

The Fell Runners Association

Job Description: Championships Co-ordinator

Role	The Championships Co-ordinator is responsible for organising and co-ordinating the Senior English Fell Running Championships and associated events including the annual FRA "Do". The Championships Co-ordinator will chair the FRA's Championships sub-committee of up to five members, to which relevant tasks may be delegated.
Main purposes of role	<ol style="list-style-type: none"> 1. To determine the format, organisation and categorisation of the Senior English Fell Running Championships, including the races selected, and approve their sponsorship agreements. 2. To support and monitor Race Organisers (ROs) of Championship races. 3. To ensure the accurate compilation of Championships results. 4. To liaise with UK Athletics (UKA) and MRAG (the Mountain Running Advisory Group) regarding the British Fell Running Championships. 5. To determine the composition of, and chair, the FRA's Championship sub-committee, which should include the FRA's Statistician and at least one Membership Representative. 6. To recruit a host for the FRA's annual "Do" and provide ongoing support and liaison. 7. To oversee purchasing, engraving, awarding and retrieval of trophies and medals.
Key tasks	<ol style="list-style-type: none"> 1. Select the appropriate races which will comprise the English Championships. 2. Consult with UKA via MRAG to avoid English Championship races clashing with other key dates where possible, and to agree the English race for the British Championships. 3. Issue guidance to ROs of Championship races and review this guidance regularly. 4. Liaise closely with ROs and RLOs of Championship races to ensure, as far as possible, fair competition, appropriate execution of sponsorship agreements, etc. 5. Work with the Statistician to ensure that Championship results are collated and calculated correctly and published online and in the <i>Fellrunner</i>, including post-race interim updates. 6. Manage the "guaranteed entry list" of leading athletes for English Championship races. 7. Oversee organisation of the annual FRA "Do", including early selection of a suitable date, host and venue. 8. Arrange for appropriate awards to be made for the English Championships, including provision of engraved medals. 9. Select a race for the Inter-Counties Senior Fell Running Championship (when it is to be held in England).
Required skills and facilities	<ol style="list-style-type: none"> 1. Substantial experience of racing in the English (and ideally also the British) Fell Running Championships and a strong understanding of their history and ethos. 2. The ability to run a sub-committee effectively and monitor key timelines, such as identification of a suitable venue and host for the FRA's annual "Do". 3. Sufficient numeracy to validate the Statistician's work.
Required liaison	<ol style="list-style-type: none"> 1. The Championships are one of the FRA's primary responsibilities and as such it will be necessary to report to the Chairman and Committee on a regular basis. 2. Regular liaison with UKA and MRAG will be required as above, and also with the FRA's Liaison Officer to Athletics Bodies (e.g. for the Inter-Counties race). 3. It is important to liaise closely with ROs and RLOs of Championship races to ensure their smooth running with safe and fair competition. Issues such as race infrastructure (e.g. parking and toilets), course design and in particular land access permissions may require actions at least six months and sometimes more than a year in advance of the race.