



# AOC 2002 Canada

## Registration Procedures: Individual Competitive Classes

### Table of Contents

<b>REGISTRATION OFFICIALS.....</b>	<b>2</b>
<b>IMPORTANT NOTES.....</b>	<b>2</b>
<b>TIMELINES.....</b>	<b>2</b>
<b>EVENT CENTRE.....</b>	<b>3</b>
ACTIVITIES .....	3
HOURS OF OPERATION.....	3
OLD MAPS FOR VIEWING AND FOR SALE.....	4
LITERATURE .....	4
RESULTS POSTING AND PURCHASE.....	4
<i>On Site.....</i>	<i>4</i>
<i>Event Centre.....</i>	<i>5</i>
REGISTRATION DESK.....	5
<i>Room Setup for Registration Desk.....</i>	<i>6</i>
<i>On site.....</i>	<i>6</i>
<i>Pickup Eligibility/Waiver form.....</i>	<i>6</i>
<i>Foot and Mouth Disease Treatment.....</i>	<i>6</i>
<i>Waiver/Eligibility Form.....</i>	<i>7</i>
<i>Race Package Contents.....</i>	<i>8</i>
<i>Race Package Assembly.....</i>	<i>9</i>
<i>Package Pickup Procedures.....</i>	<i>9</i>
<i>Package Pickup.....</i>	<i>10</i>
<i>Adjustments.....</i>	<i>11</i>
<i>“Other” Station.....</i>	<i>12</i>
VOLUNTEERS REQUIRED.....	15
<b>CHANGES.....</b>	<b>15</b>

## Registration Officials

Registrar:	Barry McCashin (BGM)
Results Chief:	Richard Obreiter (RPO)
UofC Event Centre:	Alice Berard
UofA Event Centre:	Therese Morrin/Marilyn Greenwood with Barb Johnston
Race Package Preparation:	Barb Frizzell

## Important Notes

- New terminology:
  - Event Centre* is the University – either UofC or UofA
  - Registration Desk* is where competitors pick up their race packages. There are three registration desk locations:
    1. UofC Event Centre (Cascade Room in Cascade Hall)
    2. UofA Event Centre (Alberta Room in Lister Hall)
    3. Event site in the Registration/Information Tent.
- Competitors may pick up their packages at the Event Centre Registration Desk on July 3 – 6 (at UofC) and July 11 (UofA). On all other dates, distribution will be on site at the Registration/Information Tent.
- Competitors will be identified by the registration number assigned to them when their information was entered into the registration database. This is a four-digit number starting at 1,000. This number will also be their bib number. Numbers range from 1002 to just over 2000.
- One race package will be prepared for each competitor.
- Once it has been decided how many maps to print of each course and the start list generated, it will be Barry’s responsibility to determine course availability. Barry will keep a running tally of the number of maps available for new registrations and registration changes. On July 3 the responsibility moves to the Registration Desk – Barry most likely stationed there.
- Competitors will be notified that they need to sign the waiver/eligibility form and be given access to it on the web. They will then sign it before they pick up their package. No waiver – no package.

## Timelines

The table below outlines the timing of significant registration events.

**Table 1. Important Registration Dates**

Date	Activity
Apr 30	Based on current registration in classes, determine the number of maps that need to be printed for each course.
Apr 30 – May 15	Test start list creation, change procedures and results generation
May 15	Last day for regular fees. Late fee charged after this date and registrations accepted only if there is room on the course.

Date	Activity
Jun 5	Send registration information to Richard so he can create the preliminary start list
Jun 14	Post Event Programme to the web and Preliminary Start list to the web
Jun 19	Email to competitors notifying them of Event Programme availability and Start List availability
Apr – Jun 28	Assemble race packages
Jul 3 – Jul 8	UofC Event Centre open
Jul 3 – Jul 5	Package pick-up at UofC Event Centre
Jul 6 – Jul 10	Package pick-up on site
Jul 11 – Jul 14	UofA Event Centre open
Jul 11	Package pick-up at UofA Event Centre
Jul 12 – Jul 14	Package pick-up on site

## Event Centre

### Activities

- Old maps for viewing and for sale
- Literature; e.g., tourist brochures, other events, campus maps, start lists will be available
- Results of the previous day's event and the cumulative overall Six-day results posted and for sale
- Registration Desk

### Hours of Operation

The Event Centre Rooms will be open 24/7. This permits competitors to view results whenever they like. The Event Centre will only be staffed at the times indicated in Table 2.

