



Captain/Team Manager Role Outline

Responsible to

Committee

Role purpose

To manage the club's teams, boost engagement with athletes, and encourage participation in competitions. The Men's Captain, Ladies' Captain and team managers play a key role in building team spirit, coordinating entries, and helping members feel supported and motivated to represent the club.

Responsibilities

- Encourage club members to participate in key competitions
- Coordinate with members to ensure full team representation
- Enter athletes into competitions and manage entry deadlines
- Work with others to help organise and manage the Club 5k Handicap Time Trial
- Produce competition reports for the committee, website, and social media
- Report regularly to the committee on competition matters
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Confident and good at communicating
- Organised and reliable with good time management
- Enthusiastic and approachable, with a passion for team building
- Familiarity with local and regional competition formats

Essential resources

- [England Athletics Club Hub - Team Manager](#)
- [Guidance and support | Sport England](#)

- [Club Constitution](#)
- [North Eastern Counties Athletics Association \(NECAA\)](#)
- [Northern Athletics](#)
- [North East Harrier League \(NEHL\)](#)
- [North East Senior Development League \(NESDL\)](#)
- [North East Youth Development League \(NEYDL\)](#)

Key contacts

- [England Athletics Club Support Manager](#)