



The role of the Team Manager

Walton AC is a competitive athletics club and takes part in a number of leagues in the summer and winter months each year. In order to enter and take part we need a Team Manager who will organise teams for specific matches, ensure the attendance of athletes, assist athletes and officials at matches and carry out various related admin duties. The purpose of this note is to set out the main roles of a Team Manager during the summer months.

Introduction to the leagues:

The club takes part in a number of summer leagues: the Southern Athletics League (SAL), Youth Development League (YDL) upper and lower age groups, Ebbisham, Lily B, Rosenheim and Masters.

In about October/November each year the various leagues hold AGMs at which details of the following year's matches, divisions etc are set. The Team Managers/Club Secretary can attend these meetings. Following the meetings each league seeks proposals from each participating club to host matches. Some leagues such as Ebbisham and Lily B expect us to host matches whilst others are more optional. Once this is agreed the dates and locations for each match are fixed and the club's fixtures list is circulated in February/March confirming these.

Before the start of the season each league will publish some information about the league. This will include league rules, timetables for matches, etc. Each league is slightly different but in summary:

1. Youth Development League (YDL):

- a. The YDL League website can be found at: <http://www.ukydl.org.uk>
- b. The paperwork for the league and the Team Manager's portal can also be accessed through the website.
- c. Once the YDL TM is ready you will be provided access to this portal. The portal is used for submitting team selections and officials.
- d. At the start of the season all potential athletes for the league should be inputted on the system so they are then shown as ready and available for matches. This takes time as the league has to pre-approve the athletes as eligible before they are approved for racing.
- e. Scoring for this league is through a specific results package. A link is emailed to the host club just prior to the match. The package is automatically updated with the team selections which can be changed throughout the day by participating clubs (but must be prior to each race)

2. SAL:

- a. The SAL website can be found at: <https://www.southernathletics.org.uk>.
- b. The paperwork for the league can be found on this website.
- c. The TM portal is the same as the one for YDL. See above for details of the portal.

3. Ebbisham:

- a. The league organisers send out information prior to the start of the season.
- b. There is no portal or website.

4. Lily B:

- a. The league organisers send out information prior to the start of the season. This is sent to Sally.
- b. There is no portal or website.

5. Masters and Rosenheim:

- a. The league organisers for each of these will send out documentation prior to the start of the season.

The Team Manager's duties

Before the start of the season: *Welcome email*

Prior to the start of the season the **Membership Secretary** will send out a welcome email setting out the dates for the league matches and locations. This email will ask athletes to respond to the relevant TM's email address with their availability to compete.

The **Membership Secretary** will provide access to email addresses for eligible athletes to the TM's official email account.

The **Membership Secretary** will share the email address and login details with the TM. If the TM changes, the **Membership Secretary** will change the password for the account to comply with Data Protection Legislation.

Note: it is important that the TM adheres to the Club's [Guidance for Volunteers on Data Protection](#).

The **Club Secretary** and the **Officials co-ordinator** shall communicate with each other and confirm to the league and the TM all available officials. The TM should note that there may be gaps to be filled.

3 weeks before a match: *Host Club communications*

Approximately 2-3 weeks before a match the TM for the host club will contact the other clubs inviting them to the match. This will set out details such as how to get to the location, parking arrangements, refreshments, officials' duties and facilities. If there is a co-host the two teams will agree the split of roles.

2-3 weeks before a match: *invite to the athletes*

The TM will email all available athletes asking which events they would like to do. The TM will also seek to confirm officials for the matches with the **Officials Coordinator**.

7 to 10 days before a match: *Team Selection*

The TM will collate all responses and consider any gaps in the team. If anyone has not responded then they may be chased at this point but it is not the TM's role to regularly chase the athletes. It is the athlete's responsibility to contact the TM.

In order to ensure there is a complete team, the TM may encourage junior athletes to participate in other events in addition to their 'preferred' event provided this does not affect their main event.

To ensure fairness in the selection process, the **Membership Secretary** will provide the TM with the athletes' best performances – referring to all available information and specifically Power of 10. From this, the TM will compile the team with reference to:

- preferences of the athlete,
- relative times or distances provided by the Membership Secretary;
- Current performances - consideration should be made not just to PBs but also season's performance, current fitness/injuries etc if known.

Once the TM has completed the team sheet this will be shared with all relevant coaches to ensure no information has been missed.

4-7 days before a match: *Confirmation of Team*

The TM will confirm the team to athletes. As far as possible all athletes will be included in the team selection and if there are additional athletes in any event then they will be entered as non-scorers if permitted under the relevant league's rules.

2 days before a match: *Team confirmation to League*

The TM will submit the team selection on the relevant portal (for SAL and YDL) or email to the host club (Ebbisham, Lily B, Rosenheim and Masters)

Day before a match: *Race Prep*

TM will prepare the numbers for the match. This may include allocation of non-scoring numbers (Lily B and Ebbisham).

TM to print out any relevant information.

Day of the match: *Match Day*

The TM will:

- (a) Arrive at the host club prior to the first event and sign in;
- (b) Collect any non-scoring numbers, as applicable;
- (c) Confirm any team selection changes (this is done on paper for all leagues other than SAL and YDL which must be entered on the portal which can be accessed on your phone)
- (d) Hand out numbers/letters to all athletes;
- (e) Ensure the WAC officials arrive and sign in;
- (f) Remind athletes what events they are taking part in;
- (g) Manage any last-minute injuries/illnesses/changes;
- (h) Watch the match
- (i) Take a record of the results, noting any PBs or club records
- (j) Remain until the end of the match

Post match: *Match report*

TM to prepare (or find a volunteer to prepare) the match report and send to the Communications Officer via clubcomms@waltonac.co.uk to post on the club's website. A link to this can also be sent to athletes.

Dated: July 2021