

Stowmarket Striders Running Club

Volunteer Job Description



Race Director – Scenic Seven

Purpose and tasks:

To plan, organise and deliver the above race, delegating where necessary.

Tasks include:

- Obtaining permission to hold the race as required (i.e. from local council, police, land owner, etc).
- Obtaining the necessary race licences and course permits from the appropriate sport affiliation and ensuring race complies with the requirements of the licence.
- Completing all necessary Risk Assessments and managing identified risks.
- Overseeing the production and distribution of race entry forms and ensuring race is promoted, advertised and marketed via the internet, writing press and social media.
- Overseeing receipt and management of race entries and liaising with chip timing company.
- Arranging the appropriate facilities for runners on race day (toilets, changing facilities, refreshments, water stops, signage, race mementos etc).
- Ensuring that the race is appropriately marshalled in accordance with race licence and risk assessment.
- Ensure race results are accurate and award trophies to overall and category winners.
- Ensure race results are published and complete race report for UKA licence purposes.
- Other ad hoc duties.

Responsible to:

The Chairman.

Competences/Experience required:

Good organisational skills with an ability to communicate well.

Qualifications required:

None. Completion of UKA Race Director training recommended.

Commitment required:

Approximately 1 hour a week. Busier for races and quieter when there are none.

Support/Training required:

Volunteer support from other club officials and members

In signing this declaration, I have read the job 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