

Committee positions

Title

- § President
- § Secretary
- § Treasurer
- § Registrar
- § Recorder
- § Equipment officer
- § Chief of Officials
- § Arena Manager
- § Publicity officer
- § Coaching co-ordinator
- § Canteen manager
- § Cross country co-coordinator
- § On Track Co-ordinator
- § Senior Athletes Co-ordinator
- § General Committee - Uniforms
- § General Committee - Trophies, Medals, Ribbons
- § General Committee x 4

President

- € Maintaining the established principles for:
 - o Constitutional matters
 - o Aims and ideas of the Centre
 - o Discipline of the Centre
- € Monitor the operation of the above principles and facilitating any changes in accordance with the Constitution.
- € Represent the Centre where possible at:
 - o Association State Conference
 - o Regional meetings.
 - o Centre Annual General Meeting
 - o All Centre activities.
 - o Meetings with other agencies as applicable
- € Chairing and conducting Centre meetings. Liaise with the secretary to establish an agenda for the next meeting to be held.
- € Observing the meaning of your Constitution.
- € Ensure all members have a fair hearing.
- € Bringing to the notice of the Committee any issue or matter which may effect the Centre.
- € Understand Centre meeting procedure and encouraging all members to participate in an orderly manner.
- € Ensure all Committee members carry out the tasks allocated to them.
- € Prepare an annual report on all Centre activities, for presentation to the Centre Annual General Meeting.
- € Arrange a planning session for the coming season.
- € Ensure volunteer register is kept up to date.
- € Liaising with parents, members and helpers to obtain what areas are requiring further improvement in running the Centre.

- € Tenure – 2 years

Secretary

- € Send completed affiliation form and any levy to VLAA.
 - € Notify VLAA and region of Centre's postal addresses.
 - € Obtain stationery and material from VLAA.
 - € Faithful recording of the minutes of all Committee Meetings General meetings and the Annual General Meeting.
 - € Distribution of the minutes and proposed agenda to all Committee members at least one week prior to the next Centre meeting.
 - € Receive and record all correspondence on behalf of all the Committee and tabling all correspondence.
 - € Provide copies of correspondence relevant to the appropriate Committee members at the earliest possible time.
 - € Respond to all correspondence as necessary, retaining a copy and recording correspondence sent on behalf of the Committee.
 - € Assist the President in the organisation of the Committee and other meetings as necessary
 - € Ensuring that all Association dates/closing dates are met and reporting any accidents or injuries.
 - € Centres hosting Association events please contact the Association for appropriate signage for Association sponsorship.
 - € All Centre contact information is confidential within management Committee.
 - € Compile Centre administration planner for the coming season.
 - € Compile and send to VLAA and SMR the Centre/Club Annual General Meeting and audit report.
 - € Represent the Centre at the State Conference.
 - € The assembly and publication, with President's assistance, of the regular fortnightly newsletter to all Centre members.
 - € Maintain family folders, and file newsletters and other correspondence as required.
 - € Contact City of Casey, VLAA and SMR with details of new Committee Lists
 - € Send monthly minutes through to SMR
 - € Handle all inquiries from interested people regarding Little Athletics for the Centre
 - € Organise Police checks for all main Committee Members and send into VLAA
- Tenure – 2 years

Treasurer

- € Maintaining accounting journals to accurately record all Centre income and expenditure.
- € Publishing on a monthly basis a summary of the accounting activity, including the bank balance.
- € Liaising with financial institutions from time to time to place any surplus funds into an appropriate investment.
- € With other members of the Centre Executive Committee conducting a current account with a suitable financial institution for the purpose of the payment of all of the authorised outgoings of the Centre.
- € Assisting the Registrar with the receipt of all registration monies and remittance of all the fees due to the Association or other Centres or bodies.
- € Prepare an annual budget.
- € Keeping a true account of all assets and liabilities.
- € In accordance with the VLAA constitution, forward audited financial statement to VLAA following the Centre Annual General Meeting.
- € Paying all accounts, after a motion has been passed to authorise payment on each and every account.
- € All monies to be paid by cheque, no cash payments.
- € Arranges, in co-operation with the Centre, the insurance requirements for the Centre's property and equipment.
- € Arrange payment to VLAA all affiliation fees for the coming season with appropriate forms
- € Collect monies from canteen sales each week.