**Table 2. Event Centre Hours of Operation**

Date	Location	Open
Wed Jul 3	University of Calgary	4:00pm – 6:00pm
Thu Jul 4	University of Calgary	8:00am – 1:00pm; 3:00pm – 9:00pm
Fri Jul 5	University of Calgary	Noon – 3:00pm; 6:00pm – 9:00pm
Sat Jul 6	University of Calgary	5:00pm – 7:00pm
Sun Jul 7	University of Calgary	5:00pm – 7:00pm
Mon Jul 8	University of Calgary	5:00pm – 7:00pm
Tue Jul 9	University of Calgary	5:00pm – 7:00pm
Wed Jul 10		Closed
Thu Jul 11	University of Alberta	2:00pm – 7:00pm

Date	Location	Open
Fri Jul 12	University of Alberta	5:00pm – 7:00pm
Sat Jul 13	University of Alberta	5:00pm – 7:00pm
Sun Jul 14		Closed

### **Old maps for viewing and for sale**

- Displayed outside while registration desk is in Cascade Room, then move them into Cascade Room
- Also displayed at Registration/Information Tent
- For sale at Registration Desk at “Other Table” for \$5/each

### **Literature**

- The following will be available on a table available inside Alberta room at UofA or outside Cascade Room at UofC during Race Package pickup but inside Cascade Room after Race Package pickup.

Item	Where to get it
3 Old maps for viewing	Clarence is making sign (old maps for sale at Registration Desk)
600 Start lists**	From web AOA office to arrange for printing
Tourist Literature Official Alberta Vacation Guide Edmonton and Calgary Ride Guides Edmonton and Calgary mini-maps Fort Edmonton Info Stampede Info City of Calgary and Edmonton Visitor's guide	Pat securing Calgary area and AB Vacation Guide and Laura securing Edmonton area
Sponsor info Teslin	Delivered to AOA office
Other Events As provided	Other events provide
Message Board with tacks/pins	Universities to provide – AOA to print sign saying “Message Board”
Signs Road Signs to Event Centre <ul style="list-style-type: none"> <li>▪ 4 left arrow turns</li> <li>▪ 1 right arrow turn</li> <li>▪ 2 straight ahead</li> </ul> Lobby Signs <ul style="list-style-type: none"> <li>▪ “Package Pickup” with directional arrow – wedge sign</li> </ul>	Clarence
Spare overprinted maps	Jim Baker

\*\* wait until late in June to print to get the most current list

### **Results posting and purchase**

#### **On Site**

- Post 6-day cumulative results up to and including previous day's race results
- Post current day's results as they are received. We will not post full splits.

- Results posting area will be free standing structure
- Equipment

Item	Where it's coming from
Free-standing results posting system	Lennart to build
Sign: "Results"	Clarence

### Event Centre

- Post 6-day cumulative results.
- Post current day – full splits. Not available until after 8:00pm
- Richard will make results available on the web and notify the Event Centre
- Other Volunteer will print results and Event Centre Chief will arrange to post them.
- They will then be photocopied for sale. Photo copier available in Conference Services Offices for \$0.10/page. UofA – closest copy shop is at 87 Ave and 112 St – UofC??. Question as to how many to copy. Based on registration a list will be developed for the COC Day 1, then based on Day sales, numbers adjusted.
- If competitors want to purchase results, they may purchase them from the Other Volunteer for \$2/age class.
- Equipment

Item	Where it's coming from
Computer	
Printer	Laura's old laser jet
Tape for UofC	AOA office to secure
T pins for UofA	Barb J to secure
File folders for each class for photocopied results for sale	AOA office to construct
Carpet cutter	AOA office to secure

### Registration Desk

- There are five main steps in picking up a package:
  1. Treat shoes for FMD and pick up waiver/eligibility form
  2. Sign the waiver/eligibility form
  3. Pick up package
  4. Adjust fees (if required)
  5. Other “interventions” (if required)
- At Cascade Hall, FMD treatment and the waiver/eligibility form will be processed outside the building in the green space in the centre of the circular driveway. All other processes will take place in Cascade Room.
- At Lister Hall, all steps will take place in the Alberta Room.
- On site, the Registration Desk will be in the Registration/Information tent. This will be a garage tent. Laura and Barry's van will store registration materials – silver Dodge Caravan: GCR 754.

