

# **BIRMINGHAM & DISTRICT INVITATION CROSS COUNTRY LEAGUE**

## **JOB DESCRIPTIONS**

**(2017/18 SEASON)**

**ALL OFFICIALS NEED TO REPORT TO THE OFFICIALS SECRETARY FOR YOUR DIVISION HALF AN HOUR BEFORE THE START OF THE RACE AT THE REGISTRATION AREA - AND SIGN IN PLEASE**

### **DISC STEWARDS**

Half an hour before the race starts please collect the finishing discs from your Race Secretary. Be at the end of the finishing funnel in good time to issue the discs to every finishing runner. One person holds the main bulk of numbers & passes a small amount to the other person to give to the athletes. Hand back the unused discs to the Race Secretary.

### **FUNNEL STEWARDS**

This job entails keeping the runners in the correct finishing order after they have crossed the finishing line. Please position yourself as instructed by the Race Referee. For the men's races they should be MALE stewards.

### **TIMEKEEPER**

To carry out this job a stopwatch is required. Go to the start area at least 10 minutes before the start of the race. Once the race has started please go to the finishing line in plenty of time before the runners are due to finish. Face the runners to call out the times clearly to your recorder. Please work with the designated officials as instructed.

### **TIMEKEEPER'S RECORDER**

A clipboard is required and a HB pencils. This job requires you to be at the finishing line. The job entails recording the times called out by the timekeeper as the runners cross the finish line. Stand with your back to the runners. Please work with the designated officials as instructed. The recording sheets will be provided by your Race Secretary.

### **JUDGE**

This job requires you to be at the finishing line facing the incoming runners. Be ready to call out clearly the numbers of the finishing runners to your judge's Recorder who should be facing you. Please work with the designated officials as instructed.

### **JUDGE'S RECORDER**

A clipboard is required and HB pencils. This job requires you to be at the finishing line facing your judge who will call out the numbers in the order that they finish. Please work with the designated officials.

### **COLLECT ENVELOPES**

At the end of the race please go to the end of the finishing funnel. Make yourself known to the Team Managers who will also be in the vicinity collecting the discs from their athletes. Your job is to continually consult the Team Managers requesting any completed team sealed envelopes with the

discs inside. Check the envelopes to ensure that they have been completed correctly showing all the team members competitor numbers and finishing disc position. A total of all 6 scoring positions should also have been calculated. Once the envelopes have been checked please take as soon as possible to the Race Secretary.

**LINE JUDGE**

Position yourself near the finishing line & decide who finishes in what order letting the Funnel Stewards know of any changes that are needed.

**DISPERSAL**

Be at the end of the funnel & encourage ALL athletes to move away towards their Team Managers. Ask Team Managers not to stand too close to this area.