your final entries and email them to [records@swimrcsl.org](mailto:records@swimrcsl.org) by 12 noon, Tuesday July 4<sup>th</sup>, 2017. In the Subject heading please, enter **TEAM NAME** and the words "**FINAL ENTRIES**" so I know these are your final inputs. Once again, also include another Team Manager backup after you have done all your entries.
4. If any additional amount is due or refund required because of changes from your DRAFT submission and FINAL entries or changes at City, these will be reconciled and settled up after City Meet.

**NON-EMERGENCY LATE ENTRIES**  
(Entries occurring any time after July 4<sup>th</sup>, 12 noon)

We understand there are always situations where a swimmer is inadvertently omitted from being entered or one that had originally planned on not swimming and suddenly wants to swim. We will accommodate any and all Non-emergency late entries under the following conditions:

1. The event the swimmer is being entered in currently does not have three swimmers from your team entered in it. No switching of one swimmer for another in any event.
2. There must be an available lane for the swimmer to swim. There will be no re-seeding and no new heats will be added.

**EMERGENCY SUBSTITUTIONS**

We understand situations will arise when a swimmer becomes ill or some other accident prevents a swimmer from competing. Emergency substitutions will be evaluated and accommodated by the VP\_Records as they arise under the following conditions.

1. Reasonable proof must be presented that the swimmer being removed has a true emergency.
2. The swimmer is then removed from the entire meet.
3. The swimmer who is replacing the one being removed must already be entered in the meet and is not already swimming three events. What this means is that we will not allow a "cascade" of substitutions to fill events vacated by swimmers. What this generally means is that if the removed swimmer is entered in three events it will more than likely take three swimmers to fill his/her events.
4. The new swimmer will swim in the same heat and lane as the removed swimmer for each event.