

## Check List

### Sanction, Flyer, and Results Submission to VPC beginning 1/1/2009

1. Sanction Requests must be submitted on new 12.1 Event Sanction Request Form.
2. Sanction Requests must be received prior to Flyer to be entered on the NCCC Sanction Log.
3. Use only 1 or 2 Results Reporting Systems provided. (All Protections will be eliminated)
4. Check results to ensure they are correct utilizing the below Results Check List prior to sending to VPC (don't rush it).
5. Results corrections must include an updated corrected results attachment and a explanation within the email specifically stating what was changed.
6. Ensure prior to your Regions season events beginning that all clubs hosting events have a system to accommodate the requirements and they are aware of all requirements per the below Results Check List.
7. Each RCD is responsible to send the RCD of an out-of-region entrant a set of results in which they participated.

### Results Check List:

1. Sanction event numbers must be entered completely in the appropriate field i.e. MW-167-021.
2. Event Date must be entered in the appropriate field.
3. All Region letter designations must be in CAPS i.e. MW, ER, MI, etc.
4. Entrant NCCC numbers must be correct.
5. Entrant name must be correct. i.e. NOT "Pat" for Patrick or Patricia.
6. "L" must be entered after all ladies NCCC numbers.
7. NO extra spaces before or after any entrant or sanction numbers.
8. DO NOT enter additional (0) zero's to any entrant or sanction numbers i.e. MW-167-0021, or ER-233-00417L.
9. ONLY enter information in the designated field/column, NOT multiple fields/columns.
10. In the Worker column below the Chairperson and Co-Chairperson, you must have at a minimum the word "Worker" in that space. It CANNOT be left blank. OK to put Judge, Parking, Registration, etc.
11. If you have a new member signed up for that event and they have received their NCCC# but are not on the NCCC Master Listing, include a note in the email of the results letting me know they are a new member.
12. Once all the lines have been filled on the form for workers, THAT'S IT. The system won't accommodate anymore. We don't need 100 to 200 workers for an event.

Your cooperation will be greatly appreciated.

Jack Wilson

VPC

11/7/08