

# The Fell Runners Association

## Job Description: Fixtures Secretary

<b>Role</b>	The Fixtures Secretary has the primary role of licensing fell races on behalf of the FRA and maintaining a calendar of licensed races.
<b>Main purposes of role</b>	<ol style="list-style-type: none"> <li>1. To license FRA races and maintain an up-to-date listing on the FRA website.</li> <li>2. To advise Race Organisers (ROs) on the FRA's Requirements and Rules.</li> <li>3. To assist the Handbook Editor regarding the race calendar.</li> <li>4. To sit as a member of the Safety, Equipment and Rules sub-committee and contribute to potential changes to the FRA's Requirements and Rules.</li> </ol>
<b>Key tasks</b>	<ol style="list-style-type: none"> <li>1. Vet potential FRA races to ensure they meet the FRA's criteria for fell races.</li> <li>2. Liaise with ROs and issue race licences when appropriate.</li> <li>3. Produce a race calendar for the FRA Handbook and send it to the Handbook Editor (who is responsible for all parts of the Handbook not directly related to the calendar).</li> <li>4. Liaise with the Handbook Editor to ensure the FRA Handbook is produced on time.</li> <li>5. Act as the point of contact throughout the year for fell race organisers who want to license their races or who need to amend their registered race details.</li> <li>6. Respond to questions from ROs in a timely manner.</li> </ol>
<b>Required skills and facilities</b>	<ol style="list-style-type: none"> <li>1. A sound understanding of the FRA and fell running and a background in fell running.</li> <li>2. A strong understanding of the way that FRA races are registered and managed.</li> <li>3. Ample availability between September and December, when the bulk of the work is needed.</li> <li>4. Strong IT skills including Word, Excel and Google Forms.</li> </ol>
<b>Required liaison</b>	<ol style="list-style-type: none"> <li>1. ROs of current and potential FRA races.</li> <li>2. The Webmaster, to ensure that the online fixtures database is kept up to date and that any important changes to races are announced in an appropriate manner.</li> <li>3. The Handbook Editor, to ensure that the Fixtures Calendar included in the Handbook is comprehensive and accurate.</li> <li>4. The Race Liaison Officer Lead, to assist ROs to obtain best practice advice.</li> <li>5. Other UK Athletics bodies, for the preparation of the FRA Handbook.</li> </ol>

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