

**Middlesbrough AC**  
(Mandale)



higher, faster, longer, further, there's a place for everyone

## **ROLE SPECIFICATION**

### **Team Manager**

**Responsible to:** Committee

**Skills required:** ability to motivate  
good leadership skills  
ability to communicate effectively with individuals and groups  
ability to mediate

#### **Responsibilities**

- promote the best interests of the Club both locally and nationally
- acquire up-to-date information on athlete age groups from coaches and Membership Secretary
- ensure athletes have received fixture lists
- before selecting the team liaise with coaches regarding the availability of athletes
- inform athletes of their selection by email, telephone or in person
- ensure there are signed parental permission forms for away fixtures
- liaise with coaches regarding any relevant medical needs
- ensure the team complies with league regulations
- manage the team on the day
- foster team spirit
- wherever possible make Website Developer and Press Officer aware of the team's performances
- inform Membership Secretary of current competing athletes to ensure they are EA registered
- provide a report to the Secretary for the AGM

Signed \_\_\_\_\_

Date \_\_\_\_\_