



## HOW TO COMPLETE YOUR SWIMMER'S GALA ENTRY

1. Please regularly check the Club website under the 'competition' section. This is where you will find all the information you need. The head coach has highlighted which galas are appropriate for each squad.
2. Key information to note is whether the required entry times are **short course (25m)** or **long course (50m)**. Please clarify any queries regarding qualifying times with your swimmer's coach **BEFORE** submitting your entry form.
3. Please note that to compete at **ANY** competition for Bobcats it is mandatory that your swimmer is registered with the ASA as a **category 2 swimmer**. This is particularly relevant if your swimmer has not entered a swimming competition before or has recently moved from Bob-Kittens to the County Squad. If you are unsure whether this applies to your swimmer, please contact the membership secretary via the club website.
4. Please ensure that entry forms are **signed** & completed clearly with **correct entry times** & your swimmers details including **date of birth & ASA number**.
5. Please note the '**club gala entry deadline**' as specified by the competitions secretary. This date may differ from or be earlier than the actual external closing date for the gala or be given by other swimming clubs entering the same gala. If you miss the club closing date, your child cannot swim in the gala. **LATE ENTRIES CANNOT BE ACCEPTED.**
6. It would greatly assist the Club if payment for gala entries was made directly via bank transfer to the Club bank account. Sort Code 404680, account number 91156241. **Please include your swimmer's name and the name of the gala they are entering as the reference.** Please also include an additional **£1 per entry form** to go towards the cost of pool-side passes. **Please ensure where applicable, you write on your entry form the date you transferred the money to Bobcats.** Please note that funds must be received into the Club bank account **BEFORE** the gala entry deadline specified by the Club's competition secretary. Cheques can also be accepted in **exceptional circumstances only**, but must accompany the entry form.

**GALA ENTRIES WILL NOT BE PROCESSED UNTIL FUNDS HAVE BEEN RECEIVED BY THE CLUB.**

7. Please return completed entry forms to the Club competitions secretary Natalie Ashworth either in person or via email: [natalie.ashworth@btinternet.com](mailto:natalie.ashworth@btinternet.com)
8. Refunds will be given for non-accepted entries.
9. Should you have any queries, please don't be scared and ask! Remember all of us (parents AND swimmers) have been new to competitions at some point.