

Potomac Marlins

Meet Name	Date of Meet:
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MEET ENTRY FORM

Check this box if swimmer is UNATTACHED for this meet <input type="checkbox"/> UNAT	Event #	Event	Entry Time
Last Name			
First Name			
Middle Initial			
Birthday			
Age on first day of Meet			

Swimmers must fill out the Entry Time Verification portion of this entry form if times were achieved in meets outside the Potomac Valley LSC and/or their times are not recorded in the team database. Falsification of these times will result in the swimmer being fined \$100 by Potomac Valley Swimming. If no entry time is provided the swimmer should enter NT (no time) in the Entry Time column next to each event.

Entry Time Verification

Event	Time	Location of Meet (LSC)	Date

Potomac Marlin Parents are encouraged to volunteer a portion of their time at all swim meets in which their swimmers are registered to compete. USS meets are run entirely by parent volunteers and each team is required to have meet volunteers at each meet proportional to their team entries. Please indicate the times and positions in which you are willing to help.

Parent Meet Volunteer

Day(s)	Session(s)			Timer	Computer	Deck Official	Other
	1	2	3				
	1	2	3				

MEET ENTRY PROCEDURE

Hand Written Procedure

1. Obtain Blank Meet Entry Form from the “**Blank Meet Entry Forms**” file in the mailboxes at practice facility.
2. Review copy of Meet Announcements for meet in question.
 - PVS home page on Internet - pvsweb.org
 - Delivered to PVS family members. (*Contact PVS for more details*)
 - Pinned on Bulletin Boards at ALL practice facilities (DO NOT REMOVE)
 - Placed in “**Meet Announcements**” File in some mailbox files at practice facilities (DO NOT REMOVE)
 - See Coaches copy (*each coach should have copy of meet announcements with them on deck*)
3. Fill out Meet Entry Form as required. For advise on choosing events please review Team Handbook Section on Meets or ask swimmer’s Primary Deck coach.
4. Deliver Completed Meet Entry Form to the Potomac Marlins Meet Manager, Coach Bill Marlin.
 - Hand Deliver to Coach Bill only. (*other coaches will not accept Meet Entry Forms*)
 - Place in “Completed Meet Entry Forms” file at the George Mason mailbox.
 - Fax to (# coming soon). Faxed entries must be received by 5:00 p.m. on the entry deadline date.
 - US mail to Bill Marlin: **3212 Allness Lane, Herndon, VA 20171**. Mailed entries must be received by PM deadline written on Meet announcement (*Allow minimum 3 days delivery time*).

“On-Line” Meet Entry Procedure

Log on to the Potomac Marlins Home Page at **www.potomacmarlins.com**

Click on **MEET ENTRY FORM** icon on top of home page.

OPTION #1

Down load printable meet entry form, then fax or US mail to above number or address.

OPTION #2

Fill out meet entry form on screen as directed and SEND to Coach Bill by clicking the **ENTER** button on screen. *Verify entry by calling Coach Bill when attempting this procedure for the first time.*

ASSISTANT COACHES ARE NOT AUTHORIZED TO ACCEPT MEET ENTRY FORMS

Late entries received by Coach Bill after the Potomac Marlins Entry Deadline but before the date which entries are mailed to the PVS Meet Manager (*approx. 3 days before PVS meet entry deadline indicated on Meet Announcements*) will be assessed \$5 from the swimmer’s MEF account. The swimmer will be permitted to swim as long as Coach Bill is able to add swimmer to entry disk prior to mailing entries.

Entries will not be taken by Coach Bill after entry disk has been finalized and mailed. Swimmers who still wish to enter the meet will be required to **DECK ENTER** at \$10 **per event** provided deck entries are accepted at said meet. This is a standard PVS procedure designed to discourage Deck Entries due to the fact that deck entries delay the start time of most meets. (*See Deck Entry Procedure in Team Handbook*)

All Swimmers should check the **MEET ENTRY VERIFICATION** form after submitting entries to verify that they have been entered on time and in the proper events. This form will be placed in the “**Meet Entry Verification**” file in each mailbox and on each bulletin board for public review shortly after the entries have been mailed to the PV meet manager.