

LANSING SWIM ORGANIZATION

MEET ENTRY PROCEDURES

The following information are tips for you, our swim parents, to help our L.S.O. automation process of meet entries go smoothly. L.S.O. is a fully automated team utilizing the Hytek Meet Manager and Team Manager programs to process our meet entries to other swim organizations.

PARENTS, WE NEED YOUR HELP, PLEASE!!

Please read the following information and use this information to complete your meet entry information that is turned in to our Meet Entry Director.

1. Use the meet entry envelopes - only one per swimmer. The Meet entry envelopes can be found in the mailbox.
2. **Print** your information on the meet entry envelope **legibly!**
3. Thoroughly read the meet entry information and pay attention to the number of entries per day that a swimmer is allowed to swim. If you put down five entries and a swimmer is only permitted to swim our at that particular meet, the Meet Entry Director will consult the head coach.
4. Pay attention to your event numbers. Will your child age up by the time the meet is here?
5. Please record the **"NAME OF THE MEET" as it appears on the meet information sheet** that you receive regarding a particular meet.
6. Please pay attention to the entry fee amount and if there is a swimmer surcharge. Be sure to check your math. The envelope should indicate the amount of cash or check that you are enclosing. Then indicate cash or mark your check number.
7. **Each meet should be paid INDIVIDUALLY!** Using one envelope per swimmer for each meet. (If you have more than one summer in a meet, you can pay with one (1) check).

PLEASE DO NOT PAY FOR TWO MEETS AT ONCE! ONLY ONE CHECK PER FAMILY, PER MEET

Your entry will be returned if your monies do not reconcile on a check per meet basis!!

Questions? Please contact Kerry at kerry2943@att.net

8. Deadline of acceptance of meet entries must be adhered to. **NO EXCEPTIONS!!**
9. Check the mailbox file or website to make sure your child is in the meets that you signed up for with the correct events. Notify the Meet Entry Director immediately if there are any discrepancies.
10. As meet results become available, the Meet Entry Director will update them immediately in the mailbox and on our website.

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11. The Meet Entry Director will provide you with a Best Times sheet for your swimmer(s) at registration, and again at the Awards Banquet.

12. Please do not indicate relays anywhere on the meet entry envelope other than by checking the appropriate box. If you prefer an early or late relay, please indicate this on the envelope. We will do our best to accommodate you, but please keep in mind we cannot always do so. If you feel you absolutely cannot do either relay, please do not mark the swimmer down for a relay. PLEASE KEEP IN MIND THAT KIDS LOVE RELAYS !!!!

Any questions regarding “meet entries” can be directed to our Meet Entry Director. The Meet Entry Director for the 2011-2012 swimming season is Kerry Czarobski at (708) 418-0547.

THANKS TO EVERYONE FOR THEIR COOPERATION!