




# **NORTHERN DISTRICTS LITTLE ATHLETICS CENTRE**

## **COMMITTEE**

## **ROLES & RESPONSIBILITIES**

## Committee Members

- Chairman
- Secretary
- Treasurer
- Registrar
- Awards Officer
- Presentation Night Co-ordinator
- Equipment Officer
- Officer for Assistants (Saturday)
- Officer for Assistants (Championships)
- Track & Field Officer
- Publicity Officer
- Canteen Officer
- Records & Rankings Officer
- Championships Officer
- Uniforms & Social Officer

<b>Changes Register</b>			
Version	Date	Details	
1.0		Initial format issue	
2.0	13 June 2002	Amendments to reflect current duties	
2.1	28 March 2009	Transfer of duties to Presentation Night Co-ordinator	
2.2	17 July 2017	Amendments to reflect current duties	
© 2002			
Northern District Little Athletics Centre			
<i>Please advise all amendments to the Secretary</i>			

## Chairperson

- Chair meetings and ensure that meetings are run in accordance with the Constitution. Meetings should be run in an orderly fashion with members given the opportunity to express their viewpoint, and decisions taken by the majority of members
- To represent the Centre at Zone and at other LANSW meetings if appropriate. To protect the interests of NDLC members at these groups, and to further the interests of Athletics as a sport
- Responsible for obtaining Sponsors, and managing relations with the Sponsors to ensure that they are happy to continue their sponsorships annually. Send 'Thank you' letters.
- Assisting all other Officers and members of NDLC with any tasks, ensuring that the Officers carry out their tasks in a timely and accurate way
- Coordinate the preparation of the Annual Report for members, for presentation at the Annual General meeting
- Making sure that the traditional principles and objectives of the Centre are maintained and that any changes are made in accordance with member's requirements, are made within the rules of the Constitution
- Oversee the stocktaking and reordering of Uniforms, to be available for sale at Registration days

## Secretary

### GENERAL

- Collect correspondence from PO Box 160 @ Mt Kuring-gai Post Office and distribute to appropriate committee members. Report on other mail received at monthly meeting then file in folder.
- Take minutes at monthly meetings (3<sup>rd</sup> Monday of month)
- Type out minutes and distribute them to all committee members within 1–2 weeks; these may be mailed, e-mailed or hand delivered (stamps and stationery reimbursed from Treasurer with receipts)
- List of agenda items for next meeting to accompany previous meeting minutes or up to 2 days prior to meeting at latest. Refer to Chairman for upcoming items and include matters held over.
- Send correspondence as necessary.
- Keep copies of two insurances needed every year :-
  - public liability (paid for by LANSW) and
  - property and equipment insurance (we pay upon reminder)
- File a copy of “On Track” newsletter every week.

