



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



March 2016

Dear Secretary/Team Manager

Enclosed is information for the **English Road Running Association Senior Women's 6 Stage Road Relay Championship** to be held at Sutton Park, Sutton Coldfield, Birmingham on Saturday, 16<sup>th</sup> April 2016 – **START TIME 12.20pm.**, entry fee **£54.00 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 instructions are forwarded to the appropriate person.

This event is being held on the same day as the Men's National Road 12 Stage Relays, which starts at 12:00 noon. This year 2 legs of the women's relay will be long legs, 5,88 Miles, The long legs will be will be legs 1 and 4 .

Please note you may enter a maximum of three teams per club; only A Teams will be 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.

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 the email below. Please log on to our website for further information ERRA National Road Relay Championships

**To enter please go to**  
**[www.englishroadrunningassociation.co.uk](http://www.englishroadrunningassociation.co.uk) or [www.race-results.co.uk/results/2016](http://www.race-results.co.uk/results/2016)**  
**and click on the relevant "Enter now" button.**

**Please note the closing date for entries is Wednesday APRIL 6<sup>th</sup> 2016. Under no circumstances will late entries be accepted.**

Yours Sincerely

***Ken Smith***

Championship Secretary  
English Road Running Association  
[coach.ken@btinternet.com](mailto: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 two months prior to the date of competition.

**Clubs may enter as many foreign athletes registered with UKA as necessary, but the composition of any scoring team can include *ONLY TWO* foreign registered athletes in a 12 stage team and ONE foreign registered athlete per ladies team.**

**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](http://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 2016 race diary at [www.race-results.co.uk/results/2016](http://www.race-results.co.uk/results/2016) 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 three 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.

**Google** If you select Google a similar process is followed, but your information is not pre-filled in and you will not be returned to the SportSoft site after payment. (Google do not provide these options yet.) You will receive the two confirmation emails, but it may take several hours before you receive them.

**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.