

SA Masters Athletics Inc

JOB DESCRIPTION - WALK COORDINATOR

MAIN PURPOSE

To ensure the conduct of walk events is efficient and to the satisfaction of the majority of members.

Duties

Provide race information to members and prospective members on walk events. For enquiries and prospective members, ensure that appropriate information has been forwarded.

Assist with preparation of the on-coming season's race program (in conjunction with the run and field coordinator). This will include:

- Ensuring that venues are available, suitable and safe.
- Liaise with other organisations to minimise conflicts in venues.
- Liaise with other organisations for any agreed combined events.
- Check and liaise with SARWC before finalising the winter programme for potential opportunities for combined club meetings, especially Championship events.
- Liaise with the Committee and members to ensure that programs reflect the requirements of the majority of Club members.
- Develop the program to ensure that the walk events will operate in the best possible manner (similar finish times, minimal interference etc.). Plan for the appropriate prize events and championships according to Club requirements.
- Assist with preparation of a draft program for approval from the Committee.

Make necessary preparations leading up to a weekly event:

- Ensure that prizes will be available when shown in the program.

Manage walk pre-race preparation on the day of the event. Ensure that:

- Check the planned walking track to ensure that conditions have not changed and that a safe event can be conducted. The track is clearly marked with suitable markings (flags, chalk as required).
- Take the lead in arrangement of qualified walk judges, in particular for scratch and Championship events.
- Provide advice to new members on the specific rules and requirements for race and club walking.
- Ensure that the event will have adequate officials available (registrations, timekeepers, judges and marshals where required).
- Ensure that the required equipment is available and in good condition (e.g. time clocks are working, and tables, chairs, shelter and signs etc.).
- Ensure handicap sheets and registration sheets are prepared.
- Provide pre-race information for all competitors to ensure that competitors understand the course, the detail of the race, and their handicap times.
- If necessary warn of possible snakes in the area (largely at river venues).
- The public is warned of runners and walkers by suitable signs.
- Ensure that officials understand the detail of the race (course, handicapping, different course lengths etc.), and are adequately resourced to manage the running and time recording of the event.
- Reduce or cancel distance events under hot weather conditions. Adjudicate on the application of the hot weather policy on hot days.
- Cancel the race meeting in conditions of potentially dangerous hail or lightning.

Manage post race events including:

- Ensuring that results have been accurately recorded and issued for publication to members.
- Forwarding event results to the Editor of the weekly Heel and Toe newsletter.
- Presentation of results and prizes to members.

Act as the competition manager for all walk championship events.