

Payment of entry fees - this has caused some confusion in the past few months as we have trialed the system where coaches have been selecting swimmers' entries for signature meets. That has been a great success for swimming results, but we need to fine-tune the payment of fees. So, effective immediately, entry fees will need to be paid in advance of the swim meet in question or your swimmer's entry will not be forwarded to the meet organizer.

The procedure for Signature Meets is -

- 1) Entries will be selected by the coaches (usually 2 swims, plus one of the swimmer's choice). These will be written on the entry envelopes which swimmers will bring home. The entries will also be emailed to you by the race secretary, together with the due date.

NB: YOU MUST READ YOUR EMAILED ENTRY REPORTS IMMEDIATELY - LATE SCRATCHINGS ARE A HEADACHE FOR THE RACE SECRETARY AND PARENTS WILL PAY ALL SCRATCHING FEES. YOUR COOPERATION IS ESSENTIAL.

- 2) All returned entries must now be made on the entry envelopes (not by email to the race secretary). Parents must sign the envelope and indicate whether the fees are enclosed or being internet banked. Any changes to entries should be made on the envelope.
- 3) The envelope **MUST** be shown to the coach for his signature, then placed in the green entries box by lane 6.
- 4) The complete (and final) entries report will then be emailed to swimmers by the race secretary.

For all other meets, you will need to check the flyers on the website/notice board and complete the entry envelopes in the same way. Fees must be enclosed or internet banked in advance of the meet, and signed envelopes placed in the entries box by the due date. An entries report will be emailed to the swimmers attending that meet.

For regional and national meets, coaches will discuss entries with the swimmers but entries are to use the envelope system, with entry fees paid in advance (regional meets only).