

Position Race Director

Review Date: 10th September 2016

Roles and Responsibilities Summary

The Race Director is responsible for the management and co-ordination of our BDL and Double or Quit Race.

Ensuring activities on the Race Preparation Check-sheets are accurate and completed in a timely manner.

On race day, the Race Director is the focal point to ensure the safe and smooth running of the event and being the central escalation point for emergencies. Any third parties are greeted by the Race Director on Race Day. Their requests are handled by the Race Director, delegating where appropriate.

The Race Director will co-ordinate club resources on Race Day such that the event arena is prepared for the race, that the event runs smoothly, any accidents, emergencies or requests are dealt with and the arena is returned to its original condition following completion of the event.

A post event review is co-ordinated by the Race Director, noting any aspects that worked well and any improvements that could be made for future events.

Race Preparation Check-sheet

BDA	Action	Completed By	Date
Before	Nominate Race Director		
Before	Apply for Race Permit		
Before	Design Course		
Before	Work Out Marshal Points		
Before	Liaise with Medical Services (St John's / Red Cross)		
Before	Inform Police		
Before	Arrange Use of Site		
Before	Confirm Shower / Changing Arrangements		
Before	Parking Arrangements		
Before	Hire of any Specialist Equipment (Water Tables / Cones)		
Before	Complete Risk Assessment		
Before	Printing of Event Flyers / Marketing / Entry Forms		
Before	Online Marketing and Entries		
Before	Arrange Race Timing Chips		
Before	Decide on Contents of Goodie Bags		
Before	Arrange Marshals / Start / Finish-Timing Team		
Before	Nominate and Inform Charities / Sponsors		
Before	Course Walkthrough to Check Suitability / Hazards		
During	Start / Finish Arena(s) setup		
During	Course Setup / Marking		
During	Feed Station(s) Setup		
During	Parking Marshalling		
During	Third Party Greeting		
During	Late Entries		
During	Ensure Marshal Points are Manned		
During	Make Presentation of Prizes		
After	Dismantle Feed Stations		
After	Dismantle Course		
After	Dismantle and Tidy up of Start / Finish Arena(s)		
After	Site Hand-back		
After	Compile Results		
After	Bank Takings		
After	Compile and Publish Results		
After	Presentation of Cheque to Charities / Beneficiaries		
After	Return any Hired Equipment		
After	Hold Post Event Review		