

**The role of the Registration Desk Head is to manage the registration desk**

**Start Time – 12:30pm or earlier if required for some races**

**Accept new registration forms**

For returning members from previous year, provide with pre-completed form and ask that they check the information for accuracy.

For new members, provide a blank form and ask them to complete all the details.

Mark 'Office Use' part of the form. For family members staple all forms relating to one family together and write total payment on top form only.

Each new registration form must be accompanied by a start card.

**Accept start cards**

Check run details as different types of runs require different details on start cards. E.g. handicap start time, or grade etc.

Check that start cards have been completed correctly. For new registrations, no membership number will be available, so they may write new.

Cards to be loaded into the box in grouped alphabetical order. E.g. all the 'B' together

**Collect Fee**

For new registrations, collect the appropriate fee. New registrations have a run fee for the first run.

For others, collect appropriate run fee as per schedule, or season pre-paid will show their pass.

**Issue wrist band**

Issue appropriate wrist band colour for the run. Walkers will be issued with the same colour wrist band throughout the season.

**Count the start cards**

Count the number of start cards accepted and report this to the head timekeeper, and complete the statistical data sheet. Secure with a rubber band and pass onto the results officer.

**Data Entry for new registered athletes**

Data Entry of registration number, surname and first name only into data base.

Print Bar Code and adhere to reverse of Athlete Registration Card. Set aside for athlete to collect at the end of the run.

**New Athlete Registration Cards**

Each athlete will have their own unique registration card. This must be returned to them at the end of the run so that they can have it scanned along with their finish card.

**Count the money**

Each run will commence with a \$100 float.

Count the money and have it checked for accuracy. It must not be left unattended, but secured until it can be handed over to the treasurer, in two separate bags. Bag one will be the float of \$100 and bag two will be the takings for the day.

Complete the statistical data sheet for treasurer.

## Job Description Card 1 - Registration Desk

### Scanning

Scan in the correct order

Distance

Athlete

Finish Card

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**Collect the finish cards**

Sort the finish cards into strict numerical order. Secure with a rubber band and store in the  
Make a note of any missing finish cards. If a finish card is lost, then it should be reproduced same  
day ready the next weeks run.