ROLE DESCRIPTIONS

<u>National Technical Delegate – Role before, during and after event.</u>

Before: Create Call Room Schedule; Sign off and Agree Athletes and Officials Information; Prepare Chiefs Briefing notes and circulate FAQ document.

During: Host Chiefs Briefing (if required); Attend Team Briefings if possible; Supervise all teams; be visible within the centre of the arena. Overall supervision of event.

After: Collate Trinity Reports if applicable.

<u>Meeting Manager – Roles before, during and after event.</u>

Before: Create Radio Allocation & Sign in Sheets (templates available from scottishathletics office); agree Paperwork flow.

During: Oversee Sign in and Radio Distribution; Collate and confirm expense claims; assist with distribution of lunches; Assist with set up and management of declarations area; implement agreed paperwork flow and procedures.

After: Collate Master results file for submission to scottishathletics Events Team; Prepare and complete and record forms as required.

Assistant Meeting Manager – Responsibilities During Event

Declarations

Chair Declarations briefing of volunteers at specified time in advance of event. – Circling of athletes, numbers table, route to call room, warm up site

Supervise declarations area ensuring smooth flow of paperwork to other departments. Including to seeding, warm up area start lists, results, presentations and announcer.

Be the main point of contact for any declarations queries by athletes, parents, officials or coaches.

Decision maker for accepting of late arriving athletes. (If support required contact MM, NTD or scottishathletics Events Manager)

Receipt of Request for Assistance Forms to pass to Call Room Manager.

Presentations

Allocate volunteers/officials to Presentation duties once initial declarations rush subsides.

Brief volunteers on presentations protocols.

Additional Duties

Assist Meeting Manager and National Technical Delegate where needed.

<u>Events Team – Roles before, during and after event.</u>

Before: License Events with UKA; Set up and process event entries; update event calendar with relevant information; draft officials, athletes, radio and sign in sheets for approval; facility & venue meetings and planning for event set up; Order event necessities e.g. paperwork, numbers, pins, replenish call room box, hip numbers; pre event paperwork printing signage, timetable, declaration sheets etc.; Supply IT related kit and set up facility for event; event branding; book outside suppliers first aid, catering etc.

During: Be sole point of contact between facility staff and officials; assist where necessary with declarations, presentations, results, seeding or as required.

After: De-Rig Facility; Process results queries; scrutiny; publishing of results on website and Pof10; facility feedback; receive trinity reports; process any post event queries.

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