



CROSS COUNTRY AND ROAD RUNNING EVENT MANAGERS

Event Managers are responsible for organising, planning, and conducting Cross Country and Road Races during the Cross Country and Road Running Season.

A separate event manager is required for each of the Cross Country and Road Running events that are held by Athletics Auckland.

- Grand Prix Race 1
- Auckland Teams Cross Country Championships
- Auckland Cross Country Championships
- Auckland Road Championships
- Auckland Road Relay Championships

Responsible To

Each Event Manager is directly responsible to the Cross Country Convenor or appointed person.

Responsibilities and Duties

- To organise and plan the event, including booking the venue, toilets, etc.
- To act as the main point of contact up to, and including, the day of the event
- Liaise with clubs to ensure all duties (marshalling, timing, check in, course set up, and pack down) are covered
- Organise the spot prizes with the Cross Country Convenor
- Consult with the Race Referee regarding the marshals' positions around the course
- Perform administrative tasks
- Work with the Athletics Auckland Office staff regarding entries
- After the event, write a brief report on all aspects of the event and any possible recommendations for the future

Knowledge and Skills Required

- Can communicate effectively
- Is well organised and can delegate tasks
- Ability to manage deadlines

If you are interested in assisting with this volunteer opportunity, please contact:

Dianne Craddock - Cross Country Convenor

E-mail: dipa@craddock.co