

Horsham 10k – Race director job description

Mission Statement

To provide local community sport and fundraising for the Horsham Joggers in a safe and family friendly environment.

Tasks identified

1. Liaising with SGP rep to secure future race date
2. Booking of venue approx one year ahead
3. Forming a small organising committee to help deliver the race and chairing meetings
4. Book chip timing company
5. Updating Health and Safety info and submitting to HDC Safety Action Group, Horsham Police and West Sussex Highways
6. Applying for temporary road restriction to local roads via HDC
7. Nominating UKA Race Adjudicator, first Aid cover etc
8. Applying for UKA race license before promotion and opening entry
9. Confirm sponsors and produce race entry form for the website
10. Promoting race via local press and publications
11. Updating inventory of supplies to be purchased for the race (Trophies, medals, food and drink)
12. Notifying local residents bordering the course prior to the day
13. Liaising with the venue to ensure all is ready for race day (grass cutting, cones, clubhouse)
14. Check course conditions in the weeks leading up to the race
15. Recruit and organise volunteers to perform specific task on the day.
16. Arrange for inventory to be delivered to the venue and set up in good time for the start
17. Resolving any queries or problems on the day and making sure the event is delivered safely and successfully
18. Collating results and ensuring prizes are given to the winners
19. Keeping and submitting accounts for the hj committee

This list is not exhaustive but can be used as a guide.