

OFFICIATING JOBS FOR ALL NON – HOSTING CLUBS – 2015 / 2016 SEASON

CLUB	DISC STEWARD	FUNNEL STEWARD	TIME KEEPER	T/KEEPER'S RECORDER	JUDGE	JUDGE'S RECORDER	COLLECT ENVELOPES
DIVISION 1							
Birchfield	December						
B.R.A.T.		December					
Bromsgrove & R			December				
City of Stoke				December			
Halesowen					December		
Kenilworth						December	January
Loughborough						February	December
Rugby & North	January						February
Staffs Moor	February	January					
Telford		February	January				
Tipton			February	January			
Univ of Birm.				February	January		
Univ of Warwick					February	January	
DIVISION 2							
Amazing Feet	December						January
Black Pear Jogg.	February	December					
Glos AC		February	December			January	
Knowle & Dorr .			February		January		
Newcastle				January			
Royal Sutton C					February	December	
Tamworth						February	December
Trentham RC	January			February			February
West Brom		January			December		
Worcester AC			January	December			
DIVISION 3							
Centurion			December		January		
Cobra			February	December		January	
Coventry Tri				February	December		
Dudley KW		December					January
Kidd & Stourport		February		January			
Northbrook					February	December	
Peel R Runners						February	December
Sneyd Striders	January						February
Solihull & SH	February	January					
Stourbridge	December		January				

**PLEASE NOTE THAT CLUBS THAT ARE ALREADY PROVIDING OFFICIALS
HAVE NOT BEEN INCLUDED.**

PLEASE TURN OVER TO SEE A DESCRIPTION OF THE VARIOUS OFFICIALS JOBS REQUIRED.

JOB DESCRIPTIONS

ALL OFFICIALS SHOULD REPORT TO THE RACE REFEREE ON ARRIVAL AT THE VENUE AT LEAST HALF AN HOUR PRIOR TO THE START OF THE RACE.

DISC STEWARD

Half an hour before the race starts please collect the finishing discs from the Race Secretary. Be at the end of the finishing funnel in good time to issue the discs to every finishing runner. Hand back the unused discs to the Race Secretary once the last runner has finished.

FUNNEL STEWARD

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. In those fixtures that have a ladies race female stewards are required. The Women's Cross Country League has been asked to provide these.

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 then go to the finishing line in plenty of time before the runners are due to finish. Please work with the designated officials as instructed.

TIMEKEEPER'S RECORDER

A clipboard is required and HB pencils. This job requires you to be at the finishing line. The job entails recording the times called out as the runners cross the finish line. Please work with the designated officials as instructed.

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 of the finishing athletes. You need to record the numbers in the order as they are called. Please work with the designated officials as instructed.

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