

CYCLING NEW ZEALAND - AUCKLAND -



ALL CORRESPONDENCE TO:-

Executive Officer
Cycling New Zealand - Auckland
20 Kiernan Place, Kelston, Auckland 7.
Phone / Fax: (09) 818-5775 (Pvte)
Phone: (09) 309-0346 (bus)
Phone: 025 862710 (Mobile)

Affiliated Clubs:-

Akarana Wheelers
Counties Manukau
Marsden Wheelers
Waitakere Pt. Chevalier
West Ak Ford North Harbour

CYCLING NEW ZEALAND AUCKLAND JOB DESCRIPTION

NATIONAL EVENTS: TRACK MANAGER

RESPONSIBLE TO: CNZ - Auckland Management Committee

KEY RESPONSIBILITIES

1. Manage all Auckland representatives at National Track Events.
2. To oversee all organisation affecting the Auckland team related to the administration of the events.

PRIMARY OBJECTIVES:

1. To ensure all aspects under management control are carried out effectively and harmoniously.
2. To ensure the welfare of riders, officials and coaches under the Manager's jurisdiction is attended to in the best possible manner.
3. To ensure all communications are clear and concise.
4. To meet all CNZ's requirements where and when necessary.
5. To encourage all riders, coaches and assistants to strive unhindered towards their pre-determined goals.

MANAGEMENT TASKS [General]

1. To co-ordinate a quality management team to assist in the overall management and administration.
2. To delegate responsibilities that have clear lines of accountability to the Manager.
3. To liaise with the necessary CNZ Track Management Officials.

MANAGEMENT TASKS: [Specific]

1. To arrange suitable accommodation and encourage team members to stay together for team unity.
2. To ensure transport is organised to move riders, officials and equipment to and from the venues.
3. To compile and communicate necessary data for all team members.
4. To prepare a working budget, operate the spending and collection of funds. Collate a financial report to CNZ - Auckland within one month of return.
5. To be responsible for all uniforms, equipment, official's Technical licences and rider's licences.
6. To finalise all administration to include:
 - Report to CNZ Auckland including results and recommendations.
 - Pay accounts.
 - Complete all formal correspondence.

CONCLUSION:

This job description communicates the National Events Track Manager's responsibilities to the appointee. It provides the working parameters for the Manager to operate and for CNZ Auckland Management to evaluate effectiveness.

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NATIONAL EVENTS: ASSISTANT MANAGER

RESPONSIBLE TO: CNZ - Auckland Management Committee and appointed Team Manager.

KEY RESPONSIBILITIES

1. Assist the Manager at all times to manage all Auckland representatives.
2. Carry out responsibilities for the Manager when required.
3. Manage the team in the absence of the Manager

PRIMARY OBJECTIVES:

1. To ensure all aspects under management control are carried out effectively and harmoniously.
2. To liaise with the Manager, riders, officials and coaches to ensure all communications are understood clearly..
3. To ensure the welfare of all teams members be attended to.
4. To assist in the positive encouragement all riders, coaches and assistants to ensure their potential goals are achieved.

MANAGEMENT TASKS [General]

1. Assume all delegate responsibility from the Manager.
2. To assist the Manager in making decisions when requested.
3. To attend all Management meetings.

CONCLUSION:

This job description communicates the National Events Assistant Manager's responsibilities to the appointee. It provides the working parameters to operate and for CNZ Auckland Management to evaluate effectiveness.

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CYCLING NEW ZEALAND AUCKLAND JOB DESCRIPTION

NATIONAL EVENTS: TEAM ASSISTANT

RESPONSIBLE TO: CNZ - Auckland Management Committee and appointed Team Manager.

KEY RESPONSIBILITIES

1. To assist all other team officials to carry out their duties efficiently.
2. To be of direct assistance to coaches and mechanics.
3. To ensure all riders needs are attended to and supported.

PRIMARY OBJECTIVES:

1. To work diligently in the best interest of preparing cyclists to perform to their predetermined goals.
2. To always assist when directed.
3. To work harmoniously with riders and officials.
4. To be prepared to work flexibly.

SPECIFIC TASKS:

1. To ensure prior knowledge of the range of likely duties to be performed is gathered well before competition begins.
2. To continue to assist all cyclists at all levels during times of competition.
3. To liaise with coaches to ensure the correct gear and equipment is always available for riders when required.
4. To check that all items are transported to and from venues securely and account for at the completion of competition.

CONCLUSION:

This job description communicates the Team Assistants responsibilities in a general manner. It provides the working parameters for the Team Assistant to operate and for CNZ Auckland Management to evaluate effectiveness.

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CYCLING NEW ZEALAND AUCKLAND JOB DESCRIPTION

NATIONAL EVENTS: MECHANIC

RESPONSIBLE TO: CNZ - Auckland Management Committee and appointed Team Manager.

KEY RESPONSIBILITIES

1. To ensure all cycles are in a safe working condition to race.
2. To operate under the jurisdiction of the Team Manager in the first instance and to be guided by the coaches directions.

PRIMARY OBJECTIVES:

1. To work diligently in the best interest of preparing bike machinery for racing.
2. To be prepared to work for all riders at all times when required and at speed.
3. To ensure bikes are prepared for racing at the venue well in advance of race commencement.

SPECIFIC TASKS:

1. To make checks on all bikes before entering competition.
2. To ensure that a full set of the necessary tools is taken to the competition venue.
3. To ensure that CNZ - Auckland tools and equipment are returned in good condition.
4. To liaise with coaches on specific equipment needed where and when necessary.

CONCLUSION:

This job description communicates the Mechanic's responsibilities in a general manner. It provides the working parameters for the Mechanic to operate and for CNZ Auckland Management to evaluate effectiveness.