



## Race Day Registration and Sign-in Instructions

**Preregistered** Preregistered runners are listed by name, sex, age, city, and state.

1. **Identify** the entrant.
2. **Assign bib** number. Bib number is recorded in three places as follows.
  - (a) Entrant signs sign-in sheet and waiver, entering bib number, name, sex, age, home town.
  - (b) Registrar enters bib number, name, sex, age, on duplicate record of sign-in sheet.
  - (c) Registrar records bib number on registration list.
3. **Issue bib** number. Entrant writes name, sex, and age on bib number.
4. **Promotion** sheet of the day – put it in the person's hands with bib number, mention what it is.
5. If entrant has not ordered a t-shirt, mention whether one is available.
6. If the entrant has ordered a t-shirt, present it and note delivery on sign-in sheet.
7. We presume fulfillment for anyone who orders a t-shirt and signs in for a race.
  - (a) We may use a system of inventory cards to keep track of delivery.
  - (b) There are no guarantees for anyone who wishes to “pick up a shirt later.”

At close of registration, duplicate record (item 2b) goes to finish line. Original sign-in sheet (item 2a) and registration list with bib numbers (item 2c) go to a secure place.

## Race Day Entrants – confirm payment first, then issue bib.

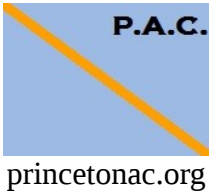
1. Receive the entrant's entry form, and, perhaps, membership form.
2. If it is the wrong form, and it is for another organization, reject it.
3. If it is the wrong form, and it is one of our forms, clarify the entrant's intentions. Usually, crossing out the title and writing in the intended event entry is sufficient.
4. If entrant has not ordered a t-shirt, mention whether one is available.
5. **Receive the entrant's payment.**
6. Verify that the entrant's data is entered on the entry form and that the entry form is signed.
7. Verify the amount paid and write it on the form. Initial “received by.” This is especially important for cash receipts. Minimize the number of stations handling cash.
8. **Verify that a check presented for payment is signed.**
9. Add the entrant to the registration list – name, age, sex, home town.
10. Proceed from step 2 above.

For simple race day single event entrants, can compress 1-2-3-4-5 to: receive payment for race day entry and t-shirt if available and desired. 6-7-8: examine check. 9. Add the entrant to registration list – name, age, sex, home town, “Paid”, the amount and your initials. This is especially important for cash receipts. Then go on to complete sign-in sheet / waiver log.

T-shirt only – Receive payment and note on registration list.

“Preregistered” but missing from list – RARE. Check with registration captain or race director. Take payment as for race day entrants. We can check records and issue refund by mail if necessary.

If you have doubt about the fitness of an entrant to complete the event, express your concern to the entrant. In all cases, a responsible adult must be on site for an under-10 year old entrant. Three miles or 5k is a challenging distance for under-10's and presumptively inappropriate for under-8's.



## Princeton A. C. – Race Day Registration and Sign-in Instructions

### Registration Captain Notes ATTENTION! Athlete and crew safety items.

Race director and contact #:
Captain and contact #:
Primary crew:

Confirm secure place for registration list / cash designated: \_\_\_\_\_  
Do NOT write where. At least two people must know.

**Cash box** – always at least two people when cash is out. One person handles cash. One person observes. We have not yet needed two cash stations. Do not become a target of opportunity.

**Start register** – for trail or road events, at least TWO records of actual present athletes, usually three. One to start/finish crew, one to secure place. We must know who is out there.

**PAC promotion** – Registration is the only one-on-one contact with event participants. Please hand each participant the promotion sheet of the day. Place it in each person's hands along with the bib number. Tell each person, here is information about our next event or club activities, etc.

**Opening registration.** You will need: **pens** – there are no pencils at registration; **bib numbers** and **pins**; race day **entry forms**; **membership forms**; **t-shirts**, post-race party tickets, anything else on offer. Treat as money anything that represents value. You will also need:

- **rules** sheet – no personal audio devices, wear number on FRONT, unaltered, no pets;
- **cash box** – when the cash box is out, watch it. Captain or primary crew. Do NOT leave this task to walk-in volunteers. Do not become a target of opportunity.
- **sign-in materials** – fill in venue and date, number sheets – record bib numbers
  - (a) **sign-in sheet** with waiver
  - (b) **start register** or registration list – duplicates sign-in sheet, but no signatures
  - (c) **preregistered** entrant list and **record for race day** entrants

**Closing registration.** Send **registration list up to timing crew** (start or finish line). Secure: sign-in sheets, entrant list, cash box. We will designate a place. Entrant list must be accessible on site. Collect materials and clear the registration area. Any trash?

### Better practice for cash handling

1. Minimize the number of stations handling cash, preferably, one station only.
2. There should be one registrar and an observer for each cash handling station.
3. In case of confusion, start the transaction over.
4. Avoid taking large currency – 50's and 100's.
5. There is no reason to pay out 20's in change.
6. We should be so lucky to need a system of runners for securing large amounts of cash.