

## IARU REGION 1 ARDF WORKING GROUP GUIDELINES

### RECOMMENDATION ABOUT THE ORGANIZING OF THE ARDF EVENT CHECK-IN

(OK2BWN 2017)

The Event Check-in is a very important part of the Championship - actually the first contact between participants and organizers. It is a great opportunity to settle all administrative matters. Any later attempts to collect information from the teams are much more difficult, take lots of time and may cause delays and misunderstandings.

The verification of all personal data prevents later misunderstandings and provide 100% correct input for competition databases.

Receiving of the start group allocation forms for all competitions allows the organizer to create and publish all starting lists easily and well in time.

The event check-in shall be well organized so that all operations proceed smoothly without delays and crowding. All organizers shall behave friendly and spread smiles and good mood.

Team leaders shall be notified in advance (at least few days before the arrival) to have all necessary documents at hand:

- the list of team members
- passports of all team members
- confirmation of the payment of all fees
- filled-in start group allocation forms for all competitions
- signed Child Protection declaration forms from the team leaders

#### Things to do at the event check-in:

- Registration of all participants
- Verification of the birth dates and categories of competitors (against passports)
- Verification of the personal data (correct names, callsigns etc.)
- Taking photos for ID badges
- Receiving of the signed Child Protection declaration forms from the team leaders
- Settling of any unsolved financial issues
- Hotel check-in
- Handover of the Bulletin 4, start bibs, participant badges and other materials
- Receiving of the start group allocation forms for all competitions

#### Requirements for the check-in office:

- sufficient undisturbed space for the whole operation
- sufficient waiting area
- enough personnel for all areas of operation, at least somebody able to speak multiple languages
- enough office equipment (computers, scanners, printers etc.)
- fast and reliable internet connection
- all materials well prepared in advance:
  - Bulletins, information, start bibs, ID badges, souvenirs etc. for all teams
  - accommodation plan
  - records of all entries
  - records of all participation payments