



Office Registrar Key Tasks

Please check you have the following stationary before starting

A4 Document Wallets

Marker pens.

Ball point pens.

Dear Team Captain

When the team captain arrives ensure that all the relevant paperwork is available and correct.

Please remember to tell them to come back after their swim to collect folder.

You should have the following.

Team entry form with all the team names. **Legible.**

Sponsorship form for each swimmer.

Photo consent form for the under 14 years completed by parents.

Write on the document Wallet the team's name in marker pen.

Put their completed form in the Wallet and hand to person registering the teams onto the computer.

When completed this is handed back. You now need to put the photos and Certificates for the team in the Wallet and the Dear Team Captain letter, thanking them for taking part.

Keep the Wallet until the team captain come to collect and end of session.

If an additional photo is required there is a charge of £2 per photo.