Online Meet Entries Memorandum of Understanding

My Swim Results can provide Swim Meet Entries for a swim meet. The Entries process starts with a HyTek Meet Manager Events file for the swim meet. This file is added to the calendar entry for the meet. Once all the terms and conditions are agreed to the process will begin.

Please note that the system can accept relay entries.

The setup of the online entries requires some configuration which can normally be sorted out via a few simple questions:-

- When do you want entries to close? (Entry file will include the date but not the time – by default it will be 11:59pm on the day included in the entry file.)
- Is the meet a Long Course or Short Course?
- Is there a limit to the number of events a swimmer can enter? (Entry file includes this but it is often nice to check)
- Do you allow "No Time" entries?
    - Not applicable to events with Qualifying Times.
- Do you allow "Manual Times" as entry times? (typically "no")
    - Manual Times to this system is the ability for the person to enter their own time, meet and date where they achieved the time.
    - This is only available when there is no time in the database already
- Do you allow times from the "opposite course"
    - So for a Short Course meet – allow an entry time from a Long Course meet. (Typically "Yes")
    - If the meet is a Long Course meet (Typically "no")
        - If you do decide to allow Short Course Entry times for the Long Course meet – the system will automatically use the events Qualifying Time as the entry time.
- Is the meet limited to certain clubs or members?
    - The meet can be configured as an "Invitational" which means that either a list of clubs or members will need to be supplied so that their entries can be allowed.
- What sort of timeline you are expecting for each session?
    - System assumes an 8 lane pool unless notified otherwise.
    - Starting the meet at 9:00 am and finishing before 5:30 pm is an 8.5 hr session.
    - Entries can automatically start closing events in order to maintain the meet timeline.
- Do you want to absorb the commission or pass on the cost as an additional cost?

Once the meet is enabled for online entries – 2 website URL's can be provided which can then be used to setup links on other websites. Links will be:-

- to point to Online Entries for your particular meet
- to the confirmed entries page so that people can check their entries

The system produces:-

- Confirmed entries web page showing those entries that have been successfully completed / paid.
- An Entries file compatible with HyTek Meet Manager
- An entries spreadsheet
    - Can also include the list of swimmers who have started the entries process but not completed / paid. This can be useful if they "turn up and expect to swim".

The system does work a commission on the Entries received. This commission covers:-

- Credit card bank processing fees
- Administering the entries and statistics
- Daily updates to the entry times should faster times be available
- Sending out the individual entries summary showing the events that they entered and the final entry time once entries close

The Commission is 5.5% on the entry fee. The meet host can choose to either:-

- absorb this as part of your event fee's
    - e.g. A total of on entry fee of $24.00 worth of entry fees means the club receives $22.68 and $1.32 is withheld as commission.
- or make it an additional fee to the swimmer at the time of entry
    - e.g. A total of on entry fee of $24.00 worth of entry fees means the club receives $24.00, swimmer pays $25.32 and $1.32 is withheld as commission.

Please note that on total entry fees less than about $12.00[1] – the commission will be automatically waived but a small surcharge added to cover the cost of the transaction.

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[1] Amount is a guide only can vary from month to month without warning.

We can provide statistics on the entries on a daily basis so that the entries and the Swim Meet Timeline can be monitored. Example Statistics are below.

Number Competitors 31
Number Clubs   20
Number Entries   209

Session	# swimmers	# entries	Est. Dur.
1	26	56	0.7 hrs
2	26	53	0.9 hrs
3	24	53	1.2 hrs
4	28	47	1.0 hrs

Entries collected: $2299.00
Commission withheld: $126.45   (Inc $11.50 GST)
Balance Outstanding: $2172.54 (Inc $197.50 GST)

Event Entries / Age	12	13	14	15	16	18	19	24	40	Total
50 Backstroke		6	2	3		1			1	13
100 Backstroke		7	2	5		3				17
200 Backstroke	1	8	1	3	1	1				15
50 Breaststroke		4	3	2		1				10
100 Breaststroke		3	1	2		1				7
200 Breaststroke		4	2	1		1				8
50 Butterfly		2	1	3		1				7
100 Butterfly		3		3		4				10
200 Butterfly		3		1		2				6
50 Freestyle		6	2	3	1	3				15
100 Freestyle		6	3	4		4		1		18
200 Freestyle		7	2	4	1	4				18
400 Freestyle	1	7	2	4		1		1		16
800 Freestyle	1	3	1							5
1500 Freestyle	1	2	1	2			1			7
100 Medley		6	2	5						13
200 Medley		7	3	6		1				17
400 Medley		4	1	1		1				7
Competitors	1	9	7	7	1	3	1	1	1	31

Interim entries files can also be made available upon request should you want to monitor the timeline within HyTek Meet Manager. Care must be taken have a backup of the Meet Manager database with no entries in it – before importing the interim entries file. The backup can then be used to restore the database so that subsequent interim entries files can always be loaded into a database with no other entries in it. Seeding the meet in Meet manager will ensure the best possible Timeline report.

Once entries close - the entries file can be provided which can then be imported into the HyTek Meet Manager database that created the original Events File.

Funds collected will be transferred via EFT after entries close. Partial payments may also be made prior to entries closing depending on the total outstanding balance.

We can offer bulk refunds however once the final payment has been made – there can be no further refunds. A swim meet that requires bulk refunds will incur additional costs. Once the decision is made by the Meet Host to refund a certain criteria of entries – we can organise the refund. The cost of this will be $99 (inc GST) to identify the transactions to refund and then $0.30 for each of the transaction that needs to be refunded. Meet hosts can avoid this by monitoring their timeline for the meet and do have the option of closing entries early.

Other mechanisms that are available to limit the number of entries:-

- Limiting the number of events a swimmer can enter
- Event quota
    - Each event can be setup to have a limited number of entries. Once that quota has been exhausted – that particular event is closed and no further entries for that event will be accepted.
- Event Entry Cost