



Audax Australia Cycling Club

Position Description – National Rides Calendar Coordinator (November 2012)

Background

Audax Australia Cycling Club is a non-profit national association which promotes and runs Audax Cycling – long distance, non-competitive cycling events. The National Rides Calendar Coordinator is one of a number of voluntary roles which support the Club's operation across Australia.

Broad Overview

The National Rides Calendar Coordinator is responsible for the development of the annual calendar of Audax cycling events. The Coordinator consults with the National Committee, the State Calendar Coordinators and other officers of Audax Australia, establishes the framework and annual timetable for the assembly of the rides calendar from ride proposals submitted by individual ride organisers, reviews and validates ride proposals. The Coordinator prepares the output files necessary for production of the calendar booklet and the schedules of relevant events which are submitted to the Audax Club Parisian (ACP) and the Union des Audax Francais (UAF).

Responsibilities and Duties

The National Rides Calendar Coordinator should:

- encourage Audax members to propose and organise rides for inclusion in Audax Australia's annual calendar of events;
- establish a procedural framework for the review and validation of ride proposals, in consultation with State Calendar Coordinators;
- check the ride proposals which are endorsed by state officials, for adherence to standards and policy and for conflicts of timing across states, particularly involving 1,000km and 1,200 km events;
- supply files containing all the relevant ride listings to the editor of the calendar booklet, ACP brevet secretary and UAF brevet secretary by 1 October each year;
- assist with proof reading of the draft calendar booklet;
- as necessary, perform or facilitate maintenance of the on-line ride data base and calendar administration system;
- liaise with, and report to, the National Committee as necessary.

Knowledge and Skills Required

Ideally the National Rides Calendar Coordinator is someone who has:

- at least basic IT skills and access to a computer with an internet connection for extended periods during the key phases of the calendar development process (see below);
- general organisational skills, particularly in terms of processing a large number of ride proposals within a limited time frame;
- very good written communication skills and liaison skills;

- a good knowledge of Audax ride rules, and of procedures and standards, some of which may not be formally documented, relating to the organisation of rides, preferably based on actual experience as a ride organiser and participant in a variety of Audax rides;
- sound judgement including the capacity to assess ride proposals for consistency with Audax ride rules and standards relating to Audax rides and to resolve problems with ride proposals.

Relationships

Section 7.1(a) of the Club's Regulations establishes the National Calendar Coordinator as the Chair of the National Calendar Committee. In practice, however, the assembly of the calendar has not required the actual formation of this committee.

The National Calendar Coordinator works very closely with the State Calendar Coordinators and to a lesser extent with other state and regional officials, particularly while the calendar is being assembled.

While the calendar booklet is being prepared close contact occurs with the Calendar Booklet Editor.

The National Calendar Coordinator reports to the National Committee and consults with the President on matters which may arise during the assembly of the calendar and at other times of the year.

Discussion of particular issues may be required with the ACP and UAF Brevet Secretaries, the editor of Checkpoint, the manager of the Audax Australia website and specific ride organisers.

Detailed Duties

Write a Checkpoint article which encourages Audax members to submit ride proposals, for inclusion in the winter edition (deadline is 1 May).

In consultation with State Calendar Coordinators, develop the framework for calendar assembly, particularly with regard to the time table, the review and validation of ride proposals according to consistency with Audax Australia ride rules, standards of quality and risk minimisation and Audax Australia policy (in general May to July).

Report to National Committee twice each year: at the outset of the calendar development cycle (May/June) and at the end of the cycle (November/December)

Respond to questions and problems raised by State Calendar Coordinators and individual organisers during the period for submission of ride proposals (generally the full month of August)

Review ride proposals for consistency with rules, standards and policy and discuss problems with ride organisers and state coordinators. Address timing clashes in 1,000 and 1,200 km events, as stipulated by the National Committee (September).

Export three files - for the calendar booklet, the ACP list and the UAF list. Send these to the calendar booklet editor, ACP brevet secretary and the UAF brevet secretary (by 1 October).

Assist with proofreading of the draft calendar booklet, especially the general and introductory text (October)

Respond to ad hoc queries and issues – these are generally rare.

Time Commitment and Term

The National Rides Calendar Coordinator is appointed by the National Committee of Audax Australia on an annual basis.

April – May: about 10-15 hours in total for preparation of the Checkpoint article and the report to the National Committee.

June-July (mainly in June): about three to five hours per week for consultation with State Calendar Coordinators and liaison with state and regional offices regarding the calendar framework.

August: up to five hours may be required in some weeks to address questions or issues which arise as organisers are submitting individual rides.

September: between 10 and 20 hours per week for review/validation of ride proposals and the resolution of concerns or problems regarding individual rides and timing clashes of 1,000km and 1,200 km events.

October: between five and seven hours for each of the first two or three weeks for the booklet, ACP and UAF exports and proofreading of the booklet text. A further three to five hours may be required for the report to the National Committee, depending on the number and complexity of the issues which arose during calendar assembly.