

Stowmarket Striders Running Club

Volunteer Job Description



Race Director – Friday Five

Purpose and tasks:	Plan, organise and control the successful delivery of the Friday Five, within agreed budgets and delegating where necessary. Tasks include: ▪ Obtaining written permissions to hold races as required (i.e. Local Authority, parish councils, SAG, police, landowner, etc). ▪ Obtaining the necessary race licences from the appropriate sport affiliation and ensuring race complies with licence requirements. ▪ Arranging race publicity with club Publicity Officer. ▪ Negotiating sponsorship and liaising with sponsor. ▪ Liaising with chip timing company to ensure race bibs are received in time and race entries and results are accurate and produced timeously. ▪ Arranging the appropriate facilities on the race day, including medical cover, toilets, changing facilities, refreshments, water stops, and signage. ▪ Ensuring that the race has the appropriate number of marshals in the right place. ▪ Arranging production and receipt of race mementos and trophies. ▪ Liaise with other Friday Five series RDs and attend RD meetings. ▪ Complete all necessary risk assessments. ▪ Other ad hoc duties.
Responsible to:	The Chairman.
Competences & Experience required:	Excellent organisational and communication skills. Ability to work under pressure.
Qualifications required:	None.
Commitment required:	Average of one hour a week. Busier at time of race.
Support & Training required:	UKA RD training course. Support from other club RDs. Volunteer support from other club officials and members.

In signing this declaration, I have read the role description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name

Signed

Dated

For Calendar Year