

# Instructions for Entering Swim Meets



## Background & Policy

SSC has introduced an updated process for entering Swim Meets.

This process has been implemented to maximise accuracy and speed in processing entries. It also reduces the amount of time that the Club's volunteers are required to spend on preparing and submitting entries. Consistent with other clubs, our members are asked to take some responsibility for consulting with their Site Coach for selecting events, checking their own entries and confirming they are correct. All members are requested to refer frequently to the [SSC Web Site](#) throughout the process.

Please note that throughout these instructions there are links to relevant sections within the SSC Web Site. These links are underlined.

No process is perfect despite our best efforts to avoid mistakes, and there may need to be refinements from time to time. You can help by ensuring you follow the process, check entries and advise the [Swim Meet Coordinator](#) of any omissions or errors in entries as soon as possible.

## Steps to be followed:

1. Review the [SSC Meet Calendar](#) regularly for advance warning of Meets that SSC Members can expect to receive entry information on.
2. Members will receive an e-mail from the Club that a particular Swim Meet is open for entries to be submitted. Checking the Meet Calendar regularly (step 1) acts as a check that you have not missed advice of a Meet to enter. Should e-mail notification of a Swim Meet not be received and a Meet is shown as open on the [Club Calendar](#), please notify the [Swim Meet Coordinator](#).
3. Click on the link to the Swim Meet Flyer document from the Host Swim Club - you will find this link within the Swim Meet email advice. Read this flyer carefully so that all information pertaining to the Meet is understood and the correct events are entered.
4. Select the individual events you are to enter for the Meet. Check the Swim Meet Flyer and the Swim Meet Advice e-mail for tips about the number of events to enter and remember that this type of information should be sought from the Site Coach. It is the policy of our Head Coach that athletes consult with their Site Coach to select individual events to enter at each Meet. It is the responsibility of individual athlete (with the help of parents/guardians as appropriate) to ensure this occurs prior to completing the entry form. It is important for athletes to expand on the strokes and distances they enter.
5. Click on the [Individual Entry Form](#) link within the emailed Swim Meet Advice to open the entry form. One entry form is to be completed for each athlete competing.

6. Complete the [Entry Form](#) in full, check it carefully for accuracy, save the document (if required) and email the completed form to the Swim Meet Coordinator (**preferred method**) by clicking on the 'Submit' button at the foot of the [Entry Form](#). If some sections of the Entry Form are not completed, the form will not e-mail and an error message will warn you to complete all sections. There may be a number of steps involved in finalising the e-mail submission. You need to follow each of these steps until the e-mail is sent. Entries must be submitted by the closing date detailed in the Swim Meet Advice e-mail. An alternative way of submitting the entry (not preferred and would generally only be required by members without e-mail/internet access) is to print out and complete the Entry Form and send via mail to:

Swimland Swimming Club  
PO Box 8230  
Carrum Downs 3201.

The Form will need to be posted to ensure sufficient time to reach the Club by the Meet deadline detailed in the Swim Meet Advice e-mail.

**Please note: There will no longer be the option to place Meet Entries or payments in the SSC Box at the local Site.**

You will need the Swimming Victoria registration number for the Entry Form, which is made up of the first three letters of the surname, the first two letters of the first name and their date of birth. Example, John Smith born on 17 December 1997 and entering the Melbourne Vicentre SC Meet (meet code=MEL) would be: SMIJO171297MEL.

7. Ensure payment is made prior to the Meet Deadline. **ENTRIES WILL NOT BE SUBMITTED UNLESS BOTH YOUR ENTRY FORM AND YOUR PAYMENT ARE RECEIVED BY THE MEET DEADLINE.** You have two options for payment:
  - The **preferred payment method** is by electronic banking. Please use this method if you have access to electronic banking. Details are contained in the [Banking Instructions](#) link (you will need the three letter meet code listed on the Swim Meet Flyer).
  - Pay directly into the Clubs bank account as detailed in the [Banking Instructions](#) link with the Athletes Swimming Victoria Registration Number and meet code included in the 'detail' on the deposit.
8. Check SSC's entries for the Meet on the [Club Calendar](#) on the SSC website - these will be posted within 5 days of the closing date detailed in the Swim Meet Advice email. Check that the entries for the event match those intended. Should a problem be found with the entries, please e-mail the [Swim Meet Coordinator](#) immediately. **It is up to the parents/swimmers to check entry accuracy.**
9. Within 5 days after swimming in the Meet, you can review official results on the [Club Calendar](#).

Should you have any questions relating to Events that should be entered, please discuss these with the Site Coach. If there are any questions relating to the Swim Meet process or Entries that have already been submitted, please e-mail the [Swim Meet Coordinator](#)

Please also note that as some Meets fill quickly and the Meet may close early; we will set closing dates that will ensure that we submit the entries to the host club 7/10 days prior to the Meet closure date.