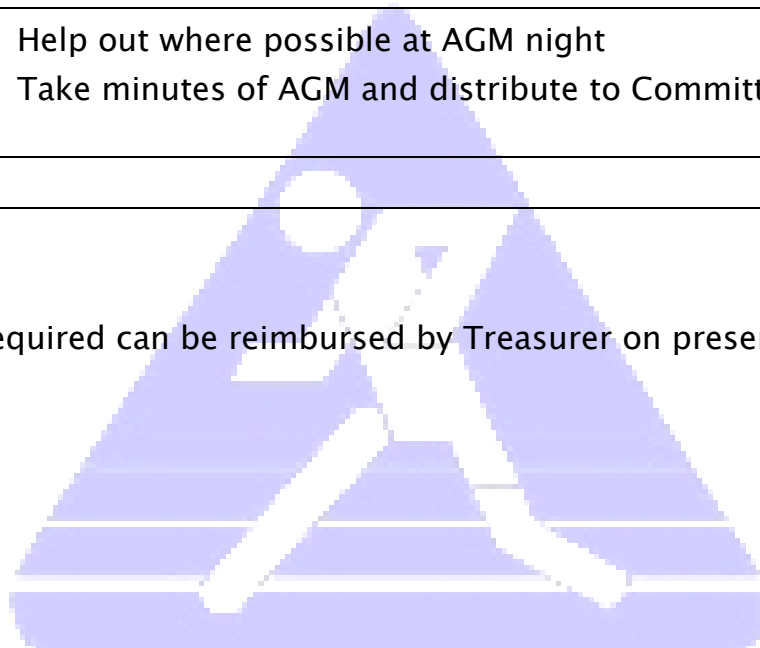
### ANNUAL

May	<ul style="list-style-type: none"><li>• Send or distribute a committee list of names, address and contact details to each committee member</li><li>• Send to LANSW affiliation forms/paperwork forms after liaising with Chairman</li></ul>
June/July	<ul style="list-style-type: none"><li>• Send to LANSW a copy of NDLC Annual Report, audited Treasurer’s Annual Report (included already) &amp; AGM minutes</li><li>• Send a copy of annual report to all sponsors</li><li>• Hire Mt Colah Community Hall for meetings (when requested)</li></ul>
Sept/Oct	<ul style="list-style-type: none"><li>• Help out at Registration days where possible</li><li>• Send emails to all sponsors re: sponsorship for season (liaise</li></ul>

	<p>with Chairman)</p> <ul style="list-style-type: none"> <li>• Send copy of NDLAC Information Booklet for new season to Hornsby Council when requested (includes competition draw)</li> </ul>
Jan/Feb	<ul style="list-style-type: none"> <li>• Send Ministerial Sports Appreciation Award forms to Local MP's office to be forwarded to Dept Sport &amp; Rec nominating parents for Awards.</li> <li>• Remind Awards Officer about LANSW Service Awards for Athletes who have attended 10 years</li> </ul>
Mar/Apr	<ul style="list-style-type: none"> <li>• Help out where possible at AGM night</li> <li>• Take minutes of AGM and distribute to Committee</li> </ul>

**NB.**

Purchases as required can be reimbursed by Treasurer on presentation of receipts



## Treasurer

- Receive all proceeds from
  - registrations
  - canteen sales
  - uniform sales
  - raffles and other sources and bank promptly
- Keep accurate records of all money received and expended, keeping the records in categories within the ledger
- Draw up an Annual Budget before the July meeting, for approval by the Committee
- At the end of the financial year (31<sup>st</sup> March), produce annual summary of accounts for inclusion in the Annual Report, and arrange to have the accounts audited
- Provide detailed financial summaries for each Committee meeting, showing funds received and expended since the last report, and year to date, in each category
- Manage money collection and issuing of receipts at Registration Days, and at other times as required
- Send cheque for hire of hall for AGM
- Send Department of Fair Trading Annual Report and audited Treasurer's Annual Report.

## Registrar

- Confirm next season's registration fees with approval from the committee (propose during June Committee Meeting)
- Update Registration information on NDLAC website, including links to forms (WWC, Parent Assistance, Medical and Publicity Information, which are also to be updated) and links to LA NSW website to complete the registration process.
- Update fees in LA NSW On-line registration system – including information regarding dates for picking up registration packs on receipts (paid on-line) and invoices (unpaid on-line)
- **All registrations are completed on-line**
- Prepare athlete registration packs which include: athlete registration number, age patch, sponsor patch, achievement levels, LA NSW information booklet and other promotional material. Indicate whether PAID or UNPAID and whether proof of age is required (for new registrations)
- Arrange suitable date for “Registration Day” for pick-up of registration packs.
  - Organise all aspects of Registration Days
    - a) arrange sufficient number of helpers
    - b) ensure equipment (tables, chairs, etc) is brought to Registration Days
    - c) ensure supply of sufficient forms, patches, information books, uniforms and other items
- Take registrations throughout the season
- Complete registration reconciliation for LANSW in accordance with their requirements, by the due date to ensure NDLAC receives any registration rebate.
- Compile and maintain accurate records of registrations (work with Officer for Records and Rankings) including names, addresses, phone, parent details, medical details.
- Produce information on registrations when required by the Committee, and a report for the Annual Report.
- Collect WWCC forms, parent helper forms and medical forms.
- Provide Age Managers with a list of all athletes and their medical information/emergency contact numbers.
- Return any unused registration numbers to LANSW (End of season registration reconciliation.)