Tenure – 2 years

Registrar

- € At the commencement and during the season, issue, processing and recording of the registration form for every new or returning child.
- € Issue of a Centre athlete registration patch and handbook to each registered child.
- € Acceptance of fees.
- € Sending in registration forms and Association fees to the VLAA office on a fortnightly basis.
- € Informing the VLAA of any changes that may occur during the year, e.g. transfers, changes of address, etc.
- € Maintaining of a register of all current and prior seasons athletes – this register is to contain:
 - o Names and addresses, age, parents and pertinent medical and other details that are deemed to be required by either committee or VLAA from time to time.
 - o Number of years of continuous registration for each athlete.
 - o Age group into which the athlete has been placed for the current season.
- € Maintain names and addresses of all helpers in a registration book for insurance purposes.
- € Registration Forms
- € A registration form is to be completed for all athletes.
- € Sending In the Registration and Payments
- € Sheets and registration forms should be sent each fortnight for the first 3 months, then monthly - Cross-Country is done on a monthly basis – see the Registration Booklet.

- € Tenure – 2 years

Recorder

- € The primary function of the recorder is to co-ordinate the collection of all event recording sheets and processes these sheets.
- € Processing of the sheets involves that data to be entered into the Casey Little Athletics Centre (CLAC) computer system. CLAC has a Microsoft Access database specifically designed to accommodate this function.
- € Other duties that are the responsibility of the recorder are outlined below.
 - o Weekly keying of data
 - o Reports for each program
 - o Standards & Records report for recorders folders
 - o New Centre Records
 - o Athletes that have gained 5 stars
 - o Athletes numbers per week
 - o Enter new athletes registrations
 - o Creating newspaper results
 - o Creating & publishing Web site results
 - o Maintain computer system and database

- € Tenure – 2 years

Equipment Officer

- € Conduct a regular Stocktake of all Centre equipment and account for any equipment on loan.
- € Maintain all the Centre equipment; this may entail organising a working bee from time to time.
- € Advise the committee of the need for and cost of any repairs or replacements required from time to time.
- € Purchase of any authorised equipment.
- € Allow access to the equipment for any use by the coaches and record in a borrowers book.
- € To prepare relevant equipment for set up crew on each competition day.
- € Replenish supply of stock needed: eg starter pistol caps, result tickets
- € At end of each competition day, check recorder folders for any days event results not handed in to recorder.
- € Make sure recorder folders have sufficient result sheets before the start of each competition day.

- € Tenure – 1 year

Chief of Officials

- € Establishing the requirements for staffing the various track & field officials' positions necessary to safely conduct Centre competition days.
- € Ensure that at the beginning of each season an updated list of Centre officials and grading is done.
- € Recruiting or fostering of officials for each Centre meeting.
- € Arrange to have a chief in charge of each event who knows the rules as well as a number of officials so events are run safely.
- € Distribute "Instruction for Officials" sheets to the appropriate person at each event and ensure the person is familiar with the rules and conduct - the sheets are a guide only and should be used in conjunction with the rules of competition.
- € Arrange adequate education of officials by way of an "Officials Course" conducted by the education portfolio of VLAA.
- € Ensure an adequate number of Centre officials attend and officiate at Region and State championships.

- € Tenure – 1 year

Publicity Officer

- € With the assistance of the advertising/fundraising officer, the prospecting for and acquisition of paid advertising for inclusion in any of the publications of the Centre.
- € Promotional leaflets.
- € The assembly and publication of an introductory program booklet (Centre Handbook), which is distributed to each registered athlete at the beginning of each season.
- € The development and promotion of relationships with the local newspaper and any other suitable media, with the aim of obtaining editorial or special feature space to highlight the aims and activities of the Centre, its athletes and its members.
- € Forward to the Association, publications and results from your local newspaper, particularly those with sponsors signage on the athletes uniform showing.
- € Ensure the publication of sponsors for Association days e.g Heart Foundation (Eat Well Live Well) and TXU are used in regional/State championships events/programs etc.
- € Liaison with VLAA Development Officer to run "Athletics in Schools Program" to promote Little Athletics at your Centre
- € Arrange for your Centre coaches to help conduct coaching clinics in schools.
- € Have Centre assist in organising school athletics championships.
- € Liaison with schools if Little Athletics is cancelled due to rain as well as coordinating broadcast over local radio stations cancellation report.

