Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	CROSS COUNTRY COORDINATOR

The Cross Country Coordinator's role is to plan and arrange the season program of Cross Country, to select venues and manage the participants.

The Cross Country Coordinator's role is a Non-Committee position. The Cross Country Coordinator will provide updates, raise any concerns or offer any insights regarding the Cross Country season to the Committee.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honesty at all times.
- Act in the best interests of the Centre at all times.

The Coordinator's responsibilities include:

- Booking Cross Country venues and completing relevant documentation as required by the venue, including casual booking forms and Risk Assessment Plans.
- Organising and coordinating officials and equipment.
- Organising relevant courses for 500m, 1km, 1.5km, 2km and 3km distances and arranging course maps as required.
- Setting up cross country equipment including gazebos, bunting etc.
- Managing the entries and participants.
- Keeping a record of all venues and their contacts.
- Creating a fun and inclusive environment for our athletes.