

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 (e.g. A & B Team Manager).
8. Only paid up members are to be selected due to insurance implications.
9. Approximately 5-7 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. Display provisional team on the noticeboard at Tilsley Park, approximately 5 days before competition, if at all possible.
11. Revise team as necessary. e.g. where athletes become unavailable for whatever reason.
12. Ensure familiarization of competition rules. e.g. max number of events for each age group.
13. Approximately 4 days before an away competition confirm coach booking & pick-up times with Coach Company. Contact details attached.
14. Prepare competition slips for each athlete detailing their event(s) and time of event(s).
15. Ensure you know which officials are coming with you to away matches, and that they know the coach pick-up times.

On the day of the competition

16. Check all athletes arrive at the pick-up point(s), 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.¹ Provide a form for purchase of kit for them to take away.
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 etc.

After the competition

23. Display results on noticeboard at Tilsley Park.
24. Send results & a report to Oxford Mail. Contact details below.
25. Results of home fixtures are to be sent through to the League immediately after competition- liaise with Meeting Manager. Contact details below and on the League information held.
26. The Power of 10 are to be advised of results of home fixtures-liaise with Meeting Manager. These can be emailed. Details below.
27. Provide copy of the results to Club Performance person (for keeping list up-to-date), Web Master and Women's' team captain (for the newsletter).
28. Submit the match fees collected on the day together with the lists (for audit purposes) to the Treasurer, 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 not the Treasurers.

April 2009

Contact details

Blunsdons Coaches	Tel: 01993 811320
Oxford Mail	Tel: (01865) 425454 Fax: (01865) 425554 Email: sportsdesk@nqo.com (FAO Kieran Bushell)
Southern Women's League	- Division 1 Linda Tullet Tel: 01444 870788 email: barryandlindatullet@talktalk.net - Premier Division Keith May Tel: 01444 831430 Email: kmaystart@aol.com
Power of 10	email: admin@thepowerof10.info

¹ The costs of replacing may missing vests maybe recovered from Team Managers