

**NON-EMERGENCY LATE
ENTRIES**

(Entries occurring any time after Monday, July 9th, 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.
3. Please email these drops/adds to records@swimrcsl.org, as soon as you know them as I wish to process as many before Saturday morning to minimize changes on meet days. (Procedure and format below)

**EMERGENCY
SUBSTITUTIONS**

**(Substitutions allowed until 30
MINUTES prior to session start)**

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 Records Vice President 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.

PROCEDURE FOR DROP/ADD via email

TO: records@swimrcsl.org

SUBJECT: DROP/ADD for BLOS

Greg, I have the following changes to city meet entries

SCRATCH: #5 Stella Butkis

SCRATCH: #9 Corrine Wester

SCRATCH: #9 Julianna Wester

SCRATCH: #6 Ben Stuart

SCRATCH: #6 Billy Roby

Drop/Adds if they come in pairs should be

DROP: #7 Jane Plumlee ADD: Jane Doe

If just an ADD:

ADD: #10 James Doe (in this case you will get an email back from me on if their entry is possible and if so their Ht and Ln

BE SURE SUBJECT HEADING INCLUDES DROP/ADD and team name.

I will continue to make changes under the late change process through 2pm Thursday.

After 2pm Thursday, drop/adds will be processed under the Emergency Change process. You may continue to mail me drop/adds once we get to the Emergency process and deliver it to me at deep end table up to 30 minutes before each session start.

The magic of 2pm Thursday is I will print labels for pinks/blues/whites to be put on cards Friday morning. I will also be printing out Heat Sheets for Officials and Lane Timer sheets. Any changes after I start this process are tedious yet this is as long as I dare wait to produce the rest of the products for city meet.