



Club Championship Coordinator

Summary: Schedule and coordinate Time Trials – 12 in total each year, produce the results and arrange prize giving ceremony. Ensure the safety of all members and volunteers for all Time Trials.

Reporting to: The Chairman

Responsibilities:

Review all Risk Assessments and ensure all TT's have been Risk Assessed.

Set the dates for each of the Time Trials (TT's) – 2 TT's each for 5k and 10k runs, 800m pool swim and 1500m open water (check tide), 20k and 40k bike.

Advertise the TT's well in advance to ensure all members can make arrangements to attend.

Reminders to be circulated nearer to the dates.

Ask for volunteers to timekeep at each TT and make the arrangements.

Brief the timekeepers and provide equipment (stopwatches, clipboards, pens and TT sheets)

Arrange kayak/safety cover for open water swim TT's.

Capture the results in a spreadsheet, forward the information to Communications Officer to add to the PTC website and also post on PTC facebook.

Receive trophies awarded from previous years' winners and arrange new engravings in readiness for the prize giving ceremony.

Adhere to GDPR compliance:

https://www.britishtriathlon.org/britain/documents/data-protection/gdpr_clubs.pdf

Ensure all TT's meet current Covid regulations