

Dear Parents,

Please find attached details of the Chippenham Amateur Swimming Club 2018 Club Championships.

This is an essential part of the club's development program and a great indication for the children and you as to how they are progressing. All members are strongly encouraged to enter all events they are entitled to. For families with more than one swimmer, please complete separate entry forms for each person. Medals and trophies won by the fastest three in each event (boys and girls in each age group) will be awarded at the club's annual presentation night to be held in the Neeld Hall in Chippenham on the Friday 08th Dec 2017.

To complete your entry.:

- (a) Establish which squad your child is in from the Squad List on the Website (Please have this handy when you are completing the online form – this is repeated in the online form for your convenience).
- If your name isn't listed in the squad list please e-mail webmaster@chippenhamasc.org.uk for advice. Your placement in the squad list for the championships will be based on a number of factors and probably will not correlate exactly with your current training squad.
- (b) Complete the Entry Form (one per swimmer) **you or your parent/guardian will be emailed one link for each swimmer, please use these original link emailed to you for each entry it is pre populated with the swimmers name once you enter the form password.** If you do not receive an email for a swimmer please check your spam folder and then send a request by email to webmaster@chippenhamasc.org.uk, a new link will be emailed (Please include the swimmers name(s)).

The form must be completed and submitted online, after which you will receive an email detailing the selections you have made. Please ensure you select your correct squad, age and gender during the completion of the form (entry checks will be performed against these), also please complete all parts of the form. If you need the club password for this year, please contact one of the committee poolside or email webmaster@chippenhamasc.org.uk or text/call: 07891 005370 if urgent. **The entry must be completed no later the 15th Jun 2018 @ Midnight.**

- (c) Please provide payment (payable to Chippenham Amateur Swimming Club, by Cheque to **Gary Barnett** poolside or electronically (details on the entry form)) **no later than 23rd Jun 2018, earlier or at the time of form submission would be greatly appreciated.** Costs are shown on the Entry Form (as below)

- £10 **U9 or Parents**
- £25 **Novice or Masters**
- £35 **Main**

(Masters who attend Competitive Performance Training should select MAIN and pay the full £35 entry fee, Masters may swim in the Parents race)

Please don't forget to pay for the chosen events, as without payment you will be unable to swim. Your club membership payment for new swimmers must be paid by the 23rd Jun 2018 (If you join the club mid championships you may enter as a Time Trial only 2 weeks before unheated events or if sufficient spaces exist). The costs shown on the entry form cannot be reduced if you decide to enter a reduced number of events due to pool costs. If you have forgotten the electronic payment details or lost your entry email containing the payment details, please email treasurer@chippenhamasc.org.uk for confirmation of the bank

details, and ensure you clearly indicate for which swimmer(s) the payment are being made.

(d) Add the applicable dates as shown on the entry form to your personal calendar. These are also listed on the ChippenhamASC website

(e) If you don't intend to enter this year's Club Championships please complete the form selecting that you **do not wish to enter**, if you cannot do this then please E-Mail webmaster@chippenhamasc.org.uk stating you do not wish to enter.

Important Notes:

1. All entries are based on a **swimmers age as of the 31st Dec 2018** - please use your child's age on this date to establish event eligibility.

2. Late entries will not be accepted as the current deadline only allows two weeks to program around 2,000 swimmer entries. Entries received by the 15th Jun 2018 deadline will be eligible for awards providing other criteria below are met. To be fair to all (event organizer and swimmers) there will be no extensions to these deadlines.

3. *Parents* are encouraged to compete in any or all 25m events held on both sprint nights - Please email webmaster@chippenhamasc.org.uk and an entry form will be emailed to you for completion. **Note:** The club would prefer that parents swimmers be ASA registered for insurance purposes, if you are NOT ASA registered you will be swimming at your own risk, and the club assume you have appropriate insurance. (Masters may elect to swim in the parents race or enter the main events.

4. If a swimmer arrives late at the start of a competition event (for whatever reason) they will be withdrawn from the heats compiled for that evening (to avoid heats with empty lanes). Members may be permitted to swim at the coaches and referee's discretion although this may be as a time trial only (no medal/trophy).

5. If you have difficulty completing the electronic entry form, please see Gary Barnett Poolside who will be pleased to fill the form in with, or for you.

6. Entry to the CASC Club Championships is generally only permitted where Chippenham ASC is your primary club as listed on the ASA Membership Database (link on club website homepage) - if in doubt please ask. (The membership list has already been checked, so if you are a valid member you should get an email, if you do not receive an email a few days after entries open then please check your email spam folder, then email webmaster@chippenhamasc.org.uk as it may be that the club's record of your email address is incorrect or needs updating.

7. To enter the Club Championships all swimmers need to be members of CASC (membership fees and forms received by Tracy Hall) no later than 1st Apr 2018. Members who join after this date are permitted to enter as a Time Trial (TT) only (no medal/trophy) providing membership forms and club championship entry forms and payment are received by 23rd Jun 2018. **Note:** In order to allow time to update the squad list, add the new members into the online system and email a link to the required entry form, could we request that new members do this as soon as possible please.

8. If you have any questions, please speak with Helen Sheppard or Gary Barnett either on poolside or e-mail webmaster@chippenhamasc.org.uk.

Many thanks - Chippenham Amateur Swimming Club