

Role Outline: Team Manager

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator.
- Able to act as spokesperson for your club or organisation.

MAIN DUTIES

- 1) Draw up lists of potential team pre season, liaises with coaches on availability.
- 2) Inform athletes who has been selected for which event were possible.
- 3) Be able to be contacted at short notice with any changes on the day of meeting.
- 4) Manage the team on the day.
- 5) Provide a short report on the event held to be passed on to Website Designer and Press Officer.
- 6) Encourage team participation.
- 7) Ensure that athletes act responsibly at meetings as they are ambassadors for the club.
- 8) Ensure competing athletes goes to their event in club colours and with the correct ID / number / letter for A or B competition were relevant.
- 9) Attend committee meetings.