



GALA / COMPETITION ENTRY PROTOCOLS

Gala & Race Selection

KUHSC is coach led competitive swimming club and thus it is the coach who will decide which competitions and races swimmers enter. Swimmers must **NOT** be entered for additional events prior to or on the day of a gala without consent of the coach. Unless directed by the coach no away gala entry or direct contact requesting entry shall be made with the away gala club THE COACH'S DECISION IS FINAL.

Entry Forms

It is the swimmers/parents responsibility to ensure that all the information on the form is correct and completed and have the correct payment method.

- ASA numbers must be completed.
- If paying by cheque this must be handed in with the entry form with the swimmers name and ASA Number on the reverse.
- If paying by BACS then the payment reference (Gala & Swimmers Surname) should be written on the entry form. BACS payment should arrive in the KUHSC Account on or by the closing date.
- Cash payments must be in an envelope clearly stating the swimmers name, ASA Number and applicable gala.
- Gala forms may only be handed in to your own squad manager on or before the closing date set by your squad, electronic emailed forms will not be accepted.

Entry forms which are not completed correctly or include payment will not be accepted by the squad manager.

Under no circumstances should any attempt be made to hand over an entry form or payment directly to the KUHSC Gala Entry Secretary as it will be refused. Please do not put them in this difficult position of saying no.

If an incomplete / incorrect form is received by the KUHSC Gala Entry Secretary the entry will be rejected.

Forms handed in after the entry closing date will be rejected. Late entries may only be approved by the KUHSC Chairman and only under extenuating circumstances.

The galas accepted entry list will be published prior to the gala via the clubs media outlets, it is the parents responsibility to check the accepted entry list for any errors or omissions and bring these to the attention of the club before the published date. Any notified errors after this date will not be amended.

The club is run with a small collection of unpaid volunteers and the above rules are essential to facilitate our ability to run the club efficiently and effectively.

Yours sincerely

The KUHSC Trustees