- € Tenure – 1 year

Coaching Co-ordinator

- € To establish and conduct regular coaching sessions for all athletes for all events.
- € The provision of Association sponsored clinics to assist in the development of the skills of the coaches, group managers and members of the Centre.
- € The provision of specialised coaching clinics to assist in the development of the skills of the athletes.
- € Ensure representation by the Centre personnel at "Orientation to Coaching" or "Level 1 Courses" being conducted by VLAA or ATFCA.
- € Encourage Centre coaches to attend coaching seminars.
- € With assistance of the Chief of Officials, educate the parents with the rules of competition events

- € Tenure – 1 year

Canteen Manager

- € The provision and operation of the canteen on each competition day.
- € Adequate staffing of the canteen.
- € Accounting of all provisions purchased, sold and held in stock.
- € Remittance to the Treasurer of all monies collected from the operation of the canteen and receipt issued.

- € Tenure – 1 year

Cross Country Co-Ordinator

- € Co-ordinate the organisation and running of the event
- € Arrange timetable
- € Organise time-keepers, recorders, canteen, track marshals, first aid, finish marshals, start marshal and parents to help set up the course etc.
- € Chair cross country sub committee (2 minute weekly meetings)
- € Ensure track safety & Indemnity for non registered participants
- € Manage equipment
- € Ensure facilities and equipment are maintained
- € Ensure communication with VLAA and SMR
- € Provide information on cross country
- € Appoint team managers for region and state competition
- € Organise championships and trophies
- € And most importantly, provide hot coffee and doughnuts (healthy variety only) to the foolhardy parents that show up!

- € Tenure – 1 year

Arena Manager

- € Compile a program of events, which the Centre will use during the season e.g. 4 programs with 5 events to rotate over a month - program should be printed in your handbook.
- € In case of inclement weather or other conditions, the decision as to whether the Centre meet will be held, events cancelled or replaced or run in a different sequence.
- € The co-ordination of all events at Centre meets.
- € Ensure first aid is available to all athletes competing.
- € Liaise with the Equipment Officer to ensure adequate equipment is available at the location for the events being held.
- € Liaise with age group or venue officials as to any matter concerning the rules of competition or the conduct of the meet.
- € Authority to remove athletes from the competition for "bad language/fighting and abusing officials" and report to the executive for a decision.
- € Ensure proper footwear/clothing is worn for each event.

- € Tenure – 1 year

On Track Co-Ordinator

- € Plan On Track program sessions
 - € Set up designated area to run the sessions
 - € Conduct the sessions in conjunction with the On Track Parent Helpers
 - € Support parent helpers in explaining their roles (provide copies of the session plans)
 - € Monitoring the progress of the children (Observe, assess and reward athletes)
 - € Prepare On Track level certificates
 - € Ensure that the On Track equipment is adequate and purchase additional equipment if required.
 - € Liaise with the Arena Manager to ensure that On Track is timetabled into the centre program
 - € Have fun
- € Tenure – 1 year

Senior Athletes Co-Ordinator

- € Encourage athletes Under 15 to continue with Inter aths
- € Arrange competition for Under 13 – 15 with other clubs
- € Arrange for Under 13 – 15 to join a Senior Athletes Centre
- € Tenure – 1 year

General Committee - Uniform Officer

- € Sell centre and regional uniforms
 - € Maintain a register of Region uniforms that have been hired out and ensure all uniforms are returned after competition
 - € Purchase Centre and Regional uniforms as required
- € Tenure – 1 year

General Committee - Medals/Trophies/Ribbons Officer

- € Conduct audit of medals and ribbons
 - € Purchase medals and ribbons as required
 - € Source trophies and arrange engraving of trophies for presentation night
 - € Stars report and stars
 - € Pentathlon certificates and ribbons
- € Tenure – 1 year

General Committee

- € Introduction to the Centre committee
 - € General duties as required during the season
- € Tenure – 1 year

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