

SA Masters Athletics Inc

JOB DESCRIPTION - RUN COORDINATOR

MAIN PURPOSE

To ensure the conduct of running events is safe, efficient and to the satisfaction of the majority of members

DUTIES

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

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

- Ensuring that venues are available, suitable and safe.
- Liaise with other organisations to minimise conflicts in venues.
- Liaise with other organisations for any agreed combined events.
- Check SARRC programme at Christmas before finalising the winter programme to ensure our championship days are not planned for the day before important SARRC events e.g. Greenbelt and Barossa half marathons.
- 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 run and other events will operate in the best possible manner (similar finish times, minimal interference etc). Plan for the appropriate prize events and championships according to Club requirements.
- Prepare a draft program for approval from the Committee. Present the plan to the Committee and make adjustments as identified.
- Issue final programs for publication.

Make necessary preparations leading up to a weekly event:

- Ensure that prizes will be available when shown in the program.
- Ensure that results are recorded in the SAMA database and forwarded to the SAMA magazine editor.
- Ensure that championship events are run so that all financial members are eligible for awards, and that non financial members are not eligible.
- Ensure that handicap adjustments have been made based on previous events.

Manage run pre-race preparation on the day of the event. Ensure that:

- The planned running track is checked to ensure that conditions have not changed and that a safe event can be run, and the track is clearly marked with suitable markings (flags, chalk as required)
- Ensure that track lengths are accurate (especially for championship events)
- Ensure that adequate officials are available (registrations, timekeepers, marshals where required) are available. If not, arrange for members to stand in as officials.
- Required equipment is available and in good condition (eg enough flags available for cross country, time clocks are working and tables, chairs, shelter, signs)
- Handicap sheets and registration sheets are prepared.
- On a regular basis check the safety of extension cord and/or gas heating equipment
- Provide pre-race information for all competitors to ensure that competitors understand the course, the detail of the race, and their handicap times.
- If necessary warn of possible snakes in the area (largely at river venues).
- The public is warned of runners and walkers by suitable signs.
- Ensure that officials understand the detail of the race (course, handicapping, different run lengths etc), and are adequately resourced to manage the running and time recording of the event.
- Ensure that capable officials are in place and that they understand their role to ensure that timing and placement errors do not occur.

- Ensure that officials have suitable equipment and associated training to perform their duties.
- Reduce or cancel distance events under hot weather conditions. Adjudicate on the application of the hot weather policy on hot days.
- Cancel the race meeting in conditions of potentially dangerous hail, lightning or heat.

Manage post race events including:

- Presentation of results and prizes to members.
- Ensuring that results have been accurately recorded, compiled and sent to the newsletter editor and web master.

Act as the competition manager for all run championship events.