



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



SATURDAY 7th OCTOBER 2023 – SUTTON PARK Licence No (2023 45042)
ERRA Senior Women's 4 Stage (4.33Km) Road Relay Championship

August 2023

Dear Secretary/Team Manager

Enclosed is information about the **English Road Running Association Senior Women's 4 Stage Road Relay Championship** to be held at Sutton Park, Sutton Coldfield, Birmingham B73 6BU on Saturday 7th October 2023 – **START TIME 14:10.**

ERRA MEDALS WILL BE AWARDED TO THE FIRST 3 TEAMS.

THIS CHAMPIONSHIP IS FOR ENGLISH CLUBS ONLY.

This event is being held on the same day as the Men's National Road 6 Stage Relays, which starts at 14.00.

Please note you may enter a maximum of three teams per club; **only a clubs leading team is eligible to win Championship Team medals.** Athletes must be registered with England Athletics or a governing body within the United Kingdom to be eligible to compete.

THERE ARE NO FACILITIES FOR TEAM DECLARATION OR CHANGES AT REGISTRATION

All team declarations and changes are done on line by the team manager via the personalised link that will be sent to the team manager on the Wednesday prior to race day. All Team declaration and any changes are allowed up to 12.00 on the day of the race.

No new athletes can be added to team lists after entries close.

Please note the closing date for online entries is Friday 29th September 2023. Under no circumstances will late entries be accepted.

Fees: £36.00 per team

Yours sincerely

Ken Smith

Ken Smith

Championship Secretary

English Road Running Association

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PERTINENT RULES OF THIS COMPETITION

RULE 5 – FIRST CLAIM STATUS – ALL RULES APPLY

FOREIGN ATHLETES JUNIOR/SENIOR MEN & WOMEN.

Any Foreign Athletes in the team **MUST** be currently registered with UKA as foreign Athletes. All team and athlete affiliations will be verified prior to the event. A club can enter as many foreign athletes as they wish, but only 2 (two) can be selected in a team. This applies to both "A " & "B" teams

RULE 141 S3 (i,ii,iii) Under 13 boys and girls road running competitions for under 13s shall be confined to competitors who are aged 11 or 12 on **31st August 2023**.

Under 15 boys and girls road running competitions for under 15s shall be confined to competitors who are aged 13 or 14 on **31st August 2023**.

Under 17 Men and Women road running competitions for under 17s shall be confined to competitors who are aged 15 or 16 on **31st August 2023**.

Junior Men & Women who are aged 17, 18 or 19 on **31st August 2023** may take part in Road Relay competitions and compete in the senior events.

RULE 143 WILL APPLY

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. Only a club's leading team will be eligible for any awards

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.

Athletes are not allowed to compete for 2 different clubs in both the Area, and equivalent National Road Relay championship events in the same year.



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

Register

To enter events online by the SportSoft online entry system at 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 2023 race diary at www.race-results.co.uk/results/2023 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 you have entered for previous events 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 **Continue checkout**, and your information will be filled into a form to set up an account with them. 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