



Victory AC
Short / Long Handicap Co-ordinator

The Short Handicap races are held on the last Thursday in the month from March to September and the Long Handicap races are held on the second Thursday in the month from April to September.

The co-ordinator must have a reasonable understanding of Microsoft Excel to be able to do this role.

The main responsibilities of the Handicap Co-ordinator are:

1. be custodian of the stopwatches and handicap clipboard,
2. ensure handicap race participants register and are started according to their handicap times, and that their race times and positions are recorded. The co-ordinator needs to make sure that sufficient help is available from volunteers at the start and end of each race as it requires 2-3 people to record the data and work the stopwatch,
3. to update the handicap spreadsheet with the results and send the results in an email for publishing in the Flyer and on the Website,
4. publish handicap race start times in the Flyer by copying from the handicap spreadsheet and pasting into an email to Flyer@victoryac.org.uk a couple of weeks before each race.
5. present handicap awards for race winners and series winners at the September prize-giving ceremony

Instructions for updating the handicap spreadsheets are contained in the attached file:



Add in these extra bits:

ensuring handicap route is open and devise an alternative route of the same distance if not applying club rules as set out in Handbook as and if required
forming a handicap sub committee to handle any handicap disputes