

# Meeting Manager

## Job description

**Responsible to:** the Committee

**Overview of role:** to ensure the smooth running of a home fixture.

### Key responsibilities and tasks

#### Prior to the Fixture

1. Well before the meeting date, ensure that the track & first aid has been booked.
2. Liaise with the Officials Secretary to ensure the key officials are available and booked, including track referee, field referee, chief timekeeper, starter, marksman and a team of field officials.
3. Ensure refreshments for officials are arranged and vouchers are available for officials on the day.
4. Ensure recorder(s) and announcer are arranged.
5. Ensure you are familiar with the league/fixture/event rules and have a copy available for the day.
6. Ensure you have a copy of the UKA handbook available on the day.
7. Prepare field event cards (in conjunction with the Officials Secretary) and prepare for allocation to visiting clubs (as per programme/handbook).
8. Have copies of the timetable (and rules) available for chief officials.
9. Prepare signing in sheets for officials (1 for track, 1 for field).
10. Ensure photo permission forms are available for completion.
11. Ensure Fixture Secretary sends details of the fixture to the visiting clubs (venue (link to runtrackdirectory or postcode), timings, and changes to programme, problems or requests from the meeting manager etc) plus anything else you wish to communicate to them (BBQ, clothing stall etc). Ensure a receipt is requested so we know all have received the email.
12. See attached checklist as an example.

### On the Day

1. Arrive early in order to ensure everything is arranged and prepared for the start (ideally *at least* 1 hour prior to the start time). This includes ensuring track staff have prepared the throwing circles, sand pits etc.
2. Liaise with track staff and chief officials for the day to ensure they have everything they need (support and assist as required).
3. Take in team declarations (and get recorder(s) to enter onto computer if necessary).
4. Ensure announcements are made prior to the start of the fixture advising of the teams taking part, any requests (e.g. un received team declarations etc) and other information e.g BBQ, results posting etc.
5. Ensure the fixture starts on time and remains on time. This may require supporting officials and track staff (e.g. putting out, adjusting hurdles etc).
6. Ensure results are recorded, announced and displayed ASAP after event.
7. Ensure officials are looked after (drinks, lunches etc) during the day, especially if breaks in programme are infrequent or it's particularly hot/cold!
8. Ensure any problems, complaints etc are resolved as required.
9. Ensure final result is announced and team managers are given a copy (if possible) or you have details to enable them to be sent (ideally by email). Teams and officials are thanked for the day and wished a safe trip home!

### After the meeting

1. Tidy up!
2. Collate results sheets, signing in sheets etc for sending to the league (as required).
3. Make sure the results are sent to the team contacts, the league secretary, Athletics Weekly, Power of 10 etc (as required).

## Example

Southern Mens League – Tilsley Park – *date*

### Action Sheet

Action	What	Who	Completed
Track	Booked		
First Aid	Booked		
Officials	Booked		
	Names to meeting manager		
	Reminded		
	Allocated to events		
	Signing in sheets		
Refreshments	Booked by Abingdon		
BBQ?			
Field cards prepared	For each event		
Recorders (2)	Booked		
Announcer	Booked by Abingdon		
Results	Board and pins ready		
Rules	Copied and ready for track/field refs & starter		
Co-Hosts	Liaise with Abingdon re the day		
	<b>On the day</b>		
Photography	Forms and bands via Tilsley Pk		
Officials	Check all are happy (esp T&F Refs)		
Equipment	Check available e.g blocks, tapes		
Results	To League, AW, Power of 10 etc		