



# **GALA ENTRY PRODEDURE**

**As soon as your swimmers joins BPSC they can enter Galas**

**Please remember it is up to YOU to enter your swimmer into Galas**

- 1. Fill in a Gala Entry form**
- 2. Give gala Entry form to your swimmers Coach to sign**
- 3. Post Gala entry form in Club Postbox -in an envelope clearly marked with the Name of the Gala on the front**
- 4. Enclose full fees in the envelope OR BACS info**
- 5. If Paying via BACS this alone does NOT represent a Gala entry – The relevant form MUST be posted in the postbox by the closing date**
- 6. BACS information must be entered onto the form if payment has been made via this method ie the REF details and date of payment- If this information is not entered onto the form the entry will NOT be accepted regardless if a payment has been made**
- 7. ALL BACS payments MUST be received by the Gala Closing Date**
- 8. ALL Gala entry forms MUST be received by the Gala Closing date**
- 9. GALA ENTRY FORMS CANNOT BE EMAILED AND WILL NOT BE ACCEPTED IF THEY ARE**
- 10. ALL information MUST be filled in on the form for every Gala entered- this includes ASA numbers- forms will not be accepted where information is omitted**  
**For information regarding Galas please email [bpscgalasec@btopenworld.com](mailto:bpscgalasec@btopenworld.com)**