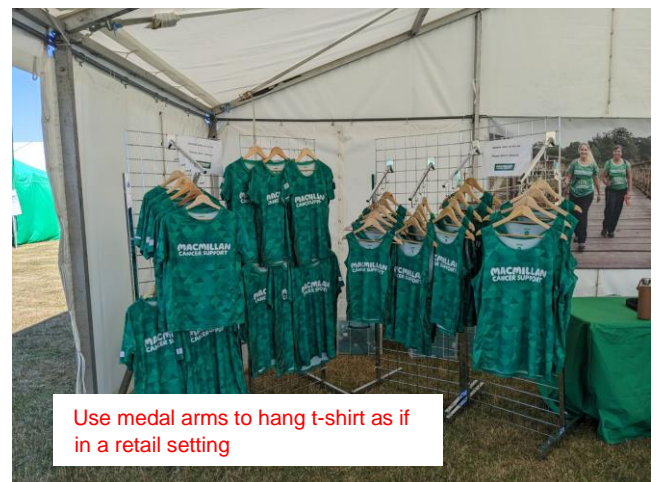


Start/Finish Manager Job Description

Responsible for participants event experience on the start/finish site

Friday:

- On site 8AM
- Support set up of start internal marquee spaces and gazebos
- **Branding – Santander scrim and flags to be placed near the start line in the pen so can be seen in photos. 6 flags at the start line and 6 at the finish. This will need to be moved to Sunday half finishes on a 2-day event**
- Move across to finish with finish team to set up the finish (where applicable)
- Ensure someone puts road signage out to the start/finish as per site plans
- Check coach site plan and make sure happy with it – confer with site manager
- Hand out all the crew briefing items and allocate on list
- Help support with the crew briefing with account management team for the start/finish team
- Be the friendly face of Threshold to all crew & suppliers, building good relationships in a professional manner
- Marquee set up photos:



Saturday/Sunday (Event dependent which day):

- On site 5/6AM (event dependent)
- Final start/finish checks
- Crew prepped and in position where needed- info, entrances, exits, start pen, water, preparation zone, registration
- Contact for additional agency crew arriving 6am on morning- brief on registration
- Check in with coach manager if off site and report in all ok to event director
- If parking at finish- crew allocated to the finish for the morning
- Keep in contact with the coach company about numbers/last waves coming to site to make sure nobody left for a lift
- Contact for MC, cleaners, medics and warm up instructor- brief as necessary
- MC & warm up order
 - 15 mins to go- call people to pen & Host welcome speech
 - 12 mins to go- Gemma Peters CEO speech
 - 10 mins to go- Warm up
 - 5 mins to go- Route briefing
 - 1 min to go- Host speech to pep the crowd
 - 10 seconds to go- Countdown, horn, song
- Continually check in with crew, managing breaks and rotating staff in and out the marquee
- Make sure waves are running to time and first and last wave time are known
- Pack up vehicle with kit needed for finish immediately. Drive vehicle over to the finish with small team and finish set up
- Make sure finish is ready to receive participants
- **Leave set up of medals and nosecco for the Macmillan volunteers**
- Make sure all areas on site are set up as site plan and allocate crew to areas as needed- info, water, entrances, exits, photo wall, finish line cheering
- Monitor the finish area, be proactive in ensuring all is running smoothly
- If coaches are on site meet with the coach manager and make sure everything is ok. Check in regularly
- With the event director work out who can be let go earlier. Need to leave 8 crew including FTE's (Threshold Staff) on site from 8PM
- Check in all iPads, trackers, credit cards, radios, icoms from crew. Check in with event director at end of day if anything missing

Report to Event Control:

- When you arrive on site
- When the site is live
- When the first participant arrives
- When the last participant leaves
- When you are leaving site
- Any issues e.g. supplier/crew/participant problems