

Series Coordinator (separate coordinators for **Bush, Street, Urban, BOSS** series)

- in conjunction with Committee and President, coordinate event calendar in a timely fashion
- ensure that guidelines for events are current and based on any changes made in annual report and recommendations
- assist Course Planners in filling the other roles required to conduct an event
- advise on suitability of areas for specific events
- liaise with mapping coordinator to ensure proposed maps are at current standard
- ensure appropriate permissions are obtained and/or guide Course Planners to do so
- advise event officials of the requirements and expectations of running an NOC event
- correct/modify results if necessary
- oversee the provision and presentation of awards at ceremonies
- provide an end of season summary report of basic stats and recommendations for the following season
- Ensure that the club van/equipment is ready and arrange driver to take the van to events (If applicable)
- Co-ordinate with organisers and mapping officer the course map and printing
- Ensure equipment is in working order (if applicable)
- ensure event setters have access to event guidelines
- ensure event information is advertised widely through Face Book and website