



# Little Athletics Chelsea

## **Operations Manager Duty Statement**

### **Objectives**

To manage the Centre's Weekly Competition & Event Program

### **Responsibilities**

- The Operations Manager shall be a member of the Operations sub-committee.
- The Operations Manager shall be responsible for managing the weekly competition event program outlined the Handbook
- The Operations Manager shall be responsible for liaising with Operations sub-committee any possible changes to be weekly competition to be approved then implemented.
- Maintain a line of communication between the Executive Committee, Facilities Manager, Equipment Manager, Line Marker, Programmer, Ground Announcer, Starters' Manager, Finish Gate Timers, Ontrack Manager and the Age-group Coordinators.
- Liaise with Event co-ordinators to assist with their programming requirements.
- Liaise with Line Marker any approved program changes.
- Liaise with Facilities Manager and Equipment Manager of any repairs.

### **Relationships**

- The Operations Manager shall report to the President.
- Liaises with the Executive Committee, Facilities Manager, Equipment Manager, Line Marker, Programmer, Ground Announcer, Starters' Manager, Finish Gate Timers, Ontrack Manager and the Age-group Coordinators.

### **Accountability**

- The Operations Manager is accountable to the President.