

# Age Manager

## What is an Age Manager?

An Age Manager is a volunteer 'Parent Help' role that plays a vital part in ensuring our young athletes have a positive and enjoyable experience. This role is typically filled by dedicated family volunteers who have been with us for over two (2) years. As an Age Manager, your primary responsibility is to guide your group of athletes through their events, fostering a supportive and fun environment.

## What are the key responsibilities of an effective Age Manager?

An effective Age Manager has 9 key responsibilities. If you are unsure about any of the following, our helpful committee members are available to assist.

- **Sign in** - Upon arrival at the competition, please locate the sign-in table, collect your vest, and await further instructions from the announcers.
- **Collect Age Group Folder** - When an event is announced, pick up the Age Group folder from the announcer's table, which contains the event recording sheets.
- **Take Attendance** - As athletes gather in the marshalling area, take attendance to ensure everyone is present. Additionally, check with parent helpers to confirm there is enough assistance for the event. coordinate with parent helpers to confirm you have sufficient assistance for the group and event.
- **Lead the Group** - Guide your Age Group from one event to the next, keeping them organised and focused.
- **Manage Events** - Call athletes for their turns, assess the legality of throws and jumps, and note fouls when necessary, unless an official is assigned.
- **Record Results (can delegate)** - Accurately record results during field events, ensuring fairness and transparency.
- **Provide Assistance (can delegate)** - Assist at events, such as working with Track Starters to position younger athletes at the start line and supporting Timekeepers at the finish.
- **Return Age Group Folder** - Once the event concludes, return the folder and completed results sheet to the announcer's tent to allow the next event to be announced.
- **Train the Helpers** - Encourage parent helpers to familiarise themselves with these responsibilities so they can step into the role of Age Manager in future seasons.

Following these steps helps ensure the events run smoothly and the athletes have a positive experience.

## What are some "handy hints" for Age Managers?

- **Learn Names** - Familiarise yourself with the names of the children in your group. This fosters rapport and makes communication easier.
- **Keep the Group Together** - Always ensure that all children are within your sight and hearing during the events to maintain safety and order.
- **Organise Parent Helpers** - For larger or younger groups, please ensure you have 3-4 parent helpers to assist with supervision and event tasks. If additional help is needed, notify the announcer(s) to request additional volunteers. Ensure that all helpers are wearing a vest.
- **Brief your Helpers** - Before starting any event, it is essential for Age Group Managers to clearly explain how the event will be conducted. Ensure that all athletes understand the rules and outline the specific tasks assigned to each helper. Helpers should be fully briefed on their responsibilities and must follow the Age Group Manager's instructions throughout the event to ensure smooth and safe operation.



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- **Supervise Attentively** - Never leave the group unattended and ensure that no athlete leaves without informing you first. For younger children, consider having a parent helper accompany them if they need to step away, such as a bathroom break.
- **Stay Involved and Visible** - Remain actively engaged with the group by staying mobile, visible, and attentive.
- **Promote Good Behaviour** - Use positive reinforcement to acknowledge and encourage good behaviour within the group, creating a supportive atmosphere.
- **Address Misbehaviour Calmly** - In the event of misbehaviour, respond with a clear, calm, and firm verbal reprimand, avoiding any harsh or demeaning language.



## What do I do if I think an athlete has broken a record?

If you believe an athlete may have set a new record, stop the event immediately – this means dropping everything. Do not move any equipment, rake sand, or make any changes to the event area. Notify a **Verified Committee Member** right away!

**Note:** For high jump or scissor events, be sure to call a **Verified Committee Member** before the athlete attempts the record height.

## IMPORTANT NOTE

Only Age Managers and parent helpers with assigned duties should accompany the athlete Age Group during events. Other parents may either fulfil different responsibilities or spectate from outside the track if not engaged in a specific role. Only Centre Officials, Age Managers, and Parent Helpers with designated roles are permitted on the main oval (inside the circular track) during competitions, except for an athlete's support person when required.

thank you

As mentioned earlier, the role of an Age Manager is not only important but also one of the most rewarding positions in Little Athletics. We hope this guide has provided valuable insights that not only Age Managers can apply but also Parent Helpers, when working with young athletes at Baldvis Little Athletics Centre. Most importantly, remember to enjoy the experience and ensure the athletes have fun too!

