



Volunteer Role Description: ASRC Race Secretary

(Voting Role x 1)

Responsibilities relating to Committee meetings:

- Attend committee meetings regularly to raise race-related matters.
- Support the Chair and committee by providing updates from the races.
- Take on any race related actions.

Responsibilities relating to Race Organisation:

- Assist with the management of club races, supporting formats and courses decided by the Senior Coaches.
- Ensure accurate timing and results are recorded are Club races, working closely with the allocated Timing Team and Statistics Officer.
- Liaise with the Statistics Officer to confirm regional and national race dates, venues, and entry requirements.
- Communicate once a month with competitors, parents, and coaches regarding upcoming event details and logistics (can be via Newsletter & comms officer).
- Liaise with the Statistics Officer to circulate race documentation, including bulletins, race day procedure, rules, results, and official reports.
- Use the Race Day WhatsApp group to ensure members are informed of important information on Race Days.
- Act as Race Day Liaison at regional or national races, or allocate deputies to run the WhatsApp group in your absence.
- Coordinate volunteer roles for race days (e.g., gate judges, bib collection, course setup)
- Maintain communication with regional and national bodies for inter-club events and championships.
- Organise and oversee Trophies for Awards Night with Committee input.

General Responsibilities:

- Support the Chair and Committee in promoting fair, safe, and enjoyable racing for all members.
- Ensure club race procedures align with the club's **Athlete Code of Conduct** and **Safety Policy**.
- Provide post-event feedback and recommendations to improve future race operations.
- Maintain records of race participation and results for club archives and awards.
- Represent the club at external race meetings or forums when required.
- Work collaboratively with other committee members to uphold ASRC's reputation for professionalism and athlete development.
- Take responsibility for personal conflicts of interest, declare, record and manage these appropriately.
- Arrange handover or succession plan for the position.