



Proudly supported by Todd Energy.

Postal PO Box 86, New Plymouth.

Email secretary@kartsporttaranaki.co.nz

Track. Joll Street Waitara.

Job Description

Race Secretary

- Attend committee meetings to keep up-to-date with race timing and event requirements
- Ensure race timing equipment is kept up-to-date, working, and safe
- Liaise with eftpos specialists to keep networking and online data working in the tower
- Set up race meetings on the laptops
- Ensure club transponders are charged and entry cards (scrutineering cards) are stocked for race meetings
- Take race entries and run timing at race meetings
- Upload race meeting results to MyLaps
- Keep championship points up-to-date and posted on the website
- Ensure race records are kept safe for history purposes
- Organise keepsie trophies for special events (endurance meeting and club champs)
- Record trophy results in the trophies register
- Keep race stationery and certificates stocked up
- Keep forms and manuals up-to-date, such as KSNZ rules, licence forms, minimum acceptable weights (MAW), track records
- Store required paperwork in store room
- Ensure that a manual timing system is available to run if required
- Organise trophies to be returned, engraved, and cleaned for annual prizegiving
- Ensure prizegiving certificates are also organised and provide required data for placings

As stated in the *Upcoming AGM - Positions Available* memo, if the entire role does not suit your abilities we are happy to negotiate these roles since some of the above can be delegated to other committee members. Additionally we are prepared to offer some form of remuneration for this position.

We would like to hear from you if you are interested in this position. Training will be provided.