

INSTRUCTION FOR COACH (On-Site Registration)

Welcome to the Kiwanis de Amigos RELAYS.

Enclosed in the School Envelope are:

T-Shirt Order Form;
Team Roster with Athletes Names;
Team Roster with Athletes Names and Events Entered;
Schedule of Events;
Meet Rules;
Map;
Program (Meet Records are list inside)
Athlete's Wrist-Bands.

- Step #1: Complete the T-Shirt form. Include t-shirt(s) for team coach(s). Return to registrar.
- Step #2: Review the Team Roster. Delete (line through) the name of any athlete listed that will not be competing in any event. Add (print) the name of any athlete that you are adding to your team. When you have made the changes, print your name in the upper right corner of each page and write your cell phone number. Return this form to the registrar.
- Step #3: Give the registrar all of your signed liability release forms. These should be in alphabetical order by last name of the athletes.
- Step #4: Review the Team Roster which lists the names of the athletes and the events in which they are entered. Delete, add or change to make the list accurate. You may go to the coach's table to do this work. When you have made the changes, print your name in the upper right corner of each page and write your cell phone number. Please return this roster to the SCORER with whom you have been working. The Scorer's Booth is on the south end of the Track. **PLEASE NOTE, you can only make two changes/additions to your teams (Boys / Girls) event entry.**
- Step #5: Give the wrist-bands to your athletes and be sure they wear them at all times during the meet. You will be given wrist-bands for any athletes added during this on-site registration at the Coaches Meeting to be held at 7:45 A.M. in the small west Bleachers.