



Track & Field Competition Administrator Role Outline

Role Overview

These administrative roles will work with the competition organiser to set-up BMAF Championships in Open Track and follow them through from gun (initial set up) to the finish line (results).

It is hoped that we can get several people involved to share the 10 or so events arranged each year (approx. 2-4 each). Training will be provided. Where a general event administrator exists – this role might be shared with that person also.

The roles are appointed annually and will work as part of the Track & Field Team.

Anticipated Time Commitment:

Two hours per week (dependent of the competition) on average, rising to 20 hours a week in the three weeks prior to start of the competition for the national indoor/outdoor track & Field championships.

Role Description: (this is indicative only)

- Preparation of the OpenTrack system for the competition Organiser (discipline Secretary/Lead) using an agreed format and template for BMAF events.
- Dealing with entry queries as they arise.
- Advising the competition organiser of any issue arising to inform decisions and action.
- Preparing the post entry documentation for the competition organiser and related officials from the system downloads as required by the competition (this will obviously vary per competition) but might include: Start lists, Entry lists/bib numbers, Final entry numbers for finalising timetables etc.

Qualifications:

No previous experience is required for these roles as training will be provided. However, to be fully effective in this role it is envisaged that you will have:

- An aptitude for, or familiarisation with IT system, desirably OpenTrack.
- Good general IT skills.
- Good interpersonal skills for dealing with competition organisers and any queries arising.