

Macclesfield Harriers Road Running Manager Job Description

- **Organise the schedule of races for the Road Running Championships each year.**
Notify runners of these races via the club website, club website calendar and appropriate Facebook pages. Update race information throughout the year when needed.
- **Write up race reports for Road Running Championship Races**
Write and publish reports on the Club website then link to club Facebook pages.
- **Keep track of Road Running Championships results/points over the year**
- **Manage FB membership and club posts on club Facebook pages**
Work alongside Run Leaders as admins of these groups
- **Oversee official club training runs (ABCDE groups)**
Ensure there are sufficient Run Leaders to lead each group and that all Run Leaders have undertaken, and abide by, LiRF and First Aid training. Identify members who may be interested in becoming Run Leaders.
- **Be point of contact for Cheshire County Athletics Association**
A few emails each year and attend 1-2 meetings a year (usually via Zoom) to discuss Road Race Grand Prix
- **Allocate Club London Marathon places**
Organise ballot for Club London Marathon places with Club Secretary
- **Attend Committee Meetings and be involved in general running of the Club**
Every other month, if can't attend provide update to Club Secretary
- **Attend Club Awards Evening and give out trophies/vouchers**
- **Arrange for return of Road Running trophies to clubhouse for engraving before Club Awards Evening**
- **Point of contact for enquiries from the Club Website**
Enquiries come directly from club website
- **Work with Webmaster to update Road Running section of the Club Website each year**
- **Organise marshals for the Wilmslow Running Festival**
- **Organise Summer Road Handicap**

Owain Morris, January 2024