

# The Fell Runners Association

## Job Description: Race Liaison Officer Lead

|  |  |
|--|--|
| <p><b>Role</b></p>                           | <p>The Race Liaison Officer Lead, who reports to the Chair of the Safety, Equipment and Rules (SER) sub-committee, is responsible for managing the FRA's team of Race Liaison Officers (RLOs) who liaise with Race Organisers (ROs). There are two primary functions of the RLO system:</p> <ul style="list-style-type: none"> <li>• to audit FRA races and ensure that correct procedures are followed;</li> <li>• to support ROs, especially inexperienced ROs or those running a new race or staging a Championship race for the first time.</li> </ul>   |
| <p><b>Main purposes of role</b></p>          | <ol style="list-style-type: none"> <li>1. To identify races which should be audited and/or supported and arrange for appropriate RLOs to be assigned.</li> <li>2. To own, manage and publish the race audit list and other RLO-related documentation.</li> <li>3. To manage the RLO team and support RLOs and ROs in delivering enjoyable and safe races and fair competition, adhering to the FRA's rules, regulations and fell running principles.</li> <li>4. To review completed race audits and identify good practice and learning points, with the aim of achieving year-on-year improvement to the FRA's guidelines for ROs and RLOs.</li> </ol>   |
| <p><b>Key tasks</b></p>                      | <ol style="list-style-type: none"> <li>1. Determine races to be audited and supported (the aim being 10% of the FRA's total races) and arrange for appropriate RLOs from the RLO team to be assigned to each such race.</li> <li>2. Maintain all RLO-related documentation, including the RLO Objective, Procedure and Checklist documents, and ensure that these are reviewed at least annually.</li> <li>3. Liaise with RLOs and ROs before, on and after race day, to ensure that audits are successful and meaningful.</li> <li>4. Be prepared to explain to potentially resistive ROs why the RLO audit process is in place.</li> <li>5. Offer advice to RLOs and ROs on any aspect of fell running procedures (see RLO Job Description for examples) as well as the RLO Procedure and RO / RLO Checklists.</li> <li>6. Review all completed race audits and take any necessary post-race action, in particular following up with ROs regarding any major shortcomings identified at their races, or in cases where the RLO is unhappy with the RO's cooperation.</li> <li>7. Solicit feedback on the RLO process from RLOs and ROs to allow regular review (at least annually) and report to the FRA Committee.</li> </ol> |
| <p><b>Required skills and facilities</b></p> | <ol style="list-style-type: none"> <li>1. A sound understanding of the FRA's rules, regulations and procedures, especially those aimed at ROs.</li> <li>2. The ability to manage a team of RLOs and recruit new RLOs when necessary, ideally from a wide variety of locations across England, and organise for sufficient and appropriate RLOs to be assigned to races to meet the FRA's auditing requirements.</li> <li>3. The strength of character to challenge or report ROs when required, including standing up to ROs who are uncooperative (and in rare cases may behave unacceptably towards RLOs).</li> <li>4. A willingness to travel, both to FRA races and occasionally to meet ROs or RLOs face-to-face.</li> <li>5. It is desirable for the RLO Lead to have substantial prior experience as an FRA race organiser.</li> </ol>  |
| <p><b>Required liaison</b></p>               | <ol style="list-style-type: none"> <li>1. The RLO Lead will need to liaise routinely with the team of RLOs and with ROs of races designated for audit/support.</li> <li>2. Additionally, the RLO Lead will need to report regularly to the FRA Committee (via the Chair of the SER sub-committee) and with the FRA Secretary for administrative purposes.</li> </ol>   |