



Job Title: **Time Trial Coordinator**

Job Specification:

The Time Trial Coordinator is to report directly to the Committee and is responsible for the coordination and execution of Time Trial events (potentially Hill Climbs if they are to go ahead).

The TT Coordinator is to ensure timetable and other information is communicated on time as well as route is published to club members and results are published in an acceptable timeframe. Where volunteers are required, the TT Coordinator will advertise this request through Facebook and/or email.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Lead the organisation of club races i.e. TT, Hill Climbs etc – organisation of which club races are to go ahead each year will be discussed at committee meetings. ● Oversee event entries and registration (online or on-the-day) ● Report attendance to British Cycling ● Results of club races to be published on social media/emailed to all club members. Liaison with Social Media Manager and Secretary may be required. ● Pay relevant levies to current races with agreement from the Treasurer. ● Request for volunteers either through email or Facebook ● Arrange any equipment hire/replacements and gain approval for purchase from Treasurer with agreement from Chairperson. ● Publish times and timetables via email and Facebook – Where amendments are to be made via website, to communicate this to the Webmaster. ● Advertise any change in timetable e.g. cancelled events due to weather ● Liaison may be required between TT Coordinator, Secretary, Social Media Manager and Webmaster for communication on event information.

Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after. ● Represent the club at local, county, and national levels. ● Promote the club. ● Actively engage and offer any new idea in Committee meetings, for the interest of the club.
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	<ul style="list-style-type: none">• Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).