

DIVISIONAL SECRETARIES NOTES

PRIOR TO THE MATCH

1. Check everything is in order with the host club. The facility is fine and all chief officials have been appointed.
2. Chase up all teams to ensure they send their registered athletes form to Terry bailey and myself. I suggest you ask for a copy as well.
3. Get the teams to complete the advanced declaration form to allow easy copy and paste into the results program. This will save time on the day.
4. You should receive a list back from Terry or myself as to your teams eligibility check. Any new ones on the day will need re-checking.
5. Ensure you have received your numbers prior to the first match (End of April)

ON THE DAY

1. Ensure all teams use the normal declaration form on the day.
2. Ensure the results people know what they are doing and get them to make any changes.
3. Field cards are best printed off the program as all standards and the club responsible for the event will be printed on the card (If it is wet don't use an inkjet printer)
4. Be around and answer any queries, disputes or issues on the track of field.
5. If you do check new on the day, and it shows the athlete is not eligible to compete inform the team manager. If he still insists the athletes fee has been paid to EA, then he runs the athlete at his own risk that they could lose points afterwards/

AFTER THE MATCH

1. Final eligibility checks need to be made. Again these can be via Terry, myself or you can do so if you wish. Once all eligibility queries are sorted, any events affected in ineligible athletes need to be rescored as if they hadn't taken part. IE if an A athlete is found to be ineligible the B becomes the A.
2. Scrutinise the results for any other errors
3. Send finalised copy to myself

END OF SEASON

1. Present the league trophy to the divisional winner at the end of the last match. If you think there may be eligibility issues and the division is that close, you make a decision whether you are certain of the winners.

ELIGIBILITY PROCESS

NOTE: I have the details of the web address and sign on details for checking eligibility which I can let you have. If you have access to the Race organisers Portal you can also use that.

An athlete who paid his EA fee for 2014/15 is deemed eligible to compete in 2015/16 until 30/6/15 even if he hasn't paid his/her EA fee for 2015/2016. After 30/6/15 EA will clear down the list and any athletes then who were eligible but haven't paid will now become ineligible. It may well be that for match 3 an athlete(s) suddenly becomes ineligible. Note we will not be back tracking matches 1 and 2. The list of registered athletes as submitted by the clubs before match 1 will be rechecked after 30/6/15 and clubs re-informed of issues.

Alan Johnson
16/04/15