



## Little Athletics Chelsea

### **Age Group Coordinator Duty Statement**

Age group coordinators and assistants will be appointed for each age group and gender from under 8 to under 14, inclusive.

For identification purposes by parents, athletes, officials and committee members all age group coordinators must wear their designated tabard each week.

Age group coordinators who do not have a child registered at LAC **MUST** obtain a working with children card.

**The age-group coordinator's duties are:**

To ensure fair competition, and encourage participation and fun by all athletes in the age-group;

To provide positive feedback to athletes for their efforts and their achievements;

To facilitate development of athletics skills either directly or through a Centre coach when required;

To be a central contact point for all athletes and their parents in the age group;

To update parents and athletes weekly of relevant upcoming events at LAC;

To be the primary contact person between the announcer and key officials for athletes in the age-group;

To be responsible for preliminary marshalling for all events;

To be responsible for reporting any problems, faults or damage, injuries and centre records etc. to an executive committee-member or key official;

To be responsible for arranging the assistant coordinator or a suitable replacement to act in the role in their absence;

To be responsible for coordinating appropriate people to act in an official capacity at field events when required (these can be parents of athletes in the age group, centre officials or other athletes in the age group);

To report a Centre record to a key official for verification (refer to LAC Record Verification Procedure)

To be responsible for the age-group coordinator's folder and maintaining its contents;

To ensure all field-event results sheets are returned to the responsible person at the end of each week's competition for compiling.