



BERKSHIRE ATHLETICS

www.berkshireathletics.org.uk

OVERVIEW OF TRACK AND FIELD CHAMPIONSHIP SECRETARY ROLE

Must have a good knowledge of UKA Rules

BEFORE EVENT

When dates are announced by UKA (usually during November).
Obtain quotes from Bracknell, Reading and TVAC for decision by
Committee which to book. Book track.

Once Chief Officials are known, as advised by County Officials
Secretary, prepare and send licence application to England Athletics.

Prepare Prospectus and provisional timetable for Berkshire AA
website and entry system.

Ensure Risk Assessment is done. Local Club should have one which
can be used or amended if necessary.

Setup online entry system to go live on 1st of the month 2 months
ahead of the month of the date of the Championships ie if
Championships in May go live 1st March. Closing date 2 weeks before
date of Championships
Current entry and results system used is Roster.

On the opening date send email to all competitors entered the
previous year advising them entries are open and send link.

Frequently check entries for any irregularities ie: athletes have only
entered number of events allowed, which vary by age group, as per
UKA Rules and included in the Prospectus.



BERKSHIRE ATHLETICS

www.berkshireathletics.org.uk

Receive and answer queries from athletes.

Order numbers and pins.

Ensure First Aid is arranged. Currently the responsibility of County Officials Secretary.

Contact/meet with Stadium Management as when required to discuss any relevant matters arising.

Once entries are closed prepare final timetable to include heats and finals where required. Check field timetable is possible with number of entrants, field referees can advise, and make timing adjustments if necessary.

At least a week before event prepare final athlete information to send with timetable to competitors and relevant discipline Chiefs. Also put on Roster system and Berkshire AA website

Send timetable and event licence to stadium. Stadium might require copy of Risk Assessment

Prepare Field cards.

Collate athlete numbers by age group in number order.

ON THE DAY

Be on hand to answer queries, Assist in inputting field results to Roster system. Track results are entered directly from Photofinish



BERKSHIRE ATHLETICS

www.berkshireathletics.org.uk

AFTER EVENT

Ensure results sent to Power of 10 as soon as possible

Prepare results for website

Complete Licence feedback form and submit to England Athletics.

Prepare report for Committee – number of athletes compared with previous year, by age group, by Club. List Championship Best Performances achieved.

Update Championship Best Performance spreadsheet