



Registrars for Solos

- Please report to the Contest Office at the time advised by the Volunteers Coordinator.
- Your role is to mark off competitors on the event run sheet as they make themselves known and record any known scratchings on the relevant running sheet.
- A copy of the program will be provided to help you with identifying which events are being run in the room that you have been assigned and for you to be able to identify where other events are being held so you can direct competitors to the correct desks to register at.
- Players in the events in your hall should report to you at least 20 minutes before the start of their events, although this may not always be the case.
- Place a tick beside the names of confirmed competitors and rule a line through the number, name, and band of any scratching on both sheets.
- Ask the registering competitor if they are using the official accompanist or not and make a note where appropriate on the run sheet.
- Should a competitor be registering for an own choice event you should clearly write the name and composer/arranger of the piece in the relevant field on the running sheet, check that the bars are numbered, place a tag on both the Adjudicators copy and the Accompanists copy identifying the competitors draw number as per the program and place it in the relevant event folder for collection by the Room Supervisor.
- In accepting a competitors music for the adjudicator and the official accompanist please ensure that there are no loose sheets, all bars are clearly numbered and no competitors names appear on the music.
- It is the competitor's responsibility to ensure that all is in order when registering.
- In the event of a line up you may want to enquire of those waiting if they are registering for the next event and allow them to take precedence over competitors registering for a later event.
- Should you become aware of a competitor pulling out of an event please draw a line through that name on the Running Sheet. Remaining competitors will keep their draw number. Competitors are not allowed to swap draw positions but should a competitor advise you of a clash in events please refer the matter to either your Room Supervisor or Contest Supervisor who will deal with this matter appropriately.
- Unless determined by the Contest Supervisor, all competitors who have not registered as competing for an event are deemed to be scratched at the start of the event.



- Before the start of each event, your runner will collect the completed run sheets for the appropriate hall for the announcer/room supervisor. This copy becomes the "Official Running Sheet" for your venue and will be returned with the results to the Contest Office via your "Venue Runner".
- It is not your responsibility to estimate when a competitor is due to play. Please limit the information provided to competitors and direct them to the Door Keeper who can advise them at what point the particular event is up to. It will then be up to the individual to monitor.
- A lunch break will be scheduled.