

Delivery Group Roles

Athletics Delivery Group

Official's secretary

- Primary role will be to liaise with officials via email in good time ahead of our competitions, with the aim of securing at least the requisite number of officials to be granted an England Athletics competition license (level 1).
- All emails must be sent using the LUCA competition/athletics email address.
- Once the required numbers are confirmed, apply for the EA license in good time ahead of the competition (aiming 8 weeks' notice).
 - Numbers needed are as follows:
 - 1x Starter and Starter's Assistant
 - 4x Track Judges
 - 4x Timekeepers
 - 4x Field Judges
 - 1x Photofinish operator (and submitting the provider - Delta Timing for Outdoors, Lee Valley have their own system for Indoors).
- Additional responsibilities include:
 - Answer any officials' questions in the run-up to event.
 - Between yourself and the Volunteer's secretary cater to the official's needs on the day (making coffee, signing them in, escalating any concerns to the Event Director).
 - Organise their food order and hot drinks on the day - usually via an online Sainsbury's shop and liaising with the venue to organise hot water.
 - Discuss with the Event Director regarding LUCA branded T-shirts, and coordinate the required number to be ordered.
 - Updating the LUCA official's database on the Shared Drive as we recruit new officials.
 - Coordinate with AP Official's Lead to get new LUCA official's contacts.
 - After the event, sending out official reimbursement forms and forwarding any responses to the Finance Lead (if returned correctly this the forms should automatically go the Finance inbox).

Marketing/designs secretary

- Primary roles will be to design the bib numbers and medal centres for each of our competitions, and to design any promotional material for our events to send to our Marketing Lead on the Operations Committee to allow us to promote the events to our intended audience.
- To work in close collaboration with the Event Director to ensure the event caters for our intended audience and work with them and the Athlete Experience secretary to design tailored promotional content to best attract our intended audience.
- Update event logos as needed to reflect the current event offering from LUCA.
- Additional responsibilities will include designing LUCA-branded T-shirts/kit and suggesting new items that we could supply to attract more volunteers/officials e.g. baseball caps.

Volunteer secretary

- Primary role will be to coordinate volunteers ahead of each of our competitions, namely to cover events that are lacking in officials or those where volunteers are needed e.g. horizontal jumps/throws.
- This should where possible be done using a spreadsheet uploaded to the Shared Drive.
- Take charge of coordinating the volunteers and officials on the day of competition.
 - Between yourself and the Official's secretary cater to the needs of the volunteers and officials on the day, ensuring they know where they are needed, coordinating them in real time as the event unfolds and depending on which events may be short in case of drop-outs etc.
 - Supply all volunteers with LUCA-branded T-shirts, and coordinate with the Event Director beforehand to order an adequate number of these.

Athlete experience/partnership secretary

- Primary role will be to reach out to potential partnership opportunities (e.g. Tenzing) to supply extra incentives to athletes competing at our competitions, and liaise with the Event Director to tailor the competition to meet the needs of the athletes competing.
- This may include organising food trucks, coordinating with the photographer to ensure specific shots/videos are taken, interviewing athletes, and gathering feedback post-event and at LUCA council meetings/AGMs to help us improve the athlete experience at our competitions.

- Other roles may include being on hand at our competitions to direct athletes to where to collect numbers from, locations of the toilet facilities and water fountains, local shops for food, and directing them to the call room/area of competition as needed.

Event director

- Primary role will be to create and deliver each of our competitions to a standard expected of a Level 1 England Athletics competition, run under UKA rules.
- This role requires extensive knowledge and experience of athletic event organisation, managing deadlines, and effective leadership skills to deliver LUCA's Track and Field programme.
- The role will additionally include:
 - Deciding on event budgets and staying within these.
 - Booking venues.
 - Ensuring First Aid is booked and completing a risk assessment for each event.
 - Coordinating with the rest of the committee to ensure other necessary action points are completed e.g enough officials are recruited, medals/bib numbers/kit are ordered.
 - Ensuring on the day roles* (see below) are filled with appropriate volunteers.
 - Acting as race director on the day of competition, to include a captain's briefing before the event starts, and then ensure the smooth running of the event, deal with any complaints as needed, and be the final decision maker with regards to athlete conduct or scoring discrepancies. Must act fairly and within UKA rules at all times.
 - Reviewing and implementing any policies related to our competitions.
- The event director should also be looking at how we can improve our events using feedback after the events from multiple sources (athletes, officials, volunteers, spectators, committee members) to continually tailor our competitions to the changing needs of our attendees.

