



Inverness Swimming Club Rules and Guidelines for Entering Swim Meets

Inverness Swimming Club is a competitive swimming club and all of our swimmers are encouraged to participate in Swim Meets throughout the year in the North District area and when ready across the UK. If you are unsure which meets/events to enter, please speak with your coach.

Meet Calendar: The meets/competitions that the club targets throughout the year are listed on the **notice board** and on the club website: <http://invernessswimmingclub.co.uk/swim-meets/>

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1. Swim Meets (a.k.a Gala's & Competitions)

There are different types of competitions which run throughout the year. Most competitions take place over a whole day, split into morning and afternoon sessions. At some of the larger meets, events can run over a whole weekend or even several days and there may be up to 3 sessions a day; morning, afternoon and evening. **You can choose to enter anything from just one session, to the whole meet.**

Meets give swimmers a goal and a purpose for their training, but are also good fun.

2. Meet Information

Information regarding a Meet and a Meet Entry Form will be emailed out to swimmers.

Please read the meet information very carefully & **keep a note**, as this contains important information such as the **Venue, Age Groups, Warm up times & Start times** for each session, along with the **Programme of Events** for each day.

It may also contain **eligibility/consideration times** (ie 'faster than' or 'slower than' times)

Meet restrictions such as different events for different age groups can also be found on the Meet Information.

It is the **parents' and swimmers' responsibility** to read the meet information carefully and ensure they are entering the correct races. If you have any queries, please ask well **before** the club closing date.

3. Meet Entry Form & Payment

Please **complete all the sections** on your entry form **and return this via email** to the Meet Secretary **no later than the closing date given**. Please **make your payment at the time of entering**. Details of **how to pay will be on the entry form**.

The **Programme of Events** in the Meet Information will tell you which races are in which sessions and may help you to decide which event(s) to enter.

Swimmers times can be found in the '**Club Performance**' section of the website.

<http://invernessswimmingclub.co.uk/club-performance/>

Please speak with your coach if you need **up to date times** in between meets. These informal coaches' times can be used to enter most meets. You may be able to enter some competitions with NT (no time), but if the meet is oversubscribed, it is usually the NT's that get scratched/rejected first.

There may be relays at some of the meets. The final decision on relay teams is decided by the coach on the day of the meet. **Relays** will be paid for by the club.

Any meets taking place before the closing date will be updated on our systems, so that the most up to date **Personal Best (PB) times will be automatically entered**, therefore, please get your entries and payment to the Meet Secretaries **as soon as possible**.

Please don't leave it until the last minute as the club entry and payment has to be processed and sent to the organisers before their deadline. **Late entries and/or late payments will not be processed**.

4. Draft Programme

Once the Meet Organisers have received all the entries, they issue a **draft programme** (usually a couple of weeks before the meet) which will be emailed out to all the swimmers who applied for the Meet.

Please check this carefully.

Competitions have to adhere to strict time schedules and each session must be no longer than 3 hours. If there are a lot of entries, competitions are sometimes **oversubscribed**. When this happens, it is usually the fastest swimmers in each age group that are accepted plus 2 or 3 swimmers who will be allocated a **reserve** swim. The rest are unfortunately rejected.

- **'RES'** or **'ALT'** : If you see this next to the swimmers name, it means that the swimmer is a **reserve** in that event and may still get to swim if one of the accepted swimmers has to pull out or doesn't turn up. This frequently happens, but **reserve swimmers often only find out if they can swim on the day**. If you are a reserve, **you are expected to turn up to marshalling** for that event.
- **'SCR'** or **'OVERSUB'**: If you see this next to the swimmer's name, it means that the meet was over-subscribed and the swimmer has been scratched/rejected from that event. Unfortunately, this means that they will **not get that particular swim**.

You can **withdraw** before the Meet, but you **must** inform the Meet Secretary **ASAP**, so that you can be withdrawn officially.

5. Refunds

All scratched swims and reserve swimmers that have attended marshalling that do not get their swims are **refunded**.

The club receives payment for all scratched swims **after the meet is finished**.

The refund to the club may take **up to 3 months**. The Treasurer will then refund the swimmers individually.

Unfortunately, the gala organisers will not refund your entry fee if you **withdraw** from the meet, unless you can provide a medical letter/certificate within 7 days of the meet.

6. Swimming Technical Officials – STO (Timekeepers and Judges)

Organising and running a Swim Meet relies entirely on volunteers !

Once you have joined the club, it is important that **at least one adult per family trains as a timekeeper and then later on as a judge.**

Please contact our STO (Swimming/Senior Technical Officer), **Sally Martin** for information on attending a timekeeper's or judge's workshop, via sto@invernessswimmingclub.co.uk

All clubs entering swimmers for meets **must provide technical officials** for each Meet Session. If we do not provide enough technical officials, we may have to pay a fine. If your swimmer is entering a meet, you will be **expected to officiate** for at least one or two sessions, therefore please indicate on the entry form which **official duties** you can offer and for which sessions.

7. What to bring, When to be there & Emergency Contact number

Please wear your Inverness Club kit and Inverness Club Cap at all meets.

It's usually a good idea to bring spares of everything to a meet...eg/ 2 swimming costumes/jammers, 2 swim caps, 2 pairs of goggles, 2 towels and in addition, a club T-shirt/poolside top, poolside shoes, healthy snacks, a packed lunch and water bottles! Remember to drink plenty of water !!

Please be ready, changed and poolside at least 15 minutes before the start of each warm-up session.

Please report to your coach. **If you are not there at the start of warm up your coach may withdraw you from that session!**

If you need to contact the coach in case of emergency **the night before or on the day** of the meet eg illness, inability to attend/lateness etc, please call the number given **before the start of the warm up session** as the coach must submit withdrawals at the start of each warm up session.

8. At the Meet

There are usually 2 different times indicated on the meet information:

The first one is the **warm up time**, during which the swimmers will do a coach led warm up swim for 10 - 20 minutes.

The 2nd time given is the **start** of the races.

Every swimmer, including reserves, **MUST** report to marshalling before their race. **Your coach will tell you when to go to marshalling** (usually 5-6 heats before your race.)

Once you have completed your race, please go **straight back to your coach** for feedback.

Please let your coaches know where you are at all times!!

IMPORTANT:

- **Please advise your coach of any medical issues before warm-up. If your child requires or may require medication, then a named adult MUST be present at all times during the meet. (it is not the responsibility of the coaches to keep or administer medication)**
- **There is no lunchtime supervision at meets – coaches are only responsible for your swimmer when they are poolside during the warm up session and races. Please make sure that you are available to supervise your child out with this.**

9. Meet Results

Meet results will be emailed out to swimmers/parents as soon as they become available. (usually within a week following the meet) It's always a good idea to keep a note of swimmers times & the dates achieved. Swimmers best times (PB's – Personal Best Times) will also be updated on the website (Club Performance section : <http://invernessswimmingclub.co.uk/club-performance/>)

Meet Results are also available to view on:

<http://www.swimscotland.co.uk/>

<http://www.sasanorth.org.uk/meets.html>

It sometimes helps to look results from previous years when deciding to enter a meet, as it gives a rough idea of the times needed to enter a meet.

10. Any Questions?

If you have questions regarding a Meet please do not hesitate to contact The Meet Secretaries:

Lesley Gatton (ND / Open and National Meets)

Trish Sheldon (Mini Meets and Graded Meets)

Anita Airey (all other meets)

We can often be found poolside, or email: meetsecretary@invernessswimmingclub.co.uk

Please try to ask about Meets well before the closing dates as the club's application is time critical.

Have fun everyone & swim fast !! 😊

THANK YOU !!