

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

BLACKPOOL, WYRE & FYLDE AC

VOLUNTEER

JOB DESCRIPTION'S

MARCH 2016

Please contact Nick Hume or Derek Newton if you are interested in any of the roles and they will arrange a meeting to discuss

Nick Hume: nick.hume@tiscali.co.uk

Derek Newton: dereknewton1@hotmail.co.uk

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

CROSS COUNTRY CHAMPIONSHIP RESULTS CO-ORDINATOR

Job Title	Cross Country Championship Results Co-ordinator
Main Purpose	To produce the BWF AC Cross Country Championship based on the nominated races – 7 per season.
Responsible to	The Club's Management Committee
Competencies/Experience Required	IT literate & Excel Access to a PC and the internet
Qualifications Required	None
Commitment Required	Approx 5 hours between October - March
Benefits to self	Experience of contributing to BWF AC and the opportunity to working with a variety of people.
Benefits to Community	Helping to ensure a local Club continues to provide benefits to the community
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

COURSE MARSHALL

Job Title	BWF AC Course Marshall
Main Purpose	To ensure runner's are directed the correct way; Warn other Park user's that a race is in progress
Responsible to	Race Organiser & BWF AC Committee
Competencies/Experience Required	None
Qualifications Required	None
Commitment Required	2 - 3 hours per race
Benefits to self	The satisfaction of ensuring the safety of athletes and other park users and working as part of the on-day team.
Benefits to Community	Experience of contributing to BWF AC and working with a variety of people.
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

RACE COURSE MARKER

Job Title	BWF AC Race Course Marker
Main Purpose	To ensure the Course is marked out correctly using flour, signs etc To assist in tidying up after the race
Responsible to	Race Organiser & BWF AC Committee
Competencies/Experience Required	None
Qualifications Required	None
Commitment Required	3 - 5 hours per race – currently 2 Races per Year
Benefits to self	The satisfaction of ensuring the safety of athletes and other park users and working as part of the on-day team.
Benefits to Community	Experience of contributing to BWF AC and working with a variety of like minded people.
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

ACCEPT ROAD RACE ENTRIES - POSTAL

Job Title	BWF AC Road Race Entry Postal Co-ordinator
Main Purpose	To accept Postal Entries for BWF AC Road Race To add information into Excel Spreadsheet
Responsible to	Race Organiser & BWF AC Committee
Competencies/Experience Required	IT literate & Excel Access to a PC and the internet
Qualifications Required	None
Commitment Required	Up to 5 hours prior to Race Day
Benefits to self	Assisting BWF AC with organising a local Road Race and working as part of the on-day Team
Benefits to Community	Providing athletic opportunities to the community & the promotion of healthy lifestyles
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

COLLATE ROAD RACE ENTRIES ON THE DAY AND PRODUCE RACE RESULTS

Job Title	Collate Road Race Entries on the Day and Producing Race Results
Main Purpose	To enter on the day entries into the Results Programme and then enter the race positions and times once the race is completed.
Responsible to	Race Organiser
Competencies/Experience Required	IT Literate & Excel Skills Ability to work under pressure and tight timescales
Qualifications Required	None
Commitment Required	Up to 4 hours on Race Day
Benefits to self	Assisting BWF AC with organising a local Road Race and ensuring Runners have their Times and Positions before they leave and working as part of the on-day Team
Benefits to Community	Providing athletic opportunities to the community & the promotion of healthy lifestyles
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

CROSS COUNTRY RACE MARSHALL

Job Title	Cross Country Race Marshall
Main Purpose	To act as Course Marshall if BWF AC organise or co-host a Mid Lancs XC Cross Country Race
Responsible to	Race Organiser and/or local BWF AC contact
Competencies/Experience Required	None
Qualifications Required	None
Commitment Required	2 – 3 hours for one race a year usually between October - March
Benefits to self	The satisfaction of helping BWF AC meet its requirements to the Mid Lancs XC League and in ensuring the safety of the athletes competing
Benefits to Community	Enabling athletes of all ages to enjoy their competition in a safe and structured environment.
Other	The opportunity to become part of the Mid Lancs Team of Officials who assist at 5 – 6 Races per season
Other	Opportunities to develop as an England Athletics Official

