

# The Fell Runners Association

## Job Description: Race Liaison Officer

<b>Role</b>	<p>Race Liaison Officers (RLOs), who report to the RLO Lead on the FRA's Executive Committee, are responsible for liaising with individual race organisers (ROs) on a race-by-race basis, with two primary aims:</p> <ul style="list-style-type: none"> <li>• to ensure that FRA races are run in accordance with FRA rules and procedures;</li> <li>• to provide advice and support to ROs.</li> </ul> <p>RLOs are required to attend their allotted races to carry out on-the-day auditing procedures*.</p>
<b>Main purposes of role</b>	<ol style="list-style-type: none"> <li>1. To carry out race audits and return the completed documentation in a timely manner to the RLO Lead.</li> <li>2. To highlight any shortcomings or concerns with ROs, doing so before the race where possible so that the issues can be addressed.</li> <li>3. To provide advice and assistance to new and inexperienced ROs, or those running a new race or staging a Championship race for the first time.</li> <li>4. To raise any significant shortcomings or concerns over the staging of any race to the RLO Lead.</li> <li>5. To support ROs in delivering enjoyable and safe races and fair competition, adhering to the FRA's rules, regulations and principles of fell running.</li> </ol>
<b>Key tasks</b>	<ol style="list-style-type: none"> <li>1. Liaise with the RLO Lead to agree how many, and which, races the RLO will be assigned to.</li> <li>2. For each race to which the RLO is assigned, carry out the role in accordance with the RLO Procedure and Checklist (including an on-the-day audit), and liaise with the RO before, on and after race day to ensure that the audit is successful and meaningful.</li> <li>3. Support and offer advice to the RO on any aspect of fell running procedures, e.g. kit requirements, the RO checklist, course design, bad weather alternative courses, flagging parts of routes, access and environmental issues (e.g. liaison with National Trust, Natural England, the Forestry Commission, water companies or private landowners), etc.</li> <li>4. Be prepared to explain to potentially resistive ROs why the RLO audit process is in place.</li> <li>5. Ensure that the RO completes the RO Checklist and returns it to the RLO promptly after the race.</li> <li>6. Complete the RLO Checklist and return to the RLO Lead within seven days of the race, together with any concerns arising from the race or opportunities for learning points or improvements to RO/RLO guidelines and best practice.</li> </ol>
<b>Required skills and facilities</b>	<ol style="list-style-type: none"> <li>1. A sound understanding of the FRA's rules, regulations and procedures, especially those aimed at ROs.</li> <li>2. A strong knowledge of the RLO Objective, Procedure and Checklist documents.</li> <li>3. A willingness to volunteer to act as RLO for, and travel to, several FRA races per year. (*This may include races at which the RLO is intending to compete.)</li> <li>4. Excellent communication skills and the ability both to work with ROs and to challenge them where necessary, while maintaining a positive relationship throughout.</li> <li>5. It is desirable for RLOs to have substantial prior experience of competing and/or assisting at FRA races; prior experience as an FRA race organiser is beneficial.</li> </ol>
<b>Required liaison</b>	<p>RLOs report to, and will routinely liaise with, the RLO Lead, and will also need to liaise very closely with the ROs of the races to which they are assigned.</p>