

IMRA Registration Area Guidelines

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Purpose	This document describes how to set up the registration area for large races. It is intended as an aid to Race Directors.
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1. INTRODUCTION

For small races, registration can be handled efficiently by one person from the boot of a car. Large races could also be organised this way, but the queues for registration would be enormous. To register 250 runners in 30 minutes will require registration of one person every 7 seconds and anything slower than 7 seconds will result in a long queue forming rapidly.

The purpose of this document is to describe the registration set-up that has worked well for large races in the past, so that more people can take on the role of Race Director and organise efficient registration set-ups.

Any reference to “he” or “his” in this document also implies “she” or “her”.

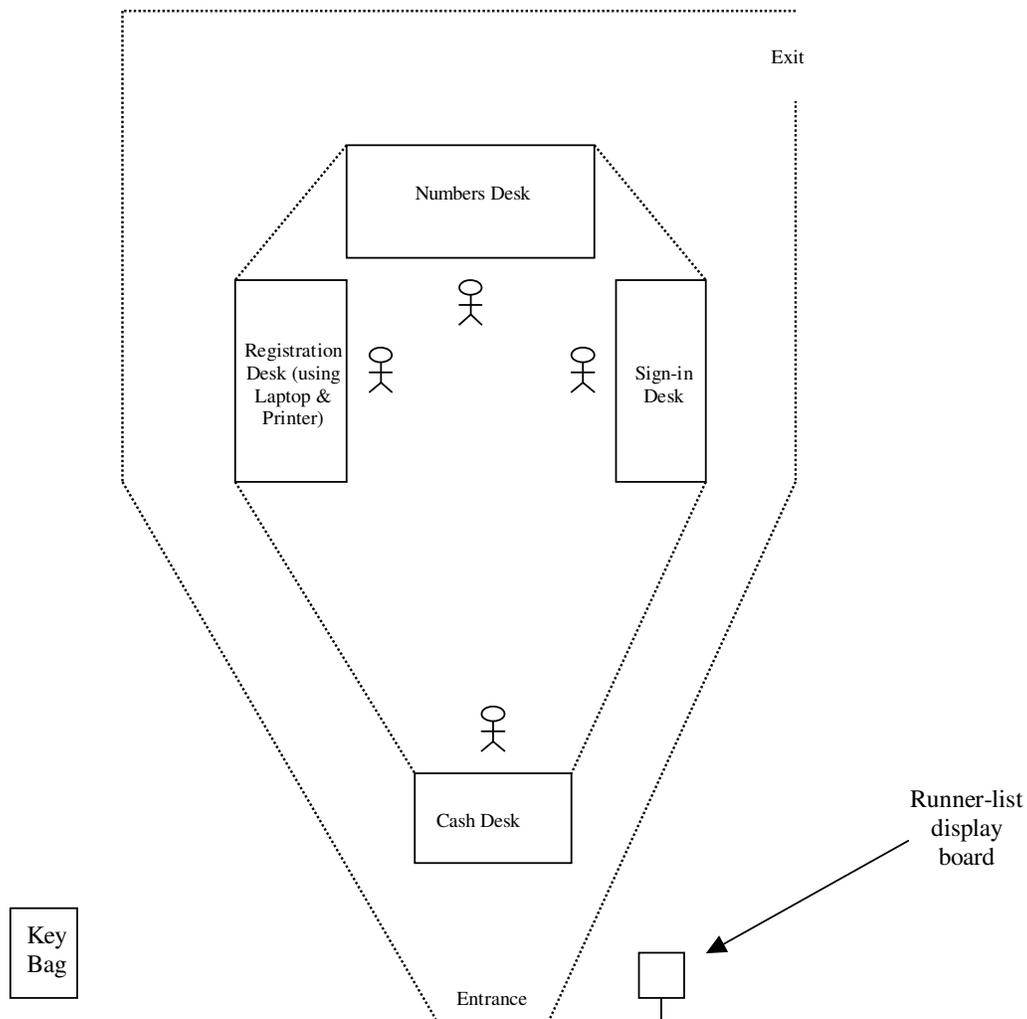
2. REGISTRATION AREA

The diagram on the next page shows the setup of a registration area that has been used very successfully for up to 250 runners, with no queues.

The registration area has one entrance and one exit. The solid boxes represent desks, while the dotted lines represent tape.

The setup as shown requires a Laptop Operator and 3 Helpers. An additional Helper or two should be available to help at any of the desks if queues begin to form.

