



Little Athletics Chelsea

Programmer Duty Statement

Objectives

To coordinate the Centre's Weekly Competition Event Program

Responsibilities

- The Programmer shall be a member of the Operations sub-committee.
- The Programmer shall be responsible for co-ordinating the weekly competition event program outlined the Handbook and discuss possible changes to sub-committee.
- Advise Club Presidents of approved program changes as soon as possible for weekly Newsletters and Set Up committee know what equipment is required.
- Maintain a line of communication between the Committee Executive, Operations Manager, Club Presidents, Ground Announcer, Starters' Manager, Ontrack Manager and the Age-group Coordinators.
- Maintain a database of events completed by each age group.
- Ensure that each age-group & Ontrack have completed an even spread of events for the season.
- Ensure Age-group Coordinators & Ontrack Manager follow the program as structured by the Programmer.
- Organise replacement events should the conditions prevent scheduled events to be conducted.
- Ensure each Age-group completes a warm up prior to starting their first event or Ontrack.
- Liaise with Event co-ordinators to assist with their programming requirements.
- Program long running events early if hot weather and track events take precedent over field even if field events are interrupted. Allow breaks between events where possible.
- Advise Ground Announcer to announce when hurdles heights and/or placement need to be change for assistance and also completion of events for pack up to be completed.
- Liaise with Operations Manager any faulty equipment to be repaired.

Relationships

- The Programmer shall report to the Operations Manager.
- Liaises with the Executive Committee, Operations Manager, Ground Announcer, Starters' Manager, Ontrack Manager and the Age-group Coordinators.

Accountability

- The Programmer is accountable to the Operations Manager.