**Duneland Swim Club**

**Invite and Dual Meet Sign-up Procedures**

1. **Scheduled Team Invites**
	1. Invite Meet Entry Letter/Information will be posted at the pool and website once available
	2. Athletes can sign-up on line or by filling out an Invite Sign-up Sheet prior to the DUNE Deadline
	3. Invite Sign-up sheets are available in the Invite Sign-up Folder of the Invitational Box located on the Parent table near the starting blocks of the pool
	4. Fill-out the information requested, if you our unsure of the events you would like your swimmer to compete in, contact one of the coaches for help
	5. Return completed form and full payment, checks made out to Duneland Swim Club, to the Meet Entries folder of the Invitational Box. You may now also pay online. After you sign up and choose the events and all entries are approved, you will be billed the event fees.
	6. On-Line Entries and Entry Sign-up Forms are due prior to the DUNE deadline, there will be no exceptions for late entries
	7. A copy of the Team Entry Report will be posted at the pool and on the website, once DUNE has received confirmation for acceptance in the Invite
	8. It is the responsibility of the parent/swimmer to know the sessions and time in which they will be competing in
	9. Swimmers are expected to be on deck ready to warm-up 15 minutes prior to the start of their respective scheduled warm-up session
2. **Non Scheduled Invites:**
	1. Parents are responsible for obtaining the Meet Entry/Information off the Indiana Swimming website
	2. Follow Steps “c” thru “e” of the Scheduled Team Invites info
	3. Entry deadline will be 5 days prior to the scheduled Invite Deadline, stated in meet information letter
	4. An individual event entry form will be placed in your mailbox, upon DUNE confirmation of acceptance into invite
	5. DUNE will not provide a coach for Non Scheduled Team Invites, the DUNE meet entry coordinator will notify the meet host that DUNE swimmers will be without a coach, per USA Swimming Rules, it is the meet host responsibility to assign unaccompanied swimmers a qualified party to monitor the swimmers during warm-up procedures at the meet
	6. It is the responsibility of the parent/swimmer to know the sessions and time in which they will be competing in
3. **Dual Meets: (no charge)**
	1. Sign-ups will available on-line and a sign-up sheet will be placed on the Parent Info Table approximately 1 week prior to the scheduled dual meet
	2. It is the responsibility of the swimmer/parent to sign-up for the dual meet
	3. A copy of the Team Entry Report will be posted at the pool and on the website, 1-2 days prior to the dual meet
	4. Swimmers are expected to be on deck ready to warm-up 15 minutes prior to the start of their respective scheduled warm-up session