



Patrons Eleanor Simmonds MBE & Matthew Whorwood

2010 Open Dwarf Games
Information sheet
Please read all forms carefully.

DAAUK
PO Box 4269
Dronfield
S18 9BG

Dear Athlete,
Please find important information about entering the 2010 National Open Dwarf Games.

Games Registration Forms **Note new entry procedure!**

- ⊗ A new electronic system of entering the games is being introduced which we hope will be more efficient and friendlier to the environment by reducing the amount of paper generated. Please use this system if at all possible.
- ⊗ Find all the forms needed to enter the National games at www.daauk.org. They can be found in the document library, events section, under 2010 National Games.
- ⊗ **NEW:** The Games Registration and Entry forms are now available in two formats;
 1. An **Electronic Entry** comprising of the following forms:
 - ❖ Excel spreadsheet for Athlete Registration, Games and Swimming entries. (Guidelines are available as a pdf document on the website)
 - ❖ Word Document - Hotel Booking Form for Athlete and Immediate Family.
 - ❖ Word Document - Hotel Booking Form for Relatives and Friends.
 - ❖ Word Document – Committee Nomination and Games Help Form
 - ❖ Word Document – Carvery Disco Booking Form.

All of the above forms are to be completed electronically. The word documents can be typed into then saved on your PC and e-mailed back to the office at timdaauk@yahoo.co.uk. Your feedback on this new system would be welcome.

Alternatively,

2. A **Paper Entry** comprising the following forms; Games Registration, Swimming Entry, Athlete and Immediate Family Hotel Booking Form, Relatives and Friends Hotel Booking Form, Committee Nomination and Games Help Form, Carvery Disco Booking Form. All the above forms to be downloaded, printed out by you, filled in by hand and posted back to the office.

IN ADDITION to either of the above methods of games entry, there are 3 forms that require an actual signature, these being:

- ❖ Code of Conduct
- ❖ Temporary Guardianship (if required)
- ❖ Photographic Permission

These three forms **must** be printed out by you, filled in by hand and posted back to the office along with the **Games entry payment of £20 per athlete AND the payment for your Carvery Disco tickets.**

Please make sure you fill in all the necessary forms; A checklist has been included at the end of this letter to help you make sure all required forms have been completed. If you do not return all the correct information your entry may not be processed properly.

- ⊗ **IMPORTANT NOTE: Games Entry and Carvery Ticket applications will not be processed until payment is received at the DAAUK office.**
- ⊗ The closing date for entries is **22nd March 2010.** No entries will be accepted after this date.
- ⊗ Classification Information - please read this before completing your registration forms. This can be found in the Rules for Entry 2010 pdf document on the website in the National Games Entry forms section.
- ⊗ **Please only enter the events you definitely intend competing in.** Not competing on the day without very good reason is not acceptable and you will be fined £10.

DAAUK is a registered charity No. 1041961

Head Office PO Box 4269, Dronfield, S18 9BG Tel. 07889922736 or 01246 414238

E-mail timdaauk@yahoo.co.uk web site www.daauk.org



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- ⊗ DAAUK Committee Nomination Form & Offer of Assistance at the Games. If you feel you can contribute to the effective running of the DAA, if only for a couple of hours at the Games, please fill in the form and return to Tim at the DAAUK office.

Hotel Booking Forms and Information

- ⊗ Hotel Booking and Carvery Disco forms need to be completed either electronically or manually and returned to the DAAUK office either by email or post.
- ⊗ Payment by cheque must be posted to the office for your Carvery before tickets can be allocated.
- ⊗ Priority for Hotel bookings will be given to Athletes and Immediate Families first. Relatives can use the relatives booking form downloadable from www.daauk.org. Rooms for relatives will then be allocated closer to the event if possible.
- ⊗ All **competitors and their relatives** staying in the hotel **must be full or associate** members of the DAAUK.

Other Information (all the information below is available on the website or from the office)

- ⊗ DAAUK Membership Forms (you **cannot** participate in the Games unless you are a FULL DAAUK Member and are up to date with your membership subscriptions)
- ⊗ Please download fill in and return your forms in plenty of time, do not leave it until the last minute as this makes organising very difficult.
- ⊗ We hope users will find the new games entry system easy to use. The aim is to create a more efficient system whilst at the same time being mindful of environmental issues in generating unnecessary paper copies which simply get dumped immediately after the games.
We urge you to enter using the electronic forms where at all possible.
If you make your entry using the electronic forms you will receive an e-mail confirmation from the office when your payment is received and your entry has been successfully processed.
If you have any problems please contact the office for advice.

Please note the following:

- ⊗ The programme of events is downloadable from the website and will be **closely adhered** to throughout the Games. A detailed printed programme will be on sale at the registration desk.
- ⊗ The DAAUK Child Protection Policy will be adhered to throughout the event. DAA Child Protection Officers are Sandra Scott, Tim Shephard, Rachael Shephard, Nic Dean, Janie and Jason Clare. Please note that all of the Committee Members are CRB checked.
- ⊗ Athletes will be fined £10 if they fail to let the Committee know they have pulled out of an event or the games without 7 days notice or without producing a valid Doctor's note.
- ⊗ Please register your intent to take photographs at the event using the downloadable form.
- ⊗ Please direct all queries and questions during the whole event to the Enquiry Tables.
- ⊗ Parents must assume responsibility for all their children under the age of 18 at all times throughout the weekend.
- ⊗ **Please ensure that you attend the Welcoming & Pre Games Meeting 9pm on the Friday evening. If you are under the age of 16 please bring a parent or guardian.**

The DAAUK Committee, hope that you enjoy the National Games

If you have any queries about the Games or any of the above,

Please contact Tim Shephard (DAAUK Development Worker), on 07889922736 or 01246 414238

We look forward to seeing you at the Games.

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Make sure you have either e-mailed or posted all the correct forms to the office. Any missing information may lead to your entry or hotel booking not being processed properly. The following tick list should help you ensure you have returned all the correct information.

- | | |
|---|-----|
| Games Registration form (Excel spreadsheet <u>or</u> paper version) | () |
| Swimming Entry form | () |
| Athlete and immediate Family Hotel Booking form | () |
| Relatives and Friends Hotel Booking form (if required) | () |
| Committee Nomination and Games Help form | () |
| Carvery Disco booking form | () |
| Code of conduct | () |
| Photographic Permission form (if required) | () |
| Temporary Guardianship (if required) | () |
| Your £20 entry fee, per person, posted to the office | () |
| Carvery Tickets payment posted to the office | () |

Payments should be made by Cheque made payable to "Dwarf Athletic Association UK"

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