



## The Competition Office

### Equipment:

- One computer with Winfree
- One printer and one package of printer paper
- Pens and highlighters (10)
- 3 tables\* (1 for registration, 1 for payment, 1 for handing out bibs and collecting deposits)
- Signage for directions
- One trail map with clear directions to the course

### Layout and organization

#### Registration:

Position your tables in a logical order (1-registration, 2-payment, 3-bib distribution).\* Be sure to have in hand the list of advance registrations for each table in order to identify the athlete who are signing in.

- Registrations: Be sure to:
  - o Have an advance registration list in hand
  - o Verify the athlete's information
  - o Obtain his/her biography, if need be
  - o Have a separate registration station in case the athlete did not register with FC on Goalline
- Payment:
  - o Verify the payment, if it was done online, and check off or highlight athlete's name on the registration list
  - o Collect the registration fee and check off or highlight the athlete's name on your registration list
- Hand out bibs
  - o To make life a little easier, sort the bibs in alphabetical order beforehand and match each bib with the athlete
  - o Give each athlete his/her bib and collect the deposit
  - o Check off or highlight the athlete's name on your departure list and note the assigned bib number.
- Plan for a table for meal or banquet coupons, if need be



When registrations are done:

- Enter the bib numbers assigned to athletes in the compilation file (ideally, the person in charge will be the scoring manager).
- Review the registration list to make sure that everyone is registered; remove the names of any athletes who did not register.
- Keep the list for later verification at the team leaders' meeting.

### **Organize the team captains' meeting:**

Choose a quiet place that is conducive to discussion and ensure that communication between the OC and coaches is clear.

### **Have in hand:**

- A computer and the team captains' report (to be completed). Use the document to structure the meeting and to record minutes of the meeting
- An event schedule
- Weather forecasts for the next few days

### **During the meeting:**

- Follow the protocol for the team captains' meeting
- Take attendance: jury members must be present, along with one representative of each club
- Record the minutes of the meeting
- Summarize the list of upcoming actions and distribute to concerned parties
- Have the registration lists verified
- Create a starting list with the compilation software, if there is a competition the following day

### **After the meeting:**

- Follow through to ensure that the next day's scheduled actions are done
- Prepare the material for the judges:
  - o Start Lists for the head judge
  - o Judges' cards
  - o Pencils
  - o Blankets