**East Cornwall Harriers X Country Registration Form 2023/2024 League**

Please read the information below and complete the form to take part in the East Cornwall Harriers X Country League 2023/2024.

Please note changes introduced from 2019:

* **New registration form:** To improve our communication, results and efficiency at each event, we are now asking all schools who wish to take part in our League to complete an initial registration form at the beginning of the League Season. The form must be completed and returned to our club Treasurer by October 6th 2024.
* **Payment procedure:** We will no longer be taking payment at each event. We are also no longer accepting cheques. Our registration vehicle will still be present but only to give out the folders and collect the results at the end. Each school will be invoiced after the event and payment will be required, by BACS, within 14 days of the date of invoice.
* **Updated results procedure:** Results must now be completed and returned to the registration vehicle on the day of the event. Last year we had too many missing or delayed results, as a result of representatives taking them home. We have invested in wet weather results folders for all schools so there should not be an issue completing the results even in adverse weather.
* **Increased capacity:** Last year we have increased the number of children who can run in each age group. It is currently 7 per age group per gender. That gives more children the opportunity to complete the series.
* **New results form:** There will be a new results form that must be completed in full; it will have increased space for the new numbers mentioned above.
* **Recycling and rubbish**: As part of our drive to be a more sustainable and environmentally friendly club we will be offering recycling bins at each event. These will be situated at the first aid/drinks table.

**PLEASE COMPLETE THE BELOW FORM IN BLOCK CAPITALS:**

**School Contact Information**

|  |  |
| --- | --- |
| **School Name:** | |
| **School Address:** | |
| **Contact Name:** | **School Tel No.:** |
| **School Email:** | |

**Contact Information for Accounts & Invoicing**

|  |  |
| --- | --- |
| **Accounts Contact Person:** | |
| **Accounts Email:** | **Accounts Tel No.:** |

**Results Contact Information:**

This person must be contactable after each race (evenings and weekends) for results queries.

|  |  |
| --- | --- |
| **Results Contact Person:** | |
| **Email:** | **Tel No.:** |

All information provided on this form will be securely stored and only used by the staff involved in running our X Country League.

* Please tick here to confirm the following.

I confirm I have read the East Cornwall Harriers privacy policy and that the information I have provided is accurate and up to date.

I confirm I am happy for East Cornwall Harriers to contact the person(s) entered on this form by post, email and phone if required for the purposes of running the League.

I confirm we will provide results at each event and adhere to the rules of the League.

I confirm that the information provided by our school can be used for creating the event results and that those results will shared with the schools in the League as well as the being uploaded to the East Cornwall Harriers website and published in local newspaper reports.

I confirm I am an authorised signatory for .........................................................................school(s) and that we wish to take part in the East Cornwall Harriers X Country League 2022/2023.

The personal information gathered will be securely stored and shared as per our privacy policy. It is the responsibility of the schools to get permission from the parents or guardians for their children to take part in the League.

**Signed:**............................................................................... **Date:**...........................................................................

**Print Name:**........................................................................ **Position:**......................................................................

Please return the completed form by post or email to our Treasurer:

**Email:** tessamason@tiscali.co.uk

**Post:** Tess Mason, 26 Tregartha Way, Liskeard, PL14 3TF.

Mobile: 07751 876948