

1 Job Descriptions :: ENTRIES AND RESULTS

1.1 Job Description : Entries Secretary

- 1.1.1 The Entries Secretary is based on the Avon County balcony.
- 1.1.2 The Entries Secretary has overall responsibility for:
 - a. The registration of all crews and checking their eligibility to compete according to British Rowing Rules of Racing and checking, by means of a sample, that the members of crews produce a membership card that matches their face and complies with the details on their BROE entry forms.
 - b. Ensuring that all substitutes present their BR racing licences and a note is made of this on their entry form.
 - c. Telling results manager of changes & also informs starter & marshals about scratched crews.
 - d. Issuing the card numbers, pins and Empacher numbers to a representative of each crew. These are usually issued in one batch to each club. We do not deal with individual crews.
 - e. **Having a contact mobile number for all junior competitors. We use the number given by BROE, but check it is the one to be used on the day.**
 - f. Ensuring everyone has paid.
 - g. Ensuring you know what is going on as Registration is always people's first port of call.
 - h. Coxswains are not weighed at this event.
- 1.1.3 You will have an assistant and more than one at busy times.
- 1.1.4 There may also be an assistant to register crews launching from Minerva. He will need a summary (one for each club) of the BROE forms showing just the crew's draw number plus the names and BR licence numbers of the competitors.
- 1.1.5 The Entries Secretary and /or Results Manager will be informed, by radio or phone, of any crews that have scratched. Details of any substitutions at this stage will be noted on the lists and returned to the Entries Secretary later in the day. For SBH, the Entries Secretary and Results Manager are in fact the same person. Even if they were different they would work in the same office.
- 1.1.6 You will also have the medals / prizes, which will need to be guarded at all times. They can be given to eligible winners only when the Results Manager authorises it. The committee have decided BR Racing Licences need not be shown.
- 1.1.7 The Results Manager should give a copy of the final result for each event to the Entries Secretary who is responsible for handing over prizes to crews, and may do so before racing ends provided there are no more crews in their event racing in later divisions.

1.2 Job Description : Entries assistant

- 1.2.1 Your task is to assist the Entries Secretary who is based on the Avon County balcony.
- 1.2.2 The following explains the registration procedure:
 - a. All the BR forms are organised into club envelopes, together with their paper numbers. They also need Empacher numbers and some have queries on their forms or need to pay.
 - b. What club are you?
 - c. Get out the event envelope with all the BR forms.
 - d. Get out the forms.
 - e. Ask them if their crews are all as listed on the forms. The club representative signs a copy of the entry to confirm that it is correct or not. If not they give us corrections. The signature is also used for the club representative to certify that his team has read and understood the instructions, particularly safety instructions.
 - f. If they are, and the forms are all BROE forms, and there are no queries, give them the paper numbers and the Empacher numbers. Put the forms into the tray marked "racing as entered". We keep a copy of the signed form which has corrections marked on it.
 - g. If they want to put in substitutes, you need to see the BR Racing Licence for the sub and write all their details on the entry form. Then put the amended form in the tray marked "racing with subs".
 - h. If they want to scratch a crew, put the form in the tray marked "scratched".

- i. Ask for a contact mobile number for all junior competitors. We use the number given by BROE, but check it is the one to be used on the day.
 - j. Some crews need to pay - £10 per seat.
 - k. If you take a cheque please write on the back what crew numbers it is for.
 - l. If you take cash please make a note of the amount and the crew.
- 1.2.3 Once we have some results: Once the results of Division One are published, some crews will have their final result as their category will not be racing again in later divisions. To get their medals / prizes, these winners you must obtain permission from the Results Manager and you need to tick them off on a list indicating prizes have been taken. This will be provided.