



Surrey County Water Polo & Swimming Association

To all Surrey clubs

15 October 2009

Dear Surrey club members

The Hytek meet entry files are now available for the Surrey Age Group Championships. (Promoter's conditions, programme and entry files for the Development Meet will be available shortly.)

For clubs who do not use Hytek Team Manager, a set of instructions is included in the entry pack which explains how to download and use Team Manager Lite to enter the competition. There is no paper-based alternative for submitting entries, so if you have difficulty using the entry pack please email me and I will do my best to help. If you have not used Hytek before, make sure to allow time for any problems to be ironed out, as we will not be able to accept any late entries.

Also in the entry pack is an entry summary and coach pass request form. Please complete this form and email it with the electronic entries, which **must be received by the closing date of 31 January 2010.**

When entering times, please remember the following points from the promoter's conditions:

- The entry fee is £5 per individual event and £8 per team event.
- Entries must be submitted electronically via e-mail to jenny_richards@hotmail.co.uk.
- The closing date is **31 January 2010**. Clubs are encouraged to submit electronic entries before the final closing date, preferably by **31 December 2009**. Updated entry files may be submitted *up to the closing date of 31 January 2010* to take account of entry times that are achieved or improved during the rest of the qualifying period. No times will be updated after the closing date.
- Entry fees should be sent to: Jenny Richards, 30 Elmbank Ave, Guildford, Surrey, GU2 7TY. Cheques should be made payable to SCWP&SA.
- **Electronic entries and supporting cheques must be received by midnight, 31 January 2010. Entries are not considered received until payment has been received.**

As the second day of the Development Meet is only one day before the closing date, I will be available at the Development Meet to accept cheques from club competition secretaries for swimmers who achieve qualifying times and wish to enter the Championships. Electronic entries still need to be submitted in the standard way in order to allow meet data to be processed in time for the Championships. The alternative was to have the closing date before the second day of the Development Meet, which was felt not to be acceptable. We are hoping to arrange more acceptable dates for next year, but for this year we have to work with what we've got.

I would also like to remind you that the Championships cannot run without people to fill both technical and non-technical roles on the day. I urge you to volunteer to help in whatever capacity you can. We need volunteers for all manner of jobs, including selling programmes, marshalling the swimmers, distributing drinks on poolside, operating the computer equipment and other jobs, as well as technical officials such as timekeepers and judges. It would be really positive to see volunteers from as many clubs as possible from all across the county, rather than from just a small handful of clubs.

If you are able to offer your help, please contact Di Gamble (for technical officials: bobdigamble@aol.com) or Joan Swain (for non-technical officials: joanswain@totalise.co.uk).

Best regards,

Jenny Richards

Age Group Secretary

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