

REGISTRATION RULES

Some races have had major problems which are directly associated with the registration procedure. Listed below are some items that can be very helpful. THE MOST IMPORTANT FUNCTION OF REGISTRATION IS TO SEE THAT EACH RUNNER RUNS WITH HIS/HER ASSIGNED NUMBER. NUMBER SWITCHING OR RUNNING WITH SOMEONE ELSE'S NUMBER PLAYS ABSOLUTE HAVOC WITH MANUAL POST UP OR COMPUTER SCORING. A successful race starts with registration.

1. Always check your entry form for the important items in an address. It is essential that you have a COMPLETE address. Have a line or space for each item including the zip. Never have a line for the address and leave out the line for the zip code. If there is not a specific space for the zip, many runners will leave it out.
2. A person's age is very important for results and records. To make sure that you have the correct age, always have a space for date of birth. In this manner, you are sure to have at least one of the slots filled.
3. Telephone numbers on the entry form for day and night contacts can be very helpful. Occasionally you will have to call a person if you are unable to read the writing or information is left off.
4. Special blocks on the form for individual letters do not work well. Many runners will write or print over these lines and it becomes confusing. The best way is to have a special line asking the person to print clearly. Narrow lines on the entry form are also a problem. Many write too large overlapping the lines that make the information illegible.
5. Make certain that you list the address where the form is to be returned. More than once that has been left off. If this happens, runners will most likely mail the form back to the return address.
6. RACE DAY REGISTRATION must be handled properly. The first rule is: NEVER UNDER ANY CIRCUMSTANCES permit a runner to fill out the bottom portion of his or her race number. If you do, you will have blank, incomplete and illegible tags that are impossible to post on race day.
7. Always have an official fill the tags out and always use a ball point pen. Never use a felt tip pen that fades or smears with the slightest bit of moisture. This official should always check for complete information when the form is received from the runner. People tend to be in a big hurry on race day and many will not fill the form out properly.
8. Computer scoring is very common these days. The race number must be shown on the entry form so it can be entered in the computer. This is one of the big problems. Make sure your volunteers are clear on this. Have a place on the form for this number. It makes it easier to remember.
9. Experienced help and plenty of it at the race day registration tables are essential. Signs and a good public address system are very helpful. Runners should fill out the entry form at one table and then bring it to the age/sex group table to get their number.