
Suffolk County Athletics Association

Cross Country Secretary



Role Description

- Responsible for the overall organisation of the annual SCAA cross country championships, liaising with other relevant officers as appropriate. Duties include; design and make available for publication the entry form; receiving entries for the championships; plan and measure the course route; produce a risk assessment for the championships and obtain a permit for the event; organise first aid; event promotion; collating and distributing results.
- Arrange or assist in other Cross Country Series events on behalf of the SCAA as they become available.
- Collate a list of local cross country events and pass on details to website administrator ensuring website is kept up to date.
- Be a main point of contact regarding county cross country events and respond to enquiries from affiliated clubs / members.
- To liaise with SCAA team managers with regards to Inter-County cross country competition & ensuring entry for Suffolk teams into relevant Inter-County events.
- Report on latest developments from England Athletics, UKA regarding all things about cross country, including rules, best practices and future developments.
- Attend SCAA meetings and report on progress and upcoming events.