**Table 3. Registration Desk Hours of Operation**

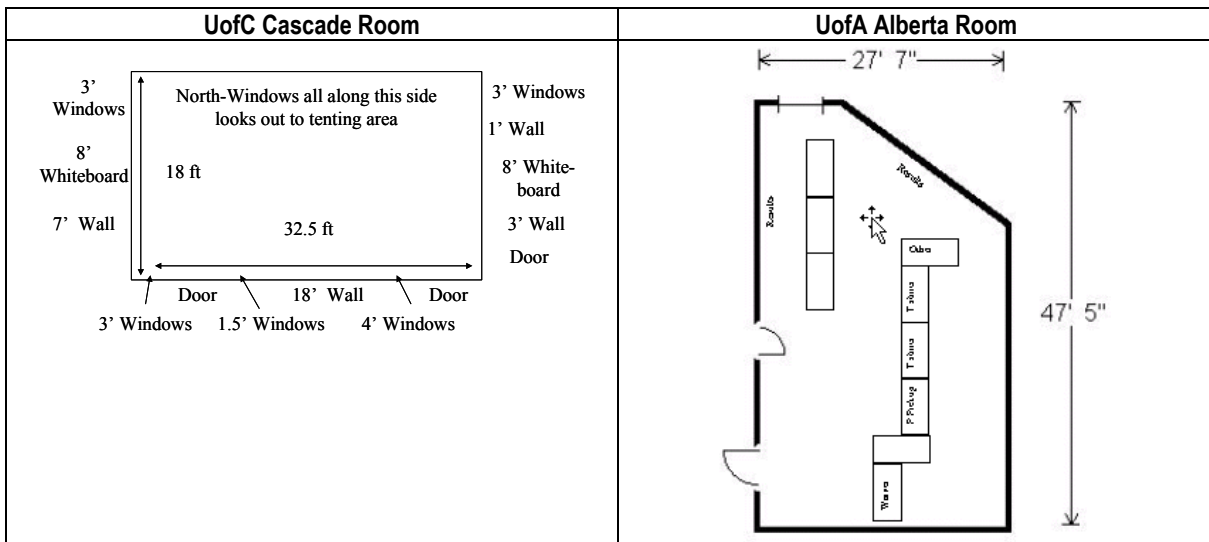
Date	Location	Open
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Date	Location	Open
Wed Jul 3	University of Calgary Event Centre	4:00pm – 6:00pm
Thu Jul 4	University of Calgary Event Centre	8:00pm – 1:00pm; 3:00pm – 9:00pm
Fri Jul 5	University of Calgary Event Centre	Noon – 3:00pm; 6:00pm – 9:00pm
Sat Jul 6	Competition Site	9:00am – 4:00pm
Sun Jul 7	Competition Site	9:00 am – 4:00pm
Mon Jul 8	Competition Site	8:00 am – 3:00pm
Tue Jul 9	University of Calgary Event Centre	5:00pm – 7:00pm
Wed Jul 10	Competition Site	9:00am – 4:00pm
Thu Jul 11	University of Alberta Event Centre	2:00pm – 7:00pm
Fri Jul 12	Competition Site	9:00am – 2:00pm
Sat Jul 13	Competition Site	9:00am – 4:00pm
Sun Jul 14	Competition Site	9:00am – 4:00pm

### Room Setup for Registration Desk

Note: The event centre will be set up for package pickup on the days indicated in Table 1. Otherwise, it will be used to post results and distribute information.

Figure 1. Furniture Layout in Event Centre Rooms at UofC and UofA



### On site

Garage Tent with 2 tables and 6 chairs  
Sign hanging from awning “Registration/Information”

### Pickup Eligibility/Waiver form

- Volunteer explains the five steps in picking up a Race Package, hands them a waiver/eligibility form on a clip board and instructs them on how to treat their shoes for FMD.

### Foot and Mouth Disease Treatment

- Foot and mouth disease (FMD) is a highly communicable viral disease that affects cattle, pigs, sheep, deer and bison. There has not been an outbreak in Canada in almost 50 years. Alberta is the largest beef-producing province in Canada and has

approximately 6 million head of cattle. In order to protect the livestock in Alberta and our landowners, all competitors will be required to treat their shoes for FMD.

- Competitor dip shoes in a tray of disinfectant and places them in a plastic bag. The shoes should remain in the bag for 20 minutes.

