




NORTHERN DISTRICTS LITTLE ATHLETICS CENTRE

COMMITTEE

ROLES & RESPONSIBILITIES

Committee Members

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

Changes Register			
Version	Date	Details	
1.0		Initial format issue	
2.0	13 June 2002	Amendments to reflect current duties	
3.0	23 March 2007	Amendments to reflect changing times	
4.0	14 Sept 2013	Duties reallocated, updated	
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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
- 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

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 (3rd 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">• Send or distribute a committee list of names, address and contact details to each committee member• Send to LANSW affiliation forms / paperwork forms after liaising with Chairman
June/July	<ul style="list-style-type: none">• Send to LANSW & Department of Fair Trading copies a copy of NDLC Annual Report, audited Treasurer’s Annual Report (included already) & AGM minutes• Send a copy of annual report to all sponsors• Book hall for AGM of next season ASAP (after discussion at first meeting – phoning is quicker to make sure date is available)• Hire Mt Colah Community Hall for meetings (when

	requested)
Sept/Oct	<ul style="list-style-type: none"> • Help out at Registration days where possible • Send letters to all sponsors re: sponsorship for season (liaise with Chairman) • Send copy of NDLAC Information Booklet for new season to Hornsby Council when requested (includes competition draw)
Oct/Nov	<ul style="list-style-type: none"> • Send thank you letters to all sponsors (check with Chairman as to where sponsorship money was spent)
Jan/Feb	<ul style="list-style-type: none"> • Send Ministerial Sports Appreciation Award forms to Local MP's office to be forwarded to Dept Sport & Rec nominating parents for Awards. • Remind Awards Officer about LANSW Service Awards for U15 & U17 athletes who have attended 9 years
Mar/Apr	<ul style="list-style-type: none"> • Send out invites to AGM from Chairman • Send cheque for hire of hall for AGM • Help out where possible at AGM night • Take minutes of AGM and distribute to Committee

NB.

Purchases as required can be reimbursed by Treasurer on presentation of receipts – buy from IGA if possible (they are our sponsors !!)

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 (31st 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
- Keep Insurance policy up to date. Most insurance policies are provided by LANSW, and we have a policy covering our equipment (copy of policy kept by Secretary)
- Manage money collection and issuing of receipts at Registration Days, and at other times as required

Registrar

- Arrange with selected venues permission to conduct Registration Days
- 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
 - d) coordinate with Awards Officer to ensure Athletes Results books are distributed
- Take registrations throughout the season
- Submit registration to LANSW in accordance with their requirements
- 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

Awards Officer

- Submit weekly report of notable awards to Publicity Officer for publication in “On Track” & “Website”
- Arrange collection and marking of Little Athlete’s Books, and issuing of awards to athletes throughout the season
- Identifying suitable suppliers of awards, and purchasing them
- Arranging regular presentation of Centre Record certificates (weekly if possible)
- Distribute Little Athlete books on Registration Days, or delegate to someone else
- Maintain histories of athletes for their Merit Awards

Presentation Night Officer

- Manage compilation of the year’s performances, and determine the athletes who will receive awards at the Presentation Night; arrange purchase of awards and organise their presentation
- Set criterion for End of Year Awards
- Liaise with Awards Officer & Records / Rankings Officer to ensure all information is available for Presentation Night

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 end of the old season where possible rather than the start of the new season
- Arrange and conduct an orientation meeting for Age Managers and Key Officials before the start of the 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 a team is rostered for the smooth setup and put away of equipment for competition days and training nights
- 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
- Liaise with the Zone Coordinator for the provision of training courses and examinations for LANSW accreditation of Centre officials and other helpers

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 NDLC 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 Championship Parental Assistance Coordinator and monitor NDLC 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

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 for final ratification.
- 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 all Centre Records are measured or timed correctly, verified and recorded in accordance with Centre rules
- Develop timetable for “6-week program” to ensure efficient and timely completion of events – publish program in Information Book and otherwise as necessary
- Coordinate all events at Centre competition meetings, including any changes (temporary or otherwise) to the program
- In the event of bad weather, make decisions concerning postponement, cancellation or modification of the competition program. In accordance with LANSW, the opinions of other Committee Members should be considered wherever possible.
- 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
- 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 NDLC 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)



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 NDALAC
- 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 NDALAC news to the members
- Coordinate with local media, to obtain publicity for the Centre
- Coordinate the assembly, printing and 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

Canteen Officer/Canteen Buyer (2 positions)

- To order and transport stock
- Unlock and lock-up canteen
- Serve customers and encourage helpers
- Maintain housekeeping of canteen and count money at end of day (store float at home, balance of takings to Treasurer)
- Organise the BBQ
- Assist the Uniforms and Social Officer with arranging the raffle

Stockists

Brown's	(Invoiced on Account) <ul style="list-style-type: none"> • lollies • sugar • polystyrene cups • zooper doopers • serviettes • stirrers • straws • chips
IGA	(a 5% discount applies if ordered through the manager – paid by account card if in store, by invoice if delivered) <ul style="list-style-type: none"> • drinks • Sunnyboys • kitchen utensils • teabags • coffee • cleaning products • raffle tickets • pens
Mt Kuring-gai Village Butchery	(Paid by cash from float) <ul style="list-style-type: none"> • 50 thick sausages • 35 bacon rashers (note : amounts may change with demand) + meat tray donated for raffle • 3 dozen eggs • 2 kg onions
Top of the Mountain	8 – 10 loaves Eureka white bread 1 x 2 litres milk
Drinks	All (except Poppers) can be ordered through Coca Cola as we get a reimbursement at the end of season as a bonus. The only drawback is that you must be home to receive delivery and on COD terms (a cheque is required). There are benefits in larger quantities and store at home on in the back shed if possible. Otherwise purchase at IGA or specials at other stores.

NB. Treasurer keeps all records of purchase and reimburses expenses

Coaching Coordinator

Review season coaching programme & edit if required and produce coaching collateral for coaches, web site, age managers and athletes

Arrange season timetable & session plans for weekly training, trying to balance groups so that coaches have similar workloads

- Co-ordinate the selection & attendance of coaches required for weekday and weekend training sessions
- Liaise with the Championships Officer and organise training sessions for State Relays and Zone/Region/State representatives
- Liaise with the Officer for Assistants (Saturday) and coaching staff to ensure the smooth setup and put away of equipment
- Identify promising athletes and encourage them to attend coaching, in order to improve their skills
- Help recruit people to undertake coaching courses, and help make arrangements for them to attend the courses. Encourage interested people to attend courses
- Encourage coaches to attend events such as Zone, Regional and State, and to work with their athletes at these carnivals to maximise performance

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 Season 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
- 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 & walks
- Provide Age Managers with a list of all athletes and their medical information / emergency contact numbers

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 be 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
- Publicise any Gala Days of other Centres, and manage entries of any interested NDLAC athletes
- Organise handicaps for middle distance handicap race

Uniforms and Social Officer

- 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
- Arrange and setup the raffle, with money to the Treasurer
- Organise Christmas party, including selection of venue, colouring competitions and other competitions and raffles if appropriate
- Organise food and drink at the Annual Presentation Night

GLOSSARY OF TERMS

LANSW - Little Athletics NSW

NDLAC - Northern Districts Little Athletics Centre

NEMZ - North East Metropolitan Zone

