DX MARATHON MANAGER DESCRIPTION - V1

This document is the initial release of the DX Marathon manager job description.

Skills required: Must be good with Excel and Word. Must be able to create and maintain a large web site. Must be familiar with ADIF and XML files and be able to manipulate them. General computer skills should be at a high level

Financial: CQ Magazine does not provide any financial support.   Manager must pay for a QRZ.com subscription and a DailyDX subscription. Manager must pay for the DX Marathon web address and hosting of the web site.   If a plaque sponsor fails to pay, the Manager must over those costs.   Up front costs may be required to have plaques made and shipped.

Time required: Managing the Marathon is like having a part time job. Some weeks there is very little work, but must remain on call 365 days a year for questions, problems and making notations for DX.   Adding DX info to the annual callsign database is almost a daily activity. During January, expect to spend 20-30 hours a week on the Marathon.   The remaining months are 5-10 hours a week.

Work Description:

> Daily all year – keep copious records of all DXpeditions, special callsigns, busted call spots, etc. Answer several questions every month from participants. Write letters to DX stations to confirm status.

> January - busiest month. 1) Receive logs, help those with form problems and missing information. Make sure website of received logs is updated. 2) analyze logs and do high claimed scores. 3) review all logs and correct zones, call areas, countries in each entrants information. 4) put scoring tool together based on all info collected previous year. 5) See scoring document.

> February: checks on logs for rare DX, investigate top guys in limited and formula classes. Do web research for antenna compliance.

> March: go through data and prepare statistics. Gather photos for article. Write magazine article.

April: take some time off.

May: begin updating website for actual scores, all time records, etc. Send out email to every participant about their individual results.   Prepare document so all certificates can be prepared.

June: publish all prior year results on website and begin to answer questions and complaints. Send out emails to certificate winners with link to their certificate. Send out emails to plaque winners.   Prepare all documents so company can make plaques. Get plaque cost estimates and shipping estimates for plaques.   Calculate total costs and send emails to all sponsors. Collect all money from the sponsors (lots of follow-up).

July: get plaques made.   Once received, pack each one along with individual letters.   Mail USA plaques via USPS.   Take international plaques to freight forwarder.

August: prepare rules for the following year. Must submit by September 1 to CQ.

Sept/Oct/Nov: other than daily DX updates, add photos to DX Marathon website.

December: prepare website for the following year. Prepare next year submission forms. Begin receiving logs.

Jan. 1 – switch website to new year.