

Appendix 1

The Services

The duties of the Yorkshire Regional Competition Administrator (RCA) shall include the following:

1. To work closely with the Events Workgroup, Regional Board, Regional Events Officer ("REO") and British Cycling to support the effective administration of the Road, Circuit and Track disciplines in the region.
2. To ensure up to date course risk assessments for all courses/circuits in the region.
3. Liaise with the REO and Cycle Sport Risk Assessor to ensure that both the Region and BCHQ have copies of all risk assessments for the region.
4. Work with the Region's Events group, the REO and British Cycling to plan and co-ordinate the Road, Circuit and Track calendar.
5. To liaise with adjoining regions RCAs to effectively co-ordinate a balanced Road, Circuit and Track events calendar.
6. To liaise and communicate with the relevant Police and Highway authorities, attending meetings if required and co-ordinate and submit permit applications where necessary.
7. To issue permits and other relevant documentation where necessary in accordance with British Cycling Technical Regulations.
8. Work with the REO to provide accurate data in terms of new and active officials.
9. Ensure officials are appointed to road, closed circuit and track events in the region, following consultations with the Region's Events group.
10. To coordinate the collation and communication of post event paper work to the Region's Events Group.
11. Support new and existing Road, Circuit and Track event organisers, commissaires, marshals and other volunteers in the region.
12. To communicate updates, and reports to the Region's Workgroup meetings, Regional Board and British Cycling as and when required.
13. Submit written reports, which shall include issues requiring Workgroup attention.
14. Attend the Workgroup regularly and the Region's AGM.