

# **Role Description: TEAM MANAGER**

## **Before the fixture**

1. Familiarise yourself with the athletes and their performances – liaise with relevant coaches
2. Communicate your position as Team Manager with parents
3. Encourage parents to get involved in officiating and helping at the event via Liaison with Track and Field Co-Ordinator
4. Familiarise yourself with all the relevant Track & Field fixtures (and ensure athletes are aware of them)
5. Understand the schedule of events for each fixture
6. Select athletes for each fixture/event based on the selection criteria
7. Communicate selection to athletes and request parent confirmation of availability back to you
8. Advise meeting time/place; means of transport; directions to venue and schedule of events
9. Advise your contact phone number in case of emergency
10. Ensure team entry is presented as required – for Northern and YDL this is submission via the portal and for Cheshire this is the completion of the spreadsheet
11. Ensure athletes have club colours (i.e. vest) before leaving home (and take spares, if you have any)
12. Remind athletes to bring safety pins/food/drinks/layers of clothing (including waterproofs)/something to entertain during lull periods (book, etc)/possibly something to sit on

## **At the fixture**

1. Check in all athletes 30 minutes before the first event, ensuring they have club vest. Issue race numbers/letters, pins where required, and advise time of their event(s). Collect match fees where applicable
2. Advise athletes where you will be located during the match
3. Ensure all athletes warm up at the appropriate time before the event
4. Have athletes report back to you immediately after the event in case attention is required to the athlete, injury etc
5. Record performances, if possible

## **Before departure from the fixture**

1. Ensure all athletes are accounted for before the return journey – some may leave when their events have finished; not at the end

2. Collect any loaned club vests/other items

### **After the fixture**

1. Check final results agree with what you expected for your athletes
2. Compose (or get athletes to produce) article for magazine/website, if thought appropriate

### **Principal Contacts**

1. Internal
  - a. Track and Field manager for:
    - i. Fixtures listing including locations, age categories, any rule changes
    - ii. Liaison direct with each of the Leagues with respect to
      1. rules of competition (and any changes therein)
      2. submission of and administration connected with affiliation and participation in competition (usually on an annual basis)
    - iii. Final agreement of results
  - b. Coaches for progression and competition opportunities including selection in TF disciplines as well as sign posting opportunities to Road Running, Tral and Fell where these are appropriate
  - c. Track and Field Co-ordinator:
    - i. Any feedback on the experience of the Officials during competition – the aim being that the officiating experience enhances the athletes’ understanding of the sport and enables them to compete at their best
    - ii. Helps identify parents/carers who are available to have a conversation about becoming a licensed official (at best) and helping out in general (required)

(January 2024)