## Car Park Team Leader - Role Description

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<table>
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<tr>
<th>Role description</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Car Park Team Leader</td>
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<td><strong>Role</strong></td>
<td>To arrange the car parking and traffic flow in and out of car park for all vehicles attending the days that make up the event.</td>
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| **Appointment and Communications** | - Appointed by race day organiser or event coordinator  
- Must carry phone or radio during the event  
- Must wear high-viz jacket during the event  
- Attend site meeting if car park shared with race arena or assembly  
- Appoint and brief a deputy to stand in on the day if required |
| **Tasks before the event** | - Understand capacity of proposed car parks and formulate a strategy for use of available space. This may involve a site visit to talk to site occupiers.  
- Liaise with safety officer on traffic flows, competitor or pedestrian access and contribute to risk assessment  
- Source reserve car parking in event of loss of main car park  
- Advise, get quotes and procure a system of protecting the entrance or exit areas if likely to breakdown in the event of bad weather prior or during movement  
- Liaise with safety officer on traffic flows, competitor or pedestrian access and contribute to risk assessment  
- Advise on staffing requirements, duration of shifts, equipment needs and high-viz jacket requirement  
- Advise race day organiser on traffic flow issues such as narrow entrances, one way systems or no exit allowed before etc  
- Brief car park team and arrange shifts, suitable location for emergency vehicles and exit plans in the event of an emergency exit being required |
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|                  | • Arrange emergency towing facilities for stuck vehicles  
|                  | • Advise of any signs required  
|                  | • Consider where to park coaches / oversized vehicles  
|                  | • Arrange cash collection, ticket checking and issue of information sheets, if applicable  
|                  | • Stake out parking lanes and access lanes  |
| **Tasks during the event** |  |
|                  | • Supervise team of car park staff  
|                  | • Manage any emergencies and alternate car parking needs  
|                  | • Put out signs, stakes etc and collect in afterwards  
|                  | • Allocate a parking (and drop-off?) area for coaches and have some team members prepared to meet coached on arrival, if applicable  
|                  | • Arrange emergency towing  
|                  | • Lay entrance and exit matting, remove and return (if required)  
|                  | • Collect parking fee, hand out information sheets and check car park passes if applicable  |
| **Tasks after the event** |  |
|                  | • Litter pick field after all vehicles have left  
|                  | • Return signs, jackets and cash etc  
|                  | • List helpers for thank you  
|                  | • List non-runners for refunds  
|                  | • Report on issues for next event team  
|                  | • Submit any expenses claims promptly  |