OpenTrack/website support secretary

- Primary roles will be to work directly with the Athletics Lead to help create, set up, and manage our competitions on the OpenTrack platform, and ensure this information is available on our website as well.
- Specific OpenTrack and WordPress training will be given to the successful candidate.
- Roles may include helping with following, depending on experience:
 - Timetabling the events.

- Including creating and sending out provisional and final timetables based on entries to the Official's secretary and uploading these to the website.
- Setting up our competitions on OpenTrack, setting fees once agreed with the Operating Committee, opening entries at a pre-agreed time, seeding events/races, and responding to queries regarding entries (via the competitions email), helping captains enter their teams (e.g creating video walkthroughs), and where agreed with the Athletics Lead entering teams manually and invoicing clubs with the help of the Finance Lead.
- Liaising directly with OpenTrack support when needed if there are problems with the scoring formula/entry system, or to implement new features e.g. affiliation fees.
- Updating the competition pages on the website to reflect accurate information on how to enter, events on offer, location, withdrawals, fees etc.
- Create and implement policies, in discussion with the Athletics Lead, on withdrawals and late entries going forward, and publish these on the website.
- On the day of competition, being on hand to enter field results into OpenTrack.
- Post-event:
 - Downloading and sending results to Power of 10 within 2 days of the event.

Updating the records and results pages on the website with winners and records broken within 2 weeks of the event.

XC Delivery Group

Race Director Role

This role takes place primarily in the 2-3 weeks prior to and including the race director's specific race.

2.1 Coordinate equipment handover from the previous race host and handover to the next race host

2.2 Create a race brief to distribute to clubs prior to the race

2.3 Check the course for hazards ahead of the race, clear hazards where possible, and report the condition of the course to the delivery committee / XC Delivery Lead

2.4 Set up the course in accordance with the course map on race day, including:

- a. Start funnel
- b. Finishing funnel
- c. Course marked with flags
- d. Hazards marked

- 2.5 Work with the Volunteers Officer to assign volunteers to marshalling locations on race day
- 2.6 Greet the officials and ensure there are sufficient officials/volunteers at the finishing funnel
- 2.7 Deliver the pre-race briefing
- 2.8 Help process the results and lead the award ceremony
- 2.9 Write a post-race briefing for the website and post-race report.

Communications Officer role

This role extends across the whole cross-country season, with most of the responsibilities occurring at Freshers, around LUCA cross-country races and at the end of the season.

- 2.10 Email cross-country athletes ahead of the season and individual races with key information
- 2.11 Distribute the race brief from the race directors via email
- 2.12 Work with the LUCA photographer to plan how to capture the cross country races
- 2.13 Assist in the creation of the post-race briefing email
- 2.14 Potential to work with with the social media lead to plan and create social media (instagram posts and reels) for the cross country season

Volunteers Officer role

This role takes place throughout the cross-country season with 1-2 weeks of work prior to and including the 4 races.

- 2.15 Create a volunteers group chat for the cross country season
- 2.16 Ask for volunteers from LUCA clubs and ensure sufficient volunteers for each race
- 2.17 Deliver a volunteers briefing and assign marshalling locations with the race director for each race

First Aid Officer role

This role takes place throughout the cross-country season with 1-2 weeks of work prior to and including the 4 races.

- 2.18 Contact potential first aid providers for quotes
- 2.19 Ensure first aid is provided for all the races
- 2.20 Greet the first aid and ensure the first aid phone number is sent to all volunteers and the race director

Results Officer role

This role takes place throughout the cross-country season on the day of the 4 races and up to 1 week after.

- 2.21 Check the results collection to ensure all bibs and times are recorded
- 2.22 Enter the results to the results software (OpenTrack or RMS?)
- 2.23 Process the results to help award the medals for each race
- 2.24 Provide the team scores for each category after the race for the results ceremony and post-race content
- 2.25 Adjust any missing or incorrect results