

Role Description: Track and Field Officials Co-ordinator

- Agree with MH&AC committee and Track and Field Manager what T&F events are to be scheduled during the year
- Ensure bookings for T&F competitions are correctly placed with the Leisure Centre
- Act as Meeting Organiser for home league fixtures and Open Meetings
- Be point of contact for qualified T&F Officials and volunteers in the club and encourage new volunteers to gain qualifications
- For away fixtures: recruit officials from club or externally to meet league rule requirements and ensure club officials have full information on timetable, venue, sign in process etc
- For a home event:
 - ensure officials are arranged - including starters, track ref, field ref and chief timekeeper
 - book first aid
 - refreshment provision (including officials) is in hand
 - fixture/location/parking details are sent to the visiting teams
 - display UKA permit
 - a timetable has been distributed/is displayed
 - ensure track results pads, field score cards etc are available (order at beginning of season)
 - ensure numbers/letters are available (including any extra for non-scorers)
 - confirm ground staff are aware of the order of events and which equipment is needed in which order (including hurdle heights, weight of implements and any need for extra crash mats/barriers, etc)
 - claim for hosting costs (not applicable to Cheshire T&F League)
 - pay incidental expenses on the day (eg starter, ammunition, etc – get receipts)
 - ensure results are submitted to the league secretary, Power of 10 and Athletics Weekly as per league instructions
- Act as liaison with delegated county officials when county meetings are held at Macclesfield answering queries regarding planning/organisation as required
- Note that the Club is considered to be custodian of the track facilities and any members spotting any problem should report it to the T&F Manager for action as appropriate

(September 2023)