

PENGUIN SWIMMING MEET ENTRY PROCEDURES 2009-2010

1. Meet information will be posted on our website at WWW.PENGUINSWIM.COM.
2. 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 pool for families without internet access. Information about the meets will also be posted on the bulletin board at Beeghly Natatorium, just outside the pool doors at the top level. The entire season meet schedule is also posted on the website
3. Each meet has a meet information sheet that can be downloaded and printed from either the Penguin Swimming website or the Lake Erie Swimming website, under the Meet Info heading. All meet entries should be submitted to Coach CJ or Coach Greg for processing. Penguin Swimming will electronically submit all meet entries turned in by the Penguin Swimming meet deadline. The Penguin Swimming meet deadline is generally 2 weeks earlier than the deadline posted on the meet information sheets. This allows Penguin Swimming adequate time to process and submit meet registrations. The Penguin Swimming meet entry deadline will be strictly enforced. Any swimmer missing the PS meet entry deadline may still submit entries directly to the meet, if done so prior to the deadline printed on the individual meet information sheet.
4. 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 Coach CJ or Coach 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.
5. Check the Relay Confirmation Box “yes” if you would like to participate in a relay. Checking this box does not necessarily mean you will participate in a relay at the meet. 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.

6. Do not call the entry meet person with changes. You may email Coach CJ (FLATLEYMOSER@aol.com) to confirm 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 Coach CJ. Coach CJ 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.
7. Once at the meet, swimmers should be at the meet at least 15 minutes before warm-ups. *Check-in is the swimmer's responsibility.
8. Warm-ups are to be done as a team under the coach's supervision. Swimmers should always report to a coach after swimming their event. Visits with friends or parents should always follow the consultation with the coach. If a warm-down facility is available, swimmers (especially older competitors) should use it.
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. Parents are not allowed on the pool deck at any time during warm-ups or the meet. This will be strictly enforced.
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.