**Tracking**

Unless there’s an emergency, please don’t let anyone into your checkpoint early, even if it’s pissing with rain. The checkpoint opening times are very clear but there will always be some who will try to put pressure on you to open early.

There’s a pack of waterproof marker pens in your folder, but you may need to dry the tally first.

As an entrant arrives, please write their entry number and arrival time on the Arrival Time Sheet, and put a line through your CP box on their tally card. For CP with loop and walkers returning - please use the Loop?/Rtd? column to note those on the Long route, so you know who’ll be coming back.

The Arrival Time Sheets give the entry numbers and times in the order everyone arrives at your checkpoint, for transferring to the Master Sheets and they can also be jolly useful if anyone goes AWOL. I know it says Entry number on the tally and Walker number on the Arrival Time Sheets, that’s because I keep forgetting to change the sheets before I print them.

If someone wants to retire, write their entry number and arrival time on the Arrival Time Sheet, and write ‘R’ in the ‘Rtd’ column on the Arrival Time Sheet and also in your CP box on their tally card. If they don’t need a rescue car, please write ‘OT’ (own transport) in the ‘Rtd’ column on the Arrival Time Sheet and in your CP box on the tally card. Keep their tally card to hand to the rescue driver, or return to HQ with the rest of the paperwork. At the earliest convenient time, inform HQ who will arrange rescue if necessary and inform later checkpoints. Please remind the rescue driver to hand the tally card to the finish desk at HQ.

If someone wants to change their route choice at your checkpoint, please mark this in the ‘Rtd’ column on the Arrival Time Sheet, cross out their original route choice on the tally card and write on their new route choice, L, M or S. At the earliest convenient time, please let HQ know and they will inform later checkpoints.

At a convenient time, please transfer the details onto the Master Sheets. These are in entry number order and allow you to see who has gone through your checkpoint, and who has still to arrive. The master sheets for CPs with loop have two “Time In” columns.

You can either wait for HQ to let you know about non-starters, retirees at other checkpoints and changes of route choice, or phone me, 07933 735338.

Please return the folder with all the paperwork, especially the envelope of medical conditions, to me please.

Merrian Lancaster

27th February 2020