

Job Description: Arena Manager

Time: 4–5 hours per competition day + 1 hour preparation during the week

Reports to: Club President

What is the goal?

To oversee the entire competition area on track and field days, making sure all events run safely, on time, and according to the rules.

What will you do?

- **Keep events moving:** Manage the daily program schedule, ensuring events start on time and athletes move smoothly between tracks and field pits.
- **Oversee safety:** Ensure the arena is safe for athletes, officials, and spectators by keeping non-competing parents outside the fence and managing safety hazards.
- **Support officials:** Act as the main point of contact for Age Coordinators and event officials if they need rule clarifications, extra help, or equipment adjustments.
- **Resolve issues:** Solve any track or field disputes, scheduling clashes, or event delays calmly and fairly on the day.
- **Inspect the grounds:** Do a quick walkthrough before competition starts to ensure the track lines, run-ups, and throw circles are ready and safe for use.

What skills do you need?

- Strong leadership and the ability to make clear decisions under pressure.
- Good knowledge of Little Athletics event rules and safety guidelines.
- Loud, clear communication skills to manage large groups on the field.