

## **CENTRE ROLES- 2022/23 SEASON**

### **ESSENTIAL COMMITTEE POSITIONS**

#### **President-**

- Oversees Centre Committee meetings, attends Regional meetings and LAQ Conference
- Acting on behalf of the centre in matters forthcoming to the centre
- Arranging or doing all things necessary to further Little Athletics within the community
- Ensures the smooth running of the centre and proper conduct of all officials of the centre and its committee members
- Ensures safety of athletes by operating within the rules of LAQ Rules for Competition

#### **Secretary-**

- Take minutes of the business from all Centre meetings and circulates copies to all Committee members
- Compile all agendas for meetings
- Manage and distribute all incoming communication to appropriate person/s
- Maintain website & social media with current information and circulate newsletters (current Club President does this by choice)
- Regularly check PO BOX
- Carry out correspondence on behalf of the Centre as directed by the Centre Management Committee.
- Receive correspondence on behalf of the Centre and present such to each meeting of the Centre Management Committee for acceptance and consideration
- When required by the Centre Manager, represent the Centre at any function or meeting.

#### **Treasurer-**

- Control monies in and out of Clubs bank account
- Provide an account balance and Treasurers report at each Committee meeting
- Ensure all books are correct and records are audited
- Keep a detailed ledger of all receipts and payments made by or to the centre
- Coordinate centre budget
- To receipt , document and bank all monies taken on behalf of the club (registration fees, uniform, canteen takings, sponsorship, carnival nomination fees)

#### **Registrar-**

- To make arrangements for centre registration days and pack collection
- To liaise with committee on structure of registration fees
- Order age patches, registrations numbers and information packs from LAQ 1 month prior to the start of the season
- Manage online registrations and prepare athlete packs for distribution
- Maintain a current register of all names, personal and contact details of all members of the centre
- Sight birth certificates of all registered athletes

### **OTHER COMMITTEE OR VOLUNTEER POSITIONS**

#### **General Committee Member-**

- To help when required
- To assist with the running of Saturday morning competitions, including set up and pack down if needed
- Attend committee meetings. Usually once a month after Saturday competition

#### **Saturday Morning Helpers-**

- Assist with set up and pack down
- Set up/pack down of timing gates
- Operate the finish line computer
- Finish line helper
- Starter

### **Results and Data Entry-**

- Collect recording sheets after weekly competition and enter results into Results HQ database
- Uploads weekly program into Results HQ

### **Canteen Coordinator-**

- Responsible for operating the canteen on competition mornings and coordinating parent helpers
- Purchase stock weekly or monthly as required
- Assist with prep and cleaning of canteen
- Responsible for communication to the committee regarding stocking and running of canteen
- Assist treasurer to ensure monies in and out of canteen are correct

### **Grants Officer-**

- Promoting grants opportunities
- Providing hands-on assistance with grant applications
- Providing hands-on assistance with acquittals

### **Carnival (team) Manager-**

- Collect carnival/championship nominations and forward to Nominations Officer
- Represent the club at championship/special events to organise athletes and parent helpers
- Ensure athletes report to marshalling area on time
- Ensure athletes are in full and correct uniform
- Ensure parents/helpers report for assigned duties on time

### **Groundsman-**

- Carries out line-marking when required
- Responsible for maintaining general cleanliness of field, building and surrounds
- Responsible for mowing, whipper-snipping and weed control in accordance to council regulations

### **Equipment Officer-**

- Complete a stock-take of all equipment prior to the commencement of each season to determine presence and condition of equipment
- Ensure the equipment storage areas are tidy each week
- Monitor condition of equipment and recommend repairs or replacements to the committee
- Obtain quotes for missing or broken equipment for approval
- Responsible for opening and closing equipment areas/sheds

### **First Aid Officer-**

- Must have an accredited certificate in First Aid or above
- Attend to injuries or illness sustained by an athlete or spectator on a competition morning
- Shall report/log any injuries

### **Coaching Team-**

- Organise the coaching of athletes at the centre
- To assist all athletes, where possible, on competition mornings. Particularly at the beginning of the season
- To attend Regional and State competitions, where possible, to assist athletes
- To work with the club to organise and implement training in the lead up to Relay events

### **Uniform Officer-**

- Purchase and stocktake of centre uniforms
- Assist families with purchasing uniforms

### **Promotion and Fundraising-**

- Ensure the club is promoted in the local community through email, social media, schools etc
- Create and distribute flyers or posters to promote Little Athletics in the local community
- Contact local businesses for donations towards fundraising
- Create and execute fundraising ideas and sponsorship opportunities

### **Nominations Officer-**

- Organise, confirm and submit nominations for Championship/special events
- Meet with Team Manager to select relay teams and running orders
- Liaise with families and LAQ to ensure all nominations are correct

### **Records Officer-**

- Keep an up to date log of Club Records
- Collate a weekly records report
- Responsible for the record management process, including verification

### **Child Protection/Blue Card Officer-**

- Ensure all Volunteers and Committee members have a current Blue Card
- Complete required training with Play by the Rules and Bravehearts
- Maintain a register of Blue Card holders and keep a file of members that have completed the above training
- Provide information to LAQ and Department of Children's Services as required
- Keep centre up to date with Child Protection Policies

### **Officials Officer-**

- Plan educational sessions for Centre members to learn more about how to run events at Centre level
- Be available to assist with queries on competition mornings
- Organise Officials for Centre, Regional and LAQ competitions as required

### **Program Officer-**

- Prepare a diary of the season's activities from LAQ, Region, Inter-Centre and Centre competitions and championships
- Prepare a program for normal Centre competitions ensuring, as much as possible, that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured
- Supervise children on day of competition to ensure the programme is followed
- In the absence of a Technical Officer on the Committee, the Program Officer shall cover such technical aspects as are necessary for the programme to be run