



2018 GREENDALE SUPERSPAR CAPITAL-K OPEN WATER SWIM

BULK ENTRIES: INFORMATION GUIDE

CLOSING DATE FOR BULK ENTRY SCHEDULES:

FRIDAY 16 NOVEMBER 2018

ENTRIES OF 10 SWIMMERS & ABOVE WILL CONSTITUTE A BULK ENTRY. PLEASE NOTE THE FOLLOWING INFORMATION FOR ENTRIES, FEES AND Ts & Cs

ENTRY PROCESS:

- Assign **one** co-ordinator of the team (school/swim club/company name/etc) that will form the bulk entry.
- The co-ordinator must complete ONE SPREADSHEET per team (provided).
- Ensure that the following details are clearly marked on the spreadsheet:
 - Name
 - School/Swim Club/Company Name/Etc
 - Contact Number
 - Email Address
- A separate spreadsheet must be completed electronically per bulk payment.
- Return the COMPLETED spreadsheet via e-mail to: swim@capital-k.co.za
- An invoice will be generated and emailed to you.
- On receipt of the invoice kindly make payment, and email proof of payment to: swim@capital-k.co.za
- Payments will only be accepted via EFT or direct deposit into the following account. Please reference your invoice number on the payment:
BANK: STANDARD BANK
BRANCH: 057525
ACCOUNT NAME: SUNDAY TRIBUNE PENGUINS
ACCOUNT NUMBER: 257591672
No cheque payments will be accepted.
- Confirmation of your payment will be emailed to you where after the following will take place:
 - Your team's entries will be added to the formal data base.
 - Approximately 5 working days prior to the event each member of the team will receive an SMS confirming their race number (provided a cell number has been furnished).
 - The co-ordinator of the team will receive notification on how to access all the race numbers for your team, as well as details regarding collection of goody bags for the team members on race day.

BULK ENTRY FEES PER SWIMMER:

1km & 3km

EARLY BIRD ONLINE ENTRY (before & including Mon 5 November 2018) R 190

LATE ENTRY (Tue 6 Nov until & including Mon 26 November 2018) R 220

ON THE DAY ENTRIES DO NOT APPLY TO BULK ENTRIES

500m

EARLY BIRD ONLINE ENTRY (before & including Mon 5 November 2018) R 170

LATE ONLINE ENTRY (Tue 6 Nov until & including Mon 26 November 2018) R 200

ON THE DAY ENTRIES DO NOT APPLY TO BULK ENTRIES

FREE ENTRIES

Teams will receive 1 FREE SWIM COACH/STAFF MEMBER for every 10 swimmers entered.

Please note that the free entries only apply to Adult Coaches/Staff.

TERMS & CONDITIONS OF BULK ENTRIES:

1. Only 100% completed documents will be accepted. All partially or incomplete spreadsheets will be returned to the source for correction prior to being imported into the database for the event.
2. In the event that a returned spread sheet is resubmitted after the 1,500 cut off number has been reached, the entries reflected on such a spread sheet will not be accepted.
3. Confirmation of athletes into the database will only be given once the administrators of the event have confirmed that payment has been received.
4. Confirmation will be sent to the assigned co-ordinator from the school/swim club/company/etc whose name appears on the contact sheet.
5. Only entries of 10 swimmers and above will constitute a bulk entry.
6. All other terms and conditions as indicated on the entry form will apply to bulk entries and the event will not accept responsibility for incorrect information provided by the team co-ordinator.
7. Bulk entries will officially close at the end of business day on Friday 16 November 2018. Please ensure that your forms and payment are processed well ahead of this time.

COLLECTION OF PACKS ON RACE DAY:

The team co-ordinator (or designated representative) must collect ALL the entry packs in the team's bulk entry pack from RACE REGISTRATION on RACE DAY. Individual entrants will not be permitted to collect as it is treated as a single pack.

CONTACT DETAILS FOR BULK ENTRY EMERGENCIES:

072 729 6559 / swim@capital-k.co.za