## Awards Officer

- Submit weekly report of Centre Records and other awards to Publicity Officer for publication in “On Track”
- Arrange ribbons weekly for 5Pbs/6PBs in a day and issue the following week.
- Identifying suitable suppliers of awards, and purchasing them
- Arranging regular presentation of Centre Record certificates (weekly if possible)
- Arrange online request for ribbons.

## Presentation Night Co-ordinator

- Manage compilation of the year’s performances, and determine the athletes who will receive awards at the Presentation Night in liaison with Records and Rankings. Arrange purchase of awards including jackets and special awards and organise their presentation
- Discuss criterion for end of year awards with committee.
- Liaise with Awards Officer and Records/Rankings Officer to ensure all information is available for Presentation Night.
- Confirm venue and book date and time.



## Equipment Officer

- Set up and manage a system for monitoring and controlling the borrowing of equipment by members; this will also require an education campaign.
- Arrange repairs to damaged equipment before the season starts, and during the season.
- Determining what equipment purchases are necessary, and recommending to Chairman and Treasurer
- Organise stocktake of equipment at end of season.
- Purchase regular consumable items such as starting caps, paint, etc.
- Assist Track & Field Officer and Hornsby Council to mark out tracks and field before the start of the season.
- Work with Officer for Assistants to ensure the smooth set-up and put-away of equipment by the equipment crew each week.

## Officer for Assistants (Saturday)

- Recruit Age Managers and Key Officials at the start of the new season
- Maintain and provide a supply of “sign-on” sheets for registering parental assistance at weekly Centre competitions
- Setup “sign-on” table and PA equipment at least ½ hour before the start of any competition meetings, including special and twilight meetings.
- Ensure an age group is rostered for the smooth setup and put away of equipment for competition days.
- Liaise with the Track and Field Officer to ensure that the required number of officials and helpers are available for the smooth and orderly running of weekly competition events.
- Monitor and keep NDLAC Committee regularly informed of weekly parental assistance.
- Assist the Officer for Assistants (Championships) with monitoring of NDLAC parental assistance for Championship rosters when required

## Officer for Assistants (Championships)

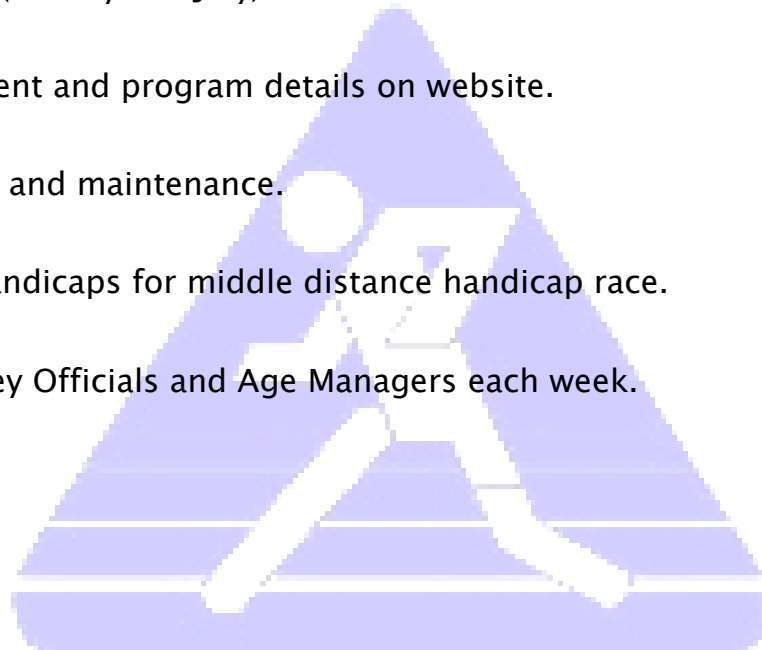
- Manage the provision and conduct of parental assistance required of the Centre for each of the major championships:
  - State Relays
  - Zone Championship
  - Regional Championship
  - State Championship
  
- For each championship this will involve:
  - Liaison with the Zone Coordinator and NDALAC Championships Officer to determine the type and extent of parental assistance required
  - Preparing and publicising a roster for parents to record their preferred role and time slots for assistance
  - Contacting relevant parents who have not volunteered, to enlist their acceptance of the role required at each championship event so that all required jobs are covered
  - Liaise with the Parental Assistance Coordinator and monitor NDALAC parental assistance on each day of a championship event, enlisting “reserves” or rescheduling roles to assist with the smooth running of events
  - Enlisting the support of the Officer for Assistants (Saturday) with the performance of the above roles when required
  - Attend Zone and Regional meetings.
  
