

# Entry on Day Registration and Enquiries Procedures

## Entry on Day Registration

### Prior to the Event – Team Leader

- Obtain adequate blank entry slips. See 'EOD Entry Slips' on the 'Information for Event Organisers, Planners & Controllers' tab on the **EPOC website**.
- Obtain course lists/details and printed map numbers for each course from Planner.
- Obtain the Hire Dibbers. See Planner.
- Obtain Dibber Hire Record sheets – 'Dibber Hire Form'.
- Obtain Clipboards for each course, Pens.
- 'Registration' sign.
- Contact all helper team members. Advise time of arrival - probably 9am as this is an early job.
- Team Leader to visit event location with organiser to decide layout (**only if really needed**).
- Make sure that a course (and age group, if appropriate) sheet is made for display.

### Problem areas to watch for

- Check competitors have filled entry slips in correctly.
- Team Leader to make sure entry slips go to si team to input entrants very promptly. Take first 8 or 9 as soon as ready, to get competitor inputting going.
- Large loose change float needed because competitors are sure to bring a £10 note.

### Instructions for helpers

- Check entry forms are correctly filled in – Name, BO and Dibber number. Age and Course.
- If a hire dibber is needed then write the dibber number and HIRE on the sheet to make this clear for si team to recall the dibber at download. Also fill in name and contact details on the 'Dibber Hire Form' in case it does not get returned at Download
- Tick off on the list of 'map numbers for each course' to ensure that map numbers are known and steps can be taken to recycle maps if needed
- Ensure entry slips are regularly passed to si team for inputting
- Collect entry fees

### Entry Fees (to be confirmed for each event)

Seniors (M/W21+) £

Juniors (M/W20-)/Students (Student card required) £

Dibber hire £

## Enquiries and Buddy System

**Team Leader to Collect equipment, as appropriate for the level of event, from store:-**

Enquiries sign

Buddy System Safety notice board.

Numbered key hanging board. Tag labels.

Get copies of final details from **website**.

The Enquiries area needs to have a large sign which people can see as they enter the Assembly area/Registration area and a big plan indicating where everything is: starts, finish, loos, download etc. Give distance/time to the start, e.g. 1.5km, 20 minutes easy walk etc. Also is the finish near the start/en-route etc and is there a clothing dump? This will also be in the final details on the website but some people won't have read it.

Queries will be made to any nearby officials and so it is sensible to brief all the helpers on car parking, registration, results etc so they can help competitors. Competitors expect them to know the answers. Suggest team leaders are briefed on all the following before the day and are asked to brief their teams on the day.

**Event Safety:** An event safety officer should have determined the system to be used. But the system is likely to be as follows:

*Competitors travelling alone wanting a safety check will leave their car keys at Enquiries.*

*It is essential that the Buddy system is manned until the last keys are collected.*

*Some people who are not alone, sometimes wish to leave their keys at enquiries.*

*Equipment - Numbered key hanging board from store. Keys left at owner's risk*

**The following questions are often asked:-**

- *Where is registration? Where do I register for safety purposes?*
- *Do I need a whistle?*
- *Can I wear shorts?*
- *What courses are available? What technical difficulty/Length are they?*
- *Are there separate control description lists? Where are they?*
- *Can I start when I want?*
- *Can I change my start time? Are they displayed at the start or anywhere else?*
- *Where is/are the Starts? How far is the Start? Where do they find out which Start is theirs?*
- *Where do I get my map?*
- *Where can I leave my keys?*
- *Where are the toilets? Are there toilets at the Start?*
- *Where is the Finish? Is there a clothing return?*
- *Is there a string course? Where is the string course?*

**Updated October 2020**