



Youth Development League Team Manager

As team manager, you play a crucial role in the success of the team. It's up to you to pull the best team possible together and to get the most out of them. It's not always about the athletes winning – sometimes it's about them doing their best or even improving on their personal best. The best team managers make all competitions fun and exciting and ensure good team morale; this approach leads to long term success by retaining and developing athletes for longer.

Skills Required

- Great organisation skills
- Excellent communication skills
- The ability to build relationships with a range of people
- Empathy/emotional intelligence
- A positive attitude

Person specification

- Over 18 years old
- Completed the UKA safeguarding course
- Completed a DBS check
- Agree to the volunteer code of conduct

Pre competition responsibilities

- Communicate fixture lists in advance to athletes, parents, and coaches
- Select the team by;
 - a. Liaising with the committee on club priorities for competition
 - b. reviewing individual performances using tools such as Power of 10
- Liaise with the competition provider on submitting the team details and facilitate any amendments as required pre-event, updating the competition provider
- Ensure all members of the team are affiliated members of a recognised IOM club and England Athletics
- Build rapport with the athletes
- Reinforce code of conducts and rules of the competition
- Check all athletes have the correct kit and equipment (within the rules of the competition)



- Ensure there is Risk Assessment ahead of the competition and that measures are in place to mitigate risks
- Ensure that adequate supervision is in place for the athletes
- Organise the most beneficial travel arrangements for the athletes to have the best opportunity to perform to a high standard, in a cost-effective manner
- Keep a list of contact details and medical information for everyone in the team
- Ensure that all the team receive pre competition information such as competition venue, rules, timetable, meeting points, travel etc in plenty of time
- Arrange for officials to travel with the team and participate in the event

During competition responsibilities

- Team Managers are the main point of contact for athletes and parents
- Set agreed ground rules with athletes at the start of the trip
- Attend any required meetings
- Create a positive and supportive environment for athletes
- Numbers and timetable are issued to the athletes
- Ensure athletes are supervised during competition, warmed up, get to their event on time and have the option of nutritional meals at the events
- Offer emotional and well-being support to athletes
- Help athletes celebrate and reflect on their performance
- Answer any queries as necessary by the athletes or parents
- Liaise with the competition provider to manage athlete withdrawals and injuries
- Ensure you are looking after yourself & take breaks throughout the day. Your well-being is just as important as the athletes

Post competition responsibilities

- Provide feedback to the athletes, parents, , volunteers and committee
- Share the official competition results with the athletes, parents and clubs and prepare reports for the local press
- Celebrate successes (Pbs, performance, result, effort)
- Nominate athletes for recognition and awards
- Ask athletes for their feedback
- Look ahead to next event