

# Suffolk County Athletics Association

## Team Manager



### Role Description

- Arrange Suffolk County teams for regional and national events dependent on discipline, age and gender categories, as agreed by the SCAA committee;
- Select and contact members from across County affiliated clubs to represent SCAA at regional and national events;
- Where appropriate, arrange transport to these events using the approved pricing structure as set by the SCAA committee from time-to-time. Collect transport contributions from competitors and supporters and pass funds back to the Treasurer for receipt into SCAA funds;
- Promote and sell county kit as purchased and priced by the Treasurer. Collect monies and pass these back to the Treasurer for receipt into SCAA funds;
- Attend executive committee meeting and report on county attended events and upcoming events proposed for County representation.