

ENGLISH SCHOOLS' ATHLETIC ASSOCIATION



ESAA Chairman:
Mrs Janice Buoy

ESAA Hon Secretary:
Mr Chris Cohen CBE

TRACK & FIELD CUP 2018

TO MEMBER OF STAFF I/C ATHLETICS

Dear Colleague,

We extend to you a warm invitation to enter teams from your school in the English Schools' Athletic Association Track and Field Cup Competition. This booklet contains a copy of the rules and important information about the online entry system. This is the online version of the event brochure, there is no printed copy available. You can find other information including scoring tables and previous years' results on the website. You can find contact details of your County and Regional Secretaries when you log in online.

PLEASE NOTE THAT THERE IS NO PAPER ENTRY FORM AND ALL ENTRIES CAN ONLY BE ACCEPTED ELECTRONICALLY THROUGH THE ESAA WEBSITE. THE ENTIRE EVENT IS ADMINISTERED ONLINE.

THIS YEAR ALL ENTRIES MUST BE PAID FOR ONLINE BY CREDIT/DEBIT CARD WHEN YOU MAKE YOUR ENTRY.

1. HOW TO ENTER

Entries **must** be made and paid for on the internet. The cost is £15 per team.

- a. Go to the ESAA website at www.esaa.net
- b. Click the Track & Field Cup box.
- c. Click the *Online Entry Form* button.
- d. Enter your school's postcode, if there is more than one school at that postcode, you will be prompted to select your school from a list.
- e. Enter your name and the email address issued to you by your school, NOT a personal email address, and tick each box next to the displayed statements to acknowledge that you have read and understand them. If the email address you give doesn't match a valid email address that we currently have for your school, please contact us via the *Contact the ESAA* option on the home page so that we can verify it and add it into our online system.
- f. Enter your contact details, set your own password to enable you to log in later, and tick which teams you wish to enter (note that passwords are case sensitive and you need to remember exactly how you enter it).
- g. Click the *Make This Entry* button, this displays a pro-forma invoice with all the information you've entered, you need to check it and click back if you need to make any changes.
- h. You then need to pay online immediately by clicking the *Pay Now* button at the bottom of the page.

Online payment is managed by Joe Lee, the ESAA website host, using his own administration facilities. Payments are taken via the secure payment gateway **Sagepay**. You can use either VISA or MASTERCARD, CREDIT / DEBIT cards only. Neither the ESAA nor Joe Lee will see any of your card details, we only get informed by Sagepay whether or not payment has been completed.

- i. If you complete payment, your full invoice will be displayed with options to print it. You will also be sent an email containing an activation code, with a PDF version of your invoice attached. Your entry is then finished.
- j. If you do not complete payment, you will be taken back to the pro-forma invoice and offered the chance to try to pay again. If you don't complete payment your entry will be deleted and you'll need to start over from the beginning.

2. CONFIRMATION OF ENTRY

Confirmation of entry **will not be posted to individual schools** but can be viewed online at the ESAA website when you log in, you can select the menu option **Show my entry invoice** which will display confirmation and your payment reference.

Confirmation is also emailed to you when you complete payment. If you do not receive the confirmation email you need to use the **contact the ESAA** button on the website to inform us, common reasons are that you might have mis-spelled the email address, or your school might be blocking email from us. Whatever the reason, we need to sort out any problem – all the event administration relies on us being able to contact you by email.

Activating your entry

In order to prevent unauthorised people pretending to be a teacher and thus gaining access to the data we hold about the children in your school, you need to activate your entry by logging in and entering the activation code contained in your confirmation email, as follows:

- Click **competition progress** in the Track & Field section of the website
- Enter your email address and password. You will then see a short menu
- Click **confirm your email** and enter your activation code.

Your menu will then become fully active and you will have access to all the facilities required to manage your competitions and teams online. You can also view and print a copy of your invoice if you haven't already done so.

Once your entry is activated, you will be able to add your personal email address to your entry so that copies of emails we send can be sent there as well as to your school email address.

Further help is available from your menu.

3. CLOSING DATE

The closing date for entries is 28th February 2018 and the online entry form will be closed at midnight that day.

WE DO NOT ALLOW LATE ENTRIES.

4. ONLINE INFORMATION

All available details of the events will be available to you at all times on the internet, including Competition Rules, Score Tables, Award Badges and Certificates, Previous Years Results, Contact Information for Co-ordinators / County Secretaries / Regional Secretaries and lists of schools entered in your County, . Additional features will be added during the run up to the events. **You will need to log in to the secure area** for teachers to view this information, by clicking the **competition progress** button, and entering your email address and the password you chose when you made your entry. You will then be presented with a menu which is customised for your own school entry. Please don't rely solely on emails or other contact from event organisers (sometimes they get blocked by schools) - you **MUST** check the website regularly for all administrative information.

5. ONLINE TEAM DECLARATION

You will be able to enter the names of your squad of athletes at any time in the run up to the event. You need the first name (not just an initial), surname and date of birth of each potential team member - these names will be stored online for the full duration of each pupil's school career so you only need to enter them once, this can be done at any time. A few days before the event you need to select your teams and click the events each athlete will do - you can then print a copy of these for display on your school noticeboard and you need another copy to take to the event. Illustrated instructions showing how to follow your progress through the events are available on the website when you log in.

6. DATES OF COMPETITIONS - PLEASE NOTE THESE IN YOUR DIARY NOW

1st Rounds **Tuesday 8th May and Friday 18th May.**

Competitions should be held during this time but no later than Friday **18th May.**

Each County Cup Secretary will determine the date for the 1st round after consultation with competing schools.

REGIONAL FINALS **Wednesday 6th June to Wednesday 20th June**

If any County Round / Regional Final is abandoned, then a new date will be set and a new competition will be held. Any school unable to compete on the new date will forfeit their place.

CUP FINAL **Saturday 7th July - at Gateshead International Stadium**

7. NUMBERS and EVENT MANAGEMENT FORMS

Each school will be allocated two numbers for each of their teams by their County Cup Secretary. These will be displayed on the website and on the team declaration sheets. Numbers are available to download from the website, ready for you to copy onto card. You need to supply sufficient numbers and pins for your team.

There are a number of other forms available to download from the website to assist with running competitions. These include field event cards, track event recording slips, and team results recording forms - the latter are only needed if you don't use the computer program described below.

8. RESULTS

A computer program is available for downloading from the internet. This automatically includes all the teams and athletes' names which have been entered online for each event, and it uploads the results to the website. The program also prints out field event cards with athletes' names and schools already filled in - this saves a considerable amount of time on competition day.

The organising school **must upload** the results directly to the internet using the facility provided in the results program on the evening of their event.

9. EXPENSES

If a track is hired for the staging of 1st round matches, schools competing must be prepared to share the hiring fee and other expenses, but these must not include staff cover at the organising school. **Schools withdrawing** from a competition after the round has been organised by the County Secretary will be required to **contribute to any costs** in staging that round.

10. INSURANCE

All rounds of this competition are covered by the ESAA Insurance Scheme.

12. FIRST AID

It is expected that individual schools will provide their own first aid unless the allocated Stadia deem otherwise.

We very much hope that your school will decide to enter this year's competition, and wish you all every success.

Yours sincerely,
Edna Beveridge and Paul Ponton
Joint Co-ordinators