

# Stowmarket Striders Running Club

## Volunteer Job Description



### Race Director

**Purpose and tasks:**

To organise and arrange all club races, delegating where necessary.

**Tasks include:**

- Writing and obtaining permission to hold races as required (*i.e. local council, police, land owner, etc*)
- Advising and obtaining the necessary permits from the appropriate sport affiliation, including the race details, risk assessment and course accuracy.
- Production and distribution of race entry forms including advertisement of club races on the clubs website, other running internet sites, and relevant running magazines and local newspapers.
- Receiving race entries and entering into race programme database on the club computer.
- Arranging the appropriate facilities on the race day to include toilets, changing facilities, refreshments, water stops, and signage.
- Ensuring that the race has the appropriate number of marshals in the right place.
- Record timings and results of races together with runner trophies/mementos. Includes publicising the race results on the club's website.
- Other ad hoc duties.

**Responsible to:**

The Chairman.

**Competences/Experience required:**

Good organisational skills with an ability to communicate well.

**Qualifications required:**

None.

**Commitment required:**

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

**Support/Training required:**

Training in use of the running database programme will be provided.

*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 .....