Dear Team Managers   
  
On the day at Liverpool you will need to:  
  
(1)  Collect your envelopes from me in the main registration marquee.  
  
(2)  Arrive early: the U11s will want their number by 10:30am.     
(In a few special circumstances I have agreed to give out envelopes   
individually to juniors in early races but this can't be done   
generally).    
  
(3)  Queue on your left for clubs A-K and on your right for clubs L-Z.    
You will be asked your name and where you will be found so that other   
members of your club can be directed to you.  
  
(4) You will receive a number of envelopes either in an elastic band or   
in crate(s).   Return all crates and any unused chips to the same   
marquee at the end.  
  
(4)  There is one envelope per individual containing a chip and a   
number but usually no pins.  BRING PINS.    
  
(5) Distribute carefully.  Each chip is programmed for the competitor   
named on the envelope.  Giving a number/chip to anyone else will result   
in one of two consequences: if the changed runner is in the same race,   
the wrong name will appear in the results; if the changed runner is in   
a different race, they will be missing from the results.    
  
It will be easier if you don't make changes but if you have to, notify   
me at registration.  BRING PEN and PAPER to record the number, the   
forename and surname of runner and the age group race they ran and   
bring it to the registrations as soon as possible.  
  
(6) If you have any questions e-mail me at this address or phone 01253   
721514.  
  
  
There's a huge entry and it should be a very exciting day.  
Best wishes to your teams.  
  
Dawn