



## Tuggeranong Little Athletics Club – Committee Positions

### Executive Committee Members

#### President

- Chair of TLAA meetings
- Attend ACT Little Athletics meetings & annual conference
- Primary contact for the TLAA, including liaison with the LAACT Board of Management and other interested parties.
- Responsible for holding the keys to the Kambah Oval facilities and hence needs to arrive no later than 8.15am to unlock.
- Ensure shed & toilets are all unlocked at the start of each meet or event, and then check they are all securely locked at the end of each meet or event.
- Generates and maintains contact lists for registered athletes, through liaising with the Registrar, containing emails, mobile phone and home phone details
- Correspondence with registered athletes via email and mobile phone text to relay important messages, such as meet cancellations, event reminders, etc.
- The primary contact for any enquiries from the public, providing email, phone and fax details through publicity avenues, for general questions and washout events, etc.
- Development and implementation of strategies and projects for the long term improvement of the centre.
- Run Presentation day, introducing awardees and shaking hands for presentations.
- Usually one of TLAA bank account signatories.

#### Vice President

- Primarily, be prepared to stand in for the President in the event of their absence.
- Encouraged to take on negotiable responsibilities also.
- Attend ACT Little Athletics meetings in lieu of the President
- Attendance at Saturday competition

#### Secretary

- Take minutes at meetings, type them up according to a template, to ensure consistency and comprehensiveness and then distribute them to all committee members prior to the subsequent meeting
- Compose the meeting agenda by collecting agenda items from the Committee a few days prior to scheduled meeting date, take apologies and distribute to the committee
- Draft correspondence on behalf of the Committee. The Secretary is then responsible for gaining the Presidents' signature or may sign on behalf of the President before sending correspondence.
- Compile a contact list of email and phone number for all Committee members and officials each season, and distribute this throughout the Committee
- Liaison with ACT Little Athletics
- Maintain relevant administrative material
- Purchase stationery as required

#### Registrar

- Order age patches, registration numbers & information packs from ACT Little Athletics Head Office usually one month in advance of the season start so that registration days can be held prior to season commencing.
- Organise registration days/events at appropriate venues and times at least two weeks prior to the season commencing. Needs to provide TLAA information brochures and ACTLA information packs
- Take registrations at TLAA meets at the start of the season
- Taking registration involves:
  - Checking birth certificates for athletes to ensure the correct age group is used; either original or photocopies viewed.
  - Ensuring registration details are entered into the online system correctly

- Ensuring registration forms are completed correctly.
- Allocate athletes registration numbers into online system
- Ensuring parent/guardian contact numbers and email is recorded for each athlete.
- Money also needs to be taken, either as cash, cheque or online and a record kept of who has paid and date of payment
- A receipt needs to be given to all paid registrations; usually hand written in a receipt book, which provides a second check of paid registrations.
- Information packs, patches and uniform are handed out to each athlete.
- Liaise with Treasurer in arranging a cash float for registration events and determine registration payments received
- Establish a cut-off date for registrations; usually one month after season commencing so that registrations can be completed and all money and forms sent to ACT Little Athletics Head Office.
- Compile a list of TLAA athletes including name, age, gender, parent/guardian contact details: Phone, email, etc.
- Liaise with ACT Little Athletics Head Office regarding any issues with online system and attend any registrar training (where required)
- Liaise with Database officer to have new athlete information in online system ready for results database
- Maintain the master registration database in accordance with the LAACT Board of Management direction
- Make sure all athletes are in the correct age group and follow up any athletes in the wrong age group
- Ensure all athletes details are correct for re-registering athletes

#### Treasurer

- Control monies in and out of TLAA bank account/s.
- One of three committee members able to sign cheques when drawn by the club to verify them, usually along with President or Vice President.
- Provide a monthly account balance for each meeting, detailing deposits and withdrawals.
- Draw cheques, bank cheques and reimburse any Committee members for personal funds spent on TLAA purchases; all receipts must be filed by the Treasurer. No payment should be issued without a receipt.
- Regular invoices to be paid include ACT ground hire
- Keep proper books of account for all transactions made by the centre
- Present a statement of Income and Expenditure and balance sheet to the Annual General Meeting
- Ensure all books and records are audited

#### **Non-executive positions**

Database Officer – can be divided into 3 positions if required

##### **A: Results Database Officer**

- Make sure all athletes registered in the master registration database are entered into the Results database and that the data between the two databases is maintained and synchronised.
- Ensure all weekly results are entered for all athletes
- Maintain and update when necessary the competition programme used for the weekly competition days.
- Provide the Weekly 'Recording sheets' for each age group prior to the TLAA competition days.
- Collect the Weekly 'Recording sheets' at the each of each meet ensuring they are complete and file them.
- Enter all the results into the Results database and print event tickets for distribution to athletes at next meet.
- Provide weekly results report for publishing on the TLAA website and Club notice board.
- Print off all 'tickets' from database and place in age envelopes ready for collection by athletes at Saturday meets (this is currently done by the secretary)
- Provide end of season individual results report for athletes.

##### **B: Records Manager**

- Update and maintain the TLAA Club and Championship records database
- Provide Club and Championship record certificates to President for presentation to athletes.

