

# Event Group Staff Role Description

Last updated: February 2025

## PURPOSE

To support and assist athletes in achieving their performance objective whilst competing for Scotland/**scottishathletics**.

## KEY RESPONSIBILITIES

### Pre-Selection:

- In partnership with the relevant **scottishathletics** National Event Group Manager (where requested), compile long lists through communicating with athletes and personal coaches, gaining an understanding of event preferences, fitness to compete, competition plans, championships preparation and any other relevant information.

### Pre-Competition:

- Where requested, contact selected athletes and personal coaches, discussing competition support.
- Liaise with Team Leader/Team Manager/Event Group Manager to compose duty sheets for athletes.
- Attend Team Meeting then host short meeting with event group:
  - Informing all athletes of details from technical meeting
  - Establishing timelines for competition day
  - Distributing numbers etc.

### During Competition:

- Supervise and support the athletes in your event group, liaising with their personal coaches as needed.
- Confirm call up times (may have changed from original schedule).
- Assist (as appropriate and agreed in advance) the athlete with warm up and competition preparation.
- Equipment check in, if required.
- Remain in the warm up area until athlete(s) has completed warm up and has entered call room.
- Support performance by providing technical support (where appropriate and agreed in advance with athlete & personal coach), encouragement and constructive feedback.
- As needed, liaise with the Team Leader/Team Manager on appeals, medical issues, and any other team related concerns.
- Bring to the attention of the Team Leader/Team Manager if you deem a protest is needed together with available evidence.
- Work with the Team Leader/Team Manager, and other team staff to provide general operational support to the team. This will include travel to/from championships, support in team accommodation, team meetings and at competition venue.
- Report to the Team Leader (who is ultimately in charge of all team functions) as needed.
- Report to the Team Leader and/or a member of the Championship Disciplinary Panel regarding any infringements of the Team Members Agreement.

### Relay Staff

- The relay staff, in collaboration with the Team Leader, will be responsible for the preparation of the relay teams, including relevant relay practice sessions. The relay staff will make the final decisions regarding the running order and any technical decisions. The relay staff will outline a relay practice schedule and will communicate this all to the relay team members and their personal coaches.

### Post Competition:

- Provide technical information/data/feedback on each athlete's performance in your event group.
- Where requested, communicate feedback to personal coaches on their athletes' performances.

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## ADDITIONAL RESPONSIBILITIES

- Retain the principles of fair play, professionalism, and good sportsmanship always. This includes acknowledging the work of the athletes' personal coaches and not attempting (overtly or otherwise) to recruit any athlete, who already has a coaching relationship with another personal coach, whilst supporting them during or post competition.
- Present a positive and professional image of **scottishathletics** to team staff, event staff and volunteers.
- Support the work/contribution of **scottishathletics** sponsors and wear Scotland team kit as appropriate.
- Maintain an unwavering commitment to **scottishathletics** and UK Athletics policies on health and safety, safeguarding, and Clean Athletics (copies of all policies will be provided).
- Adhere to the UK Athletics Coaching Code of Conduct.

## WORKING RELATIONSHIPS

- **scottishathletics** Performance Team Staff
- Other Team Staff
- Team Support Staff (i.e. Physiotherapist)
- Personal Coaches

## KNOWLEDGE, SKILLS & EXPERIENCE

- Excellent communication skills.
- Knowledge and experience of the developing athlete and the high performance/major championship environment.
- As a minimum, previous experience as event group staff at club/school/university/SSAA or district level.
- Good knowledge of Clean Athletics/100% ME anti-doping programmes.

## REQUIREMENTS

- Complete a valid UK Anti-Doping Clean Sport eLearning Course (Clean Sport Hub) - (2 yearly review).
- Minimum coach qualification - UKA Level 2 or Athletics Coach license (preferably Event Group level).
- Valid PVG – linked to **scottishathletics**.
- Agree to the **scottishathletics** Team Staff Agreement (in the Google Form) and abide by its terms.

## BENEFITS

- Return travel from the competition venue.
- Accommodation – dinner, bed, and breakfast.
- Full Scotland team kit allocation.

*NB. This volunteer job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work, and with consultation can be amended in the light of the changing needs of the team.*

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