

DUTIES OF ENDURANCE CHAMPIONSHIP OFFICIALS.

Event Manager.

Be responsible for the ordering, delivering to site and construction of the entire infrastructure for the championships. To be the liaison contact for the event up to competition day. But not responsible for the construction or route of the course.

Meeting Manager.

The meeting manager shall be responsible for the correct conduct of the competition. To check that all the officials have reported for their respective duties, appoint substitutes when necessary in consultation with the referee and have the authority to remove from a duty any official who is not abiding by the rules. However he/she will have no authority over technical matters which will ultimately be the responsibility of the event Referee.

Technical Delegate.

He or She is charged to undertake a watching brief over all aspects of the event, to provide a detailed report of their findings and make suggestions and recommendations to improve the event as appropriate.

Championship Secretary(s).

To print all information and entry forms and post to clubs. Receive entries back and log entries for computer, note cheques and bank. Print a reply letter including all final details and post back to clubs. Forward all entries to Entry Team so that athletes get a number and allocate a pen number ready for programme. Also make sure the event has a permit.

Officials Secretary.

To appoint sufficient officials for the smooth running of the championships, in line with the requirements of the Championship committee.

Referee.

Referee the Championships and settle any points of dispute submitted to him/her.

Declare the result of the races and winners of the team and individual awards and forward to the Honorary Secretary.

Instruct the Referee's assistant on help that is required.

Fill any vacancies among the officials in conjunction with the meeting manager.

Assistant Referee.

Assist the Referee and work to his/her instructions.

Clerk of the Course.

Provide suitable maps of the course prior to the event.

To be responsible for the proper marking out of the course and to assign a definite station to each Course Marshall which shall be numbered on the plan of the course.

To locate all the material for the marking of the course(s)

Ensure that the various courses are the correct distance and that the course is wide enough to handle 1500 to 2000 competitors for the Nation Championships or for the Relay Championships to accommodate 150 athletes..

Supervise the Course Marshall's

See that the start and the approach to the finish is under proper control.

Go round during the progress of the races to ensure that all stations and points are manned. Replace barrier tape as necessary.

Course Marshall's.

To supervise the area as allocated by the Chief Clerk of the Course.

Ensure that the course is strictly followed. Any infringements to be reported immediately to the Clerk of course. To remain at the allocated area until the last competitor has passed and then report to the Chief Clerk of Course at the finish area or other suitable arrangements have been made.

Starter.

Control the start of the Championships once the start has been handed over to him from the Start Area Co-ordinator. (Once the race has been handed over to the starter then all questions concerning the start shall be at the absolute discretion of the starter, whose decision shall be final).

Start Area Co-ordinator.

Liaison with the starter, allocating duties to members of the start team.

Ensuring that all athletes as far as possible are wearing their correct club running vest with their race number securely fastened with four pins and not disfigured in any way on entering the start area.

Have prepared a list of club starting pen allocation, with sufficient copies for all his/her team in both alphabetical and numerical order.

Allocate from the team one person to be in charge of a small team to oversee the athletes entering the start area via the start area tent. This to ensure as far as possible, all athletes are wearing their correct club vest, numbers are as issued and the transponder is securely fixed to the athlete.

Start Team.

Work under the direction of the Start Area Co-ordinator, ensuring that athletes, as far as possible, are in the correct starting pen and wearing his/her correct club vest and race number, and is being worn as issued.

Ensuring that all competitors are placed behind the start line.

To ensure as far as possible there is a fair start for all competitors.

Line Judge.

Place the runners in their order of finishing where necessary and also record the first 25 athletes home.

Chief Timekeeper.

Designate duties to the timekeepers and their recorders.

Ensure that the first 25 times (approx or as agreed) are passed to the computer operator as quickly as possible and at the conclusion of the race forward all times that have been taken during that race.

Timekeepers & Timekeepers Recorders.

Work as directed by the chief timekeeper recording as many times as is agreed.

Chief Registration.

Responsible for all aspects of the issuing of the transponder and race numbers and to sort out any problems that occur within each event. Open at 9.00am for first 5 events and then at 11.00 am open for the last 5 events.

Registration Co-ordinator.

Assist the Chief Registration and work to his/her instructions.

Registration Team.

To work under the direction of the Chief Registration official in the issuing of race numbers (which at present include a race transponder) and deal with enquiries in all aspects to individual athletes and team managers.

Finish Area Co-ordinator.

To supervise all aspects of the finish area of the course. (This includes not only the finish but the recovery of the transponders and the dispersal of the athletes).

Finish Area Team.

To work under the direction of the Finish Area Co-ordinator.

Announcers.

Provide the spectators with up to date progress of the races, announce the finishing position of the for both the individuals and team competitions. To keep the spectators up to date with all information available to them.

Walkie Talkie Team.

Work in pairs at the discretion of the announcing team.

Lap Separators/Recorders.

To ensure that all athletes complete the required numbers of laps for their particular race.

Chief Drug Control Liaison.

To be the English Cross Country Association representative for the Championships.

To arrange in consultation with the Sports Council to collect the appropriate competitor.

Allocate duties to the Drug Control Liaison team.

Drug Control Team.

Work as directed by the Chief Drug Control Liaison Officer.

Work in conjunction with the Sports Council

Information Team.

To man the information area and have as much information about the event as possible and be in a position to answer if at all possible, questions from spectators.

To allocate the radios against signatures and the collection of such at the end of the days competition

To issue and retrieve against signature bibs for the press and photographers.

To collate the signatures of all spectators wishing to take photographs during the days competition.

Jury of Appeal.

To liaise with the computer operators if required and verify the results as produced by them so that they reflect the result obtained from the recording cards and the technology used in producing the final result. To pass same to the race Referee for verification and release. Resolve any other disputes if there is an appeal after the referee has made his final decision.

Officials Reception Team.

Issue the Officials with their envelopes containing their instructions, event programme and other information as agreed. Report any deficiencies to the meeting manager and/or race referrer.

Finance Issues.

The Championship Treasurer will be responsible for all financial issues and will nominate such a team as required.

The Treasurer will also be responsible for informing all previous trophy winners to return the trophy(s) that they won at the previous championships in a clean condition suitable for presentation and fully engraved state.

Chief Presentation Official.

Being responsible for seeing that all the trophies are returned on the day against signature prior to the start of the first race of the day. To ensure that all trophies presented are signed for.

To ensure that all medals are available from the Championship secretary.

Any trophies which are considered to need some attention due to the state that they are in should be brought to the attention of the Championship Treasurer.

Presentation Team.

To work as a team as directed by the Chief Presentation official.

Results.

Currently a commercial company producing the results as agreed by contract.

Results Team.

To work as a team gathering the results from the computer station and forwarding them to the Chief Presentation Official. Circulate to any Press staff that are present.

Track down any queries as raised by the result provider.

Arrange distribution of result sheets to the various distribution locations.

Reception Team.

Receive and entertain official guests of the Championship Association during the course of the championships.