For small races, any scaled-down version of this setup can work.



3. CASH DESK

Runners receive a race number at their first race of the year. When they arrive at the Cash Desk, the Helper at the Cash Desk asks the runner if he has a race number already, and if so, what it is.

If the runner already has a number, i.e. already ran a race in this calendar year, then he pays the race fee and is directed to his right, towards the Sign-in Desk.

If the runner does not have a number, i.e. has not run a race in this calendar year, then he pays the annual registration fee plus the race fee and is directed to his left, towards the Registration Desk.

If the runner has a number, but has forgotten it, then he is directed back out of the Registration Area to the runner-list display board which lists all runners and their numbers.

The Helper at the Cash Desk will need a cash bag and an initial float.

Do not allow any runner to pay for or register any other runner.

4. SIGN-IN DESK

This desk is equipped with up to 4 clipboards each with a sign-in sheet, so that up to 4 runners can sign in at a time. There must also be sufficient working pens.

Runners write their number and signature on the sheet and proceed to the Numbers Desk.

The Helper at the Sign-in Desk needs to ensure that enough separate sign-in sheets are used so that queues do not form. He should also make sure that the runners' numbers are written legibly.

5. REGISTRATION DESK

There will be 2 categories of runners arriving at the Registration Desk which is manned by the Laptop Operator:

1. Runners who have NEVER EVER run an IMRA race (we don't have their details)

The Laptop Operator will reserve a number on the registration IT system and write this number on a blank registration form.

He will then hand this registration form on a clipboard to the runner who fills out his details, signs the form and proceeds with the form to the Numbers Desk.

2. Runners who have run an IMRA race in previous years, but not this calendar year (we have their details)

The Laptop Operator will ask the runner his date of birth and look up the runner in the registration IT system.

Once the Laptop Operator has confirmed that he has identified the correct runner, he prints the registration form for that runner.

The form will have all the runner's previous details already printed, so that if no details have changed, the runner only has to sign the form. If any of the runners details have changed, the runner will record the changed details only.

The runner then proceeds with the form to the Numbers Desk.

(In case of a technical fault with the laptop, blank registration forms can be used for these runners too, using the next available numbers from the numbers box.

However this requires that the runner must write more details which slows the process. It is also more time-consuming to enter the registration details into the registration system later if blank forms are used.)

If particularly large numbers of runners are expected to be registering at a particular race, perhaps the first race of the year or Summer League, then it may be advantageous to split the queue for the Registration Desk into 2 queues and have more Helpers manning the desks.

It is not possible to reserve numbers for particular numbers.

¹ For junior runners, ensure that a Guardian counter-signs the form also

6. NUMBERS DESK

One Helper is required at this desk and runners will arrive at the desk from both sides.

For runners arriving from the left, with registration forms, the Helper will take the registration form, check the number on the form, locate the corresponding Race Number and hand it to the runner.

For runners arriving from the right, without registration forms, the Helper will ask the runner his number before locating the Race Number.

All runners will then be directed to leave the Registration Area via the Exit, not back through the Entrance.

Do not allow any runner to collect a Race Number for any other runner. All runners must sign the registration form or sign-in sheet personally.

A box of safety pins is required at this desk and blank race numbers are also required in case any race number has been lost.

(It would be useful if the runner's name was written on his Race Number at the Numbers Desk using a permanent marker, as too often runners ask for the wrong number.)

7. KEY BAG

A Key Bag must be available so that runners can leave their car keys at registration. The Key Bag is usually left at the entrance to the Registration Area.

8. RUNNER-LIST DISPLAY BOARD

This board at the entrance to the Registration Area lists all runners who have run this year and their associated number. It is a report that is produced by the registration IT system.

This display board can also be used to display:

- The route description / map
- Race results for the previous race
- League results to-date for the current league
- Safety Statement

9. REGISTRATION SETUP

A gazebo is generally used to cover the Registration Desk, Sign-in Desk and Numbers Desk to protect the paper and IT equipment from rain.

A generator is generally used to provide electricity to run the printer and laptop, though the laptop could work on battery.

As a general rule, there is no need to put signs on roads leading to the registration area. There should be sufficient directions, in most cases including a map, on the website to enable runners to find the registration area.

10. REGISTRATION CLOSE

Registration should be closed 10 minutes before the start of the race. Runners who arrive too late to register should be told that even if they choose to run, they are not part of the race, are not insured under IMRA insurance and will not be included in the race results.