With so many competitive swimmers now in the Club, the processing of gala entries for the fixtures secretaries can be extremely time consuming. Please bear in mind that whilst you are managing the entries for one or two children we are supporting nearly 100 active members. We are more than happy to help but also ask that you utilise all of the information available to you so that we can assist you more efficiently.

 Please read through the following information to **“ Help us, to help you with Gala entries”**

* Remember the first point of contact for information is on the club website on the fixtures page

<http://haverfordwestsealsswimmingclub.weebly.com/fixturesevents.html>

* All fixtures are advertised in advance and include the following information:
	+ Dates – Location – Closing Date/Time – Eligibility if relevant.
* Closing date reminders and updated information are also posted on the Club Facebook Page
* All entries need to be emailed to [sealsfixtures@gmail.com](file:///C%3A%5CUsers%5Cwilliamscl%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Csealsfixtures%40gmail.com) and include the following information:
	+ Swimmer(s) name – Name of gala – List of events.

On occasion we have had concerns about swimmers over-swimming at meets. Current guidance from the County Coach is that swimmers should enter a maximum of two events/session.

Please send one email/meet, multiple changes to your submissions add considerably to our workload. Also, one meet/email so that we can file your entry effectively. If you have any queries please ask early, left to the last minute we cannot guarantee being able to reply before the meet closes. Late entries will not be accepted.

* Once submitted, you will receive a one line email to say received, Once closed entries will be emailed out to all parents/guardians or swimmers if over 18. Please notify the fixtures secretaries of any discrepancies. We are human and sometimes mistakes occur. This is your chance to spot any errors. Note, no changes can be made after the closing date, so please check.
* The club operate a “pay before closing date” policy. The onus therefore is on the parent to ensure that payment is made prior to the closing date. Unfortunately if payment has not been received by our Treasurer by the closing date, then your will not be entered in the Gala.
* Payments can be made to Gareth Bennett/Vicky Lewis/Jane John or the preferred Bacs option that is communicated in emails. The surcharge will be communicated once entries are received.
* No amendments or withdrawals are possible after the closing date has passed, except on medical grounds that comply with the meet organisers criteria included in the Meet Pack.
* We appreciate that some queries you have may not be covered by the information on the website. In this case we will be happy to assist with your enquiry. Please **do not** contact the meet organisers directly. We have a wealth of experience and it is rarely necessary. Should it be so we will do this on your behalf and, where relevant, share any clarification with all of our club members. All fixture query’s to be sent to sealsfixtures@gmail.com
* Quite often we are processing multiple entries, galas and relays for our squads, we would appreciate your cooperation and take note of this guidance when submitting your swimmer entries

Many thanks

Haverfordwest Seals Fixtures Team