



Role Description: LRRL Representative

Role purpose

The LRRL Representative is responsible for coordinating Hinckley Running Club's involvement in the Leicestershire Road Running League (LRRL).

They act as the main link between the club and the league, attending LRRL meetings, sharing relevant information with members and encouraging participation in league races.

Working with the Club Captains, Publicity Representative and committee, the LRRL Representative ensures members receive clear and timely race information and that the club understands and follows the league's rules and requirements.

Skills required

LRRL Representative – Key Skills & Attributes

- **Strong communication and interpersonal skills:** Friendly, approachable and confident when communicating with members, committee colleagues, league officials and other clubs.
- **Organisation and reliability:** Able to manage information, deadlines and administrative requirements accurately and effectively.
- **Representation and advocacy:** Confident representing the club's views, listening to members and ensuring their interests are fairly represented.
- **Teamwork and collaboration:** Able to work positively with Club Captains, committee members and other volunteers to support club and league activities.
- **Knowledge and understanding:** Able to understand, interpret and clearly communicate LRRL rules, requirements and race information.
- **Digital and information management:** Comfortable using email, social media and club communication platforms, with good attention to detail when managing records and results.
- **Inclusive and impartial approach:** Enthusiastic about encouraging participation from runners of all abilities, while remaining fair, objective and respectful.
- **Integrity and accountability:** Able to recognise and appropriately manage conflicts of interest and act in the best interests.

No formal qualification is required, but a good understanding of the LRRL and experience of participating in league races would be beneficial.

Key responsibilities

LRRL Representative – Key Responsibilities

- **Represent the club within the LRRL:** Act as the main liaison between Hinckley Running Club and the Leicestershire Road Running League, attending league meetings and representing the club's interests.
- **Communicate league information:** Keep the committee and members informed of LRRL fixtures, rules, deadlines, race arrangements, changes and other relevant developments in a timely manner.
- **Promote participation:** Encourage members of all abilities to take part in LRRL races, working with Club Captains to build participation, team spirit and positive club representation.
- **Manage league administration:** Ensure the club meets LRRL registration, affiliation, payment, submission and other administrative requirements, and maintain an up-to-date understanding of league rules and procedures.
- **Support race participation and club presence:** Coordinate or support practical arrangements for league races and help ensure members have the information and guidance needed to participate effectively.
- **Monitor results and achievements:** Oversee league results, standings and awards information, raise any discrepancies where appropriate, and work with the Publicity Representative to recognise member and team achievements.
- **Provide committee oversight:** Attend club committee meetings, report on league activity and participation, raise significant issues or incidents, and ensure relevant decisions and actions are followed through.
- **Maintain continuity of the role:** Keep appropriate records and guidance, manage conflicts of interest appropriately, and support an effective handover and succession process.