

## DUTIES OF THE AGE MANAGER

**Equipment** Age group bag, Pen & Folder. (all in bag).  
Assistants if there are sufficient helpers available.

- Duties:**
1. Pick up the age group bag and check that the athletes' names are all listed. List any who do not appear taking care of spelling of both names. (We use these names for the newspaper report)  
Remind athletes about water bottles and check all have suitable shoes.
  2. When announcements are finished, take the athletes to their events and supervise them in their group for the whole program. Keep to the event order as per the program and accompany athletes to each event. It is important that the group stay together for the whole session.
  3. Record all Field event trials as measured on the recording sheets in the folder. **Issue tickets for field events.**
  4. Help as a Place Judge for the track events. The recorder will issue the tickets.
  5. In the event of behaviour that is inappropriate, call on a Committee person to intervene. The athlete can be warned that if bad behaviour persists, he/she may be excluded from an event/s and any points which could be earned from it. Kids are there to have fun, but bad behaviour spoils the fun for everyone else. Committee members are there to assist and advise. Do not hesitate to ask.
  6. Encourage group participation and support for each other. Clapping for good effort will encourage team building and good relationships among the athletes.
  7. Games between events may help to avoid restlessness. In younger age groups for instance, "Simon says" may be played with one of the athletes taking the lead part to give the age manager catch up time.
  8. Keep an eye out for safety measures. Shoes **MUST** be worn for all events. Throwing implements are not to be used to play with out of turn.
  9. Do not walk across in the middle of a Field event. Teach the athletes to walk behind the throwers and behind the jumping events to prevent serious injury. Standing **behind** the Discus net, Shot Put throwers etc while waiting for their turn is essential. Holding onto the cage can result in injury. Look before crossing the track as a runner at full speed can seriously cause harm.
  10. Do not alter the order of events unless the Program Officer is consulted.
  11. If in doubt about anything, please ask.
  12. Enjoy yourself and make friends. You have a very important job and the athletes will respond to a smiling face from their manager who is having fun too.