

## MEET ENTRY PROCEDURES 2008-2009

1. Meet information will be posted on our website at [WWW.PENGUINSWIM.COM](http://WWW.PENGUINSWIM.COM). The website is the **best** way to get up-to-date information about upcoming meets, practice times and information. There will be some copies available at the pools for families without internet access. Information about the meets will also be posted on the bulletin board at Beegly Natatorium, just outside the pool doors at the top level. The entire season meet schedule is also posted on the website
2. Each swimmer should fill in a Swim Meet Entry Form (forms can be found on the website and bulletin board) listing the events that they wish to swim in the meet. Only one entry form and check are needed per family. A seed time (previous best time) can be entered if you have one – if not, the computer will automatically enter their best time for that event. If they have never swum that event, they will be entered as a No Time (NT). Please be advised that Lake Erie Swimming may impose a \$10 penalty for incorrect times. If Penguin Swimming is charged such a penalty it will be the responsibility of the swimmer to pay such fines. If you are converting times from long course to short course or vice-versa, please use the "Times Converter" on the home page of the web site. Each meet information sheet has a deadline date specified. Checks payable to Penguin Swimming and the entry form should be placed in an envelope with your child's name and the name of the meet participating in and **handed** to Greg by the specified deadline. **No entries** will be accepted without full payment, including Penguin surcharge of \$5.00. There will be **no late entries** accepted after the specified deadline.
3. Do not call the entry meet person with changes. You may email **Becky Bertuzzi** (rebecca.bertuzzi@gmail.com) that your meet entry was received, but we ask that you do not call. It will be at the discretion of the meet host and our coaches if time updates will be allowed. If you are traveling to an out-of-town team meet, please do not contact the meet host. The entry form must go through Becky Bertuzzi. Becky is in contact with the meet host entry person. It makes the job of the meet entry person hosting the meet easier if they do not need to be communicating with multiple people.
4. Once at the meet, swimmers should be at the meet at least 15 minutes before warm-ups. \*Check-in is the swimmer's responsibility.
5. Warm-ups are to be done as a team under the coach's supervision.
6. Swimmers should always report to a coach after swimming their event. Visits with friends or parents should always follow the consultation with the coach.
7. If a warm-down facility is available, swimmers (especially older competitors) should use it.
8. If you checked the box (relay confirmation) that you would like to participate in a relay, it does not necessarily mean you will participate. RELAYS are made up AT THE MEET BY THE COACH. Relay selections are based on, among other things performance, attendance at practice, attitude and is at the coaches' discretion.
9. At outdoor meets, swimmers should take care to protect themselves from the sun. At all meets, swimmers should keep warm between events and should drink plenty of fluids.
10. Parents are responsible for transportation to meets (except in a few cases where there may be a team bus).
11. Swimmers are under the supervision of the coach during a meet.
12. At all meets, swimmers are to conduct themselves in a manner that brings credit to themselves, to their families, and to Penguin Swimming. Swimmers who fail in this regard will be excluded from future meets.
13. Swimmers are responsible for keeping track of their own personal belongings.
14. Swimmers should always check with a coach if they plan to leave a meet before it is over. They may be on a relay team.