

Over-subscription Policy

This policy covers all events organised by the Torfaen Dolphins Performance Centre.

Definitions

Over-subscription is defined as the number of entries exceeding the event maximum capacity. All decisions will be made to ensure the safety of competitors at the event.

The term **scratched** refers to a competitor being removed from one or more event{s} based on the criteria outlined below.

Role of competition secretary

Once aware that over-subscription may be an issue the competition secretary must:

- Inform the Head Coach of the potential of over subscription
- Give an outline of the reason for the over-subscription e.g. external clubs entering numbers larger than expected or competitors with fast entry times applying for development meets.

Role of Head Coach

Following discussion with the competition secretary and once a decision to remove competitors has been made, the executive committee is informed to assist with the processing of refunds.

Removal of competitors

Priority will be given to eligible Torfaen Dolphins swimmers unless:

- The head coach feels that the entry requirement should be time based. When this decision is made the following criteria will be used:
 - If the meet is for development swimmers (level 3) Torfaen Dolphin/ external competitors with times deemed too quick will be removed from the competition.
 - If the meet is level 1, the slowest competitors will be scratched

Meet pack statement

The following statement will be added to all meet packs

Over-subscription

All decisions made by the Torfaen Dolphins meet planning committee will be final and binding.

- 1.** Entries will not be taken on a first come, first served basis for this event. All entries submitted will be considered and a confirmed entry list will be published after close of entry.
- 2.** In the event of over subscription scratches will be made at the discretion of meet planning committee and will be based on entry times
 - 2.1.** the slowest swimmers in level 1 meets and
 - 2.2.** fastest in level 3 meets being scratched first.
- 3.** Entries are not confirmed until published, Torfaen Dolphins meet planning committee therefore advise attendees to book flexible/refundable travel and/or accommodation arrangements. Torfaen Dolphins Performance Centre is not responsible for accommodation/travel and other related costs incurred as a result of scratched entries/event cancellation/venue changes.
- 4.** Refunds will only be given for entry fees and spectator tickets
- 5.** If the number of scratched competitors means a reduction in poolside coaches or the complete removal of a club, a refund will be offered for poolside passes.