



# Albany Cycling Club



## JOB DESCRIPTION FORM

### Position Identification

Position Title	<b>Marshall Co-ordinator</b>
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### Position Relationship

Responsible to	<ol style="list-style-type: none"><li>1. The Marshall Co-ordinator is directly responsible to the Management Committee.</li><li>2. Race Co-ordinator on race day</li></ol>
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### Objectives

Key Objectives of the Position	To ensure that the ACC runs its events safely and efficiently by having enough accredited marshals and deploying them in line with traffic management requirements.
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### Key Responsibilities

#### **Recruiting**

1. Ensure that the club has enough qualified marshals to roster for its annual calendar of events according to TCD.
2. Implement systems to ensure that a suitable number of marshals are recruited for each event

#### **Training**

1. Ensure that new marshals have completed the required training.
2. Ensure all marshals have current accreditations by arranging training opportunities as required.

#### **Logistics**

Ensure that the signage trailer has approved vests for marshals.

#### **Administration**

1. Maintain the club's database of accredited marshals.
2. Maintain a spreadsheet record of all events marshalled by each marshal.
3. Liaise with Equipment Officer each year for recording/replacing equipment.

#### **Management**

1. Develop and regularly review a marshal briefing document.
2. Brief marshals in good time before each event.
3. Ensure marshals are dressed correctly.
4. Ensure marshals have contact with the event organiser.
5. Deploy marshals as per event requirements.

## Key Knowledge and Skills

Ideally the Marshall Co-ordinator is someone who:

### **Knowledge**

- Is familiar with the Club's courses for events.
- Has some knowledge of marshalling requirements.
- Has some understanding of the training program for marshals.

### **Skills**

Must be able to clearly communicate to marshals their duties for a specific event.

### **Organisation**

Must be able to:

- Organise training sessions as required in good time and get people to attend them.
- Draw up a roster, appoint and deploy marshals at Club events as required.
- Maintain electronic records of each marshal's activity for the year.
- Maintain a record of currently accredited marshals
- Make a written report to Committee as required.

## Handover

I have completed a handover/induction for the role of Marshall Co-ordinator  
with\_\_\_\_\_ and agree to advise the new appointee on issues related to the role.

Signed..... Date.....

## Agreement

I have read and understand the requirements of the role as detailed in this job descriptions form. I will undertake the role as described to the best of my ability and accept the responsibilities and duties for the position as described on this job description form.

Signed..... Date.....