

### **NON-EMERGENCY LATE ENTRIES**

(Entries occurring any time after July 8<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.

## **PROCEDURE/EXAMPLE FOR DROP/ADD via email**

TO: [records@swimrcsl.org](mailto:records@swimrcsl.org)

SUBJECT: DROP/ADD for BLOS (BE SURE SUBJECT HEADING INCLUDES DROP/ADD AND TEAM NAME)

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

You will receive a new team specific heat sheet to verify your changes have been made.

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/or 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 Thursday evening.