### **Waiver/Eligibility Form**

- The waiver releases landowners, volunteers, sponsors and APOC 2002 Canada organizers of liability and transfers responsibility to the competitor for participation in all events associated with APOC 2002 Canada. The form is to protect our volunteers, land owners and sponsors who have so generously permitted us to use their land and donated time, money or goods in support of the festival.
- In order for the waiver to stand up in court, the following must be observed.
  - The waiver has been made available in advance to all competitors either as a download from the APOC 2002 Canada web site or mailed to those without email. Competitors were notified via email that it is available on the web and that they would be required to sign it.
  - The competitor must sign the waiver in the presence of a witness. The competitor may not sign it at home and bring it to the Registration Desk.
  - Minors will also be expected to sign the waiver because it serves to inform the individual of the potential risks involved.
  - The witness must follow the procedure below:
    - Ask the competitor if he/she has read and understood the waiver. The competitor must answer “yes”.
    - The competitor signs and dates the waiver.
    - The witness checks the waiver to ensure: the name of competitor and address are complete; that the competitor has not crossed out any wording of the waiver; and the competitor has signed and dated the waiver.
    - Witness looks up the competitor’s name on the competitor entry number list and writes the competitor’s bib number on the upper right corner of the waiver. This is so the Registration Desk can find the race package for the competitor.
    - Witness signs and dates the waiver and gives it back to the competitor
    - Witness instructs the competitor to take the waiver into Cascade Hall and turn it in at the Registration Desk where they pick up their race package.
  - If the competitor asks for an explanation of the meaning of the document, the witness should tell them: “The document is a Waiver of Liability and Indemnity Agreement. It is a legal document and by signing it, you give up certain legal rights including the right to sue should you be injured while participating in this activity.” If the competitor wants a more in-depth explanation, the witness should ask them to re-read the waiver.

- If the competitor is troubled by the references to negligence, the witness should explain that the organizers have prepared as much as possible to ensure safety of competitors.
  - If the competitor questions the spirit of the waiver, the witness should explain the organizers cannot predict what standards a court might impose upon them after the fact.
  - If the competitor does not speak English, the witness will ask the competitor to sign the waiver but tell the competitor (through a translator) that he/she is putting a note on the waiver that the competitor does not speak English. The witness will affix a sticky note to the waiver indicating that the competitor does not speak English.
- The witness also asks the competitor to declare their eligibility for championship medals.
  - The witness suggests that only one person from the group pick up race packages.
  - Equipment Required

Item	Where to get it
3 pop up tents + 2 walls each (2 sides from garage tent and purchased pickup waiver, receive instruction treat shoes sign waiver)	"Borrow" from site
4 Folding chairs	EOOC
lawn chairs	Laura (4)
2 tables pickup waiver tent sign waiver tent	Janet to secure
supplies for treating shoes	Barry to provide
850 blank waivers**	AOA office to copy from web and print
3 lists of competitors and their bib number	From bib number database
10 pens, 5 tied to the clip board	AOA office to secure
5 clip boards	AOA office to secure
2 packages Sticky notes	AOA office to secure
banner – Welcome APOC 2002 Canada	Clarence

\*\*Barb Johnson is preparing rec reg package and will copy waivers for rec orienteering.

### Race Package Contents

Item	Where to get it
▪ Name card and lanyard	Charlotte to produce
▪ Tickets as required:	
○ Opening ceremonies banquet tickets	Charlotte to produce
○ Tyrrell banquet tickets	Charlotte to produce
○ Closing ceremony banquet tickets	Charlotte to produce
○ Ft Edmonton entry passes	Laura has, AOA to copy
○ Stampede parade ticket	Jean
○ Stampede grand stand show tickets	Jean
○ Stampede rodeo tickets	Jean
○ UofC pub night	Charlotte to produce
○ Bus tickets	Charlotte to produce



Item	Where to get it
▪ Relay information label	Charlotte to produce
▪ Receipt for denim shirt (since shirt costs \$50, non-residents can claim GST rebate and need original receipt to do so)	Not necessary
▪ Race bib with 4 pins attached to each bib	Pat Pins sent to AOA office
▪ SI card rental and purchased taped to cue card with instructions for rental return	Charlotte to produce
▪ Maps for Model 1 and 2	Jim Baker
▪ APOC Classic Model map	Jim Baker
▪ Relay Entry Form	AOA office to print off from web

### **Race Package Assembly**

- One package for each competitor – envelope size 9” X 12”
- Print the following information **directly** on the envelope
  - APOC 2002 Canada logo
  - Competitor number
  - Competitor name
  - SI rentals and buy
  - Amount to be refunded
  - Amount owing
  - List of all tickets included in package
  - T shirt purchased and size
  - Denim shirt purchased and size
  - Tenting purchased
  - Model event maps
  - Relay
  - Note that competitor must check SI card number against the number on the package and the bib. If there is a discrepancy, they must report it to the Registration Desk.
- Barb can begin assembling the packages as soon as the majority of materials are available
- Check off on outside of envelope what has been added to each envelope

### **Package Pickup Procedures**

- There are three main steps in picking up a package:
  1. Pick up package
  2. Fee Adjustments
  3. Other “interventions” required:
- Each of the three steps can have a separate table (or station) in the Event Centre; and the stations can be combined when the Centre is not busy. One or two people at the Information/Registration Tent on site will perform all steps.

