

Committee Role Descriptions

Little Athletics is entirely volunteer run, and parent participation is required on a weekly basis, but also behind the scenes to keep the centre running efficiently and safely. Many of the general committee positions can be shared, and attendance to regular meetings is not always required. Please get in touch with an existing committee member to find out more or email president@ndlac.org.au

Committee positions are declared vacant at the commencement of each Annual General Meeting and all positions are elected at this time. Positions which are not filled at the AGM can be filled subsequently during the season.

The ND Lac Committee has always been able to boast an ability to flex itself to allow for involvement of committee members in and amongst the busy lives of raising kids and work. You should know that by joining the committee, you will get to work with a truly genuine group of volunteers who dedicate themselves to the best enjoyment of the athletes, and we have a lot of fun working together to achieve this.

This document seeks to outline the key roles on the committee, starting with those in the Executive Committee and then all other current committee roles.

Executive Committee:

The executive are expected to attend most committee meetings, in some instances will have specific voting rights and are authorised to act on behalf of ND Lac. There are five positions within the Executive Committee:

PRESIDENT: The President chairs each committee meeting or any other meetings organised by the centre; Supports all committee members and volunteers to enable them to do their roles; Represents the centre when needed, including at Association meetings; generally ensures smooth running of centre; presents the President's report at the Annual General Meeting. Also, fulfils the role of Public Officer of behalf of the centre.

VICE PRESIDENT: The Vice President supports the President in overseeing the operations of the centre. The Vice President shall perform all duties of the President in the absence of the President or as directed by the President. The position of Vice President will be elected after the AGM by the incoming Committee from the set of non-executive Committee Members.

SECRETARY: The Secretary's primary function is to manage the business affairs of the Centre. This function includes arranging the meetings of the Committee, preparing the agenda, and recording and publishing minutes as well as the Annual Report. The Secretary also acts as the Public Officer for the Centre, and this appointment is registered each year with the NSW Department of Fair

NORTHERN DISTRICTS LITTLE ATHLETICS CENTRE, INC.

PO Box 160, Mt Kuring-gai, NSW 2080



Trading and with Little Athletics NSW (LANSW). The Secretary is responsible for completion of affiliation paperwork and associated insurance detail for the club.

TREASURER: The Treasurer keeps a detailed ledger of all receipts and payments transacted for the centre; presents a full summary of receipts and expenses at each committee meeting, including the bank balance and inventory and stock levels; and pays invoices on all accounts passed by the Committee. A detailed Financial Statement of Income and Expenditure for the past 12 months is presented to the Annual General Meetings, and accounts are audited at year end.

REGISTRAR: The Registrar manages the registration process of athletes including setting up and maintaining the online registration at the beginning and middle of each season, attends the Registration Desk at Home Meets; and organises the distribution of the registration packs for each family. The Registrar liaises with LANSW for all registration queries and responds to questions raised by potential members and their families. Completes Registration reconciliation for LANSW at year end (31 March).

Non-Executive Committee Members:

There is no limit to the number of general committee members, however specific tasks are assigned to ensure a smooth operation of the centre. General positions can be shared, and sub-committees may be established were necessary.

TRACK AND FIELD OFFICER: The TFO ensures the ground is appropriately and accurately marked at Foxglove and oversees the running of competition in a safe manner. The TFO shall be on hand (or delegate to a qualified alternative) to confirm the sanctity of any new record, and shall have a leading hand in both defining the program of events and uploading these to ResultsHQ. The TFO casts a key vote in decisions about ground surface and weather conditions for event meets. The TFO also liaises with Hornsby Shire Council for any Oval related issues, such as the annual booking of the ground, condition of the grounds; and marking of the lines. Ensures competition events are run in accordance with LANSW Rules and NDLAC Local Competition Rules.

TIMING GATES OFFICER: The Timing Gates Officer works to understand the equipment and technology required to collect results from our track based timing systems. This includes creating repeatable setup and pack-away processes to allow for smooth operation of the systems, as well as helping troubleshoot issues and train others in the operation of the timing systems. The timing gates officer also uploads track results from RaceHQ at the end of each meeting to ResultsHQ.

FIELD EVENTS RESULTS OFFICER: Liaises with all Age Managers on the operation of computer tablets or paper to collect field event results during Foxglove meets. Looks after the computer tablets on a weekly basis to ensure they are charged and ready for operation at weekly competition and uploads results from CompHQ on tablets or from paper results to ResultsHQ at the completion of each meet.

CHAMPIONSHIPS OFFICER(S): The Championships officer(s) will direct, plan and organise all championship events for the centre including: LANSW Zone, Regional and State Championships; the LANSW State Combined Carnival and the LANSW State Relays. With assistance from the Age Group Manager, the Championships officer(s) will complete and submit any entry forms for athletes to participate in Association events; attend all Zone and Region meetings; represent the club at championship events; ensure athletes report to marshalling area for their events on time; and ensure parents or guardians report for assigned duties on time. The Championships officer(s) will provide information to all families in the lead up to these events, and alongside the Age Managers and Executive Committee will organise teams where required for relay events.

