

EISCL White Mountain Racing

Race Registration 8:00 AM to 9:30 AM

Responsibility of Co-Host Club(s)

Arrive at the mountain in time to begin Registration at 8:00 AM!

Make sure you have:

- Waiver and Release of Liability packet (from Host Club)
- 1 or 2 seed lists (also from Host Club)
- Bibs
- Elastics to hold bibs
- Plenty of pens/pencils
- Bold or colored marker
- Some tape
- Large zip-lock bag to transport kit to top of race course
- New Racer Sign-Up forms (2 or more pages)
- New Racer Seed List forms (2 or more pages)
- Standard Waiver forms (full page, at least 10)
- 2-4 people (or more)

Set-Up

- Takes 10-15 minutes
- Select a site with two long tables, end to end, where the line can pass along in front and flow to the ticket-seller.
- Tape the pages of the Waiver to the table from left to right, facing the line so the racers can find their name and sign the waiver.
- With the marker, write the Division (S-Vet) or Class (Open, AA, etc) on the waiver pages to make it easier for the racers to find their spot. It's particularly useful to not where the Men start (Men's D) so you can funnel them to that point.
- Stack the bibs that correspond to each waiver page directly above the page, with the numbers facing the back of the table.
- Have pens/pencils readily available on tables.
- Put the elastics at the end of the line.
- Optional - Have a couple of extra seed lists that can be passed down the line. The line will move very fast if the racers know their number before they reach the table.
- Designate one person to handle new racer signups and have them set up off to the side.
- Give unassigned bibs (following last seeded racer) to the person who will handle New Racer Sign-ups.

Procedure – Seeded Racers

- Have the line form at the left end of the tables (racer's left)
- Racer moves along the table until he/she reaches the page with his/her name. Racer signs waiver next to name and announces number to worker.
- Worker verifies that racer signed and hands racer the corresponding bib. Just a little care needed here.
- Racers may only pick up their own bib. Cannot pick up for friends because personal signature is required. Only possible exception is for families; a parent may sign for and pick up bibs for children. In this case, write each racer's name on the correct bib to prevent mix-ups (this has happened).

- Racer picks up elastics at end of table and proceeds to lift ticket seller.

They will ask: Small (single-panel) bibs go on the leg (either one) below the knee, facing forward. Two-panel bibs must be worn on the chest.

Seeded racers (only) who miss registration may also pick up bibs at the start area. They MUST also sign the Waiver next to their name. (But they will also miss the opportunity to purchase a discount ticket.)

Racers who race, but fail to sign the waiver sheet when they pick up their bib WILL be disqualified at the Jury Meeting.

Unseeded/New Racers

New Racers cannot sign-up on the mountain. They can only sign-up at registration.

New (unseeded) racers must be EISCL members and have to pay the \$20 race fee plus a \$5 late fee (total \$25, cash or check payable to EISCL.)

- Racer should have EISCL ID or be introduced by his or her club Race Chair as a new member.
- Have new Racer fill out and sign a standard Waiver.
- Attach payment to waiver. Racer should discuss reimbursement with his/her race chair. Payment directly from the club is also acceptable but must be made at time of sign-up.
- Add racer to the New Racer Seed List using data from the waiver and assign the racer to the appropriate class and division.
- Give the new racer the next unassigned bib and record the number on the New Racer Seed List.
- You will need 2 or 3 copies of the New Racer Seed List. Make copies by hand if necessary; the Wildcat office will let you use their copier.
 - Original (attach to waivers and money)
 - Race Starter
 - Timing Shack
 - Results Board (optional)

Closing up Shop

Registration normally ends at 9:30. It can be extended at the discretion of the Co-Host Club, but the waivers and bibs should be delivered to the top of the race course before the race actually begins.

- Remove the signed waiver sheets from the table and stack in bib/page order.
- Stack all assigned but unclaimed bibs in numerical order.
- Collect original New Racer Seed List, waivers and payments (and unassigned bibs).
- Place everything (including elastics and pens/pencils) in a large zip-lock bag or similar container and deliver the entire package to the start area. The race box should already be there. Place the bag in the box and inform the Starter that it is there for late arrivals.
- Deliver a copy of the New Racer Seed List to the Starter on duty. The Starter is responsible for inserting the new racers into the start sequence at the appropriate place (after seeded racers in each Class/Division).
- Deliver a copy of the New Racer Seed List to the Timing Shack.
- Deliver a copy of the New Racer Seed List to the Results Board (optional).

If you have any questions, I will most likely be available at the start of registration to help you out. Or you can e-mail me ahead of time (no later than 4:00 pm on Thursday). - Stephanie Arnold