**East Anglian League Team Managers organising prompts**

1. Send selection letter & email to athletes / parents.
2. Send information letter & email to athletes / parents.
3. Provide coaches with list of competing athletes and their age categories in sufficient time to enable optimum training time.
4. Familiarise/download League rules from website. https://cambsathletics.org.uk/east-anglian-tf-league/
5. Event list to be compiled for all athletes and events for each meeting stating which athlete is in each event.
6. Times, events, athlete name, age category, number/letter to be listed in order of time on timetable for each event.
7. Email timetables, order of events list (above) to all athletes for correct meeting.
8. Download declaration sheets from website. https://cambsathletics.org.uk/east-anglian-tf-league/
9. Complete declaration sheets for all age categories both junior & senior including non-scorers and U11’s.
10. Liaise with host club RE. submission of declaration sheets and availability of officials.
11. Ensure Academy has sufficient numbers and letters for each meeting. Source and reorder where necessary.
12. Ensure all competing athletes have and compete in the correct kit.
13. Ensure sufficient safety pins are supplied for athletes.
14. Print out / laminate all necessary information for each meeting to display on tables to ensure athletes are fully aware on the day what their requirements are to avoid unnecessary confusion and questions.
15. Ensure necessary equipment is transported to and from the event e.g. Gazebo, tables, starting blocks, relay batons, numbers/letters, pins, spare race vests, blu tack, Sellotape, pens, clipboards, stopwatches, first aid equipment.
16. Ensure enough volunteers are available for set up & clear away and they are aware of expected timings.
17. Liaise with volunteer organiser to ensure all volunteers are registered.
18. Report any athlete changes (due to illness / injury etc..) to the host club on the day and make changes to paperwork at the meeting for official use and on club documents for club use.
19. Photograph / video all (consenting) athletes in events. Edit media ensuring no other non-consenting athletes from the Academy or athletes from other clubs are visible. Post on social media platforms preferably within 24 hours.
20. Check all results sent via email to the club for errors (e.g. correct athlete in correct event and string). Email the League/ host club with necessary changes within the given timeframe to ensure publication on the Power of 10 website and the individual athletes personal record is correct.
21. Record all athletes events, results and make available to coaches to enable them to have sufficient information to progress the athlete in their chosen events.
22. Compile a table consisting of athletes events, results and points given for all meetings (do not make available to athletes – points will determine awards later in the year). Information will provide evidence for attainment of PB Awards Scheme
23. Compile final score table with total points in order of position. (For evidence for awards evening. Do not make available to athletes or parents).