

Gala Entry Process For Lisburn City Swimming Club

The Coaching Team will decide along with the swimmer which events each swimmer will enter.

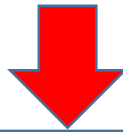
Their decision is final. Team selections for galas will be based on:

- Current form in both training and competition
- Correct attitude and discipline in training and at meets
- Attendance in training and selected competitions

We use an online system through Active.com for Gala Entry. The system, also used for registration, contains all swimmers current times. You confirm your swimmers attendance at the gala, the coach selects the events on line and then you are billed and pay online. Further details can be obtained from the club administrator or on the website under Meets. No changes to entries can be made without discussion and agreement with the coach. If you withdraw from the gala, you are still liable for the fees as they are not refunded to the club.

When you confirm attendance of a swimmer in a competition, you confirm that you are available to assist in the running of the gala by performing a job eg timekeeping. This is normally only for one session and there is an online volunteer registration system operating within the club.

Meet information is received from Gala Organiser eg Swim Ireland/ Swim Ulster



Gala Information is loaded onto Meets page on the website and into Active-Hytek System



Parents receive an email from Active-Hytek system to confirm gala attendance



Coach will enter swims to Active Hytek system (in consultation with swimmers)



Gala entry file is created, parents receive an email requesting payment through online Active-Hytek system. Parents are able to view entries and query, prior to payment.

NB there is only a short time available for this



Payments are confirmed and chased (if required), Entry file is sent to Gala Organiser

NB: Non-payment of entry fees may result in withdrawal of swimmer from Gala



Parent volunteer rota is issued and uploaded to Active-Hytek.
An email is sent from the system requesting parents to sign up for a role.



Swimmers enjoy the chance to compete