

For a while some clubs have been using a block booking scheme for races but there has been no standard method for this. It has been requested that a set of guidelines be created so that any club or race that wishes to operate this facility can do so on the clear understanding of what is required to make it operate smoothly and fairly to the advantage of both parties as listed below: -

For the race organiser and entry taker: -

It encourages participation by being actively promoted at the clubs.

It minimises paper and administration as lists can be sent by email.

It encourages timely pre entry which enables race organisers to acquire the optimum number of mementoes, t.shirts etc. thus minimizing waste.

It assists in standardisation as entries are in digital form and not handwritten.

On race day it alleviates the queues at registration as the club runners collect their numbers.

For the competitor

It simplifies the entry system and they don't have to fill in and post entry forms.

They can pay by cash or cheque whichever is most convenient.

If they pre-enter and then get injured and are unable to race before the event there may be a possibility of a refund.

On race day they collect their number from the club appointed official.

For this to work fairly for both parties there are a set of guidelines which should be adhered to.

Undertakings by a club operating the scheme.

1. If a club has booked a number of places in a race they must pay for that quantity.
2. The club must provide the information required on the block booking form below.
3. The club must submit their block bookings in a timely manner to assist the entry taker.
4. If a booked runner wishes to withdraw their entry then the club must provide a replacement before any consideration to a refund can be given.

Undertakings by a race operating the scheme.

1. The race will accept emailed lists of entries from the clubs.
2. The organisers will be sympathetic to entrants who have had to withdraw as long as the club finds a replacement.
3. The organisers will allocate the club entry race numbers in a batch to be collected by the nominated club official.

4. The organisers will provide a list for signature of the competitors as per the disclaimer on a standard entry form.

Name	Date of Birth	Sex	URN	Size	email
SURNAME, First name					

Typical Information and rules to govern the block entry scheme at a club.

For the convenience of Club members we offer a “Club block booking Race Entry System” for many of the local races. This allows club members to enter races via the Club’s Admin without filling in an official entry form.

It is however bound by the same rules as pre-entering any race, once you have entered there is no guarantee that you will get your money back should you have to withdraw or not turn up for any reason.

Operation

- Forthcoming Races will be announced on Club nights and qualified as to whether the Club Race Entry System is being used.
- You must be a paid up Club Member to avail of this system and run the race in your club vest.
- By contacting Admin you will be informed of the cost of entry and other details.
- If you wish to enter then give your name to Admin.
- The cheque for your entry must be made out for the correct amount to the account of the Race organisers (Admin will advise).
- You must hand in your cheque to Admin as soon as possible and then you will be entered into the race via the “block booking” system.
- If you do not pay the cheque you will not be entered.
- If you have to withdraw prior to the race then please inform Admin as soon as possible. There may be a possibility of a refund but it is not guaranteed.
- Admin and the committee reserve the right to exclude anyone from this entry system if they are deemed to be abusing the system.