

British Orienteering

JK Entries Secretary-Role Description

British Orienteering is an Equal Opportunities Employer.

Role description		
	Title	Entries Secretary
	Role	
	Appointment and Communications	<ul style="list-style-type: none"> •
	Tasks before the event	<ul style="list-style-type: none"> • Assist the JK committee in defining and setting up the online entries system (OES). Provide a postal entry form; the data from this will be used to define the OES. • Liaise with the OES provider to ensure that the system is ready by the prescribed go-live date.
	Tasks during the event	<ul style="list-style-type: none"> • Provide the JK committee with regular reports on entries. • Provide the JK Treasurer with regular reports on income if required. • Liaise with the Day Organisers, Planners and Controllers (plus Elite or IOF Advisors if necessary) and inform them of any unexpected entry patterns. • Answer queries about entries and the OES. • Liaise with the advisor for Elite Seeding and Selection. • Liaise with all essential personnel to ensure that the Start Lists are compiled, checked and uploaded to the OES by the prescribed date; personnel should include the OES provider, Elite Seeding and Selection Advisor, checkers for senior and junior entries. • Handle requests for changes resulting from the posting of the Start Lists. • Send start times to those sending postal entries who do not have email. • Provide address files (suitable for mail merge) to the programme/parking permits team.
	Tasks after the event	<ul style="list-style-type: none"> • Produce a results booklet post-event; mail if required, or provide an address file to the mailing team.