

## Role Description: Track and Field Manager

- Act as Track and Field representative on the club committee
- For all T&F events ensure that details are included on the Fixture List, communicated to Team Managers and displayed on the clubhouse notice board and website
- Publicise Club T&F Awards rules at beginning of season, co-ordinate with club statistician on calculation of awards and prepare awards list for presentation evening.
- Ensure League Co-ordinators/Team Managers are aware of any league rule changes
- For League matches ensure that the co-ordinator/team manager undertakes the following (and support them as necessary):
  - ensure league affiliation fees are paid by club treasurer
  - communicates the event details to the athletes and encourages attendance
  - obtains details of availability to aid team selection
  - provides all those attending with travel arrangements/directions to the arena
  - completes Declaration Sheets as appropriate and submits to host if required
  - helps Officials Co-ordinator identify additional volunteers to assist as officials on the day
  - issues numbers/pins, etc
  - manages athletes on the day to ensure they are at the events allocated to them
  - collects results and, as far as possible, ensures their accuracy
  - advises press officer of performances/results for publicity or co-ordinate write up for website from league and championship fixtures
- Note that the Club is considered to be custodian of the track facilities and any members spotting any problem should report it to the T&F Manager for action as appropriate. Report maintenance concerns to Leisure Centre
- Lead compilation of annual risk assessment for training nights (indoor and outdoor) alongside Club President and Senior Club Coach
- Ensure Track is booked for Training (every 12 months) and LC Sportshall booked for U11 indoor training from October to February. Booking form for both submitted in December for following year.

(November 2023)