**Competition Entry Policy**

How to Enter

* The Club will issue a Gala Calendar at the beginning of each season and it will be updated as more Gala dates are released. The Calendar will be put on the website with links to associated gala documents and sent out via your squad rep.
* The coaching team determines which squads are to attend which gala and this will be noted on the Competition Calendar.
* Your squad rep will send out the schedule of events for galas your squad is attending a few weeks before the gala closing date with the date they will be closing the gala for your squad. Check the programme of events to see how the events run for your age group.
* Your Coach will advise on the general events you should be entering eg 2 swims per session or must include an IM swim/200m form stroke.
* Check if you have achieved the qualifying standards and fall within the upper and/or lower qualifying time limit for each event. Swimmers times can be found on British Swimming Rankings at https://www.swimmingresults.org/biogs/
* Remember to use Long Course (50m) or Short Course (25m) times appropriate to the Gala being entered. Where necessary use Sports System Equivalent Time Converter to convert your times. (LC to SC or SC to LC) which can be found at <http://www.sportsys.co.uk/?page_id=197> or <http://www.pullbuoy.co.uk/times> . These conversions are for a guide only – only use converted times to gain entry into a gala if absolutely necessary. It is strongly advised that you keep a LC set of times and a SC set of times as performance Short Course does not reflect Long Course and vice versa.
* Fill out a NST gala entry form, sent by your squad rep. Include all the information requested.
* If your swimmer has not swam an event previously and has no time, please highlight this to your squad rep when handing over your completed entry form. Entry times will be brought through from British Swimming rankings as per the Host Gala conditions when the entry is processed by the Competition Secretary, anywhere there is no time (NT) an estimated time can be entered (where gala conditions permit).
* Hand the completed form with the correct fee to your squad rep on your squad closing date. This will be different for each squad. Our closing dates will be earlier than the Host Club official closing date as it takes a great deal of time to prepare the entries to be submitted. The closing date will have been carefully thought about to ensure that as up to date times as possible will be on rankings. Please do not query the closing date.
* Please note:-
	+ Payment by cheque is preferred. Cheques must be made payable to “Newcastle Swim Team”. Please write your name, squad, gala and number of swims on the reverse of the cheque. Cheques must be written in BLACK ink due to bank processing technology.
	+ Entry forms will not be accepted incomplete or without payment in full.
	+ It is the responsibility of each swimmer to ensure that their entry forms are fully completed and handed in, with the relevant entry fees prior to the Newcastle Swim Team closing date. LATE entries will not be processed.
	+ Please do not send entries in with your swimmer/another parent but bring in person to your squad rep. The club cannot accept responsibility for any entries not received that have not been signed for by both the squad rep and parent.
	+ An `entries for checking’ will be sent via all squad reps by the competition secretary. It is the parent’s responsibility to check their swimmers events entered are correct before the entry is sent to the host club.
	+ An accepted entries list will then be sent out via your reps as to the events entered by each swimmer.
	+ All gala details are issued by the Host Clubs and on occasion are subject to change by the Host Club. Newcastle Swim Team are neither responsible nor liable for any such changes and it is the responsibility of the swimmer and their parent to check the Host Club websites for any amendments prior to the competition.
	+ Once entries are received by the Competition Secretary and processed we are unable to credit/refund any withdrawals/change events for home or away galas. The Host Club alone may, at their discretion, grant refunds in exceptional circumstances, that is their decision alone and Newcastle Swim team has no influence over the matter. Please note that the County and Region do not, in the main, refund any entered swims regardless of health issues.
	+ Host Clubs are not, under any circumstance, to be contacted by swimmers or parents. Any correspondence should be referred to the NST Competition Secretary.
	+ All refunds from rejected entries will be refunded via bank transfer and you need to contact the club Treasurer at finance@newcastleswimteam.co.uk to arrange payment.

National events are entered directly by the parent on-line when entries open with the National Governing Body, after the National window closes at the end of May. If your child qualifies for a National Event, please speak to your squad rep who will be able to explain the entry policy.

If you experience any difficulties whatsoever filling out a gala form, converting times or don’t understand what races can be entered, please speak to your squad rep or Coach who will be happy to help.