

Job Description: Championships Manager

Role: Volunteer (Unpaid Exec Committee Position)

Time: Anywhere from 2 hrs – 10 hrs per week, depending on events

Reports to: President

What is the goal?

Co-ordinate and manage entries and communication for athletes participating in external championship events (e.g. State Relay Championships, Little Athletics WA Challenge etc.).

What will you do?

- **Member Communications:** Collate and send out information for all external championship events.
- **Team Selections/Qualifications/Co-ordination:** Select Relay Teams and co-ordinate Coaches. Check results for athletes for any events that require qualification to enter. Co-ordinate as MAC Team Manager with Aths West on championship days.
- **Entries and Submissions:** Submit relay team entries, liaise with other clubs for any intra-club competitions.
- **Results and Social Media:** record results for MAC athletes after championships and post images and recaps to MAC social media pages.
- **Year End Reports:** collate results/attendance etc. for the Year End Report.
- **Committee Meetings and Aths West Conference Attendance:** Attend monthly committee meetings and any adhoc meetings as required.

What skills do you need?

- Great organization and excel spreadsheet experience.
- Friendly, welcoming personality to manage athletes, parents, officials and coaches.
- Basic understanding of social media.