



**Relays** -- Coaches may pick up relay declaration sheets at the meet office before each session. The sheets must be completely filled out and turned into the computer table before the event. Each swimmer's name must be on the card. **Declaration sheets will also be posted on the website.**

**Coaches** -- Xerox a copy of your entry sheets and **mail the original for each class** along with other entry materials to Barbara. **Entries must be received by Sunday, January 16.** (Mail by Thursday, January 13<sup>th</sup>.)

**Entry deadline is for ALL SESSIONS -- BOTH BOYS' AND GIRLS' ENTRIES**

**DUE ON SUNDAY, JANUARY 16.**

**MAIL ALL PACKETS 1<sup>ST</sup> CLASS OR HAND DELIVER TO BARB DAMON.**

**Please do not mail cash. ONE CHECK PER YMCA ENTRY.** Checks should be mailed to Barbara and should be made out to "Eastern Mass. YMCA Swim League". **NO PURCHASE ORDERS.** - Boston YMCA teams – submit a personal check and get reimbursed by your YMCA.

PLEASE BE SPECIFIC – LEGIBLE – EXACT – AND ORGANIZED ON YOUR ENTRIES. KEEP A COPY FOR YOURSELF. THIS IS ONLY THE FIRST STEP IN PREPARING FOR THE DISTRICTS. YOUR COOPERATION IS NEEDED.

**QUESTIONS OR PROBLEMS:**

Call Elaine or Barbara.

Send to Barbara Damon, 25 Central Ave., Danvers, Ma 01923.

- 1) Entry Sheets – Swimming
- 2) Official's Roster
- 3) Entry Fees (Check)
- 4) District Patch Order (with check)

If you have swimmers who qualify or make Districts on January 15<sup>th</sup> (Sat.), e-mail their names and times to Barbara **that night** -- [barbdamon@netzero.com](mailto:barbdamon@netzero.com).

**HY-TEK INSTRUCTIONS FOR DISTRICTS:**

- 1) E-mail Richard Whitworth at [richardwhitworth@live.com](mailto:richardwhitworth@live.com) and ask for an event file for Hy-tek Team Manager. Subject – Ea. Mass. Districts.
- 2) Do your entries.
- 3) E-mail your entry to Whit. Be sure to include relay entries with your individual entries. Relays do not need swimmers' names.
- 4) Mail a hard copy of your entry (from Hy-tek) to Barb with the rest of your entry information; or e-mail Barb (address above) a Hy-tek copy and mail everything else. Entries to Barb should be in spreadsheet form, by class, preferably in Word.