

## Gala Entry

Dear Parent/Guardian,

Below describes the Gala entry process that we will be running for upcoming galas. Please take a moment to read through carefully and help us to make this as efficient as possible to run as a club.

For the longer term we have started to consider new software that will help the club run efficiently, with gala entry being part of that. For those interested, the software vendor we are considering is [www.teamunify.com](http://www.teamunify.com). We have more questions to cover with the vendor and in addition we have arranged to talk to some of the clubs that already use it. However, Team Unify provides a wide range of swimming club focused functionality (management for membership, squads, galas, communications etc.), will provide a website, link into Hytek and give the coaches and swimmers mobile access. Finally, the cost is reasonable, so it seems promising.

Before that is in place, we need to run an **interim Gala entry process. We've set out the process below.** From the coach's perspective, this is the same as we do already. The main difference is the way in which the parent/guardian pays and **how we ask you to give explicit declaration of what you are entering and paying for.** The proposed deposit system was one method for running gala entry, but as you know our incoming Treasurer had concerns about the Club keeping track of the separate balances in per-parent deposit accounts and achieving the same level of explicit declaration by parents on what you would have been committing to pay for at each gala. **This is why the paid-at-point-of-entry method is preferred,** as it means at the point of declaring your participation in a gala you are being explicit about what you are committing to, and what you have paid. Anyone who has already paid upfront based on the deposit account method will be refunded in due course.

### 'Paid-at-point-of-entry' Gala Entry Process:

In brief the process is outlined below. We know this is what many of you do already, so it should not be unfamiliar.

	Description	Responsibility
1	Coach enters details into Hytek for specific Gala.	Squad Coach
2	Coach runs eligibility report in Hytek and emails Gala eligibility report to parents with associated costs.	Squad Coach
3	Parent chooses which events to enter from the eligibility report and makes online payment for the Gala to the BSC Competition Account for those events.	Parent
4	Parent confirms to coach and Comp Sec which of the list of eligible events will be entered by their child and confirms that online payment has been made for those events.	Parent

Please note, if you don't confirm to the Coach and Competition Secretary which events you are doing plus confirm that you have paid for those events (Step (4) – see below screen shots of a typical reply), then you won't be entered. It sounds a bit harsh...but unfortunately the club can't function if we enter people for events and then subsequently don't get the payment. **'No pay no swim'.**

### What you should receive from your Coach, and what to write in your reply to the Coach and Competition Secretary

Below shows what you can expect to receive from your Coach to your squad. You should receive an email which contains:

- (1) Notification of the event, the date by which you as a parent need to reply to confirm your participation, plus any recommendations from the Coach on what events he/she sees as the main targets for the squad
- (2) The Hytek Meet Entry Fees report which shows for each swimmer the number of Individual Events (IE) that the swimmer could enter as well as the cost per IE and the total cost per swimmer if they chose to do all the IEs that are available to them (based on the Gala eligibility criteria)
- (3) The Hytek Individual Meet Entries Report which shows for each swimmer which events they are eligible for

## Meet Entry Fees Report (pdf)

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### SQUAD COACH

#### Meet Entry Fees

Ealing November Graded Short Course 2012 03/11/2012

IE - £4.75

Name	IE	Fee	Relay	Fee	Total
Mary Phelps (13)	7	£33.25	0		£33.25
Josephine Bloggs (12)	7	£33.25	0		£33.25
Mark Phelps (14)	7	£33.25	0		£33.25
Joe Bloggs (14)	8	£38.00	0		£38.00
Asha Adeyemo (12)	5	£23.75	0		£23.75
James Adeyemo (12)	6	£28.50	0		£28.50

#### Team Totals

Individual Entries:	40	£190.00
Relay Entries:	0	
Swimmer Surcharge:	6	£0.00
Team Surcharge:		£0.00
Facility Surcharge:		£0.00
<b>Total:</b>		

## Individual Meet Entries Report (pdf)

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### SQUAD COACH

#### Individual Meet Entries Report

Ealing November Graded Short Course 2012 03-Nov-12 to 04-Nov-12 [Ageup: 04/11/2012] SC Meters  
Location: Northolt Leisure Centre

