



How to complete Open Meet forms

- Select events that are appropriate for your child. If you have any doubts about which events to enter then discuss with your child's coach. They will be able to suggest suitable events.
- Check the upper and lower (where specified) qualifying times and do not enter events where your child's times are outside of those, they will be rejected. Some Open Meets accept 'No Time' entries – please mark NT on entry form
- Convert times where necessary - Long Course meets usually require short course times to be converted – use the ASA Tables on <http://www.pullbuoy.co.uk/times>
- Complete all fields on the entry forms (including ASA number & DOB). Sometimes paper forms need to be sent to confirm entry.
- Times can be found on the ASA rankings database, using ASA number or surname <https://www.swimmingresults.org/individualbest/> Once the list is displayed you can click on the event (Long Course or Short course) to display all swims for that event in date order and time order.
- Make all cheques payable to **NPSC** with child(rens) name(s) and ASA number(s) on the reverse.
- Please take a copy of your entry forms or note the events that have been entered for your future reference.
- Return entry forms and cheques **before** the club closing date and not the closing date printed on any entry forms which may well be later than the club closing date. Late and incorrect entries **will not** be accepted – Please ask if you are unsure.