

Position Club Handicap Run Administrator

Review Date: 19th October 2016

Roles and Responsibilities Summary

To amend and produce the start times data sheet for each handicap race.

To seek volunteers (timekeepers, token bearer, marshals, etc) to ensure the races are run safely and effectively.

To collect the results data at the end of each race.

Update and maintain the handicap databases for the summer and winter seasons.

Distribute results (highlighting personal best, recent best and season's best times) to members in a timely fashion via Facebook and email.