

Bedfordshire and Luton Schools Athletic Association

XC Team Manager – Duties

1. Appoint other team managers (total 6- 3 x Boys + 3 x Girls including yourself)
2. Make travelling arrangements including booking of coach & pick up points
3. Estimate costs and divide total cost by 40 to decide contributions (half from parent; half from school e.g. Total cost £1200 contribution £15 per athlete plus £15 for each athlete per school)
4. Attend County Champs if possible. Give out letters with return slip to first 16.
5. Be aware of those (especially in Senior age Group) who do not run in the County) and send letters.
6. Chase up non-replies
7. Select 12 per age group from County Champs and other results
8. On receipt of letters from (4 above) and other similar letters sent to those who did not run, select 8 to run and 4 as reserves
9. Enter team online.
10. Obtain cheque from Treasurer for entry fee and send (or Treasurer to send)
11. Send selection and reserve letters to team and ask for contributions from those who are to run (send same letter to reserves with covering letter or include “non-travelling reserve”).
12. Send letters to schools informing of selection and asking for contributions.
13. Chase up replies and replace from reserves any who drop out of team.
14. Receive contributions, log them and chase up non-payers.
15. Collect vests and give them out on the day. (Best to get payment in advance by cheque in order to make the job easier on the day – include this in your letter). Some will have vests, some will buy vests, and some will borrow vests.
16. At the event: collect and distribute numbers etc look after teams and stay for presentation.
17. After event, collect borrowed vests and results etc.
18. Write a newspaper report and distribute (I use a news agency); put on website.
19. Use the same report with a brief summary of how the event went for the AGM report.
20. Chase up non-payers.
21. Claim your own expenses from treasurer.
22. Account for and pay all income to treasurer.

If there are two team managers, then they need to liaise with one of them taking responsibility for items 1,2,9,10,12(?),18 & 19(jointly).

Note: use email whenever possible.

01.10.14

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