

# The Sheffield Shuffle

19-20th November 2016

Entry Form

1. I wish to enter a team for The Sheffield Shuffle team racing event at Pennine Sailing Club on 19/20th November 2016.
2. I enclose a cheque for the correct amount to cover the entry fee or have arranged bank transfer by email. (£240 before July 31st 2016, £270 thereafter)
3. I agree to be bound by the Racing Rules of Sailing and all other rules that govern this event.
4. I have read and agree to the Sailing Instructions and NoR.
5. I, and my Union agree to be invoiced for a maximum of £250 if any damage occurs.  
OR if you are entering a team without any direct affiliation to a University, I enclose a cheque for £250 to cover the damage deposit.

University	
Team Name	
Team Captain	
Contact Address	
Contact E-mail	
Contact Phone Number	
No. Requiring Accommodation (inc. social sailors)	
No. Requiring Social Tickets (inc. social sailors)	

Please send entry forms and cheques to: Anna Lucas-Clements 58 Bower Road, Sheffield, S10 1ER  
Cheques made payable to "University of Sheffield Sailing Club"

Team Representative:

Signed ..... Pos. .... Date.....

Union Representative:

Signed ..... Pos. .... Date.....

**PLEASE COMPLETE ONE FORM FOR EACH TEAM YOU WISH TO ENTER**

Any questions please contact Tom Mitchell on 07910980918 or [tmitchell1@sheffield.ac.uk](mailto:tmitchell1@sheffield.ac.uk)

Or Anna Lucas-Clements [avlucas-clements1@sheffield.ac.uk](mailto:avlucas-clements1@sheffield.ac.uk)

## **FOR INFORMATION ONLY**

### **Appendix 1: Sample Invoice and Terms**

This invoice will be used to claim damage deposits that were agreed to in accordance with Entry Form, for a maximum of up to £250 for each separate incident in which damage occurs.

Photographic evidence of the damage will be taken as soon as reasonably practicable after the event. Teams who may be deemed at fault are encouraged to obtain their own evidence of the incident.

The damage caused will be attributed as per the Notice of race instructions.

Amounts to be paid for damage to equipment will be attributed by in the following way:

Obtaining 3 separate quotations, these 3 quotes will be reviewed by the event organisers and a decision will be made in liaison with the equipment's owners as to the course of action. The team responsible for the damage is also encouraged to be involved in this process.

The team who caused the damage can, with the consent of the owners, organise repair or replacement outside of this agreement

Any travel to collect and/or deliver parts or equipment relating to the damage is chargeable at 35p per mile. This amount will be added to the invoiced amount and will form the settlement due. This settlement needs to be settled within 28 days of being received.

FOR INFORMATION ONLY

# Sheffield University Sailing Club

REF: XXXX

Invoice Date: \*\*\*\*\*

Sports Office  
Students' Union  
Western Bank  
Sheffield  
S10 2TG

Quantity	Description	(£)
1	Damage deposit for Sailing team competing at the Sheffield Re-Shuffle 2016 Damage will be charged as per the rates in the terms and conditions of this invoice	§
<b>Total</b>		<b>£TBC</b>

All payments will be made via BACS. For payment by BACS please include the following information  
Bank XXXXXX, Sort code XX-XX-XX Account no. XXXXXXXX.

I am aware of and accept responsibility for any income related tax fees associated with this invoice. I hereby agree to release payment for any damage caused by, or portion of damage which cannot be attributed to a team.

Union representative

Name:

Position:

Signature:

Club representative

Name:

Position:

Signature: