

**Basingstoke and Mid-Hants Athletic Club
Committee Posts
Role Profile**

Committee role – Alder Valley Boys Team Manager

Prior to Meetings:

- Collate information received from Alder Valley League
- Distribute relevant information to all male Club Athletes (U11 – U17) (either by email if addresses available or by handout via coaches)
- Collate information for team sheets and email to host club prior to event

At Meetings:

- Arrive before athletes
- Organise team, making changes to team sheets as necessary

Post Meeting:

- Check issued results for errors and advise host club of any changes
- Distribute results to club members via website (when available)

End of Season:

- Receive and issue Individual Award medals as instructed by the League
- Receive and distribute Team Managers Award medals (issued by the League) – distributed at Team Managers discretion to athletes not qualifying for individual medals.

1.1.2010