



Role Description: Cross Country Representative

Role purpose

The Cross Country Representative is responsible for coordinating and promoting Hinckley Running Club's participation in cross-country leagues, races and championships.

They act as the main link between the club, cross-country leagues and event organisers. Working with the Club Captains, Publicity Representative and committee, they ensure members receive clear and timely information, entries are completed correctly and runners are supported throughout the cross-country season.

Skills required

- Friendly, approachable and enthusiastic about cross-country running.
- Confident and effective communicator.
- Organised, reliable and able to manage dates, entries and deadlines.
- Comfortable attending league meetings and representing the club.
- Able to communicate race information clearly and accurately.
- Able to encourage participation from runners of all abilities and experience levels.
- Confident using email, social media and the club's communication platforms.
- Able to understand and explain league rules, entry requirements and scoring systems.
- Accurate when managing team entries, runner information and results.
- Able to listen to members and represent their views fairly.
- Fair and impartial when dealing with team selection or competition matters.
- Able to recognise, declare and appropriately manage personal conflicts of interest.

No formal qualification is required, but experience of cross-country running and a good understanding of the relevant leagues would be beneficial.

Key responsibilities

- Act as the club's main point of contact for cross-country leagues, championships and event organisers.

- Attend relevant cross-country league meetings or arrange for an appropriate substitute when unable to attend.
- Represent the club's interests and communicate relevant feedback, questions or concerns at league meetings.
- Provide the committee with updates following meetings, including rule changes, decisions and actions affecting the club.
- Share the cross-country fixture calendar with members as soon as it becomes available.
- Promote upcoming fixtures through the club's agreed communication channels.
- Encourage members of all abilities to participate and represent the club at cross country.
- Provide members with clear and timely information, including dates, venues, start times, entry requirements, parking, course details and footwear recommendations.
- Communicate any fixture changes, cancellations or urgent updates promptly.
- Explain relevant competition rules, including eligibility, age categories, club affiliation, scoring and the wearing of club colours.
- Maintain an up-to-date understanding of league and championship rules.
- Ensure the club completes registrations, affiliations, payments and team entries by the required deadlines.
- Collect the information needed from members to complete individual or team entries.
- Check entry lists carefully and resolve any errors with members or event organisers.
- Work with the Club Treasurer to arrange payment of entry fees or other cross-country costs.
- Work with the Club Captains to encourage participation, coordinate teams and build team spirit.
- Coordinate team selection where required, following the relevant competition rules and an agreed fair and transparent process.
- Organise or support race-day arrangements, including meeting points, race numbers, monies, results, team declarations, the club gazebo and team photographs.
- Attend fixtures where reasonably possible and provide a visible point of contact for members.
- Arrange for another suitable club representative to manage race-day responsibilities when unable to attend.
- Ensure members know where and when to report before their race.
- Encourage runners to support their teammates across all races and age categories.
- Promote respectful behaviour towards event organisers, officials, volunteers, landowners, other clubs and fellow competitors.

- Encourage members to follow event rules and respect the venues used for cross-country fixtures.
- Monitor published results, individual standings and team positions throughout the season.
- Raise any result errors or eligibility queries through the appropriate league process.
- Share relevant results and standings with members and the committee.
- Work with the Publicity Representative to celebrate participation, team performances and individual achievements.
- Share information about league awards, championship qualifications and presentation events.
- Collate the 100% XC award information
- Respond to members' cross-country enquiries or refer them to the appropriate league official when necessary.
- Raise any significant concerns, incidents or inappropriate behaviour with the appropriate committee member.
- Refer welfare or safeguarding concerns promptly to a Club Welfare Officer.
- Attend committee meetings and provide updates on participation, results and relevant developments.
- Maintain clear records of fixtures, entries, results, league contacts and procedures.
- Declare and appropriately manage any personal conflicts of interest.
- Support succession planning and provide an effective handover to the incoming Cross Country Representative.
- Support the organisation of the club's hosted XC race where required