

CITY MEET ENTRY GUIDELINES

Modified: 6/23/2025

July 4th Deadline

1. By 5:00PM CT on July 4th, 2025 all preliminary entries must be submitted to RCSL Records via the Google form linked here: <https://forms.gle/3Hxr1s71sQgv7zBd9>
 - a. These entries will be used for tent space allocation and warm-up lane assignments.
 - b. You must submit the following information on the form:
 - i. Meet Entries file from TM
 - ii. Team Roster from TM
 - iii. TM backup
 - iv. Invoice e-mail for fees
2. Upon completion of this submission, we will e-mail the invoice to the provided e-mail as well as send a Meet Entries Report for you to verify your submitted entries.

July 6th Deadline

1. By 3:00PM CT on July 6th, 2025 all **FINAL** entries must be submitted to RCSL Records via the Google form linked here: <https://forms.gle/k3xRQsR3HWdaEK587>
 - a. These entries will be used for seeding, lane/heat assignments, and the meet program.
 - b. You must submit the following information on the form:
 - i. Meet Entries file from TM
 - ii. TM backup
2. Upon completion of this submission, we will e-mail a Meet Entries Report to verify your final entries.

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Non-Emergency Entries

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

1. The event the swimmer is being entered currently does not have 3 swimmers from your team entered. No switching swimmers for each other in any events.
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 unable to compete. Emergency substitutions will be evaluated and accommodated by the VP of Records as they arise, with regards to the following conditions:

1. Reasonable proof must be presented that the swimmer being removed has a true emergency.
 - a. The removed swimmer is then declared ineligible for the entire meet
2. The swimmer replacing the removed swimmer must already be entered into at least 1 event (individual or relay), but not be entered into the maximum number of applicable events.
 - a. We will not allow for a cascade of substitutions to occur.
3. The newly entered swimmer will occupy the same heat/lane as previously assigned to the removed swimmer.