## Package Pickup

- We will use the “first available teller” method of serving customers.
- Packages will be in a common area behind the Package Pickup station and filed by competitor number (4 digit number)
- Competitor hands volunteer completed waivers.
- Volunteer locates package and replaces package with waiver. All competitors registered by the same contact should have sequential competitor numbers (or nearly so).
- Volunteer puts the following in the bag:
  - gift (1/competitor, alternating between a Frisbee and a yoyo)
  - event programme (1/competitor)
  - t-shirt/Denim shirt (if ordered)
  - mini-map of Edmonton and mini-map of Calgary
  - Tide sample
  - Teslin sample
  - Go! Orienteering catalogue
- If the competitor ordered a shirt, the Volunteer gets appropriate size for competitor and initials package beside t shirt / denim shirt line indicating that shirt has been picked up.
- If the competitor ordered a denim shirt, the Volunteer tells the competitor that the receipt is in the pocket of the shirt. (Since the denim shirt costs \$50, international competitors can claim the GST, and need a receipt stating the value of the shirt.)
- If the package indicates that the competitor has registered for tenting, the Volunteer directs the competitor to the “Other” table.
- Volunteer checks envelope for refund or outstanding monies
  - If no, Volunteer adds the registration packages to the bag and hands it to the competitor.
  - If yes, Volunteer gives competitor bag with gift, event programme, Tide sample, Teslin sample, Go! Orienteering Catalogue and shirts for each waiver and takes packages to the Fee Adjustments desk and instructs the competitor to settle payment with Adjustments volunteer
- Volunteer tells Competitor to check contents of the package before they leave the Event Centre to ensure that they received all tickets and that SI card number is correct on bib.
- Equipment/Supplies

Item	Where to get it
Assembled race packages	Barb to lead preparation
16-20 boxes (rubber maid containers or flip top containers that Janet bought) to put packages in (50/box)	AOA office to purchase. If rubber maid are chosen, speak to Joan Mclean – she knows of a good deal
MEC bags to collect registration materials	Nancy to arrange delivery to AOA office
Gifts - Frisbee/yoyo	Jean to arrange delivery to AOA office

Event Programme	Christina to arrange delivery to AOA office
t-shirts & denim shirts	Jean to arrange delivery to AOA office
Go! Orienteering catalogue	Go! to deliver to AOA office
Tide sample	Nancy to arrange delivery to AOA office
Teslin sample	Jim Baker to arrange delivery to AOA office

## Adjustments

### Fee Adjustments

- Whether refunds and outstanding payments will be cash or charge will be determined on a case-by-case basis by Barry and Richard.
- There will be a list of people to whom we owe money (Refunds List) and a list of people who owe us money (Outstanding Payments List) and an Invoice will be prepared for each. For refunds, the money to be refunded will be “pre-counted” and put into an envelope with the competitors name and bib number on it.
- If we owe the competitor money, the Adjustments Volunteer gives the prepared refund envelope to the competitor, initials the competitor package and has the competitor sign the Invoice. The Volunteer then gives the competitor their race packages.
- If the competitor owes us money, the Volunteer collects the money from the competitor. Note: we cannot accept cheques in foreign currency. Charge cards will only be accepted if they can be processed directly through the internet. The Volunteer marks the Invoice as paid and gives a copy to the competitor.
- Equipment/Supplies

Item	Where to get it
Cash box	AOA to secure
List of competitors who get cash refund	Barry to provide
List of competitors who owe us money	Barry to provide
Receipt book	AOA office to purchase
Know location of nearest bank machine	Alice to investigate
Float	Alice/Barb to arrange
5 pens	AOA office to purchase

### Registration Changes

- The Competitor completes a Registration Change Form
- The Other Volunteer collects the change fee and marks the form as paid.
- The Other Volunteer checks the form for completeness and legibility and clips it with the completed change forms
- Refer to the “Changes” section of this document for a description of how specific changes will be handled and which incur change fees. In general, all changes are charged \$10/change per day. This means if the competitor changes his/her class for all days, he/she will be charged \$60. If the competitor loses his/her bib, they will be charged \$10. The only change not charged is a change of eligibility.

