



St Albans Athletic Club

Registration Volunteer Instructions

Need help call: Fiona: 07731 088988 Paul: 07935 553748

From Blue Box File & Bag

1. Stick one of each Course Map, up on tent walls in plastic sleeves and advise people to take photos of these on their phone. If weather fine use outside walls to avoid people gathering in the tent.
2. Stick two Timetable, Race Instructions & 1st Timers Guide on walls & on the front of the table.
3. Find unallocated numbers in the bag, Team Sheet folder & Clipboard with CL Register

On Clipboard: List of St Albans members registered on Chiltern League system

See column Race No: a 3-digit race number = their race number; 9999 or blank = they have not run in Chiltern League this season so don't yet have a number allocated.

You are only responsible for U11 – U20 year old members.

Seniors should see Striders Captains – or if they are not available and have a problem e.g. lost their number, get them to call Fiona or Paul.

In File: St Albans AC Team Sheets – by gender & age group

WHAT TO DO? Take registration in Race Order – ie U11 Girls first ...

1. Find athlete on clip board, highlight, check if they have a race number allocated. Find them on the Team Sheet and tick that they are present, in the Race Column.
2. If the race number is blank or 9999, get a new number from the bag, write this number on the clipboard list & Team Sheet. Write their name and age group at the top front right corner. Ask their parent to complete back of number ICE details and if any major medical condition needs highlighting on the front but **do not write** over the actual number or **barcode!** If the runner must not be photographed, take the Red marker pen and put a cross through the actual number.
3. Suggest they pin this on the **front of their vest NOW** under the words St Albans and explain this is their number to keep for the rest of the Chiltern League season. They must not forget to bring it to the next race and if they lose it / dog eats it then they need to bring £5 and come extra early to the next race. Any member running in U13 and above needs to run in an AC vest so if needed get them to ask a younger athlete if they can borrow their sweaty vest!
4. If they have **lost** their number, you will need to get a new number, write this down on the clipboard & athlete sheet. Get an envelope from box and write their **full name, age group, gender, previous number and new number** on the front of the envelope and text all details / send a photograph to Fiona. Then the **parent needs to go** to the **Chiltern League office with £5 in cash** in the envelope and see Mick Bromilow. He may be out on course in which case **leave a note with the envelope.**
5. If **name not on the clipboard** list or Team Sheet then ask them if they are a member and why they didn't pre-register or what planet they have been living on? If not a member of our club or any Athletics Club and don't have a valid EA number they need to go to the CL Office, pay £5 and register as a guest. If they are a member, give them a number, record on the clipboard & Team Sheet, their Name, Date of Birth and EA number (unless U11). Periodically, ideally before each race starts any newly allocated numbers need to be added online to the Chiltern League database. If Paul or Fiona are there they will do this but otherwise if you have time and not busy this can be done following instructions below:



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LOADING NEWLY ALLOCATED NUMBERS / MEMBERS TO DATABASE

Periodically ideally before the race, newly allocated numbers are added to the database. This must be completed by 4.30pm on race day.

If Paul or Fiona are at the match they tend to do this or if you have time you can do it by following these instructions:

Log onto RACTECWEB.com

User ID 1969 Passcode: 147675

Scroll down to find the person's name.

Click onto their name and then under Race number change blank or 9999 to their **actual 3 digit race number**. Tick off on the Clipboard list that you have added this to the computer database. Scroll back down the database to check the number has been accepted.

If they already have a 3 digit race number you can't / must not try to change this!

This requires a visit to the office with £5 cash as detailed above y the athlete / parent!

If they are a current St Albans AC or Striders member but for some reason not on the Chiltern league database, you can add a new member at the top – click on new member and complete all the fields. The Member number is their UKA registration number. But all Striders & AC members should be aware they are required to pre-register with us before leaving home.

If you are not sure then just phone Fiona or Paul.

Any newly allocated numbers must be added before 4.30pm to the database, so if this has not been feasible during the event, please phone Fiona or Paul and give them the names & numbers to add.

Results should be online by Sunday. If their results are not showing by Sunday 12 noon, they can email Fiona at: middledistanceadmin@stalbansac.co.uk giving me the name, age group and race number and ask me to investigate. Please don't email me before Sunday 12noon!

Thank You for helping!