



Committee and Volunteer Position Descriptions

Introduction

The club's constitution is based on a model provided by Little Athletics Queensland for the use of all clubs. It provides the basis for the structure of a club's management committee, as follows:

The Management of the Centre shall be vested in an elected Centre Management Committee comprising not less than 6 members all of whom shall be adults.

A Centre Management Committee shall comprise:

1. Centre Manager (who shall be the President of the Association for the purposes of the Act)
2. Centre Secretary
3. Treasurer
4. Not less than 3 Committee members.

The constitution then lists all the duties and powers of the Management Committee. Included is the power to be flexible when it comes to organizing the effective running of the club. The Management Committee is able "to appoint individual committee members or members generally or groups of members to act in any capacity for or on behalf of the Centre".

Little Athletics Noosa has therefore developed a set of position descriptions covering a wide range of roles that can be assigned to members, many of which do not require a member to be on the Management Committee. Thus, it allows members to take on a position without being committed to attending monthly Management Committee meetings.

The key group is referred to as the Executive and the people in these roles are responsible for the overall running of the club. We are required to appoint an Assistant Centre Manager, usually another member of the Executive, but can also appoint assistants to the other Executive roles if considered appropriate.

The rest of the position descriptions have been split loosely into Management and Operational. The Management roles are those that broadly involve the general running of the club or the supervision of other positions. The Operational roles are more involved with running the athletics component of the club.

The list of positions and the details of each position are not fixed and will be updated periodically to meet the changing needs of the club.

Committee and Volunteer Position Descriptions

Executive Positions (4)

Centre Manager

- Responsible for proper control, planning and implementation of the activities of the Centre in terms of Constitution and LAQ Constitution and policy.
- Liaises with LAQ and attends Regional meetings as well as overseeing centre Committee meetings.
- Ensures proper conduct of all officials of the Centre and all Centre Committee members.
- Liaises with Age Managers and track helpers (ie timekeeper/starter/place judges) to ensure event program runs to schedule and makes changes if necessary.
- Ensures safety of athletes by operating within the rules of the LAQ Rules for Competition.
- Ensures representation at the LAQ Conference and AGM.
- Is the 'Public Face' of the Centre, liaising with Centre Members ensuring open communication whilst promoting Noosa Little Athletics and LAQ competitions.
- Furthering and promoting the interests of Little Athletics within the region from which such athletes are drawn and acting on behalf of the Centre in matters forthcoming to the Centre.
- Providing dual authorisation to online transactions and cheques in conjunction with the Treasurer.
- Prepare a diary of each season's activities from LAQ, Regional and Centre competitions for the website in conjunction with the PR Officer.

Secretary

- Ensures notification is given to members in respect of all meetings of the Centre.
- Keep full and accurate minutes of all questions, matters, resolutions and other proceedings of Centre Committee meetings.
- Circulate minutes to Centre Committee members.
- Send a copy of all minutes to LAQ along with the financial statement (obtained by the Treasurer).
- Carry out correspondence on behalf of the Centre as directed by the Centre Committee.
- Collects mail from PO Box, Tewantin.
- Receives correspondence on behalf of the Centre and presents such to each meeting of the Centre Committee for acceptance and consideration.
- Retain a record/copies of correspondence received by and sent on behalf of the Centre.

Treasurer

- Receives all money owing to the Centre, issues receipts for same, and banks funds.
- Pay by cheque, electronic transfer (dual authorisation with Centre Manager required) all money owing by the Centre, which has been approved by the Centre Committee.
- Keep record of all income, expenditure, assets, liabilities, mortgages, charges and securities of the Centre and present a written report at each Centre Committee Meeting.
- Arrange for the financial affairs of the Centre to be audited and presented at the AGM.
- Periodically reconcile the Centre's financial situation.

Registrar

- Maintains a current register of all names, residential addresses and contact details of all members of the Centre.
- Ensure registrations of Little Athletes are submitted to LAQ together with the appropriate fees through the approved LAQ program, 'Team Manager'.
- Prepare entry forms for championship events or special meetings as required.
- Maintain records for all Centre competitions showing any records achieved.
- Organise rankings of all athletes for competitions.
- Prepare record details for publicity purposes including annual report and local press.
- Notify records and ranking to LAQ from time to time.

Committee and Volunteer Position Descriptions

Management Positions

Assistant Centre Manager, Assistant Secretary, Assistant Treasurer, Assistant Registrar

These are assistant roles for the Executive. Refer above to the position descriptions for those roles. The assistant roles may involve standing for the whole position when needed, eg when the Centre Manager is unavailable, or performing some of the duties required such as taking the minutes of meetings for the Secretary.

Head Coach / Program Coordinator

- Organise the coaching of athletes at the Centre.
- Coordinate Centre coaching personnel.
- Develop appropriate programs and performance pathways for Centre athletes.
- Liaise with the LAQ Coaching Director regarding education of coaches and athletes from the Centre.
- Organise, plan and source appropriate development clinics for Centre members.
- Prepare a competition program in conjunction with the committee for website.

