

## **SERIES COORDINATOR ROLE**

Comprising: PARK, NIGHT URBAN, TURKEY, NIGHT TERRAIN, SPRING, SUMMER, MAPRUN

Fixtures Group chooses the dates & areas for each series.

Fixture's Secretary contacts custodians to get permissions for each area & appoints a Coordinator

The Coordinator's role for the various Series is basically the same.

1. Appoint a Planner/Organiser & a Safety Advisor for each event  
The Planner/Organiser needs to have completed the BOF Event Safety Course [online course funded by LOC]  
The Safety Advisor needs to sign off the Risk Assessment.[needs to be a licenced coach, organiser or controller] He/She also needs to be able to mentor the Planner if inexperienced or appoint a mentor if necessary.
2. Inform each Planner the courses & lengths & TD required for each series.
3. Send details of all Officials to Jerry Purkis so that he can send a proforma to each Organiser to complete [in plenty of time!]
4. Send a kit list out to each Organiser [attached] enabling them to ask if they want anything extra for their specific event. Ideally the first Planner/O of each series collects the kit from the Barn [or the Coordinator may wish to be involved] The kit then gets passed on from Planner/O at each event. The final Planner/O OR the Coordinator returns the complete, dry kit back to the Barn
5. First Aider needs to be present. Can either be the Planner/O &/ or Safety Advisor or another Club member/s
6. Vouchers distributed to each Planner/O [6] Safety Advisor [3] Download team [free runs] First aider whole session [3] Coordinator [8] Collected from Fixtures Secretary. Coordinator informs Sue Butterfield [[suebutterfield52 at gmail.com](mailto:suebutterfield52@gmail.com)] number of vouchers distributed at end of Series.  
Check with each Planner/O if they have any expenses [travelling etc] to be sent to Andy Robinson.
7. Read Local/Level D Event Safety document on website
8. Coordinator monitors information on website regularly & informs Organisers of any changes/updates required

9. Obtain from Ali and Mike the number sequence of the controls and the max that can be used. This may vary between different series.
10. Any queries contact Fixtures Secretary!

**Equipment required:**

Kites & yellow stakes [blue box; older kites; at least 35]  
Finish, Clear, Check, Start, SIAC check , Safety aluminium stakes  
Hi-viz bibs x4 plus Organiser bib  
Yellow tapes on peg band plus yellow lags for marking routes  
Map boxes x4  
Few spare whistles& compasses [for novices]  
Box of radios [in Rob Smith's house; contact him prior to collection]  
First Aid kit in green bag & FA rucksack plus green FA bumbag

Signage:

Large 'O' directional signs x2 plus 2 smaller ones  
'Start' directional signs x3  
Start sign  
Finish sign  
Whistles compulsory x1  
Whistles & cags compulsory x2  
Do not forget to Download x1  
Have you downloaded x1  
Registration x1  
Download x1  
Caution Runners x2  
Do not forget to punch safety control x1  
Spare convex card & permanent marker if more signs needed x3  
String & scissors or tie wraps  
Wooden stakes x 4 plus hammer  
Bucket for money collection & box for key collection