

**TO: PMS Coaches/Officials**  
**FROM: San Mateo Master Marlins**  
**RE: Pacifica Relays, February 3, 2008**

The following rules are designed to avoid the confusion and delays that Race-Day registration of swimmers has generated in the past years.

1. Teams are required to pre-register their swimmers by January 28, 2008.
2. Teams are encouraged to pre-reg all swimmers who are likely to attend the Relay Meet. Fees (\$15 per pre-reg) can be paid **by 8:30 AM** on Race-Day, per the number of each Team's pre-reg'd swimmers who are present Sunday morning at the Oceana HS pool.
3. Teams **must** turn in the following three items **by 8:30 AM** on Race-Day:
  - a) entry fees for all attending swimmers,
  - b) a photocopy of each entrant's **2008** PMS card, and
  - c) the paper Team List with each swimmer's signature and **legibly** printed name.

A Team List file is downloadable from the Marlins' website: [Team List/Waiver link](#).

4. **Pre-reg'd swimmers without a verifiable 2008 PMS number will not be allowed to swim in the Relay Meet.**

PMS registrations for 2008 began in November '07. Teams are encouraged to register their swimmers early.

5. After a relay team has been seeded, any change to the membership or age group of the team will be a DQ.
6. The Marlins request pre-registration via an e-file: either
  - a) a Meet Manager file (a demo is freely downloadable from Hy-Tek), or
  - b) an Excel pre-registration file downloadable from the Marlins' website: [Excel Form link](#).
7. **Deck-entered Teams - not pre-reg'd - may swim in the relays but will not be counted in the final meet results reported to PMS.**
8. *The Marlins will initiate a special competition at the 2008 Relays for teams entering <10 swimmers. Awards for the top three teams in this new category will be presented separately from the overall team point winners.*

*The Marlins encourage PMS teams with a limited number of swimmers to enter*

*the 2008 Pacifica Relays. In past Relay Meets, smaller teams have been overrun in points by the larger teams. The Marlins will formally begin to recognize the efforts of teams with small numbers of swimmers at the 2008 Relays.*