

Role Description: Track and Field Manager

1. Act as Track and Field representative on the club committee and links in with Road Running, Fell and Trail groups to help create and manage opportunities for athletes' progression by the gaining of different experiences e.g. "track runners" may run some of the shorter or longer road races and compete in those on behalf of the club. Equally, encouraging predominantly senior runners to compete for the club in track events. Thus MH&AC has more cross over and increasingly competitive athletes and an even greater sense of cohesion
2. For all T&F events creates and distributes the Fixture List which has been agreed by the Committee, communicate to Team Managers and displayed on the clubhouse notice board and website
3. Is the primary liaison with each of the three leagues (Cheshire, YDL and Northern) in respect of:
 - a. ensuring affiliation fees and administration including filling in of forms is complete unless this is explicitly delegated
 - b. communicates any league rule changes to relevant people; team managers and the officials co-ordinator as a minimum
 - c. seeking opinion within the Club and being the external voice of the Club about any changes as to how athletics is organised and managed within the leagues in which we are involved
4. Lead compilation of annual risk assessment for training nights (indoor and outdoor) alongside Club President and Senior Club Coach
5. 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.
6. For League matches ensure that the team managers undertakes the following (and support them as necessary):
 - a. communicates the event details to the athletes and encourages attendance
 - b. obtains details of availability to aid team selection
 - c. provides all those attending with travel arrangements/directions to the arena
 - d. completes Declaration Sheets as appropriate and submits to host if required
 - e. helps Officials Co-ordinator identify additional volunteers to assist as officials on the day
 - f. issues numbers/pins, etc
 - g. manages athletes on the day to ensure they are at the events allocated to them
 - h. collects results and, as far as possible, ensures their accuracy
 - i. advises press officer of performances/results for publicity or co-ordinate write up for website from league and championship fixtures
7. 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

Principal contacts

- a. Internal:
 - i. Full committee representing all aspects of Track and Field and integrating and encouraging participation across and between all other disciplines where this supports the aspirations of the athletes and intention of MHAC
 - ii. Track and Field Officials Co-ordinator regarding league fixtures, changes to rules and supporting connection with team managers
 - iii. Team managers – supporting TMs and encouraging participation in competition
 - iv. Coaches – Encouraging and supporting established and new coaches where necessary
- b. External:
 - i. Relevant League Co-ordinators
 - ii. Discussion groups concerning management and or organisation of athletics as it impacts the Club – being the voice of the Club after consultation within the Club

(January 2024)