

British Orienteering

Finish / Changeover Team Leader – Role Specification

British Orienteering is an Equal Opportunities Employer.

Title	Finish / Changeover Team Leader
Name	
Role	Plan in conjunction with race day organiser and safety officer and oversee the finish and changeover areas. Coordinate with Start and Map Issue TL.
Appointment and Communications	<ul style="list-style-type: none"> • Appointed by Day Organiser • Carry phone or radio during the event • Identifiable during the event • Appoint a deputy team leader in case of illness
Tasks before the event	<ul style="list-style-type: none"> • Obtain relevant rules on finish / changeover procedures • Attend site meetings and work with race day organiser and race day planner to devise most appropriate finish and changeover layouts • Arrange for delivery and collection of all equipment • Brief all finish / changeover officials on rules and roles • Be available to assist in setting out finish and changeover areas • Advise Organiser of staffing requirements and equipment needs
Equipment Requirements	<ul style="list-style-type: none"> • Tapes, timing clock(s), finish banner, etc • SI finish units • Matting / geotextile in heavily used areas to protect ground if wet • Video camera to adjudicate photo-finishes, if applicable • Club tent / gazebo for shelter for helpers • Table (and chairs – suggest helpers bring their own)
Tasks during the event (FINISH)	<ul style="list-style-type: none"> • Set up finish ready for first finishers at 1010 (first start 1000) • One person at split of finish funnel (separate leg 1 & 2 runners from finishers – leg 3 runners). • One person to record by hand the bib numbers of finishers as they cross the line (<i>final leg runners only – not necessary for</i>

	<p><i>legs 1&2)</i></p> <ul style="list-style-type: none"> • One/two people to keep competitors in order as they cross the finish line and ensure they punch the finish box. Finish punch to be manned until courses close at XXXX or until results team advises that all competitors have finished. • One person to record any complaints/injuries/incidents (I'll supply the forms) before competitors go into download tent – e.g. those which need urgent action like control disappearing. Competitors with complaints regarding planning or protests to be directed to Enquiries.
<p>Tasks during the event (CHANGEOVER)</p>	<ul style="list-style-type: none"> • Set up changeover ready for first finishers at 1010 (first start 1000) • Two people to manage the waiting pen. Competitors will move from the waiting pen to the changeover area only when they see their incoming runner on the run-in – there won't be a calling system. Juniors and shorter competitors should be allowed to stand at the front to get best views. • Two helpers to manage the changeover area to ensure that competitors touch their incoming runner (no cheating!) and incoming runners move on to the finish punch and download. • Competitors for mini-mass starts will be passed over to the Start Team – the Start Team will come to the Changeover to collect them. • Changeover Pen closes at 1300 and can be dismantled
<p>Tasks after the event</p>	<ul style="list-style-type: none"> • Clear away finish / changeover and return all equipment • List helpers for thank you • Report on issues for next event team • Submit any expenses claims promptly