



VOLUNTEER INSTRUCTIONS 2015

DUTIES OF REGISTRATION VOLUNTEERS (AM)

Volunteers:

In charge of registration / check in – Registration Volunteer Supervisor TBA

Platinum	7.15 – 8.00:	2/3 People
Gold	7.15 - 8.30:	6 People
Silver	8.00 – 9.00	Bronze 8.30 – 9.00: 2 People

Duties:

- Registration Supervisor will allocate registration cards to each table on the Gold route to ensure that there are no gaps in sequence.
- Take a REGISTRATION CARD from the walker, which should show walker's name, address and phone numbers. Try and ensure that groups walking together have consecutive numbers.
- On the front of the card is a declaration that the entrant has all the required kit. **Make sure this declaration is signed.**
- **Check the card for two contact numbers: one for emergencies and the other a mobile number carried on the day.** Emphasise as much as possible that if a walker drops out, they must let us know.
- Take a pre-numbered CHECKPOINT CARD (yellow for Gold, light blue for Platinum, grey for Silver, beige for Bronze) from the box. The checkpoint card gives the walker a number for the day. The number is shown in duplicate on the card. Tear off the top number and staple it to the REGISTRATION CARD, which we will be keeping at the hut.
- If the entrant is under 18, ask whether he/she is walking with an adult. Note the answer on the registration card.
- Give the CHECKPOINT CARD to the entrant. The walker is now ready to begin.
- Place the registration card neatly in the tray in numerical order. Once everyone has booked in, look through the registration cards and make sure they are all accounted for and in numerical order.

Changeovers - If a walker wants to change route on registration, eg Gold to Bronze, they do not need to complete a new registration form. They proceed to the desk of the route they wish to walk and receive the correct checkpoint card. Their registration card should be marked with the new route.

Equipment required: Pen, highlighter pen, staplers, spare staples.

Health & Safety Issues: None