



Little Athletics Chelsea

External Competition Manager Duty Statement

Objectives

To coordinate, promote and manage the Centre's External Competition, athletes and families

Responsibilities

- The External Competition Manager shall be responsible for all external competition at the Centre
- Be responsible for the Team Manager and the Cross Country Team Manager
- Organise duties and equipment as required at external competitions that Chelsea athletes are competing at
- Ensure athletes and families competing at external competitions are correctly entered or registered and details of competition and attendance are communicated

Relationships

- The External Competition Manager shall report to the Development Manager
- Liaises with the President, Secretary, Announcer, Events-data manager, Website Manager, Newsletter Editor, Media Manager, Coaching Manager, Clubs and the Committee
- Liaises with the organising bodies of external competitions

Accountability

- The External Competition Manager is accountable to the Development Manager and the Committee