



## **Little Athletics Chelsea**

# **Age-Group Coordinator Manager Duty Statement**

### **Objectives**

To coordinate and manage the Centre's Age-Group Coordinators

### **Responsibilities**

- The Age-Group Coordinator Manager shall be responsible for recruiting Age-groups Coordinators and assistants for the under 8 to under 14 age-groups and genders
- Maintain a line of communication between the Operations Manager and the Age-group Coordinators
- Maintain a database of names and contact details for the Age-group Coordinators
- Ensure that each age-group has an Age-group Coordinator at each weekly meeting
- Ensure Age-group Coordinators are wearing a reflective vest and event rules and safety card lanyard
- Organise replacements to fill vacancies if an Age-group Coordinator (or assistant) is unavailable
- Ensure each Age-group Coordinator is provided with an Age-group Coordinator duty statement and familiar with the requirements of the role
- Maintain the contents of each Age-group Coordinator folder in conjunction with the Event-data Manager

### **Relationships**

- The Age-Group Coordinator Manager shall report to the Operations Manager
- Liaises with the President, Secretary, Operations Sub-Committee Committee, Program Manager and the Announcer
- Liaises with Events-data manager

### **Accountability**

- The Age-Group Coordinator Manager is accountable to the Operations Manager and the Operations Sub-Committee