

# **1 Job Descriptions :: RACE MANAGEMENT**

## **1.1 Job Description : Race Manager**

- 1.1.1 The Race Manager has overall responsibility for the running of the event.
- 1.1.2 Before the event you should also receive the by email the paper work from British Rowing. This includes the Commission Check forms to be given to the Equipment Officer for inclusion in the relevant bags.
- 1.1.3 You are also responsible for bringing a bottle of wine or a box of chocolates for each visiting official.
- 1.1.4 The Race Manager will be based in the boathouse area.
- 1.1.5 During the day please be prepared to assist with other tasks in the vicinity.

## **1.2 Job Description : Personnel Manager**

- 1.2.1 Before the event you are responsible for contacting all the volunteers to find out who can help and when. This should be started early in January.
- 1.2.2 About a week before the event you should produce and publish a provisional rota, although this may well be changed during the week.
- 1.2.3 On the day you will be based in the club room. You should be around all day to help sort any manning problems that may arise.
- 1.2.4 Each helper has been asked to print out and bring their own job description. The Equipment Officer will have a master copy of each one.
- 1.2.5 Your task is to ensure that all posts are filled and to find replacements for any post that becomes vacant. NB All junior helpers should have been allocated their jobs in advance and be named on the rota.
- 1.2.6 When each person arrives direct him to the Equipment Officer who will issue their equipment and paperwork. For later divisions kit may be collected from their predecessor.
- 1.2.7 Remind them to pass it on to their successor or return it to the Equipment Officer. Please do not leave any kit unattended.
- 1.2.8 Helpers who have not been before should be introduced to their Team Leader and the whereabouts of important facilities explained.
- 1.2.9 The difficult group to sort out are the Race Monitors. You may need to hunt for extra people during the day.
- 1.2.10 Monitor 10 will need to drive the ACRC Eton launch. This is NOT a safety boat.
- 1.2.11 You should have copies of the Helpers Rota.
- 1.2.12 You should give a food voucher and a bottle of wine or box of chocolates (bought by the Race Manager) for each of the visiting officials.

