

## **SA Masters Athletics Inc.**

### **JOB DESCRIPTION – FIELD COORDINATOR**

#### **MAIN PURPOSE**

To ensure the running of field events is efficient and to the satisfaction of the majority of members.

#### **DUTIES**

Provide competition information to members and prospective members on field events.

Have input to the on-coming season's field program (in conjunction with the President and the run and walk coordinators). This will include:

- Ensuring that venues are available, suitable and safe.
- Identifying equipment shortages and informing the committee.
- Developing the program to ensure that the field and other events will operate in the best possible manner (similar finish times, minimal interference etc.).
- Before the start of the summer season where necessary, arrange to have all shot, hammers and heavy weights repainted in the correct age colours.
- Where possible ensure all equipment is labelled SAMA.
- Ensure all equipment such as watches clocks and guns are maintained.
- Keep records of equipment borrowed and returned.

Management on the day of the event: Ensure:

- The planned venue is checked to ensure that a safe event can be held. Sand pits may need to be raked to ensure no needles or glass is present.
- The event will have adequate officials available.
- The required equipment is available and in good condition, in particular that trolleys are available to move heavy equipment.
- Any equipment that could be dangerous should not be used and arrangement for repair or replacement should be made.
- Ensure hammer and discus nets are up when required.
- Lay out sector tapes if required,
- Officials understand the competition and are adequately resourced to manage the event.
- Results have been accurately recorded and taken to the computer operator.
- Manage and account for equipment used at competition to avoid losses, by organising for one person per event to be responsible for ensuring that all equipment taken out, is returned to the container.

Act as the competition manager for all field championship events.