



Track & Field (T&F) Officials Secretary Role Outline

To work closely with the T&F Secretary to arrange and oversee the provision of the technical officials (and auxiliary/non-technical/volunteer roles) necessary to ensure that T&F competitions operates professionally and in accordance with licensing requirements.

Anticipated time commitment

Approximately 1 hour a week on average across the year but very concentrated in the preparation for competitions.

Responsible for:

- Securing all the necessary technical officials to successfully run the competition in accordance with the meeting license, rules of competition as well as BMAF policies.
- Maintain good communications with the potential pool of officials regarding their availability, selection and the full details and expectations of the competition once selected.
- To minimise costs to keep within the budget available in consultation with the T&F Secretary and Finance Officer.
- To liaise with the referees/chief officials regarding any special requirements relating to officials.
- To liaise with local Tri-Regional Officials Secretaries and others regarding availability for locally-based officials if required and other routes if shortage are identified leading up to a competition.

Qualifications

- A good understanding of competition delivery from a resourcing perspective.
- The ability to build relationships and establish national networks of officials.
- Excellent organisational skills
- Excellent communication skills
- Desirable to already have a network or officiating contacts.