

POSITION DESCRIPTION



Role Title

Mudbash Events
Secretary

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Events Manager
Mudbash Vice Chairman

ELIGIBILITY

- The position of Mudbash Events secretary shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Events Manager in the undertaking of their duties and responsibilities.
- Working with the Events Manager, prepare event and further event regulations for presentation, review and approval by *Rover Scout Motorsport (RSM)* & *Confederation of Australian Motorsport (CAMS)*.
- Upon appropriate approval, publish event and further event regulations on the Mudbash Website & social media platforms.
- Working with the Events Manager, design, produce and distribute event entry forms & information packs, ensuring its accuracy.
- Manage the Events Secretary email inbox & mailing address, ensuring all completed event entry forms & driver track allocations are received by stipulated deadline.
- Review completed competitor entry forms for accuracy & if not accurate, contact competitors as required.
- Ensure appropriate entry fee is communicated and charged correctly to competitors.
- Working with the Events Manager, allocate appropriate number of Marshalls for each race session at the event.
- Create spread sheets inputting the following data;
 - Competitors, car names & contact person
 - Track names, session times & track rules
 - Marshalls and allocation preferences
- Produce marshalling schedule for distribution via email to competitors & at driver sign in.
- Set up Event Management System (EMS) & add the following information
 - Competing teams
 - Team Members
 - Vehicle Name
 - Track allocations
 - Driver names
- Attend monthly committee meetings, as required.

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- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Set up Events HQ, ensuring all required equipment and resources are available.
- Working with events assistants, input competitor data into EMS, ensuring its accuracy.
- Organise all competitor entries into alphabetical order by crew, allocating a driver number to each for input into EMS.
- Produce wristbands with allocated driver numbers on them, organised alphabetically by crew for distribution at driver sign in.
- Produce driver track allocations for distribution to competitor contact at driver sign in.
- Working with events assistants, set up Driver sign in, ensuring appropriate resources are available with laptops and EMS access.
- Brief assistants on correct sign in process, ensuring the appropriate questions are asked & required information is gathered.
- Design a spreadsheet for Police Scouters to use to record any competitors who have failed an alcohol breathalyser test.
- Print & distribute score sheets for each track to Marshalls prior to the start of each session.
- Working with the Events Manager, ensure all Marshalls have sufficient materials to complete their role & directing them to their allocated tracks.
- Input competitor scores into EMS as they become available, ensuring they are reviewed independently.
- Create a list of trophy recipients for the Chairman to present awards to at the presentation ceremony, ensuring the following information is available;
 - Each track winner in both Rover & Non-Rover Class
 - Best First Year Competitor
 - Chairman's award recipient
 - Top 5 overall Non- Rover class
 - Top 10 overall Rover Class

After Mudbash

- Accurately record provisional and final results.
- Pack up all event tracks, ensuring all equipment is returned, unused materials stored for future use & the tracks are restored to their pre-event state or better.
- Assist the Events Manager to investigate all protests received.
- Assist the Events Manager to resolve any disputes which may arise regarding the application of relevant rules and regulations and appeals from competing Crews in respect to any motorsport issue.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Attend the event forum, listening to the feedback provided by Rovers.

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DESIRED SKILLS

- Motorsport knowledge
- Attention to Detail
- Problem Solving
- Interpersonal and relationship building skills
- Communication
- Time Management
- Able to work as part of a team to accomplish tasks.
- Occupational Health and Safety risk mitigation & reporting

Feedback

Role Title	Mudbash Events Secretary
Comments	