

## **NEW GALA RULES FOR SWIM ULSTER GALAS / Season 2011-12**

The Board of Swim Ulster have reviewed the operation of our galas and have introduced the following requirements to improve our galas. These arrangements will reduce the waiting time at galas and will assist clubs, swimmers and parents in making their plans for each gala.

***For the 2011-12 season, all Swim Ulster galas will follow the following format.***

**Closing dates will be strictly enforced. Entries must be received by 3pm on the closing date day.** For example, the first SU gala is the Development meet 1, on 23rd October in Cookstown. The closing date for this gala is 6th October. All clubs must submit their entries for this gala by **3pm on 6th October**. No entries will be accepted after this date.

**Also, no changes to entries will be accepted after the closing date.** That is, if a club enters a swimmer for an event, then that is the entry that will stand, the club cannot switch swimmers from one event to another.

**Entries on the day will not be accepted.**

**Withdrawals must be made to the gala organiser by 3pm on the day previous to the event.** That is, if a swimmer wishes to withdraw from an event scheduled for a Friday, the withdrawal must be made by 3pm on Thursday, if the event is on Saturday, the withdrawal must be made by 3pm on Friday, if the event is on Sunday, the withdrawal must be made by 3pm on Saturday.

**If a swimmer withdraws by the set deadline, then the original entry fee must still be paid but no fine will be imposed. If a swimmer does not withdraw in time, then this will be a 'No Show' and a £5 fine will be imposed, in addition to the original entry fee.**

Clubs will be provided with contact details of the relevant person to contact with details of withdrawals for each gala.

**Gala Entry fees must be received in the Swim Ulster office by the Saturday the week before each gala.** For example, Development meet 1 is on **23rd October**. Gala entry fees must be received in the SU office by **Saturday 15th October**. When clubs submit their entries for this gala, closing date **6th October**, the club's own HyTek programme will generate an entry fee report. Swim Ulster, on receipt of entries, will produce invoices for the entry fees on **7th October**, and will email these to the club gala secretaries on 7th October. **The entry fees must be paid and received in the SU office by Saturday, 15th October. Late payment will make the entries invalid and the entries will not be accepted.** Clubs should advise the SU office if they wish other club personnel to receive the emailed invoice directly.

Start sheets will be available for purchase before each session of a gala. Start sheets will cost £1 each ie £1 per session. Each club will be allocated 2 free start sheets for each session. Clubs must nominate 2 coaches to receive the free start sheets.

### **In summary**

- **Closing dates will be strictly enforced**
- **No entries on the day**
- **No changes made to entries after 3pm on the closing date day**

- **Withdrawals must be made by 3pm on the day before the scheduled swim**
- **Fines will be imposed for no shows - ie where proper withdrawals have not been made**
- **Gala entry fees must be paid by the Saturday the week before each gala eg Gala date Sunday 23rd October, fees paid by Saturday 15th October.**

**No exceptions will be made, so please advise all relevant club personnel of these arrangements.** To avoid any difficulties, clubs should carefully consider their entries for each gala well in advance, only enter those swimmers who are sure to attend and be prepared to pay for gala entries by the cut-off date for each gala.