



# Chesterfield Swimming Club

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## Guide to entering open meets and galas

Coaches have identified open meets and galas during the season in which they would like swimmers to participate. The 2010/11 Meet Calendar is in the club calendar section of the website. Please familiarise yourselves with this document so you can see when meets are coming up. Squads are identified as suitable for each event and coaches will expect swimmers to be willing to participate in these.

Coaches will circulate entry forms and details to swimmers and parents. Coaches will have identified which events they would like the swimmer to be entered for. Races are chosen for particular reasons for each individual swimmer and any queries should be discussed with the squad coach.

Please return these forms as soon as possible to the squad coach completed as required and with the appropriate payment made by cheque payable to 'Chesterfield Swimming Club'.

In many cases the coaches will ask you NOT to complete entry times. These will be automatically generated from existing records and converted according to the requirements of the meet.

Coaches will check and process forms and pass payment to the Treasurer who will then send a cheque from the club to cover all entry fees.

Some time after the closing date for the meet an 'accepted entries' list will appear on the website of the club holding the meet. It is advisable for you to check this list to ensure swimmers have been accepted for the events expected. It is at this point that any clerical errors can be identified and easily rectified.

If a swimmer has been rejected for any races this will be because the race has been oversubscribed. Entry fees will be reimbursed to the club accordingly and will be passed back to the person who wrote the cheque.

If the meet is being run with 'cards' these will be sent to the club and issued by the coaches some time before the meet. These are very important and will be needed on the day. Coaches and team managers will be on hand during the meet to ensure the swimmers 'post' their cards appropriately.

If a meet is run 'cardless' then the meet organisers will assume all swimmers will be fit and present to swim unless advised otherwise and swimmers will have to be withdrawn if they do not wish to swim. Please contact the squad coach if a swimmer does not wish to swim.

If swimmers are selected to swim for Chesterfield Swimming Club in a team gala then no fees are due. A team sheet will appear on the notice board at Queen's Park and swimmers will need to identify that they are available to swim.

If you have any queries about this process please discuss them with the squad coach.