

## Meet Entry Procedure

### 1. Check the closing date

Nominations will not be accepted after the closing date. Our club closing date for nominations is **one week prior** to the closing date printed on the meet flyer. Please note that the closing date printed on the meet flyer is the date when the payment, printed reports and electronic entries file **must** be received by the meet organiser. We need a week to process your entries and payment within the club as we normally receive a large number of nominations.

### 2. Fill in the Meet Nomination Envelope accordingly.

Nomination envelopes are available at the railway end of the pool. Please fill out the Nomination Envelope together with the payment and drop it into the Nomination Box (located on pool deck railway end) prior to the closing date and time. It is important to complete all the information on the envelope in order for the Race Secretary to nominate the swimmer in the events selected. Entries without payment will not be processed.

### 3. Payment Method

Payments for nominations are to be either cash/cheque placed in the nomination Box on pool deck railway end of the pool. Please make cheques payable to Commercial Swimming Club Inc. Please note payments are due with the nominations.

### 4. Check Entry Report

Once nominations are processed by the Race Secretary an Entries Report will be displayed on the Noticeboard at the railway end of the pool and on the club website. Please notify the Race Secretary immediately if there are any mistakes at: -

[raceseecretary@commercial-swimming.org.au](mailto:raceseecretary@commercial-swimming.org.au)

### 5. Reminder

- Late Entries, Entries without payment, Entries which do not meet Qualifying Times will not be processed.
- Only approved Qualifying Meets can be used for gaining Qualifying Times. (Qualifying meets are Brisbane and Qld Swimming Events and some External meets that specify they are a Qualifying Meet on the program.)
- Fines may apply to the swimmer if proof of Qualifying Times cannot be provided.
- Short Course results **cannot** be used for Long Course Entries.
- Masters Swim Meet results **cannot** be used for entries.
- Long Course results **can** be used for Short Course entries.