

## Instructions on How to Nominate for a Masters Swim Meet

1. **Talk to other swimmers** to get an idea about the various meets, their pool locations, seating, shade cover, pool length etc
2. **Select a Swim Meet** from the Masters Swimming Queensland Calendar of events <http://www.mastersswimmingqld.org.au/calendar/index.cfm?fuseaction=Calendar> or other website. This calendar can be mailed to you by the Club Captain if necessary
3. **Print a flyer**, nomination form, and any other information sheets. Flyers will also be posted on the Masters Notice Board at the Pool.  
If a nomination form is not provided use the updated Individual Nomination form, from the Albany Creek Ducks Website. <http://albanycreekducks.org.au/swimmeets.html>  
Your Club Captain can assist with printed forms or email you a copy to save on your desktop.  
**Note any restrictions** on the events before completing your nomination (e.g. one only 100m event, time frame for postal swims)  
Include any Relay events you are interested in swimming. In the case of a Medley relay, indicate your preferred stroke.  
If a meal is being offered, please indicate if you want this.
4. **Due date with Club Captain:** This is usually the Sunday prior to the closing date for nominations set by the Host Club, but may be earlier.  
**It will be noted on any circulated flyers through email or post. Late nominations cannot be accepted** as the Club Captain needs to create the Team Manager File for submission and send a club cheque together with the swimmer summary sheet to the Host Club by their closing date.

### **5.a) Electronic Submission**

Complete the nomination form and save in a swim folder or on your desktop.

Label the form Swim meet\_Surname (e.g. Rivercity2013\_Butler).

This can be attached to an email to the [gacmasters@gmail.com](mailto:gacmasters@gmail.com) address,

subject heading for the email is: Nomination\_Swimmeet\_surname (e.g. Nomination\_Rivercity\_Butler).

Electronic payment of the swim fees is to Albany Creek Masters Swimming (contact Heather Butler for BSB details if you wish to do this).

Please do both parts on the same day.

Electronic acknowledgement of a nomination will be sent to the swimmer's email address.

### **5.b) Manual Submission**

Print the form and fill-in, events in numerical order, relays and meals.

Put in an envelope with cash or Cheque (Albany Creek Masters Swimming Club).

Label envelope with your name, swim meet and amount of money.

Hand this in to Club Captain before the due date (see below).

6. **Receipts** for cheques or cash are written and kept with the Club Captain, they can be issued to swimmers as required.  
No receipts are issued for EFT submissions.

Enjoy your meet!