

Job Description: Track and Field Manager (April 2015)

- Act as main link with Leisure Centre Facilities Manager to ensure that:
 - The T&F facility (including the trail, clubhouse and services) is maintained to an agreed standard (which continues to attract the correct competition certification), preventative maintenance is in place, replacement equipment is sourced and repairs are carried out
 - Any improvements are agreed
 - Any losses or damages are reported
- Agree with MH&AC committee what events are to be scheduled during the year
- Ensure bookings for events are correctly placed with the Leisure Centre
- Act as co-ordinator for club meetings/championships
- For all events ensure that details are included on the Fixture List, communicated to Team Managers and displayed on the clubhouse noticeboard
- Ensure co-ordinators/Team Managers are aware of any rule changes
- For a home event:
 - ensure officials are arranged
 - confirm first aid is booked
 - refreshment provision (including officials) is in hand
 - a timetable has been distributed/is displayed
 - fixture/location/parking details are sent to the visiting teams
 - display permit (if applicable)
 - ensure numbers/letters are available (including any extra for non-scorers)
 - confirm ground staff are aware of the order of events and which equipment is needed in which order (including hurdle heights, weight of implements and any need for extra crash mats/barriers, etc)
 - claim for hosting costs (not applicable to Cheshire T&F League)
 - pay incidental expenses on the day (starter, catering costs, etc – get receipts)
 - announce results and ensure they are submitted to the league secretary (or established contact points)
- For League matches ensure that the co-ordinator/team manager undertakes the following (and support them as necessary):
 - communicates the event details to the athletes and encourages attendance
 - obtains details of availability to aid team selection
 - provides all those attending with travel arrangements/directions to the arena
 - completes Declaration Sheets as appropriate and submits to host if required
 - provides the requisite number of officials on the day
 - collects any fees due from the athletes for the event
 - issues numbers/pins, etc
 - manages athletes on the day to ensure they are at the events allocated to them
 - collects results and, as far as possible, ensures their accuracy
 - advises press officer of performances/results for publicity
- Act as liaison with delegated county officials when county meetings are held at Macclesfield answering queries regarding planning/organisation as required
- 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

Kevin Ranshaw (with input from Bob Lynch)