



Committee Role Description

Race Director

Make advance race arrangements; including:-

Select Date / Time / Course for race

Course helpers for setting up the race course / dismantling / water stations / rubbish

Course Marshalls

Race Timekeepers

Race Starter

Race Statistician

Agree Mementos / Medals (in conjunction with Treasurer)

Prepare check sheet from UKA website (Race Directors Members Area)

Announce and publicise the race via websites, application forms & flyers

Management and responsibility of the race on the day; including

Check the course before the race start

Cones / Tape / Finish Funnel

On the day registration

Water Stations / rubbish collection

Directions to Start Line

Run through Health & Safety with Marshalls and race participants

Recording finish times and positions (Timekeepers)

Handing out momentos / medals

Determine prize winners

Start the race !

Announcing race results after the race

Submit data from Timekeepers to Statistician

Receive results from Statistician

Liaise with Press Secretary and Website Co-ordinator to publish results

Attend monthly Committee meetings

Promote the club wherever possible