

ENTRIES TEAM

ENTRIES SECRETARY AND REGISTRATION

ENTRIES ASSISTANT

WHAT TO DO

- Register crews and hand out racing numbers
- Record substitutions and scratches
- Enter substitutions on BROE
- Accept payment
- Inform Starters, Marshalls and Results Team of scratched crews
- Prepare and hand out prizes

WHERE TO DO IT

Clubroom

HOW TO DO IT

All the forms are in envelopes – one per club. We do not deal with individual crews.

- Registration with No Crew Changes/Scratches - Hand out envelope and place form in tray marked 'Racing as Entered'.
- Registration with Substitutions – Record the details from the BR Membership Card on the form. Enter the substitution in BROE. Hand out envelope and place form in tray marked 'Racing with Subs'.
- Registration with Scratches – Record the scratched crew and have club representative sign the form. Hand out envelope and place form in tray marked 'Scratched'.
- Payment – Some crews may need to pay on the day. If paid by cheque, write crew number on the reverse. If paid with cash, record the amount and crew number.
- Prizes – Organise prizes into envelopes for each contested event. Generate prize list. Some crews will have their final results after Division 1. Before handing out any prizes, check with the Results Manager. Record all prizes handed out on the prize list.

Check the contact mobile number provided via BROE for all junior competitors.

Inform Results Manager, Starter and Marshalls (via radio) of scratched crew numbers.