



## Procedure following entry for confirmation of Swims, Travel and Accommodation:

- Notification of reserves & rejections will be relayed by email to Club Meet entry secretary within 24 hours of receipt by the SAS entry secretary.
- Acceptances will not be listed individually, anything not notified as a reserve/rejected swim will be an accepted swim.
- Club meet entry secretary will within 72 hours of this notification forward confirmation (by email) to the SAS Team Manager for
  1. Travel }
  2. Catering } as initially indicated on the entry forms.
  3. Accommodation }

*(If no travel and accommodation was initially requested it may well not be possible to provide this at a later date)*

When all requests are confirmed the SAS Team Manager and Treasurer will prepare the invoices. *{every attempt will be made to ensure value for money}*

Invoice & Information sheet containing ;

1. Accommodation name, address and telephone number
2. Emergency contact number
3. Transport method, location, pickup times and approx. drop off times
4. Any relevant housekeeping arrangements

These will be sent by email to all meet entry secretaries for distribution to relevant swimmers and coaches 7 days prior to meet. Invoices should be paid by return to the SAS Treasurer.

*(Parents should note that once travel and accommodation requests have been confirmed and invoiced there will be no refunds for cancellation except under exceptional circumstances at the discretion of the Management Committee.)*

- Team transport is organised prior to the start and after completion of a competition. Any variation from this will be the responsibility of individuals.

Transport is costed as a return journey with no refund for single journeys

**Withdrawals:** All withdrawals should be notified to the SAS Meet Entry Secretary as soon as possible. Any withdrawals within 24 hours of departure should also be notified to the Team Manager. Please note that for National events withdrawals later than 12 noon on the day preceding the start of the event will normally be termed "late withdrawals" and be subject to a fine, therefore every attempt should be made to ensure withdrawals reach the SAS Meet Entry Secretary promptly.