



The Fell Runners Association

Job Description: Fixtures Secretary

Role	The Fixtures Secretary has the primary role of licensing fell races on behalf of the FRA and maintaining a calendar of licensed races.
Main purposes of the role	<ol style="list-style-type: none"> 1. To license FRA races and maintain an up-to-date listing on the FRA website. 2. To advise Race Organisers (ROs) on the FRA's Requirements and Rules. 3. To assist the Handbook Editor regarding the race calendar. 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.
Key tasks	<ol style="list-style-type: none"> 1. Vet potential FRA races to ensure they meet the FRA's criteria for fell races. 2. Liaise with ROs and issue race licences when appropriate. 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). 4. Liaise with the Handbook Editor to ensure the FRA Handbook is produced on time. 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. 6. Respond to questions from ROs in a timely manner.
Required skills and facilities	<ol style="list-style-type: none"> 1. A sound understanding of the FRA and fell running and a background in fell running. 2. A strong understanding of the way that FRA races are registered and managed. 3. Ample availability between September and December, when the bulk of the work is needed. 4. Strong IT skills including Word, Excel and Google Forms.
Required liaison	<ol style="list-style-type: none"> 1. ROs of current and potential FRA races. 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. 3. The Handbook Editor, to ensure that the Fixtures Calendar included in the Handbook is comprehensive and accurate. 4. The Race Liaison Officer Lead, to assist ROs to obtain best practice advice. 5. Other UK Athletics bodies, for the preparation of the FRA Handbook.