

**SSSC National Inter-School Sailing Championships-2008
CHECKLIST FOR SUBMISSION OF ENTRIES**

Name of School: _____ School Tel No: _____ Fax No: _____

INCOMPLETE ENTRIES AND LATE ENTRIES WILL NOT BE ACCEPTED.

Please ensure that all requirements are completed before submission.

1. I have checked that I have no more than 10 entries per event. ()
2. I have checked that each participant will only participate in one event. ()
3. I have entered the name of the **teacher-in-charge**. ()
4. I have entered the name of the **teacher-official** (For schools that send in 5 or more students). ()
5. I have ensured that my students have **boats** (complete with sails, foils, spars and control lines) to sail during the championships. ()
6. I have checked that the boats to be used during the championships have been registered with the Maritime and Port Authority of Singapore. ()
7. I have entered the **sail numbers** in the entry forms. ()
8. I have ensured that all my students participating in the championships are covered by **insurance**. ()
9. I have ensured that all sailors have **Proficiency Certificates** (for other classes except Optimist) and the **Opti-Racer Certificates** (for Optimist). ()
10. I have checked that the **Individual Entry Form** is fully completed with the principal's signature. ()
11. I have checked that the **Summary of Entries** is fully completed with the principal's signature. ()
12. This checklist together with the Entry Forms and Summary of Entries must be submitted by hand to the respective national convenors by **Friday 2 May 2008**. ()

Briefing for all teachers-in-charge will be held on Friday 9 May 2008, 2.30pm at CCA Branch Auditorium, 21 Evans Road Singapore 259366. Attendance is compulsory at this meeting, whereby changes and further announcements may be made. All entries must be confirmed with National Convenor then.

Name of Teacher-in-charge

Signature of Teacher-in-charge