##### **C: Carnival Entries Manager**

- Enter carnival entries into Team Manager and submit to ACT Little Athletics Head Office prior to deadline

Canteen & Uniform Manager – can be divided into 2 positions if required

- Responsible for all the provisions and operation of the canteen on each competition day
- Required to make sure that there is adequate staffing of canteen each week
- 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.
- Sell TLAA uniform on registration days & competition days
- Maintain a register of uniforms and purchase new uniforms if required
- Liaise with the supplier to ensure adequate supplies of the TLAA centre uniform

Equipment Officer

- Complete a stock-take of all TLAA equipment prior to the commencement of each season to determine equipment present and its condition.
- Arrive no later than 8.15am each week to assist in setting up all events for the meet
- Ensure all equipment is placed back in the appropriate place; either in the trailer or shed at the end of each meet.
- Take note of any broken or missing equipment which may need replacing and inform the committee to approve the purchase. The equipment officer will then obtain quotes to present to the Treasurer and on approval, order/purchase the required equipment.
- Ensure the equipment storage areas are neat and tidy each week.
- Attending TLAA monthly meetings

Fundraising/publicity Officer

- Create sponsorship opportunities such as merchandise, equipment, signage to gain as much funding for TLAA as possible.
- Organize fund raising initiatives
- Research grant opportunities with ACT little athletics & ACT government
- Email registration information about TLAA to local schools & other associations.
- Organise external registration advertising i.e. posters at shops, schools, etc
- Update TLAA fliers for each new season and have them printed in colour ready for registration days, pre-season

Website Manager

- Maintain TLAA website & Facebook page – post information as required (news, events, photos, etc...)
- Ensure information is up to date

Competition Manager

- To oversee the efficient running of normal Saturday competition
- Oversee events i.e. correct procedures of conducting events
- Responsible for verifying and recording of centre records at each competition day
- To be a visible presence out on the track at competition
- Organise starters and timekeepers in the week prior to competition
- Liaise with age managers to ensure programme is running according to schedule

Head Coach

- Responsible for the organisation and running of TLAA weekly training session
- Coaches are required at Saturday competition for the following events:
  - High jump
  - Long/triple jump
  - Javelin/turbo jav
  - Discus/shot put
  - Hurdles

OnTrack Co-ordinator 2 positions U6 & U7 (training will be provided)

- Distributing weekly programme via email – lesson plans have already written, just need to be implicated
- Communications with all OnTrack families
- Setup & pack down of OnTrack equipment every week
- Present is required at Saturday competition days
- Assisting parents with weekly programme – this should only be the first 30mins
- But most of all be positive and have fun with the children.....

## General Committee

- Introduction to the centre committee
- General duties as required during the season
- Attend monthly TLAA meetings
- Usually age manager at Saturday competition days

## Non committee positions

### Age Managers

- Each week, take responsibility for one group of athletes, which may be a combination of age groups, depending on numbers on the day.
- Record times, jumps and throws for each athlete on the 'record sheet'
- Administer group discipline.
- Event standards for each athlete to complete are:
  - One track run
  - Three long and triple jump attempts
  - Three discus, javelin, shot put or turbo jav throws
  - Three attempts at each high jump height, moving the bar 5cm increments until 3 competitors remain at which point 2cm increments may be used.
- Aim to have their athlete group complete all scheduled events as efficiently as possible, which may require hastening athletes through events and being flexible in the order of events if scheduled events are occupied.

### Starter – training will be provided & more information is available online

- Ensure there are sufficient caps to use each week, notifying the equipment officer when the need arises to purchase more.
- To be present on Saturday competition days, if more than one starter a roster will be created.
- For all races on the circular track, the starter should stand at the back of the competitors on the inside or outside of the track where you can see all competitors in the narrowest possible angle of vision.
- For all races on the straight track, the starter stands on the side of the track. Stand a couple of metres back from the inside lane so you can see all competitors in the narrowest possible angle of vision.
- Blow a whistle first to signal to athletes that the race is about to start.
- When ready, wave the white flag until the timekeepers lower their red flag and raise their white to indicated readiness for the event
- Once the timekeepers are ready 'on your marks' and 'set' or just 'on your marks' are called before firing the starter gun
- Two caps are required to be loaded for each race, in the case of a false start, which requires a second cap.
- The starter needs to shift between both sprint and long distance tracks for events.

### Timekeepers – training will be provided & more information is available online

- To be present on Saturday competition days, normally done by parents within age group.
- Generally the multi timer is used to time all athletes in race – individual timekeepers are only require for 1<sup>st</sup> or 2<sup>nd</sup> to verify a record. Remember the slowest time between multi timer & stopwatches is taken.
- Technically, timekeepers stand on the outside of the track. Whichever side of the track you are on, make sure that you stand about five metres back from the track and in line with the finish line to get the most accurate view of athletes crossing the line.
- Timekeepers are allocated a place, not a lane to time e.g. first place not lane one.
- A white flag and red flag are used to determine readiness of both the starter and the timekeepers, before starting each race.
- Timekeepers should watch for the starter gun smoke to start stopwatches, rather than wait for the sound cue, as smoke is more accurate than sound at a distance.
- Stop timing when the athlete's torso crosses the line. Disregard the legs, arms and head.