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# Suffolk County Athletics Association

## Endurance Officials Secretary



### Role Description

- Act as a main point of contact for affiliated clubs and the England Athletics official coordinator.
- Remain in close contact with affiliated clubs to identify and shortages in officials and numbers of volunteers waiting to attend courses.
- Work with England Athletics to ensure officiating courses are organised locally based on demand.
- Liaise with clubs & volunteer coordinators to promote officiating opportunities widely amongst clubs, as well as schools and volunteer groups as appropriate.
- Cascade information from National to Local level to ensure clubs and County officials are kept up to date with details of any rule changes, qualification updates and development opportunities.
- Maintain an up to date record of county officials and contacts.
- Organise officials for the annual cross country championships. Ensure pre-event information is distributed to all officials, organise officials refreshments, produce an officials duties list and ensure that all relevant paperwork ( recorders Cards etc.) are prepared.
- Work with the SCAA cross country secretary to draw up a workable timetable for the championships based on the number of entries and available officials.
- Send out thank you letters to all officials having supported the annual championships.