

# **SA Masters Athletics Inc**

## **JOB DESCRIPTION – FIELD COORDINATOR**

### **MAIN PURPOSE**

To ensure the running of field events is efficient and to the satisfaction of the majority of members.

### **DUTIES**

Provide competition information to members and prospective members on field events. For enquiries and prospective members, ensure that appropriate information has been forwarded.

Prepare the on-coming season's field program (in conjunction with the run and walk coordinators). This will include:

- Ensuring that venues are available, suitable and safe.
- Identifying equipment shortages and informing the committee.
- Liaise with the Committee and members to ensure that programs reflect the requirements of the majority of Club members.
- Develop the program to ensure that the field and other events will operate in the best possible manner (similar finish times, minimal interference etc).
- Prepare a draft program for approval from the Club Committee. Present the plan to the Committee and make adjustments as identified.
- Issue final programs for publication.

Management on the day of the event. Ensure that:

- Check the planned venue to ensure that conditions have not changed and that a safe event can be held.
- The event will have adequate officials available.
- The required equipment is available and in good condition, in particular that trolleys are available to move heavy equipment and nets are available for necessary throwing events.
- Any equipment that could be dangerous should not be used and arrangement for repair or replacement should be made.
- The venue is clear and
- Officials understand the detail of the competition and are adequately resourced to manage the event.
- Results have been accurately recorded and issued for publication to members.

Manage and account for equipment

- Ensure that one person per event is responsible for ensuring that all equipment taken out, is returned to the container.

Act as the competition manager for all field championship events.