- Fill in for the Officer for Assistants (Saturday) whenever they are unable to perform their role at weekly Centre competitions

## Track & Field Officer

- Responsible for the smooth and orderly running of the weekly competition meetings in accordance with LANSW Rules of Competition and local rules.
- Maintain the master copy of Local Competition Rules and advise Committee when new rules are added or modified before final ratification.
- Develop timetable for “6 week program” to ensure efficient and timely completion of events – publish program in Information Book and otherwise as necessary
- Coordination of all events at Centre competition meetings, including any changes (temporary or otherwise) to the program
- Ensure all Centre Records are measured or timed correctly, verified and recorded in accordance with Centre rules
- Coordinate with Equipment Officer and Hornsby Council to ensure the Track & Field markings are correctly laid out before the start of the season and clearly marked each week.
- Ensure that competition events are run in accordance with LANSW rules, as laid out in the “Notes for Guidance of Officials”
- Make decisions on any disputes or misunderstandings concerning any aspect of competition meetings. Opinions may be sought from appropriate Key Officials, Age Managers, Committee Members or knowledgeable people if appropriate, at the discretion of the Track & Field Officer
- In the event of bad weather, make decisions concerning postponement, cancellation or modification of the competition program in conjunction with the Equipment Officer. In accordance with LANSW, the opinions of

other Committee Members should be considered wherever possible and the Publicity Officer should be notified immediately.

- After the Committee has agreed to the new season program, advise Hornsby Council of oval booking requirements for registration, competition and training along with copies of the NDALAC Annual Report and our Public Liability insurance (usually late June)
- Attend Council oval bookings nights to ensure oval bookings are taken and correct (usually late July)
- Maintain event and program details on website.
- Gates setup and maintenance.
- Organise handicaps for middle distance handicap race.
- Talk with Key Officials and Age Managers each week.



## Publicity Officer

- Coordinate schools visits with LANSW; this includes
  - making appointments with the principals,
  - writing to confirm the appointments,
  - arranging for sufficient leaflets to be sent home with the children
  - writing to thank the principals for their support
- Distribution of leaflets to all suitable school children in the district, promoting registration NDLAC at school Zone Carnivals and School Newsletters.
- Manage production of weekly newsletter “On Track” during the season, including obtaining or writing relevant articles. The publicity Officer may arrange for other people to lay out and print up the newsletter.
- Responsible for communicating the full range of NDLAC news to the members.
- Coordinate with local media, to obtain publicity for the Centre.
- Coordinate distribution of the Centre Handbook.
- Prepare local advertising and seek sponsorships, with Chairman
- Publicity leading up to Registration Days, including preparation and erection of banners or other suitable means of advertising
- Publicise any Gala Days of other Centres, and manage entries of any interested NDLAC athletes.
- Responsible for managing online communication platforms including NDLAC website, and NDLAC TeamApp and Facebook sites.

## Canteen Officer

- To order and transport stock
- Unlock and lock-up canteen
- Serve customers and encourage helpers
- Maintain housekeeping of canteen and give float to treasurer at the end of the day
- Organise the BBQ
- Organise food and drink at the Annual Presentation Night

## Stockists

Brown's	(Invoiced on Account) <ul style="list-style-type: none"> <li>• lollies</li> <li>• zooper doopers</li> <li>• stirrers</li> <li>• chips</li> <li>• sugar</li> <li>• serviettes</li> <li>• straws</li> <li>• polystyrene cups</li> </ul>
Mt Kuring-gai Village Butchery	(Paid by cash from float) <ul style="list-style-type: none"> <li>• 50 thick sausages</li> <li>• 3 dozen eggs</li> <li>• 2kg bacon rashers</li> <li>• 2 kg onions</li> </ul> (note : amounts may change with demand) + meat tray donated for raffle
Top of the Ridge	8 - 10 loaves white bread 1 x 2 litres milk
Drinks	