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

COMMUNICATIONS LIAISON

Job Title	Communications Liaison
Main Purpose	To liaise with key officials within the club and the volunteers, ensuring that items for dissemination are passed to the right volunteers at the appropriate time via the most relevant medium.
Responsible to	Club Chairman, Secretary & Management Committee
Competencies/Experience Required	Communication techniques
Qualifications Required	None
Commitment Required	1 –2 hours per week but variable. Links with Club Webmaster and Press Officer to provide a total communication package for the club.
Benefits to self	Satisfaction of ensuring volunteers within the club are briefed on matters impacting themselves
Benefits to Community	Assisting the the delivery and development of an active and healthy life-style for all age groups
Other	Opportunities to develop inter-personal skills and work with different sections of the club

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

UPDATING PHOTOS OF ATHLETE OF THE MONTH & VOLUNTEER OF THE QUARTER

Job Title	To Update Photos of AoMs & VoQs in Club House
Main Purpose	To ensure that new photos are produced and changed in the Club House at Stanley Park every month when the new awards are announced
Responsible to	Club Committee
Competencies/Experience Required	Ability to receive and print photos provided on a colour printer and update the frames in the club house within a week of the awards being decided – subject to receipt of photos.
Qualifications Required	None
Commitment Required	Less than 1 hour every month
Benefits to self	Assisting the Club in recognising its Volunteer Community and athletic achievers
Benefits to Community	Enabling others to see that volunteers can be recognised on a regular basis by the Club
Other	Opportunities to work with different sections of the club

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

VOLUNTEER ROTA CO-ORDINATOR

Job Title	Volunteer Rota Co-ordinator
Main Purpose	To produce and maintain volunteer rotas for the various organisers of the Club
Responsible to	Club Committee and Volunteer Co-ordinators
Competencies/Experience Required	Ability to maintain data in electronic format Access to a PC and the internet
Qualifications Required	None
Commitment Required	2- 3 hours per month
Benefits to self	Assisting in the smooth running of a local community club
Benefits to Community	Opportunities to engage in activities that provide a the basis for a fit and healthy life style
Other	Opportunity to become involved in other aspects of the Club

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

TRACK & FIELD RACE ENTRY CO-ORDINATOR

Job Title	Track & Field Race Entry Co-ordinator
Main Purpose	To received on-line and postal entries for the clubs own Track & Field Meetings – currently 2 events per year in March & September
Responsible to	Meeting Organiser and Club Committee Members
Competencies/Experience Required	IT Skills Access to a PC and the internet Ability to work to timescales
Qualifications Required	None
Commitment Required	Up to 10 hours in the week before a Meeting
Benefits to self	Assisting in the promotion of Track & Field meetings
Benefits to Community	Enabling Meetings to be run for the enjoyment of athletes
Other	Opportunities to become further involved in the meeting organisation and perhaps develop as a Track & Field official.

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

TRACK & FIELD ON-THE-DAY RESULTS PRODUCTION

Job Title	Track & Field On-the-Day Results Production
Main Purpose	To enter and produce results at BWF AC Track & Field Meetings
Responsible to	Meeting Organiser & Club Committee Members
Competencies/Experience Required	IT Skills and some general knowledge Ability to concentrate Ability to work under pressure and with accuracy To complete within time constraints
Qualifications Required	General IT knowledge
Commitment Required	Up to 7 - 10 hours on the day
Benefits to self	Satisfaction in a job well done and knowing that the results are correct and ready for onward distribution.
Benefits to Community	Enabling results to be available on the day and correcting any errors identified so that competitors leave from benefitting from a good experience.
Other	Opportunities to assist elsewhere within the club or for other athletic organisation who require people able to input results quickly and accurately.

BLACKPOOL, WYRE & FYLDE ATHLETIC CLUB

www.northfyldeac.co.uk

Affiliated to UK Athletics, North of England AA, Lancashire AA, HASSRA

ROAD RUNNING - CROSS COUNTRY- FELL RUNNING - TRACK and FIELD

Chairman: Alan Smart

Treasurer: Andrea Smith

Secretary: Nick Hume

VOLUNTEERS TO ASSIST AT TRACK & FIELD MEETINGS

Job Title	Volunteer Assistant at Track & Field Meetings
Main Purpose	To help with various roles required to ensure the smooth running of the Meeting: E.g. Raking the sand pit; Collecting throwing implements; Taking results sheets to the results producer
Responsible to	The Meeting manager
Competencies/Experience Required	None
Qualifications Required	None
Commitment Required	5 hours to a Full Day depending on meeting location
Benefits to self	Enabling a meeting to take place, meeting new people and developing new skills
Benefits to Community	Assisting in the provision of a competition which enable athletes to enjoy their sport and develop their skills
Other	Opportunities to become further involved in the meeting organisation and perhaps develop as a Track & Field official.