



ESB SWIMMING CLUB

Process for entering Galas and seeking Scratches

How to find out what Galas ESB will be attending

- ❖ On the ESB Swimming Club website go to 'Events and Competitions' – Select 'Team Events'.
- ❖ A high-level view of the club event calendar is also available on the top of this screen.
- ❖ This displays a summary view of the galas ESB will be attending - dates, location and the squads that will be invited. This is updated in September of every year.
- ❖ A list of all galas that ESB are attending is displayed in Calendar order.
- ❖ Click on a gala to see detailed information for the gala. Any information received from the gala organiser will be available here in pdf format.

Gala Invitations

- ❖ The head coach decides at the beginning of the season the galas ESB will attend.
- ❖ The coaches decide which swimmers from their squads will be invited to attend.
- ❖ Those swimmers eligible for a gala will receive an invitation by email.
- ❖ ACCEPT or DECLINE the invitation before the deadline (registration date) using either email or the OnDeck app.
- ❖ ACCEPT and you will be charged for each event – usual cost €8 per event.
- ❖ Failure to ACCEPT or DECLINE by the indicated date means the swimmer will not be entered into Gala.
- ❖ Approximately 1 week before the gala the ESB Club Secretary will issue:
 - Gala details;
 - List of all swimmers entered and for what events.

How to Accept/Decline a gala invite

- ❖ You will receive an invite by email
- ❖ Open your email & Click on 'More information about this event'
- ❖ Click on 'Edit Commitment' button (far right of screen)
- ❖ Click on 'member name'
- ❖ Click on the 'Declaration' drop down box - Choose YES to accept or NO to decline
- ❖ Click 'Save changes'.

PLEASE NOTE: If you have multiple swimmers in the club you will see all your swimmers listed at step 4 above. Unfortunately, this will include swimmers who may not be eligible. This is a system fault over which we have no control. If you have more than 1 swimmer who is eligible to participate you need to accept/decline for each swimmer.

If swimmer cannot attend and needs to scratch

- ❖ Swimmer must inform their coach in the first instance.
- ❖ This can be done verbally at the pool or by text/email if not at the pool.
- ❖ Email Gala Secretary (gala@esbswimmingclub.com) providing:
 - Swimmer's Name;
 - Gala Name; and
 - Event (e.g. 50m Free) or Event Number.
- ❖ Only written requests will be accepted.
- ❖ The Gala Secretary will send an email notification to the Gala Organiser.
- ❖ The Gala Secretary will confirm acceptance of scratch to swimmer's parent.
- ❖ **Please note** that even though swimmer has scratched each event will still be charged.
- ❖ For each gala there is a date by which scratches must be submitted. Please see gala details on the website.

- ❖ If swimmer does not scratch and does not show on the day it will cause inefficiencies & delays on the day of the gala.
- ❖ For National Galas (Short Course Championships, National Division 1 & National Division 2) a **fine of €50** may be imposed for a 'no show' where a swimmer has not scratched. The imposition of a fine is at the discretion of the Gala Organiser.
- ❖ If swimmer cannot swim for medical reasons a doctor's note is needed to prevent a fine.

Please note: If a swimmer is scratched the entries file issued by the ESB Club Secretary will not be updated because of the scratch. Rather parents will receive confirmation of the scratch from the Gala Secretary.