

MEDWAY & MAIDSTONE A.C.

ROLE DESCRIPTION FOR TEAM MANAGER

The role of a Team Manager within the Club is to:-

- Select athletes to represent the Club at team competitions.
- Accompany athletes to team competitions.
- Organise the team of athletes at the competition.

A Team Manager is expected to:-

- Deal with any problems regarding team selection, disqualifications, scoring or queries from technical officials or recorders.
- Take reasonable care of any athlete below the age of 18 who is at a competition without someone with parental responsibility.
- Endeavour to provide the appropriate ratio of volunteers for the age and ability of the athletes e.g. a minimum of one adult for every ten children who may be travelling away from the home venue.
- Notify all parents/carers of athletes under 18 of the times and venues of competitions and of appropriate contact telephone numbers.
- Liaise with a person with parental responsibility if a young athlete becomes involved in an accident or in a serious breach of safety or discipline while under his/her care.
- Provide results for press officer/club records and rankings/website/media.

A Team Manager is expected to take responsibility for:-

- Looking after young athletes' personal safety at event venues.
- Ensuring that if no person with parental responsibility for a young athlete is at the venue, up to date contact details and medical conditions, such as allergies, are to hand, ensuring that any needed medication is available for the duration of the competition. Medication should be administered by the person with parental responsibility if available.

19/03/08