

Role Description – Track & Field Co-ordinator



fife athletic club

www.fifeac.org



Track & Field Co-ordinator

The Track & Field Co-ordinator is responsible for the planning and co-ordination of the club's Track & Field events.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well organised and conscientious
- IT-literate (especially the use of Word and Excel)

What you will do:

- Act as the main communication link between the event organisers, team managers and selectors
- Where necessary appoint the event organisers, team managers and selectors
- Plan the year's Track & Field programme
- Communicate the Track & Field programme with the club's members

How much time will it take?

This role in most cases will take about 1 to 2 hours per week, mainly evenings—although may take up additional time around major events.

What you'll get out of it:

Carrying out this role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of athletes and coaches.

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JOB TITLE: Track & Field Co-ordinator
RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- enthusiastic
- well organised
- prepared to make a regular time commitment
- prepared to assist with decisions when necessary

MAIN DUTIES:

- 1) Plan and co-ordinate the club's Track & Field events
- 2) Appoint and co-ordinate with event organisers
- 3) Determine the events that make up the club's Track & Field programme
- 4) Determine with the event co-ordinators the prize list for events
- 5) Aid event co-ordinators in the appointment of officials for Track & Field
- 6) Appoint Fife AC Team managers
- 7) Appoint selectors for teams representing Fife AC
- 8) Link with the Secretary and Treasurer on entries to District & National Championships

SIGNATURES:

Track & Field Co-ordinator:

SignedDate

President:

SignedDate