

CITY MEET ENTRY GUIDELINES
6/22/2023

INITIAL and FINAL ENTRIES
(Entries now through Monday, July 3rd, 12 noon)

You have until Monday, July 3rd 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. July 1, 2023 5pm (SAT) - DRAFT SUBMISSION: Draft Meet Entries and Rosters (filenames should look like xxxx-Entries-2023 RCSL City Meet-09Jul2023-xxx.ZIP & xxxx-Rosterxxx.ZIP) are due via email to the Meet Scoring Manager (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 (should be a .pdf file). In addition, please send a **Team Manager Backup File**. In Team Manager, under File, Backup, select a directory and hit Yes. (Filename should look like SwTM8Bkupxxxx2023-x.zip). You will receive an email back from Greg Wright with your entries in Meet Program form and your adjusted Fee Report.

To Summarize, on JULY 1st by 5pm delivery by electronic means,

- 1) Meet Entries export file, (like xxxx-Entries-2023 RCSL City Meet-09Jul2023-xxx.ZIP)
- 2) Team Roster, (xxxx-Rosterxxx.ZIP)
- 3) Team Manager Backup File (SwTM8Bkupxxxx2023-x.zip)
- 4) PDF copy of your Meet Entry Fees report (xxxxx.pdf)

2. July 3, 2023 (MON) 12 noon - FINAL SUBMISSION: Export your final entries and email them to records@swimrcsl.org by 12 noon, Monday July 3rd. 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.

To Summarize, on July 3rd by noon deliver by electronic means,

- 1) Meet Entries export file, (like xxxx-Entries-2023 RCSL City Meet-09Jul2023-xxx.ZIP)
- 2) Team Manager Backup File (SwTM8Bkupxxxx2023-x.zip)

3. July 5, 2023 (WED) - DELIVERY TO VP- RECORDS of CHECKS: Deliver your check (made payable to "RCSL") for Meet Entry Fees to VP-Records, Greg Wright's house (3022 Thompson Circle 35801) between 2 and 4 pm on Wednesday, July 5th. This check should be for your Fees as provided in the adjusted fee report you received as part of step 1. Receipts will be emailed to you just as they were for your annual dues.
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 3rd, 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.