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RESPONSIBILITIES OF AREA TEAM MANAGERS:

Team managers are responsible for their team, from the moment they check them in, through walking the course, through the race, to availability & presentations to the time they check out.

As an Area Team Manager you are responsible for:

1. **Preparing** your team on the day & ensuring runners know their course are fit to run as far as they are aware, know where to go and what to do after their race and what to do and where to go if they are in the **top 13** or in an A or B team that finishes first or second, in which case the whole squad go to results hub (see also Essential information item 7)
2. **We draw attention** to the requirement for team managers to write on a white sticky label (supplied by us in your team envelope) details of any relevant medical condition of any specific athlete in their team and then stick the label on the back of that athlete's race number. That is to say that if athlete AA suffers from asthma or is diabetic then their team manager writes Asthma or Diabetic Type... on a sticky label and sticks it on the back of AA's race number. First Aid will know where to look should a medical incident occur
3. Ensuring they report to the declaration area on time, 10 mins before their start time, with their correct number (it has the runner's name on it) securely attached with at least **4 safety pins**.
4. Please collect and fill in the **results envelope** , then hand into the race organizer at the end of the race in the finishing area.



As an Area TEAM MANAGER you are RESPONSIBLE for:

5. Keeping track of all runners in your team during the race and accounting for all runners in your team to your Results Manager.
6. Ensuring that all athletes in the top 13 plus any special considerations you put forward are fully aware that if they make themselves available we expect them to run at the SWS XC Champs and potentially the nationals.
7. Ensuring all runners from your team who finish in the top 13 report as soon as they have recovered from their race, to the results hub. It is essential that they do this if they wish to be considered for selection to the SWS or ESAA Championships.
8. **Checking the results**, that will be displayed close to the podium and ensuring that any individual runners (indicted on the results sheet)
Note: If we are short of time then we will ask Team Manager to present team certificates in the team area. PLEASE DO NOT LET ANY OF YOUR TEAM GO HOME BEFORE YOU HAVE CHECKED THE RESULTS.
9. Collect from their area folder on the table next to the display of results any certificates not presented to their team runners and try to hand them out. Certificates not handed out need to be returned to their area folder on the table as described above.
10. Check and ensure that any **special consideration** forms relevant to the age group they are team managing are in the special considerations folder in the results room, by 12.30 Spare forms are inside the special considerations folder in the Results Hub.
11. **Returning** your plastic wallet, handbook and white labels to your Area Results manager.