



HARDLEY RUNNERS Job Description – CC6 Captain

Post currently held by

Dave and Jenny Jewell

What the job is

- Ensure that Hardley Runners fields the best available men's and ladies' teams for each CC6 race.
- Attend annual CC6 meeting (usually September) to decide dates for CC6 races and any changes to rules, eligibility, venues etc.
- Ensure that the dates and venues are provided to Forestry Commission (FC) Liaison Officer (currently Mick Anglim) so that a Block Permit application can be made for all Forest CC6 venues.
- Put poster up in Applemore Rec Centre advertising dates and venues of races.
- Arrange for Webmaster to display CC6 dates and venues on Hardley website.
- One week before each CC6 (except for our own) send out reminder email to club members giving details of race and time to meet at Applemore Rec Centre for lift sharing.
- Attend each event where possible and arrange for someone to collect Hardley finish tickets
- Compile Club results and email them to Martin Loveless before 5 pm on day of each race.

For our own race:

- Plan a route for race of between 4 and 5 miles and plot and mark on a map.
- Liaise with Forestry Commission Liaison Officer (currently Mick Anglim) to ensure that a Permit application is made to the Forestry Commission.
- Apply for Cross Country Race Permit (you need to send a map of route) and complete risk assessment questionnaire.
- Book First Aid cover.
- About a month before event start to recruit marshals and other race helpers.
- When head marshals have been appointed, arrange to meet them at venue to familiarise them with the route, decide marshalling points and which sections of the route each will be responsible for.
- Between one and two weeks before the race display posters around Dibden Inclosure entrances notifying the public of the event. This is a requirement of the FC Permit.
- A week before race finalise marshalling and helpers list and instructions, email to everyone, attaching injured runners info sheet.
- A few days before the race collect the gate key from Forestry Commission (Queens House, Lyndhurst) to allow for car parking at the venue. (A £30 deposit is payable on collection of key which is refunded on return).
- Arrange to meet Ray Noke at club lock up garage in Hythe to collect necessary equipment (start and finish banners, stakes, tape, signage, plastic cups, bibs, etc)
- Arrange with Martin Loveless for transport of gazebos and any other equipment he has on race morning.
- Buy any squash, biscuits for race finish. Ensure you have raffle tickets to hand out to finishers.
- Early on race day put out traffic cones to stop people parking in car parking exit.
- On race day arrive early to put out any marking tape, erect gazebos, set up drinks table and start and finish signs and stakes.
- Head marshals take out their groups onto course.
- Race starts – pray they go the right way and everyone comes back safely.
- After race ensure course is clear of any signs and tape and start/finish area is litter free.
- Remove any signs and secure gates when all cars have gone.
- During following week return equipment to lock up and key to Forestry Commission.
- Be thankful it is only once a year!!