

ASTLEY & TYLDESLEY Cycling Club

MATCH DAY OFFICIALS – EVENT MANAGER

Main Purpose

- Overall meeting responsibility - organisation, promotion, safety.

Main Duties

- Ensure facilities are open for early access.
- Welcome officials and visitors.
- Allocate duties to volunteers and ensure that they are carried out.
- Ensure meeting runs smoothly and timely.
- Manage competition draws, in conjunction with competition managers, referees, team managers, as appropriate.
- Enhance the reputation of the Club and the Sport, ensuring the well-being of riders, officials and guests.
- Organise presentation of awards to riders / officials after racing has completed.
- Ensure that correct match day documentation is completed and signed and handed to Club Secretary.
- Ensure facilities are left in a secure condition.

Equipment

- Keys for Cabins, Gates.
- Roster for allocation of duties.

Dress Code

- Smart Casual (Club Jacket and/or Club Tee Shirt preferred) for most events.
- Smart (Suit or Jacket and Tie) for major events.