Lonsdale Road  
Barnes, SW13 9JT

#### FEMALE

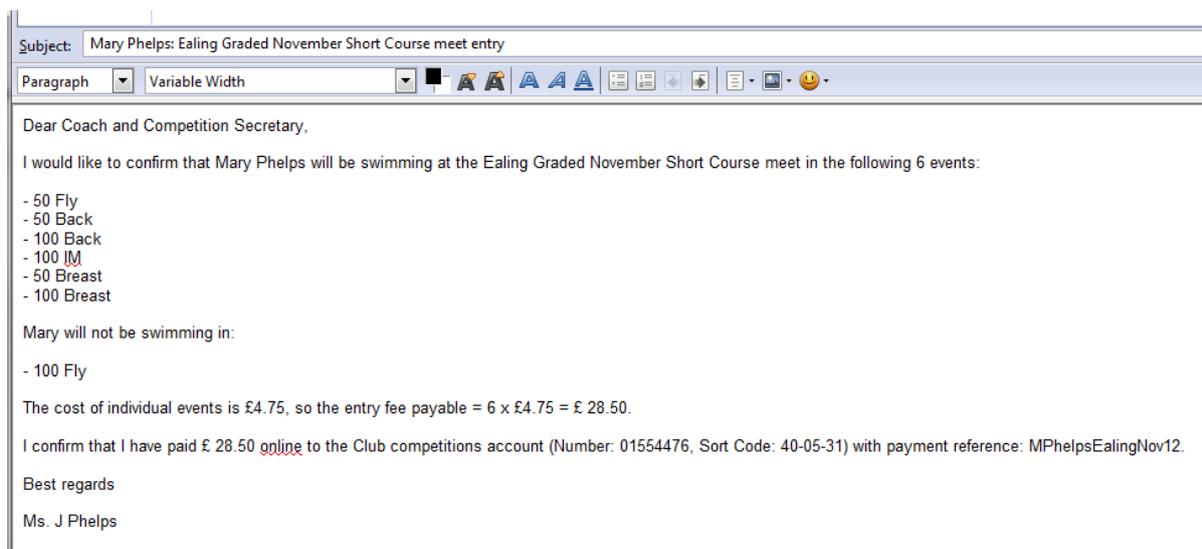
<b>Mary Phelps (13)</b>		
# 7A	Female 13-13 50 Fly	37.00S
# 11A	Female 13-13 50 Back	38.17S
# 15A	Female 13-13 100 Back	1:24.27S
# 18A	Female 13-13 100 IM	1:25.77S
# 22A	Female 13-13 50 Breast	44.11S
# 26A	Female 13-13 100 Breast	1:37.23S
# 28A	Female 13-13 100 Fly	1:31.32S
<b>Josephine Bloggs (12)</b>		
# 5C	Female 12-12 100 Fly	1:44.70S
# 9D	Female 12-12 100 IM	1:30.82S
# 17D	Female 12-12 50 Fly	39.60S
# 20C	Female 12-12 100 Back	1:40.16S
# 24D	Female 12-12 50 Back	43.49S
# 30C	Female 12-12 100 Free	1:12.38S
# 34D	Female 12-12 50 Free	33.51S
<b>Asha Adeyemo (14)</b>		
# 3B	Female 14-14 100 Free	1:13.33S
# 7R	Female 14-14 50 Fly	37.03S

Please then reply to the Coach and the Competition Secretary to:

- (1) Confirm which events your child/children will be swimming in
- (2) Confirm that you have just paid online to the BSC Competitions Account the amount due for the given individual events (IE) that your child/children are swimming in (Note: relays are paid for by the club, so no need to pay for any relays that your child/children have been entered in)

In order to make the process run smoothly, it is important that when you declare that you are entering, and have paid online, you have indeed already paid online. The Competition Secretary will be able to go into the online accounts and check that the payment was received, but it makes things work much faster if the Club can take your reply in the email as confirmation that payment has been made.

An example response is below (based on one of the examples from above):



### **BSC Competitions Account**

For online payment please use:

Account name: ST PAUL'S BARNES SC COMPETITION ACCOUNT

Account number: 01554476

Sort code: 40-05-31

Please use a reference when paying as indicated above in the example, so that it is clear for which child and Gala the payment is being made. In the course of the next few weeks it is likely that the Club account name will change to reflect the change in the name of the Club. This will be announced in a later communication.

### **Refunds**

As many of you know, but many of you possibly don't, some galas work on the basis of first come first served, but others work on the basis of taking the top N fastest qualifying times for each event. This means that after declaring to the club that you are entering an event, paying online, and confirming your payment to the Coach and Competition Secretary (as described above), the club hosting the gala may subsequently inform us that your swimmer has been "scratched" from some events (if they weren't in the top set of qualifiers who entered for the given event). In this case the Competition Secretary will contact you to arrange for you to be refunded the appropriate fraction of the amount that you paid (depending on how many events were scratched).

### **Competition Secretary**

The current competition secretary is:

Mark Thomson  
SPBSC Competition Secretary

8 Baronsmead Rd

Barnes

SW13 9RR

Email: [competitions.bsc@gmail.com](mailto:competitions.bsc@gmail.com)

Phone: 07805092202