



KUHSC OPEN, CLUB GALA & AWAY GALA ENTRY PROTOCOLS

Gala & Race Selection

KUHSC is coach led competitive swimming club and thus it is the squad coach who will decide which competitions and events 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 responsibility of the swimmer/parent to ensure that all information on the form is completed correctly, with the chosen payment method entered.

- ASA numbers must be completed
- If paying by cheque this must be handed in with the entry form with the swimmer name and ASA Number on the reverse of the cheque
- If paying by BACS then the payment reference (Gala & Swimmer Surname) should be written on the entry form. BACS payment should arrive in the KUHSC Account on or by the closing date, quoting the required reference number, otherwise the entry will be rejected
- Gala forms are to be handed in to your own squad manager only, on or before the closing date set by your squad coach
- Electronic emailed forms will **not** be accepted

From the 16th September 2019 KUHSC will no longer accept cash as a form of payment for gala entries.

Entry forms which are not completed correctly or do not include payment details 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, it will be refused. Please do not put them in this difficult position.

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

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

KUHSC is run by a small collection of unpaid volunteers and the above rules are essential to facilitate smooth and efficient running of the gala entry process.

Yours sincerely

The KUHSC Committee

P.O. BOX 776,
ROYAL MAIL
DEARING HOUSE
MALMO ROAD
HULL
HU7 0AA