



Amateur Athletic Association of England
ENGLISH ROAD RUNNING ASSOCIATION
in conjunction with ENGLAND ATHLETICS



MARCH 2017

Dear Secretary/Team Manager

Congratulations on your club qualifying in your Territorial Championships. Enclosed is information for the **English Road Running Association Senior Men's 12 Stage Road Relay Championship** to be held at Sutton Park, Sutton Coldfield, Birmingham on Saturday, 8th April – **START TIME 12.00 noon**, entry fee **£108.00 per team**

Please note entries will only be accepted via the online entry system at <http://www.race-results.co.uk>.

If you are not the person responsible for your Club entries, could you please ensure that this letter and entry form is forwarded to the appropriate person.

This event is being held on the same day as the Women's National 6 Stage Road Relays, which starts at 12.20pm.

Please note if any club B Team, finishes within the first twenty five leading Team positions in their Territorial 12 Stage Road Relay Championship, they are eligible to compete in the Senior Men's National Road Relay Championship but only their Leading Team is eligible to win Championship Team Medals. Athletes must be registered with England Athletics or the governing body within the United Kingdom to be eligible to compete. C teams are not eligible to enter.

If any club is disqualified from their Territorial Championship their entry may not be accepted for the above event

We look forward to receiving your Club's entry and hope you have an enjoyable day.

If you have any enquiries please contact me on by email. Please log on to our website for further information ERRA National Road Relay Championships

To enter please go to
www.englishroadrunningassociation.co.uk or www.race-results.co.uk/results/2017
and click on the relevant "Enter now" button.

Please note the closing date for entries is Wednesday 29th March 2017. Under no circumstances will late entries be accepted.

Yours Sincerely

Ken Smith

Championship Secretary
English Road Running Association
Coach.ken@btinternet.com





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PERTINENT RULES OF THIS COMPETITION

RULE 5 –FIRST CLAIM STATUS –ALL RULES APPLY

FOREIGN ATHLETES JUNIOR/SENIOR MEN & WOMEN .

Please note, notwithstanding the above, athletes may NOT compete under these rules until they have been registered with UK Athletics, and have been resident in the UK for a minimum of *three* months prior to the date of competition.

Clubs may enter as many foreign athletes registered with UKA as necessary.

"Athletes must be able to demonstrate bone fide and unbroken residence in the UK and have been registered with UKA by 31 Jan in year of competition. They must also be a permanent resident for 3 months prior to the championship"

RULE 206(6) WILL APPLY

RULE 207 (iv) (v) Junior Men & Women who are aged 17, 18 or 19 on 31st August prior to the commencement of the competition year as defined above may take part in Road Relay competitions and compete in Senior events.

CLOTHING: All team runners MUST wear the same design of registered Club vest and colours, unless the Referee has given permission for a change to be made. Any advertising or sponsorship on clothing must comply with UK Athletics Rule 16.

Clubs are not allowed to enter more than THREE TIMES the number entitled to compete

A Club entering more than one team in a race shall be allowed to select their teams from the Club entry for that event. Teams must be declared before the start of the race.

A team will be subject to disqualification if its team members are subsequently found **NOT** to have run as declared. No runner is permitted to run more than one leg.



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Online entry via www.race-results.co.uk

Register

To enter events online by the SportSoft online entry system at <http://www.race-results.co.uk> you will first need to register as a system user. It is only necessary to register once all of your information will be remembered, and you will only have to log-in in the future.

To register, go to the 2017 race diary at www.race-results.co.uk/results/2017 and click on the green **Enter Now** button against the event you wish to enter. You will be taken to the login screen. If you have used the system before, enter your username and password and click **Login**, otherwise click on **Register new user**. This will take you to the registration screen:

Fill in all of the boxes and click **Register**. If you are unsure of any item, place your mouse over the blue **[?]** and you will be given help. Do not use punctuation marks, e.g. commas on this screen. If you have completed everything correctly your data will be confirmed on the next screen, otherwise you will get a message telling you where there is a problem. A confirmation email will be sent to you at the address you specified on this screen. Click on the link inside this email, and you will be taken back to the login screen, where you can now enter your username and password and log in. Once registered you will be able to enter any event on the SportSoft site just by entering your username & password, and any event specific data required

Login and select number of teams

When you have registered and logged in, your details will be confirmed, and the event which you are entering: Now you must select the number of teams which you wish to enter, before pressing Continue. When you select the number of teams the cost will be updated, and the Continue button will be enabled. Press Continue to go to the next screen:

Enter Athletes

On this page, first enter your club colours (your club will have been filled automatically from your registration data), then enter the athletes names and dates of birth and registration number. Click Enter Athlete to enter the athlete, and his details will appear in the list at the bottom of the screen. Athletes currently registered as paid up on the EA database appear on the left of the screen click on the green ticks to select these without re-entering all details.

Repeat for all the athletes in your team. If you make a mistake or wish to delete a name, click on the small red cross against the name. When all of your athletes are listed, click on Finish & Pay

Finish & Pay

This will take you a summary screen which details the cost for this entry. At this point you can Enter another event if you wish, e.g. if you need to enter the Women's event, or continue to pay using one of the two methods offered. (BACS is only available until 5 days before the closing date, to give time for your transfer to be received

PayPal If you select the PayPal button, you will be taken to the PayPal site, where you follow the onscreen instructions to pay the entry fee. If you already have a PayPal account you can login here and pay through your account. If you do not have an account, click on **Don't have a PayPal account**, and your information will be filled into a form make payment. You will be asked to complete your credit card details (this is a secure site) to complete the payment before you are passed back to the SportSoft site where your entry will be confirmed. You will receive two emails, one from the payment site confirming your payment, and one from SportSoft confirming your entry, and listing the athletes entered. These emails should be received within a few minutes.

BACS If you select to pay by BACS, you will be sent an email with the payment details. Pay via your online banking as instructed in the email. When you have paid, reply to the email attaching the receipt from your bank, or with a note of your account name and the last few digits of your account number. This helps us identify your payment, since some banks do not include the reference with their submissions.