

Role Description: Track and Field Officials Co-ordinator

1. Agree with MH&AC committee and Track and Field Manager what T&F events are to be scheduled during the year
2. Be point of contact for qualified T&F Officials and volunteers in the club and encourage new volunteers to gain qualifications and different experiences
3. Ensure bookings for T&F competitions are correctly placed with the Leisure Centre
4. Act as Meeting Organiser for home league fixtures and Open Meetings
5. For away fixtures:
 - a. recruit officials from club or externally to meet league rule requirements, for external officials occasionally offering a contribution towards expenses via a signed receipt
 - b. ensure club officials have full information on timetable, venue, sign in process and rules of competition for the event
 - c. declare officials on the portal for the Northern League and the YDL league and complete the spreadsheet for the Cheshire League
6. For a home event:
 - a. ensure all officials are arranged - including starters, track ref, field ref and chief timekeeper
 - b. ensure all other helpers are booked; scorers, results runners, results completion and checking, announcer, medal presentation, kiosk helpers
 - c. book first aid
 - d. book refreshments for officials with the leisure centre
 - e. confirm pa system works
 - f. ensure all potential cost commitments (hire of track, catering, first aid, EDM) are supported by a quote which is approved by Club Chair and The Club Treasurer before agreeing with supplier
 - g. all invoices to be sent to and paid for by the Club Treasurer
 - h. organise refreshment provision for all others (kiosk)
 - i. fixture/timetable/location/parking/ details are sent to the visiting teams
 - j. display UKA permit which is sent by the Leagues to us
 - k. a timetable is displayed
 - l. ensure track results pads, field score cards etc are available (order at beginning of season)
 - m. ensure numbers/letters are available (including any extra for non-scorers)
 - n. 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)
 - o. claim for hosting costs (not applicable to Cheshire T&F League) providing receipts
 - p. pay incidental expenses on the day out of the petty cash box and maintain accurate record (e.g. starter, ammunition, contribution to expenses etc – get receipts and signed acknowledgement of any contribution to travel)
 - q. ensure results are submitted to the league secretary, Power of 10 and Athletics Weekly as per league instructions BUT checked with T and F manager or Team Managers (TF Manager ultimately responsible for this)

7. Act as liaison with delegated county officials when county meetings are held at Macclesfield answering queries regarding planning/organisation as required
8. Act as liaison with County Officials officer in matters of developing officials taking a perspective beyond MHAC including potential sharing, pooling of resources (both people and equipment such as EDM)
9. 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
10. Ensure reporting of any accidents occurring to any of the officials or helpers under their organisation during active competition

Principal contacts

- a. Internal
 - i. Track and Field manager for:
 - 1. Rule changes that impact numbers and types of officials required in competition
 - 2. Annual fixture list
 - 3. General support
 - ii. MHAC Treasurer and Chair
 - 1. Authorisation and agreement to all quotes and contracts relating but not limited to facility booking, first aid booking, catering booking, equipment hire
 - iii. MHAC Treasurer
 - 1. Authorisation and payment of ALL invoices
 - iv. Team managers
 - 1. Liaison with Team Managers to ensure a positive felt experience of officials and helpers during competition
 - 2. Liaison with Team Managers to identify parents/carers who are available to help but more particularly willing to embark on training as an official to L1
- b. External
 - i. County Officials Secretary for all matters relating to officials; their development and training
 - ii. Macclesfield Leisure Centre for:
 - 1. Track hire
 - 2. On site catering for home events
 - 3. Ground staff on the day organising and setting up and dismantling the meet
 - iii. Officials/helpers in other clubs on whom we rely to help us with having a complement of officials – and equally offering any that we may have to help
 - iv. Supplier of medical cover for home events – Currently Gator
 - v. Other external suppliers as and when needed

(January 2024)