

## **Sports Information Desk**

Serves as the check in point for Head Coaches, and as a link to the Competition Team for Head Coaches throughout the event.

### **Athlete Registration**

1. Set up registration desk with relevant paperwork provided by RDO Sport
  1. Schedule
  2. Club Check in List
2. Only Head Coaches are permitted to sign in their athletes
3. Where an athlete is not in attendance for the competition their name is to be HIGHLIGHTED on the check in sheet
5. Once all clubs have signed in, the check in sheets go to the GMS volunteers to update GMS

### **Results Posting**

1. GMS volunteers will prepare results once each event has taken place
2. 4 copies of the results will be printed by GMS
3. A runner volunteer will take a copy of the results to the Sports Information Desk, 2 copies to Awards area and the final copy to the Announcer
4. Results will be posted at or near the Sports Information Desk. The time of the posting of the results will be written on the result sheet

### **Protests & Appeals**

1. Clubs will have the opportunity to protest or appeal any of the results posted (timeframe)
2. Protests and Appeals forms will be available at the Sports Information Desk
3. These must be filled out at the Sports Information Desk by the Head Coach ONLY
4. The Sports Information Desk volunteer must then contact the Competition Manager to make them aware there has been a protest.

### **Information Point**

All information in relation to the event will be available from the Sports Information Desk for Head Coaches

- a. Competition rules
- b. Schedules
- c. Event information
- d. Results
- e. Accident/Incident report forms
- f. Protest and Appeal forms