

## **Information to Team Managers of all National Teams Open, National Teams Youth, Interclub Open or Interclub Youth Teams**

As you will be aware, for all teams entered into the Lifesaving World Championships Adelaide 2018 in the above events, a full team registration fee is only paid if the team comprises at least 4 team members of the same gender who can compete in one or more team races. Where there are less than 4 team members of the same gender, the Local Organising Committee (LOC) will apply a "Small Team Discount" of 200 Euros at the close of entries.

However, it is easier for all concerned if that discount is applied before the team pays its fees, as this means that only the nett fees are paid and there is no need for the LOC to issue a refund when entries close. This is the process that you need to follow if your team is eligible for the discount:

### **1. All competitors already entered and full fees not yet paid**

Some teams have already entered all their competitors, and it is clear that they will be eligible for the small team discount, but the fees have not yet been paid. The LOC will apply the discount to these teams shortly. You need do no more at this stage

### **2. All competitors already entered and full fees already paid**

Some teams have already entered all their competitors, and it is clear that they will be eligible for the small team discount, but the full fees have already been paid. In these cases, the LOC will need to provide a refund through PayPal to the value of the discount. Please contact the LOC at [lwc2018@surflifesavingsa.com.au](mailto:lwc2018@surflifesavingsa.com.au) to request a form to claim that refund.

### **3. No competitors entered, but team registration fees have been paid**

Some teams have already paid the team registration fee, but not yet entered any competitors, so it is not possible yet to determine if the discount can be applied. In these cases, when you have entered all of your competitors, and ensured that you have ordered the required number of lycra hi-vis vests (that are mandatory for participation in ocean events), please contact the LOC at [lwc2018@surflifesavingsa.com.au](mailto:lwc2018@surflifesavingsa.com.au) to advise that your entries are complete before paying any further fees. The LOC will then apply the discount and advise you on the balance to pay to complete your registration. When contacting the LOC show the e-mail title as "Team entries complete – Small Team discount requested". In the e-mail include:

- Your Team ID number as shown in OrgaNet
- The Championships into which you have entered your team
- Your full team name
- Your name.

### **4. No competitors entered, and no team registration fees paid**

There are many teams that have registered their team but not yet entered any competitors, so it is not possible yet to determine if the discount is applicable. In these cases, when you have entered all of your competitors, and ensured that you have ordered the required number of lycra hi-vis vests (that are mandatory for participation in ocean events), please contact the LOC at [lwc2018@surflifesavingsa.com.au](mailto:lwc2018@surflifesavingsa.com.au) to advise that your entries are complete before paying any fees. The LOC will then apply the discount and advise you on the balance to pay to complete your registration. When contacting the LOC show the e-mail title as "Team entries complete – Small Team discount requested". In the e-mail include:

- Your Team ID number as shown in OrgaNet
- The Championships into which you have entered your team
- Your full team name
- Your name.

Please note a discount will not be applied until you have entered all your competitors. It is in your interests therefore to ensure that you do this as soon as you know who will participate in your team.

If at a later date you wish to add further competitors, enter them as normal and then advise the LOC that you have done this. If the additional competitor(s) makes the small team discount invalid, the LOC will remove this and advise you of the balance of fees that you need to pay.

Team managers can always check the charges that have been applied by accessing their team record – when logged in to your account in OrgaNet, select My Teams from the left hand menu and the list of teams that you have entered appears. Select the second icon from the left alongside the team record you wish to view. This will produce a pdf document showing the list of charges that have been applied to that team account.

More information:  
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