

Women's & Men's Team Managers – Role Description

Overarching: To promote participation in club priority competitions (including XC, Road and Relays) for all ages senior men/women and above.

In carrying out the duties below the team managers will delegate to the vice captains or find substitutions as necessary.

- Analyse race participation and consider ways of increasing numbers involved in competition
- Work with the team Coach and Captain to propose the priority club races
- Keep the key fixture list up-to-date on the club website
- Encourage race participation and help encourage new athletes into the club and club teams
- Maintain up-to-date email distribution list for men/women (including new members during the year)
- Promote priority club races: cross-country, road and relays
- Enter teams/individuals for races that require the club to submit the entries
- For all expected runners issue 'race details'
- Team managers at the priority club races, including collecting and distributing numbers and promoting the team ethos
- Review the results from priority club races, and alert errors to the race organisers
- Summarise team performance to interested parties
- Post the results from the priority club races on the website
- Propose the race performance award categories for the annual award competitions
- Help promote the club's Grand Prix and other annual award competitions
- Help organise awards for the annual awards evening and nominate Most Improved Runner award
- Present the awards at the annual awards evening
- Attend Surrey cross-country league AGM

- Attend Stragglers management committee meetings

Current Scope: Priority Club Races:

- XC Series
- XC Champs inc County, Masters and Southernns
- Road Series
- Relays GBR, WCR, River Relay