

ENGLISH SCHOOLS' ATHLETIC ASSOCIATION



ESAA Chairman:
Mrs Maryon O'Donnell

ESAA Hon Secretary:
Mr Chris Cohen CBE

TRACK & FIELD CUP 2016

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, and would like to remind you that event brochures are no longer sent to schools.

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

PLEASE NOTE THAT YOU ARE LIABLE IMMEDIATELY FOR FULL PAYMENT ONCE THE ENTRY FORM HAS BEEN SUBMITTED. NO REFUND FOR WITHDRAWALS.

1. HOW TO ENTER

Entries **must** be made on the internet. This year, in order to comply with new financial and data protection regulations, we have made some important security and legal updates so the entry process is not quite the same as in previous years. We are now not issuing security codes as previously, instead, you **must** use an email address which has been issued to you by your school and which we can verify as being genuine before you can access details of your teams online. Entering a team is very quick:

- a. Click the **Entry Form** button in the Track & Field Cup section of the website
- b. 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
- c. 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
- d. 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)
- e. You then need to click the **Make This Entry** button to finalise your entry and **enter into a contract with ESAA**

A pro-forma invoice is then displayed together with payment instructions - you can print this and pass on a copy to your school secretary to pay electronically by BACS or by sending a cheque in the post. The pro-forma invoice is NOT an invoice, it is a request for payment.

2. HOW TO PAY

- a. The cost is £12 per team.
- b. **Electronic payment - (preferred method)**: Give a copy of the pro-forma invoice which is presented to you online to your school's account department for payment. The account details are printed on the invoice with further instructions. Please then email your Remittance Advice to paul.ponton@btinternet.com to confirm that you have made a payment.
- c. Cheque payment - print a copy of the pro-forma invoice and enclose it with a cheque for the correct amount (£12 per team, ie. £48 if you enter all 4 teams). Please make your cheque payable to **ESAA** and send it with a copy of your entry to...

Paul Ponton, The Old Vicarage, South House, Corbridge, Northumberland NE45 5DR

3. CONFIRMATION OF ENTRY

Confirmation of entry **will not be posted to individual schools**. This year, when you click the **Make This Entry** button we will immediately send an email to the email address you give. This will contain an activation code which you will need in order to verify that the entry was indeed made by you and that you are a genuine teacher at your school. If you do not receive the confirmation email you need to use the *contact the ESAA* button on the website to inform us – there could be a number of reasons why you don't receive an email, the following are the most likely reasons:

- You might have mis-spelled the email address
- Your school might be blocking email from us

In both the above cases we need to know that there is a problem – all the event administration relies on us being able to contact you by email. You need to ensure that your school includes **esaa.net** in their 'whitelist' of permitted emails for your account.

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 **must** now activate your entry using your school email address and the activation code we send. Once you have received your activation code by email, you need to log in to the secure section of the website 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 – that acknowledges that you are a genuine teacher at your school and that you have received our email at your school address

Your menu will then become fully active and you will have full access to all the facilities required to manage your competitions and teams online. You can also view and print a copy of your pro-forma invoice. Once payment has been received that will change to an invoice showing that your payment has been received, however it might take a couple of weeks to show payments because details are only updated in batches as and when time permits.

Once your entry is correctly 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.

NOTE – your contract with ESAA begins when you click the **Make This Entry button on the entry form.** You failing to activate your entry does not release you from that contract.

4. CANCELLING YOUR ENTRY

Under the 'Consumer Rights Directive' which came into force in June 2014, you are not a 'consumer', and the rights given under that directive do not apply. By entering your school teams, you are making a contract on behalf of your school which is not an individual person and is therefore not a 'consumer'. Under the terms of the contract you make, you are making an order, and your school will immediately become liable for all costs incurred under the terms of entry which you accept when making your entry. You may not cancel this order – you may withdraw your teams, but you remain liable for the costs incurred.

5. CLOSING DATE

The closing date for entries is 28th February 2016 and the online entry form will be closed at midnight that day. Your subsequent payment should be received no later than 7th March. **WE DO NOT ALLOW LATE ENTRIES.**

6. ONLINE INFORMATION - Logging in

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.

7. 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. Note that dates of birth are encrypted online and are not made available to others – we use that information only to ensure athletes are allocated to the correct age group. 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.

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

1st Rounds Between 3rd May and 18th May.

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

REGIONAL FINALS 7th June to 22nd June

 If any County Round / Regional Final has to be abandoned, 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 2nd July - at Bedford International Athletic Stadium

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

9. 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.

10. 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.

11. 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.

12. INSURANCE

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

13. 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