➤ Supplies/Equipment

Item	Where to get it
50 Change forms	Laura to provide template, AOA office to copy
50 Entry forms	AOA office to copy off of web
50 "spare" bibs	??
List of number of spaces avail in each class	Richard to produce
List of start times available for each course	Richard to produce
10 Recreational Reg forms	AOA to print from Rec Procedures off web
Table cross referencing course and class	Jim B?
Cash box	AOA office to provide
Clip and folder for completed forms	AOA office to secure
5 pens	AOA office to secure

**"Other" Station**

- Relay Entry Form drop off and package pickup
- Tenting registration
- Pickup map for model 1
- Lost and found
- Purchase UofC BBQ ticket
- Purchase previously used maps
- Hikes with organizers

**Relay Registration**

- The Other Volunteer collects completed Relay Forms, checks it is complete and legible. If provided, staples, relay identification tags onto form.
- Gives team their package and writes team number on relay form
- Files form according to category in appropriate file folder. See Relay Registration Procedures for more detail.
- Equipment/Supplies

Item	Where to get it
Relay Race Package	Barb to lead assembly
File folders for each category	AOA office to secure and label
Stapler	AOA office to secure
5 pens	AOA office to secure

**Tenting Registration**

- There will be a list of who requested tenting, handout of tenting "rules" and tenting passes.
- The Other Volunteer:
  - Checks the Competitor's name off the tenting list,
  - Gives a them a copy of the rules – verbally highlighting the ones that if violated will result in the University closing the tent site

- Gives the competitor a tenting pass for each person in the tent – for security identification
- Reminds the competitor that even though we have a security guard, neither the University or APOC 2002 Canada organizers are responsible for lost items or theft from the tenting site
- Points the tenter in the direction of the tenting area and tells them to pitch a tent anywhere. At Cascade Hall, they can temporarily park in the parking lot west of the hall to unload. They must then purchase a parking pass from the Conference Services Desk and park in Lot 50. At UofA, they buy a pass from the kiosk at Zone R then park in Zone T, next to the tenting area.

➤ Equipment/Supplies

Item	Where to get it
List of people who purchased tenting	Barry to provide
50 copies of Tenting rules	Laura to provide template, AOA office to copy
150 Tenting passes	Charlotte to produce, AOA office to copy
5 pens	AOA office to purchase

### Pickup map for Model 1

Competitors may choose to go directly to Model 1 without stopping to pick up their package. In order to avoid printing extra maps, half of the maps will be available at Model 1 and half at the Reg Desk “Other” Table. People present the Model 1 ticket in their package to pick up their map at the Reg Desk. At the model, Mardy will have a list of names of people who purchased a map for the Model. Once the model is over, all maps move to the Reg Desk. This may change depending upon arrival dates of competitors.

### Disagreements

Problem	Solution
Stuff missing from the package, e.g., package says there should be Tyrrell banquet ticket, but there isn't one in the package	Add the missing item. There will be extra stuff at the Other Station.
Competitor claims we made a mistake; e.g., wrong age class, incorrect amount owing /refunded, etc	Check data base to see if it is consistent with what is printed on envelope. If not, database is correct. Correct the error. If the information on the envelope and database are the same, and the competitor wants to make a change, they must complete a change form. Note: all competitors received an email stating the information that was being entered into the database. That email instructed them to check that the information was correct. As well, all data was posted on the web and competitors were notified by email that it was available to them.
General malcontent	Listen to what they have to say and let them talk – it helps them blow off steam. Do not attempt to argue with them – if you do, you will aggravate them even further. Once they have had their say, nicely explain why things are the way they are. If that doesn't work, have the individual talk to Laura.

➤ Equipment required

Extra tickets	Charlotte to design AOA office to produce
Contact numbers for Alice, Barry, Laura, Richard, Adrian	Laura

**Lost and Found**

- We will have a box of lost and found. (Do not use a green garbage bag.) Competitors will not be allowed to sort through it, they must describe their lost item to the Other Volunteer who will look through the box for the item.
- As items are turned in, Other volunteer marks them on a list
- If someone comes to claim item, competitor describes item to Other Volunteer who looks for item
- If item is returned to owner, Other Volunteer records name and bib number of person who claimed the item.

