



Suffolk Essex
Athletics Network

Role Descriptions

GENERAL ADMINISTRATOR

Role Description

- Be the main point of contact for network correspondence in particular via email and phone
- Deal with enquiries relating to the network and signpost to relevant network volunteers for action
- Book venue and make arrangements for network meetings - arrange agenda, minutes, etc
- Circulate relevant information to network volunteers and partner organisations
- Pass on relevant information for posting on the website
- Maintain an information database

COACH WORKSHOP ORGANISER

Role description

- Be the main point of contact for workshops
- Book and ensure venue is ready – refreshments, equipment needed
- Promote workshop
- Register attendees & circulate joining information
- Ensure that the workshop runs smoothly – on the day
- Perform any tasks associated with the workshop e.g monitoring, reporting, ‘thank you’s’, etc

SPORTSHALL ATHLETICS CO-ORDINATOR (juniors)

Role description

- Be the main point of contact for Sportshall Athletics
- Promote the Sportshall event on 1st December at Northgate Sports Centre, Ipswich
- Liaise with Sportshall Associates, who will organise the event on the day
- Ensure officials, equipment and other venue arrangements are in place and have a presence on the day
- Ensure results are forwarded to website for publication
- Liaise with Suffolk and Essex Sportshall team managers with respect to consideration of athletes to represent the counties in the regional Sportshall event