**CTT LONDON WEST DISTRICT - GUIDANCE FOR DISTRICT OFFICIALS**

**COURSES SECRETARY**

**(Note that currently the job is split between two people, identified as Courses South secretary & Courses North secretary. In the Appendix there are more notes on this split and the relevant areas.) Apart from the geographical differences the two secretary’s carry out similar duties.**

**Role Purpose**

Keep records of Time Trial courses, both for Open (Class “A” events) and Club (Class “B” events), in the London West District Council area, as defined by the CTT, under “Administration/District Councils”. Be the main hub to transfer information to and from the LWDC events secretary; the event promoters; the LW Risk Assessments secretary; the LW committee and those who have suggested new course or changes/improvements to existing courses.

**Key responsibilities of the role:**

1. Maintain the files containing course details of all courses in London West, publishing them online.
2. Co-operate with other London West officials – particularly the Events Secretary, the Risk Assessments Secretary and the London West Committee in order to update and improve course details, and keep accurate records of any changes.
3. Be available to help arrange and advise on new courses or updates/improvements to existing courses, whether the original suggestions for changes and/or additions come from riders, Club officials or from any other reputable sources. Always keep other relevant officials informed of changes to courses.
4. Be responsible for numbering the courses. Type “A” courses geographically and the Type “B” courses simply numerically.

**Person specification (essential)**

1. Have an organisational ability to enable proper keeping of records.
2. Have hardware and software facilities to enable participation in online meetings, often carried out via “Zoom”.
3. Be able to communicate responsibly with riders, Clubs, the CTT and other relevant bodies. Such communications may be by email or by letter.
4. To have sufficient working knowledge of computer software to enable communications with various bodies and people and to keep comprehensive records.

**Person specification (desirable)**

1. Have a working knowledge of the general geography of the District and understanding of the numbering of the courses contained within the London West district.
2. Be aware of the requirements for timekeepers at the start and finish of all courses.
3. Have at least a basic understanding of the importance of Risk Assessments for all courses.
4. Be available to occasionally visit the locations of new courses and/or amendments to courses to assess suitability and practicality of them.

**APPENDIX “A”**

1. **Areas covered:** Currently in London West District Council the Courses Secretary is split into Courses South and Courses North. The two secretaries obviously must work together, and whilst there are no specific boundaries set between South and North in the district, commonly all courses on the A4 (which runs East/West across the district) and north of the A4 are the responsibility of the Courses North Secretary. All courses south of the A4 would normally be the responsibility of the Courses South secretary.
2. The overall area that the two courses secretaries are responsible for is specified in the CTT District Administration details for the London West District Council.
3. Initial enquiries and/or suggestions for new courses, or alterations to existing courses may come from numerous sources. The relevant courses secretary should be the focal point of such suggestions and be responsible for keeping other relevant officials – particularly the Risk Assessment Secretary, the District Secretary and, the Events Secretary – informed of all changes and additions.
4. **Numbering** **Courses:** All courses in London West begin with H. Club courses (courses usually used for “B” type events) normally begin with HCC (indicating London West Club Course) followed by a 3 digit number. As new courses are integrated into the system the next available number is used. The earliest course still in use is the HCC001 the West of Windsor (Fifield) 25 mile course. Currently numbers in the high 200’s are being applied eg. HCC272 for the Abingdon Ten course.
5. Open event courses (courses normally used for “A” type events) are normally identified as H\*\*/@@. where \*\* is a number indicating the distance and the @@ indicating the geographical position of the course. For example the courses based on the A413 through Amersham & Aylesbury are H10/4, H25/4 and H50/4. The courses based at Farnham on the A31 are H10/8, H25/8, H50/8 etc..
6. Hill Climb courses are also added to numerically rather than geographically, and begin with HHC (indicating London West Hill Climb course) eg HCC005, which relates to the Streatley Hill Climb.
7. Courses can be measured either manually, using the established measured miles/half-miles in the district and a simple rev counter system supplied by the CTT or they can now be measured online using different software approved by CTT. However, the latter method can be difficult when the start and/or finish is not visible from the air.
8. It is vital that any new courses, or changes to the start and finish of existing courses, give proper though to the positioning of timekeepers, many of whom wish to time from their cars, particularly in class “A” events where timekeepers use a variety of electronic devices.