

# Radley AC

## Job Description

### Team Manager

#### General

1. Team Managers are responsible for all the athletes in their care.
2. Praise and motivate all athletes regardless of placing or performance, support and encourage those who are less able or perform badly on the day - there will always be disappointment
3. Encourage and instigate a good team spirit including support by fellow team members.
4. Deal with any behaviour issues immediately they arise, in line with the Clubs constitution and any other related policies and report to the next Committee meeting for information only or further action as required.
5. Maintain the general good name of the Club at all times, leading by example.
6. Changes to teams and or individuals events may need to be made both prior to and during a competition. Team Managers should deal with this in an appropriate manner with the needs of both the team and individuals in mind.

#### Prior to a competition

7. Select team in line with the Clubs Team Selection Policy and any other Team Manager with whom you may need to liaise remembering the best athletes as per club rankings should be selected for A string the next best in B and so on. Every effort should be made to ensure this is adhered to at all times.
8. Only fully paid up members are to be selected due to insurance implications. Life Members are classed as full members
9. At least 7 days before a competition inform athletes of their selection, the type of competition, date, venue and coach departure times. This should be done in writing where possible.
10. Revise team as necessary e.g. where athletes become unavailable for whatever reason, but bearing in mind pressure on other athletes 'filling in' to cover
11. Ensure familiarization of competition rules e.g. max number of events or limitations for each age group.
12. Approximately 4 days before an away competition check coach booking & pick-up times with Coach Company. Contact details attached.
13. Prepare competition slips for each athlete detailing their event(s) and time of event(s).
14. Ensure you know which officials are coming with you to away matches, and that they know the coach pick-up times. You may need to liaise with the Clubs Officials Secretary.
15. Email provisional team declaration and/or other information as required by the meeting hosts.

#### On the day of the competition

16. Check all athletes arrive at the pick-up point, and/or at venue as applicable.
17. On the coach (or as the athletes arrive at fixtures):

- Hand out individual event slips;
- Collect match fees, bus fares etc, as agreed by the Committee;
- Hand out competition letters & pins as required by athletes;
- Provide kit for those athletes without their own, ensuring it is signed for and returned at the end of the competition.<sup>1</sup>

18. On arrival at the competition check all athletes are OK then hand in team declaration sheet, as required by the competition organizers.

19. Ensure athletes report to their events on time & resolve any problems as they arise.

20. Record individual results including any PBs or Club Records.

21. Record overall team result at the end of the competition.

22. After the competition, ensure all athletes are picked up by parents. Junior athletes are your responsibility until handed over to parents.

### **After the competition**

23. Send results and a report to Oxford Mail (contact details below)

24. Results of home fixtures are to be sent through to the League immediately after competition- liaise with Meeting Manager.

25. The Power of 10 are to be advised of results of home fixtures-liaise with Meeting Manager (details below)

26. Provide copy of the results and Oxford Mail report to Club Web Master.

27. Submit the match fees collected on the day together with the list of competing athletes and others travelling on the coach to the Treasurer or other delegated person (for audit purposes), ideally within 1 week of the fixture. Highlight any non-payments and keep a note to ensure this is chased up at the next fixture. It is recommended to put this on the selection slip if possible. The chasing of outstanding match fees is the Team Managers responsibility.

October  
2012

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### **Contact details**

Tappins Coaches                      Tel: 01865 772778

Oxford Mail                              Tel: 01865 425454    Fax: 01865 425554  
Email: [sportsdesk@nqo.com](mailto:sportsdesk@nqo.com)

Power of 10                              Email: [admin@thepowerof10.info](mailto:admin@thepowerof10.info)

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<sup>1</sup> The costs of replacing any missing vests maybe recovered from Team Managers