Item	Where to get it
1 Large card board box	AOA office to secure
1 Clip board with list	AOA office to secure
1 Pen tied to clip board	AOA office to secure

**Old map sales**

- Two maps - Mount Laurie (site of the Canadian Championships Day 2 and the APOC Relay) and Dalmuir (site of the North American Championships) - have been used in previous competitions. Old versions of these maps will be available for viewing and for sale at a charge of \$5 each while supplies last.
- Equipment/Supplies

Item	Where to get it
150 Maps of Mount Laurie	Don Bayly to provide
150 Maps of Dalmuir	Don Bayly to provide
Cash box and float	Already acquired

**Sell Tickets to UofC Pubnight Banquet**

Item	Where to get it
100 Banquet tickets	Pat/Charlotte to produce
Cash box and float	Already acquired

**Whistle Sales**

Item	Where to get it
100 Whistles	Janet
Cash box and float	Already acquired

**Hikes with Organizers**

- Other Desk will distribute information about hikes and record names and contact information of people who would like to participate

Item	Where to get it
Binder with sheet of information about each hike – organizer contact, description of hike,	Miles to produce
In same binder sign up sheet s	Miles to produce

## ***Volunteers Required***

### ***Package Assembly***

Barb to determine and schedule

### ***Package Distribution***

Alice to determine and schedule

### ***Event Centre Setup***

Alice to determine and schedule

### ***Event Centre Post-package Distribution***

Alice to determine and schedule

### ***On-Site***

Laura and Alice to work with Meet Directors to schedule

## **Changes**

- Cost: \$10/change/day after May 15. This means that if someone wants to change their age class for each day, they are charged for 6 changes or \$60. There is no charge for a change to eligibility.
- After the start list has been prepared, a Change Form will be used to communicate changes to Richard and Barry; and, Richard will create two lists:
  1. Running total of number of maps for a particular course
  2. List of vacant start times for each course
    - If the change involves a new entry or a change in class, volunteer first figures out what course the competitor is changing to, checks availability of a map for the course and updates List 1, the number of spaces available for a particular class. (The Volunteer will have a table cross-referencing course and class.) A new bib is assigned to the competitor based on the new start time.
    - If the change involves a change in start time, the volunteer assigns a time from List 2, removes time from List 2, enters start time on change form and writes the new time on competitor's current bib.
    - Changes will be done at the Other Station at the Registration Desk. The change form will have detailed instructions to the volunteer on how to process changes, but the volunteer filling this position will need to be well-trained and understand the start draw process.
- Numbered bibs without specific competitor information will be available for new entries or changes to class. These have pre-assigned start times according to course. Volunteer will give the competitor a new bib and write competitor information (name and SI-card number) on the bib.

- Forfeited start times will not be added back to the pool; i.e., if a competitor changes class and moves from one course to another, requiring re-assignment of start time, the “old” start time does not become available to another competitor.
- Table 4 outlines how specific changes will be handled at different times of the registration process.
- Notes:
  - May 15 is end of regular registration fees
  - June 5 is preparation of preliminary start list
  - June 30 web registration shut down
  - 4:00 on day before race is last chance to change class
  - Starter will not change start time, except under exceptional circumstances

**Table 4. Procedures for specific types of changes at specific stages of the registration process**

Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
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Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
New entry	<ul style="list-style-type: none"> <li>▪ Regular fees</li> <li>▪ BGM enters in reg db</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Late fees</li> <li>▪ BGM enters in reg db</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> <li>▪ BGM checks for course availability</li> <li>▪ BGM notifies competitor if course over-subscribed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Late fees</li> <li>▪ BGM enters in reg db</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> <li>▪ BGM checks for map availability</li> <li>▪ If available, RPO assigns comp to blank start time</li> <li>▪ BGM updates map tally</li> <li>▪ BGM notifies competitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reg Desk figures out what course the competitor should be on for their class</li> <li>▪ Reg Desk checks if maps are available for that course</li> <li>▪ Comp completes entry form</li> <li>▪ Reg Desk administers and witnesses competitor's signature on the waiver</li> <li>▪ Reg Desk updates map list</li> <li>▪ Reg Desk removes start time from list</li> <li>▪ Reg desk gives competitor the bib corresponding to the start time and fills out personal information on bib – SI card number and name</li> <li>▪ Reg Desk writes the bib number on the entry form</li> <li>▪ Reg Desk clips form with change forms for RPO and BGM</li> <li>▪ RPO puts comp in spare start time</li> <li>▪ BGM updates reg database</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not accepted</li> <li>▪ Starter directs person to recreational registration</li> </ul>

Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
Start time	<ul style="list-style-type: none"> <li>▪ BGM makes note in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM makes note in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM makes note in reg db</li> <li>▪ BGM charges comp \$10/change</li> <li>▪ BGM notifies RPO by email</li> <li>▪ RPO moves comp to blank start time and removes from assigned start time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reg Desk figures out what course the comp should be on for class</li> <li>▪ Reg Desk checks if maps available</li> <li>▪ Comp completes change form and is charged \$10/change</li> <li>▪ Reg Desk assigns start time and writes it on the change form and the competitor's bib</li> <li>▪ Reg Desk removes start time from list</li> <li>▪ Change form forwarded to RPO</li> <li>▪ RPO moves comp to spare start time</li> </ul>	<ul style="list-style-type: none"> <li>▪ No changes</li> </ul>

Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
Age class	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ BGM charges comp \$10/change</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> <li>▪ BGM checks for course availability</li> <li>▪ BGM notifies competitor if course over-subscribed</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ BGM charges comp \$10/change</li> <li>▪ System automatically emails details to RPO</li> <li>▪ RPO updates financial records</li> <li>▪ RPO assigns comp to blank start time</li> <li>▪ BGM checks for course availability</li> <li>▪ BGM updates map tally</li> <li>▪ BGM notifies competitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reg Desk figures out what course the comp should be on for class</li> <li>▪ Reg Desk checks for map availability</li> <li>▪ Comp completes change form and is charged \$10/change</li> <li>▪ Reg Desk assigns new start time</li> <li>▪ Reg Desk updates start time list and map list</li> <li>▪ Reg Desk gives competitor new bib corresponding to start time and writes SI number and name on bib</li> <li>▪ Reg Desk writes bib number on change form</li> <li>▪ Reg Desk adds form to change forms and forwards to RPO and BGM</li> <li>▪ RPO creates a new competitor (e.g., Jane Doe 2) and assigns the new comp to spare start</li> <li>▪ BGM updates reg database</li> </ul>	Not accepted

Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
Change from competitive to recreational or cancellation of registration	<ul style="list-style-type: none"> <li>▪ BGM refunds uncommitted fees (e.g., not bank fees)</li> <li>▪ BGM updates reg db</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates financial records</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM refunds uncommitted fees up to 80% (with hold <b>at least</b> 20%)</li> <li>▪ BGM updates reg db</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates financial records</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM refunds uncommitted fees (with hold <b>at least</b> 20%)</li> <li>▪ BGM updates reg db</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO removes assigned start time</li> <li>▪ BGM updates map tally</li> </ul>	<ul style="list-style-type: none"> <li>▪ No refund</li> <li>▪ Comp fills out change form</li> <li>▪ Reg Desk issues Recreational reg form to comp and marks it "Paid"</li> <li>▪ Change form forwarded to RPO</li> <li>▪ Comp marked as DNS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Starter will direct comp to Reg tent where they will process using same procedure as &gt; July 3</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates MT200X</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comp fills out change form</li> <li>▪ <b>No charge</b></li> <li>▪ Change form forwarded to RPO and BGM</li> <li>▪ RPO updates MT200X</li> <li>▪ BGM updates reg database</li> </ul>	<ul style="list-style-type: none"> <li>▪ Radioed to finish</li> </ul>
SI Card Number	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates MT200X</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comp fills out change form</li> <li>▪ Comp charged \$10 only if change is result of comp error, if our error, no charge</li> <li>▪ Change form forwarded to RPO</li> <li>▪ RPO updates MT200X</li> <li>▪ BGM updates reg db</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not accepted</li> </ul>

Type of Change	< May 15	May 16 – Jun 4	Jun 4 – Jul 2	Jul 3 – 4:00 day before race	At Start
Other comp info; e.g. banquet, bus, address, name etc.	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ If results in fee change, BGM refunds uncommitted fees (e.g., not bank fees)</li> <li>▪ If results in fee change, BGM notifies RPO</li> <li>▪ RPO updates financial records</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ If results in fee change, BGM refunds uncommitted fees (e.g., not bank fees)</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates financial records and appropriate info in MT200X</li> </ul>	<ul style="list-style-type: none"> <li>▪ BGM enters in reg db</li> <li>▪ If results in fee change, BGM refunds uncommitted fees (e.g., not bank fees, social events for which tickets pre-purchased)</li> <li>▪ BGM notifies RPO</li> <li>▪ RPO updates financial records and appropriate info in MT200X</li> </ul>	<ul style="list-style-type: none"> <li>▪ No ticket refunds to banquets, bus, tenting etc.</li> <li>▪ Name change, club change etc competitor fills out change form</li> <li>▪ Competitor charged \$10 if change is result of competitor error</li> <li>▪ Change form copied and forwarded to RPO and BGM</li> <li>▪ RPO updates MT200X</li> <li>▪ BGM updates reg db</li> <li>▪ Extra shirts avail later in week</li> <li>▪ Rodeo tickets avail.</li> </ul>	