Bucs athletics: outdoor championships 2023-24

Captain’s information letter

Welcome to the BUCS Athletics: Outdoor Championships 2024!

**Within your team pack (envelope) is the following (collect this from the Registration desk at the Event Office):**

* Relay declaration forms (for Heats) *[Must be handed in to Registration 120 minutes before event is scheduled to start].* If you make the relay finals, you must come and collect a new finals declaration sheet from the BUCS Registration desk in the Event Office.
* Competition Numbers (2 for each athlete)
* Relay letters (if entered)
* Safety Pins

Changes for Captain’s to be aware of for the 2024 competition:

* We are trialling paperless withdrawal and substitution forms. You must still come to the Event Office to submit these at one of our laptop terminals! The process is the same as usual, just without producing the paper waste.
* Withdrawal forms *[Must be completed at Registration 120 minutes before event is scheduled to start]*
* Substitution forms *[Must be completed at Registration 120 minutes before event is scheduled to start]*
* Clashing Events forms will still be submitted on paper for the 2024 event. You can pick one of these up at the Registration desk in the Event Office.

Additional forms and safety pins can be collected from Registration.

Each competitor must wear their individual competition number as stated on the entry lists. **Athletes will wear the same competition number in every event they compete in**. Each athlete will only be given one pair of numbers so they must keep them for all events and finals. If you lose your race number a new one can be printed at the Registration desk in the Event Office for £2.

In the event of a substitution, the athlete being substituted in must wear their **OWN** number and not change to the original entrants’ number. In the relays, teams will be allocated team letters (not numbers) which **should be retained** for the final.

The following information will be displayed at Registration and the warm up track:

* Competition Information - Seeding, draws and progressions details
* Call Room instructions
* Call Room schedule

The Captain's Meeting will be held 14:30-15:00 on 06/05/24 in the Squash Court area at the far side of the indoor warm-up area.

Please queue outside the double doors and wait to be let in by a member of BUCS event staff.

We hope that you have a great Championships and if you need any assistance please don’t hesitate to ask one of the event staff.