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**Track & Field Technical Manager Position**

**Detailed Outline of Responsibilities**

Reporting to the President/CEO, the Track & Field Technical Manager is responsible for the management of the BC Athletics Track & Field Programs and Technical Services from Develop through to High Performance. These responsibilities are technical and administrative and include but are not limited to:

**1. Programs and Competition Development – Track & Field:**

* 1. Calendar of Events – ensure the gathering, assembly and publication of the annual Track & Field event listings through submissions and the Annual Calendar Congress.
  2. Initiatives to ensure adequate and appropriate competition/participation opportunities for Track & Field in the disciplines of: Sprints, Hurdles, Middle Distance/Distance, Jumps, Throws, Combined Events and Walks.
  3. Assist and support Regional initiatives for Track & Field development, participation and competition

1. **Event Sanctioning – Track & Field:**
   1. Oversee the BC Athletics process for the sanctioning of Track & Field competitions
   2. Encourage and promote the sanctioning of Track & Field competitions in BC
2. **Event Management: Track & Field :**
   1. Provincial Championships:
      1. Oversee the call for bids and with the Track & Field Committee, the awarding, hosting assistance and review.
      2. Assist the HOC (Host Organizing Committee) in the planning and delivery of the Championships.
   2. Canadian Championships:
      1. Promote opportunities to bid for Cdn Championships
      2. Assist in HOC development and event management.
   3. BC Athletics Properties and Partnered Events
      1. International Events and Championships:
         1. Provide leadership and assistance as part of the management team of the PacifiCanada International Track & Field Series and associated National Track League and other International Series events.
         2. Promote opportunities and make recommendations on the bidding for international events.
      2. Provincial Events and Championships:
         1. Propose and develop with committees and staff opportunities for new BC Athletics properties
3. **Athlete Development - Track & Field:**
   1. Develop, with the Track & Field Committee, Clubs, BC Regional/Provincial/National Coaches ongoing programs for athlete identification, recruitment and the provision of services (i.e. Regional Talent ID Camps, BC Athlete Assistance; Cdn Sport Ctre – Pacific/PacificSport IPS Carding)
   2. Plan, organize and implement with the Track & Field Committee and identified coaches, Provincial Camps, Technical Training Sessions and Workshops for Targeted Athletes and Personal Coaches.

**BC Athletics T&F Tech Mgr – (cont’d)**

**5. BC Athletics Committees – involvement and liaison:**

* 1. Staff support and committee participation on:
     1. Track & Field Committee (Youth, Junior, Senior age groups0
     2. Junior Development Committee – as relates to Track & Field
  2. Staff support and liaison to:
     1. Masters, Officials, & others as appropriate

**6. Para-Athletics Programs – Track & Field:**

a. Working with the Para-Athletics Sport Associations (Wheelchair; Blind;

Amputee; Sportability (CP); and others as identified)

i. Identify opportunities for athletes, coaches, officials

* + 1. Promote integration and coaching of athletes in clubs
    2. Promote with organizers, integration for Para-Athletics in competitions

**7. BC Team Program - Track & Field:**

a. With the Track & Field Committee – Develop and review BC Track & Field Team

Selection criteria, standards and process

b. Publish and communicate the BC T&F Team Selection Criteria, Standards and Selection

Process to the BC Athletics Membership

c. Oversee the selection process for Team Coaches, Managers, & Athletes

d. Manage with team staff all aspects of the BC Track & Field Team Program for:

i. BC/Yukon Legion Track & Field Team (Midget/Youth)

* + 1. BC Junior T&F Team
    2. BC Senior T&F Team
    3. Canada Summer Games T&F Team
  1. Develop in consultation with appropriate committees, other BC T&F Team programs

**8. International/National/Provincial/BC Regional Track & Field Programs**

a. Facilitate BC Athletics input and involvement with BC Regional, Athletics

Canada, NACAC and IAAF committees and programs as appropriate

**9. Centres: National, Provincial, Regional – Track & Field:**

a. Liaise with BC National, Provincial & Regional Athletics Centre coaches

b. Manage with the Centre Coaches the Provincial and Regional IPS process

c. Be involved in the program and coach annual review of Provincial/Regional Coaches

1. **BC Athletics Strategic Planning – Track & Field:**
   1. Provide input to the Strategic Plan development, implementation and review
   2. Facilitate input for development & review from committees, clubs and members
2. **Budget Development – Track & Field:**
   1. In consultation with staff and committees responsible for Track & Field:
      1. Prepare annual and quadrennial draft budgets for Programs and Technical Services linked to the BC Athletics Strategic Plan
      2. Provide input on strategies for revenue development, sponsorship and program priorities
3. **Other duties and support** for programs as may be assigned from time to time