

SA Masters Athletics Inc

JOB DESCRIPTION - WALK COORDINATOR

MAIN PURPOSE

To ensure the conduct of walk events is 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 run 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, Barossa, Adelaide half marathons. (Also the Pichi Richi.)
- 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 walk and run 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.

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

- Check the planned walking track to ensure that conditions have not changed and that a safe event can be conducted. The track is clearly marked with suitable markings (flags, chalk as required).
- Ensure that the event will have adequate officials available (registrations, timekeepers, judges and marshals where required).
- Ensure that the required equipment is available and in good condition (eg time clocks are working, and tables, chairs, shelter and signs etc).
- Ensure handicap sheets and registration sheets are prepared.
- On a regular basis check the safety of the 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 course lengths etc), and are adequately resourced to manage the running and time recording of the event.
- Cancel the race meeting in conditions of potentially dangerous hail or lightning

Manage post race events including:

- Ensuring that results have been accurately recorded and issued for publication to members.
- Presentation of results and prizes to members.

Act as the competition manager for all walk championship events.