NB. Treasurer keeps all records of purchase and reimburses expenses

## Records & Rankings Officer

- Ensure correct entry of all results at each Centre competition day
- Provide a list to the Awards Officer of any Centre records weekly
- Upload results to the website as soon as practical, preferably before the next competition meeting.
- Produce recording sheets weekly for Age Managers to use in recording and submitting results – these sheets are to be placed in the Age Manager's folders
- Provide information to assist in the selection of athletes for State Relays and Zone Championships, and to be part of the selection committee if requested by the Championships Officer
- Cooperate with Registrar to ensure that all relevant member information is correctly entered on to computer
- Compile a report for the Annual Report, listing all Centre Bests for the year, and all Centre Records as at the end of the season
- During pentathlon and multi-event, produce progress and final reports of points scored
- Collate end of year awards data.
- Maintain a master set and adequate weekly supply of event control sheets for the inside circular track events i.e lap counters for 1500, 3000 and walks.

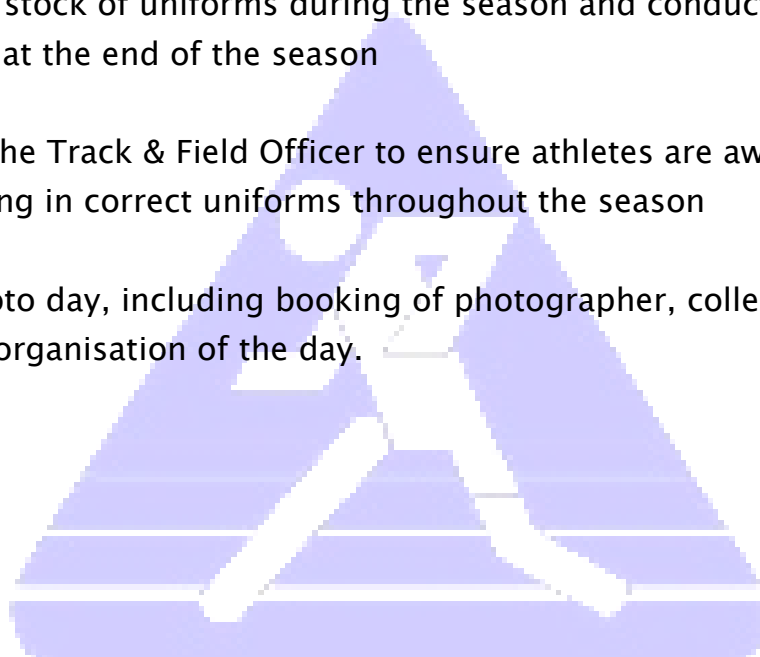


## Championships Officer

- Be aware of athletes in each age group who are the better performers, and track their performances regularly in any suitable way, so that selections can be based on the best information available
- Organise selection of athletes for State Relays and Zone Championships, by getting information from Age Managers, and by convening a selection panel, which could any of Championships Officer, Records & Rankings Officer, Coaching Coordinator and Chairperson
- Notify selected athletes, keep records of those that accept selection and, where appropriate, arrange selection of others to replace any who drop out
- Manage entries of athletes and teams for Zone (to Zone Coordinator), State Relays, State Multi-Event and Trans-Tasman (to LANSW) and entries to Gala Days of other Centres as appropriate.
- At State Relays, Zone, Regional and State Championships, act as the NDLAC Team Manager responsible for all official communications with Carnival Managers in issues such as protests, etc.
- Obtain from Carnival organisers, any results certificates and patches and distribute these to our athletes

## Uniforms and Photo Coordinator

- Assist the Chairperson with the ordering and setting of prices of athletes uniforms required for each season
- Manage the sale of uniforms on Registration days and weekly Centre competitions, with money to the Treasurer
- Monitor the stock of uniforms during the season and conduct a stocktake of uniforms at the end of the season
- Liaise with the Track & Field Officer to ensure athletes are aware of and are competing in correct uniforms throughout the season
- Arrange Photo day, including booking of photographer, collection of money and organisation of the day.



## GLOSSARY OF TERMS

LANSW - Little Athletics NSW

NDLAC - Northern Districts Little Athletics Centre

NEMZ - North East Metropolitan Zone

