

LRON: JOB DESCRIPTIONS

AREA REPRESENTATIVE

The duties of the Area Representative are as follows:

The Area Representative is an extended arm of the LRON Council in the area that is being represented. It is a requirement of the Area Representative to promote LRON matters in their entirety. All actions taken by the Area Representatives should be in line with the policy and procedures as laid down in the LRON procedures.

- Promote the club interest at all levels.
- Communicate with the members in the respective area on a regular basis.
- Co-opt members to assist with his / her duties.
- Arrange Social Meetings every first Thursday of every month.
- Report any problems experienced to the LRON Council who should attend to the matter promptly.
- Handle entries on behalf of event organizers for members in his / her respective area.
- Organize events as indicated by LRON Calendar in line with the policy.
- Create awareness in his / her area and recruit members where possible.
- Handle membership application forms and ensure that member pack is processed by LRON Council admin and issued to member.
- Deal with admin related tasks as and when they surface.
- List prospective members and forward information for inclusion in master member list.
- Communicate any problems or anomalies to LRON Council who are to assist and settle or sort out and give feed back.
- Obtain sponsors for his / her respective area making use of the LRON Council Sponsor Representative.
- Any other task that will enhance or grow LRON.

While this seems to be a comprehensive duty it should be kept in mind that the LRON Area Representative should co-opt qualified assistants to full fill the tasks on hand and that he / she is purely responsible to ensure that all bases are covered.

MAINTENANCE OFFICIAL

The duties of the Maintenance Official are as follows:

- Is responsible to assist the Organizer with any maintenance related issues with regard to set up of banners, PA system if applicable, set up of club gazebos etc
- Should be willing and able to give advice on vehicle related problems or any other maintenance matters.
- Should have a comprehensive toolbox with which to accomplish his required duties

It is not the intention that the maintenance official becomes physically involved with the repair of broken down vehicles and it is not expected of him /her to actually repair any items or vehicles.

MEDICAL OFFICER

The duties of a Medical Officer are as follows:

- Should have at least a basic knowledge of first aid and be able to attend to any minor medically related problem and must be capable of dealing with cuts and bruises, broken limbs and the like.
- To attend to minor ailments such as runny tummy, sore throat, migraines etc
- Must be able to determine when a member requires urgent medical attention and as such needs to have a casevac plan in place in conjunction with the Safety Officer
- Should be able to stitch serious wounds if professional medical attention is too far away
- Should ensure that the club Medical Bag is up to date and that all the relevant requirements are met and that the medicines are current and not expired.
- Must bring under attention of the Organizer / Route Director / Expedition Leader or Safety Officer any medically related issue that requires action with regard to health related matters such as unacceptable toilet practices, mosquito/ malaria dangers etc

The medical officer together with the safety officer have a responsibility to ensure that all entrants are kept safe and healthy and that where there is a possibility of threat, this issue will be brought under the attention of the organizer / route director for immediate rectification and attention.

MEMBER LIAISON

The duties of the Member Liaison Official are as follow:

- This responsibility allows for members on the trip to raise any issues of concern or complaints of any nature and also request information pertaining to the event.
- The Member Liaison Official must bring any problem raised by an entrant to the attention of the organizer / route director / expedition leader immediately who in turn should settle the matter promptly
- The Member Liaison Official should be sensitive to the needs of the entrants and is the link between the entrants and the officials of the event
- All passport stamps, attendance register requirements and outstanding member passports, membership applications, club calendars and information is the responsibility of the member liaison official

It is not the intention that the Member Liaison Official solves problems or takes control over issues raised but rather to ensure that the respective official responsible will take care of the matter.

ORGANIZER

The duties of an organizer are as follows:

- Determine a date
- Determine a venue
- Determine an Event Name
- Co-operate with Event Co-ordinator and request assistance where necessary
- Run event in line with the LRON event check list
- Convene with members to form an Organizing Committee (for large events)
- Prepare a budget
- Secure a sponsor (if possible)
- Appoint officials in line with LRON Policy and Procedure
- Recce route (where possible)
- Compile Event Book, program and stickers etc
- Arrange for regalia, caps, shirts, etc
- Obtain all necessary permission (where authorities are concerned)
- Draw up Entry List
- Determine an Entry Fee in line with LRON principals
- Write a preliminary Event Overview (so as to inform entrants what to expect)
- Manage all aspects of event and give feedback to LRON Council as required.
- Manage finances in line with budget (keep a record of all income and expenditure)
- Compile an Event Summary and submit to Council.
- Ensure that sponsors are considered in all sponsor related issues.
- Running of event in line with safety standards, club constitution and LRON policy and procedure
- Ensuring publicity with assistance from public relations officials
- Event advertising on face book page and all other potential media

The organizer is responsible for running the event and has an all round responsibility for

ensuring safety, medical and general discipline. In the event of the organiser or the expedition leader not being in a position to execute his / her duty the safety officer must take over this responsibility.

The organizer is responsible for the running of the event within the guidelines above, LRON Policy and Procedure and any other requirements that the Event Co-ordinator may put forward. Should either the Organizer or Event Co-ordinator not agree on a matter this must be referred to LRON Council for arbitration and settlement.

Should any aspect of the organizing of an event be unclear or not listed in the LRON Guidelines and Policy and Procedure the Organizer / Event co-ordinator must consult with LRON Council to jointly find a solution.