AWARDS OFFICER: The Awards officer, will be responsible for the Achievement Awards and Ribbons program throughout the year. The Awards officer will identify athletes eligible for Ribbons and make these available to Age Managers on a periodic basis. The Awards Officer will complete the event scoring required for Pentathlon and Multi-Events and organise medals for top three placegetters. The Awards Officer will also coordinate the printing of Club Record Certificates for athletes to be presented by a member of the Executive Committee at the beginning of next available weekly meet.

PRESENTATION NIGHT OFFICER: The Presentation Night Officer coordinates all planning for the AGM and Annual Presentation night including State Representative jackets and awards, event location booking, program run-sheet, perpetual awards, engraving/embroidering, athlete trophies and certificates. The intensity of the work for the Presentation Night Officer is specifically heightened for this one celebratory event of the year, but significant support is provided by other committee members in both the execution of the event as well as the preparations for it. Awards Officer will work with the Executive Committee to confirm eligible athletes/families for end of season awards and the calculations for these.

PARENTAL ASSISTANT COORDINATOR: Principally, the Parental Assistant Coordinator will work with the TFO to understand the events for the upcoming meet, and create Sign-Up Genius (or equivalent) means for parents to sign and assist in the running of event meets. The Parental Assistant Coordinator will identify interested parents who may be referred to the Officer for Officials who can arrange training and guidance for those parents. The Parental Assistant Coordinator also recruits Age Managers at the beginning of the season with help from The Registrar who collects such indications of interest through athlete registrations.

OFFICER FOR OFFICIALS: Enlisting and coordinating the Key Officials for weekly meets at Foxglove. Arranges access to free training, guidance and mentorship for both key officials and those officials who show interest in officiating at Zone, Regional or other LANSW or ANSW events. Key Officials are recognised by the club at Annual Presentation Night for their additional efforts. A strong set of officials is key to helping our athletes perform safely and correctly, and this role could well be suited to a Key Official who themselves are wishing to help others in their development.

CANTEEN OFFICER: The Canteen Officer will coordinate stock ordering for canteen and consumables for BBQ for each meet. The Canteen Officer works closely with the Treasurer on

ordering stock within a budgeted guideline, creating a weekly canteen float, handling the cashless payment systems, and supplying the Treasurer with the weekly takings. The Canteen Officer also coordinates the prize and works with a parent volunteer for sales of tickets in the weekly raffle.

UNIFORM OFFICER: The Uniform Officer will work with the uniform supplier to ensure centre uniforms are available for all registered athletes within a timely manner, and that sample sizes are available for athletes to try. From time to time, the Uniform officer may be required to refresh the uniform design, or increase the product offering by the centre. The Uniform officer also plays a role in assisting with the coordination of Photo Day such that status of athletes uniform orders can be considered when planning Photo Day.

COACHING COORDINATOR: The Coaching Coordinator will recruit and retain club coaches; implement an annual coaching framework; work with coaches to meet the needs to the centre and provide information on upcoming coaching courses to interested senior athletes and parents. The Coaching Coordinator will ensure coaches are paid on a monthly basis. The Coaching Coordinator also plans the event priorities for Training Sessions with the Coaches both for Thursday night training and Saturday Development Sessions.

MARKETING AND PUBLIC RELATIONS OFFICER: The Marketing officer ensures club marketing materials are available for distribution (e.g. preschools; roadside banners; shopping centres etc) to promote the club within the community. The Marketing officer coordinates the weekly Newsletter and updates to NDLAC Website, TeamApp and Facebook.

SPONSORSHIP AND GRANTS OFFICER: Raise funds for club through grants, sponsorship and fundraising activities. Works with the executive committee to identify funding needs and potential opportunities for obtaining this finance. Liaises with regular club sponsors and continues to build community business relationships.

EQUIPMENT OFFICER: The Equipment Officer is responsible for ensuring all technical equipment outside of computers, tablets and timing gates are maintained and in correct working order. This includes regular stocktakes of equipment, so as to ensure there is adequate supply and equipment is in good working order. The Equipment Officer is responsible for coordinating Parent help at Set-up and Pack-Away each week.

SENIORS/MASTERS REPRESENTATIVE: The Seniors/Masters Rep advocates on behalf of the Seniors and Masters athletes such as to create a pathway for little athletes to continue in the sport (ideally with NDLAC). The Seniors/Masters Representative can be seen as the central coordinator for Seniors/Masters membership and events, planned so as to coexist neatly with the Little Athletics focus of the rest of the committee.