

## **JOB DESCRIPTION**

### **EVENT & RACE DAY CO-ORDINATOR**

#### **Main Duties:**

Organise with Chief Judge ,Time Keepers and Helpers for the day.  
Organise Crews for Course Boats  
Set Race Course.  
Race Day Course Briefings

#### **Prior to each race event:**

- Liaise with Race Director/Chairperson re permit for the event taking into account the detail required for that location. Be specific to the Course map of the permit.
- Liaise with Chief Judge to ensure Judges are organized.
- Liaise with Equipment Officer that all resources are in good condition and will be at the race venue on the day.
- Liaise with the Race Controller to any specific measurers specific to the Venue and also requested by the permit. Give full detail of Course boat crews,timekeepers and helpers organized for the event.

#### **Race Day Duties:**

- Organise volunteers with Race Controller for course boat crews or allocate assignment of crews from competing teams (must be members or associate members of Ski Racing Qld)
- With Race Controller - Ensure the competition course is set making sure all governing regulations and distances are adhered to
  - Make sure the course is safe and within the regulations set by the relevant sanctioning bodies, usually Waterways, Qld Transport, Harbour master, Ski Racing Australia.
- At Briefing do the Course Briefing for all Competitors.
- Be available for adjudication when required by the Chief Judge
- With the Race Controller, Brief the first aid/emergency services team/ambulance officer on their placement and duties for the event, as required by the SRA sanctioning permit.