PENALTY OFFICIAL

The duties of the Penalty Official are as follows:

- This requirement is more of a fun related duty, however it is necessary to ensure that the use of foul language is limited albeit restricted
- Discretion must be an element of this function
- The penalty official needs to keep a wary eye on all the entrants so as to gather information on possible penalty points to be raised at the prize giving ceremony
- All officials need to report matters of possible penalties to the penalty official who in his / her sole discretion will decide if the penalty is valid and what action is required
- Penalties can be in the form of monetary value for serious offences, task related penalties or any other form of acceptable penalty keeping in mind that it is not the intention to offend anybody.

It will be necessary for the penalty official to carry a note book at all times and to liaise with the other officials regarding the implementation of possible penalties.

It is also not the intention to have too many penalties but to rather note all possible penalties and to discuss these with the appointed event judges before finally applying the said penalties for the event.

It is of utmost importance that the entrants are briefed on what issues could attract penalties, what the possible penalties would entail and what penalties could incur monetary fines keeping in mind that foul language is one penalty that could incur a monetary fine. Such fine will be noted and forwarded to the LRON Council Treasurer who will issue an invoice for the penalty.

All penalties applied need to be handed to the event organizer for inclusion into the event report for year-end function requirements.

PHOTOGRAPHER

The duties of the photographer is as follows:

- It is the duty of the photographer to take appropriate photographs of all entrants and their families, official proceedings and the like
- All photos taken by the photographer ultimately should belong to the club however photo files given to club members may attract a minor fee for the account of the photographer
- All photos should be forwarded for collection on the club photo usb stick

- A range of photos should be considered and coverage of every aspect of the event is required
- Photographers should be considerate with photos taken ensuring that all photos taken contribute positively to the event
- The photographer should select a couple of relevant good quality photos which should be sent to the organizer / route director / expedition leader for inclusion in his event report for the public relations officer immediately after the event for placement in the media
- Sponsor banners etc should be photographed and photos should be made available to the sponsor.

Photographers have a difficult task and as such should receive the required support from the entrants and other officials.

Any problems encountered by the photographer should be reported to the organizer / route director / expedition leader.

It is understood that all photos taken will become the property of LRON for use as required.

PUBLIC RELATIONS OFFICER

The duties of the public relations officer is as follows:

- It is very important that the sponsor and LRON gets mileage and advertising for events
- Therefore the PR Official should ensure newspaper and press coverage of a high standard
- Any other public relation matters need to be attended to by the PR Official
- The event organizer / route director / expedition leader needs to give the necessary event info to the public relations official as soon as possible after the event to ensure that the necessary coverage is placed
- The photographer also needs to forward a selection of applicable photos to the organizer / route director / expedition leader for inclusion in his report to the public relations officer

It is imperative that the public relations officer ensures that information required is obtained from the event organizer / route director / expedition leader immediately after the event so that press information is current.

ROUTE DIRECTOR / EXPEDITION LEADER

The duties of the Route Director / Expedition Leader is as follows:

- Ensure that he is in control of the entrants and conversant with the route.
- Ensure that all entrants operate their vehicles in a safe manner

- Be in a position to assist fellow entrants with matters of skill and use of their vehicles
- Keep to scheduled program times
- Inform entrants re information regarding the route and area
- Assist and control recovery of stuck / bogged down vehicles
- Ensure that all entrants are in the group and have not veered off path
- Should the group become too spread out the route director must call for a re-group and only once all entrants are together, continue with the route
- Ensure that all entrants reach the end point safely
- Ensure that he has a control vehicle at the rear of the convoy (Both route director and rear control vehicle should preferably be in radio contact)
- Ensure that all entrants are aware of how long the route is and that they have enough fuel, snacks and refreshments with them for the duration of the route.
- Rely on the Safety Officer to assist him on route should assistance be required

It is imperative that the Route Director / Expedition Leader knows the route and ensures that entrants do not get lost. Time schedules conversant with the Event Program must be strictly adhered to.

Furthermore the Route Director / Expedition Leader must be in a position to advise entrants on the skills of off road driving and assist with off road driving skills where required. The Route Director / Expedition Leader will also control any recovery actions that may be required in conjunction with the safety officer.

Information on the route surroundings, history of the area and any other interesting matters always makes for a popular Route Director / Expedition Leader and it is imperative that the route information is established beforehand so as to inform the entrants accordingly.

SAFETY OFFICER

The duties of a Safety Officer are as follows;

- All safety matters
- Ensure entrants apply the Safety Rules as listed in the Event Book
- Not allow reckless driving
- Camp area safety including use of gas bottles and any other occupational safety hazards that may be disregarded by entrants
- Supervise recovery operations however not interfering with the control of the Route Director / Expedition Leader unless safety standards are jeopardized.
- Take over control of the route or event should the Route Director / Expedition Leader or Organizer for whatever reason no longer be capable of executing his/her/their duties
- Have a casevac plan in place

The Safety Officer is responsible for all safety issues including but not limited to, safe driving, general behaviour and the use of alcohol while on trail according to the club policy. (See policy and procedures Use of Alcohol on route.)

Should a casevac be required the Safety Officer should have a clear plan in place as how to deal with such an incident in conjunction with the Medical Officer.

SOLID WASTE OFFICIAL

The duties of a Solid Waste Official are as follows:

- Responsible for all waste control, garbage collection, pollution and any issues pertaining to the environment.
- To oversee the general cleanliness of the area utilised by entrants and to ensure that each entrant adheres to the disposal rules as set out in the event book
- To ensure that all garbage is recycled where possible
- To ensure that all entrants take their garbage with them and dispose of said garbage at a suitable dump site
- To enforce penalties via the Penalty Official should this action be called for

We are an environment friendly club and as such need to ensure that we are not liable for any sort of pollution of any nature. Our motto should be that only our tracks remain when we leave.

It is not the intention that the solid waste official cleans up as such but should manage the process and ensure that entrants comply with the rules.