

# Role Description: NJ Events Captain

**The Events Captain has overall responsibility for the successful delivery of all races and other events that are hosted by Newmarket Joggers.**

## **Key responsibilities:**

- Coordinate event calendar
- Manage budget for events as delegated by committee
- Ensure that each event to be hosted by NJs has an identified Race Director or similar directly responsible Individual. The following responsibilities can be delegated to the DRI for each event as appropriate.
  - Prepare / review risk assessments
  - Obtain licences / race permits / landowner consents / road closures as required
  - Procure (as required) appropriately qualified officials, marshals, first aiders, and other helpers
  - Arrange transport of club gazebo, banners and other equipment to event site
  - Coordinate all “on site” activities including setup, tear-down and the event itself
  - Set up registration system and prepare start lists
  - Make arrangements for suitable timing (open, paid-for races to be chip timed where possible)
  - Purchase trophies / medals / race bibs as required
  - Promote and advertise events as appropriate
  - Report on all relevant matters to club committee and obtain their consent where needed

**Key resources:**

- Newmarket Joggers Members Portal - <https://newmarketjoggers.clubmembership.cloud>
- Setting up of events
- Communication with members
- Newmarket Joggers Website - <https://newmarketjoggers.co.uk>
- UK Athletics Rule Book
- England Athletics Club Website / Members Portal - <https://www.englandathletics.org>
- Guidance & templates

**Desirable Skills:**

- Good organisational and communication skills
- Confident in using IT such as email, internet and basic office packages
- Some previous experience of event organisation