Public Relations (PR) Officer – Media

- Prepare Media Releases on events/meets staged by the Centre and on special interest items concerning athletes in the Centre and arrange for them to be distributed to local media.
- Keep a record (scrapbook) of all Media Releases relating to athletes in the Centre.
- Arrange for media to be informed in advance of all special meets.
- Take photos and/or arrange for a volunteer to take photos at events and carnivals for use in media, web and social media
- Organise information for schools, business firms and public about the Centre (meets, sign-on dates etc).
- Liaise with the Website/Social Media Officer to have relevant material included on those platforms.

Website/Social Media Officer

- Update the Noosa Little Athletics website as required.
- Maintain the Noosa Little Athletics Facebook page with updated posts and information for members, including:
 - Promoting Little Athletics Noosa events
 - Promoting LAQ events
 - Monitor, mediate and respond to posts and messages from public, as needed.
- Take photos and/or arrange for a volunteer to take photos at events and carnivals for use in media, web and social media.
- Liaise with the Public Relations Officer and include relevant material promoted on the website and social media.

Canteen Coordinator(s)

- Responsible for operating the canteen on competition nights and special events and coordinating rostered canteen assistants / parent helpers.
- Purchase of stock each week and monthly as required.
- Assist with preparation and cleaning up on competition nights in the canteen.
- Responsible for recommendations and communication to the rest of the committee regarding stocking and running of canteen.

Uniforms Officer

- Responsible for ordering, stocking and selling of uniforms for both Noosa Athletics and Little Athletics Noosa branches of the club.
- Maintain a record of inventory.
- Liaise with suppliers to ensure adequate stock of uniforms prior to and during the season.
- Assist with general Committee duties during the season.

Committee and Volunteer Position Descriptions

Fundraising and Sponsorship Coordinator

- Responsible for organizing the Christmas Party for athletes and the Committee Christmas Party including raffles for fundraising.
- Responsible for organizing an annual charity fundraising event to help raise funds for a selected charity (LAQ endorsed, eg Bravehearts) and Little Athletics Noosa.
- Help on the Noosa Gift sub-committee to ensure maximizing of fundraising opportunities for this annual event.
- Responsible for other Centre fundraising programs to raise funds including Sausage Sizzles (Dan Murphys and Bunnings), Raffles drives, sponsorships or any other method as agreed by the committee.

Grants Coordinator

- Responsible for the completion and submission of grant applications to support the delivery of club annual objectives.
- Maintain awareness of what grants are available and bring them to the attention of the Management Committee.
- Liaise with the Executive and other relevant members of the Management Committee during the development of any applications for grants.
- Monitor the progress of successful grant applications, ensuring that the funding is spent appropriately.

Age Manager Coordinator

- Organise the recruitment of Age Managers, two per age group, for the season.
- Where there are no full season Age Managers, organise Age Managers on a competition night basis.
- Act as the focal point for information for all Age Managers.
- Assist with the provision of relevant information for the Age Manager Handbook.
- Keep a record of parents who act as Age Manager or assist on competition nights to earn credit against the Family Levy

Member Protection Officer(s)

- Have the appropriate training to be able to carry out this role.
- Be familiar with the LAQ Child Protection Policy & Risk Management Procedures.
- Receive and handle complaints and allegations that contravene the standards of conduct outlined in the LAQ policy.
- Assist club members with applications for the Queensland Government Blue Card, as necessary.

Committee and Volunteer Position Descriptions

Operational Positions

Canteen assistant(s)

- Assists Canteen Coordinator with running of the canteen on competition nights.
- May also assist Canteen Coordinator running canteen for centre and regional carnivals held at Girraween, eg Noosa Gift, Regional Relays or Regional Championships.

Coaches

- Work under the direction of the Head Coach / Program Coordinator.
- Assist with the provision of appropriate programs and performance pathways for Centre athletes.
- Attend appropriate coaching courses and development clinics.

Team Manager (Carnivals)

- Enter athletes' names for LAQ events in online system, 'Meet Manager'.
- Collate entries for all championships and special meets as required.
- Be responsible for managing the LAN team during Regional, State and LAQ events including relays, Regional/State Championships and Junior/Senior Carnivals.
- Attend carnivals and championships wherever possible.
- In conjunction with Coaching Staff, selects Relay teams for Regional Relays and finds replacements for withdrawals.
- Attends Regional Committee meetings throughout the year and helps represent the interests of LAN at these meetings.

Officials Officer

- Plan and implement an examination system for officials, as available from LAQ.
- Encourage parents and Age Managers to become officials at Regional and State level carnivals.
- Organise officials for centre-level carnivals.

Age Managers (26 – 2 per age group)

All Little Athletics Noosa age groups (Tiny Tots through to U17) will have two dedicated Age Managers who work together to ensure that the athletes are properly supervised on our regular competition nights.

Details of Age Manager responsibilities are listed below:

- **Arrival**
 - Check-in with the EVA app or sign the hard copy register.
 - Collect your age group's folder.
 - Check that you have pens, a copy of the program and field recording sheets.
 - Mark off the names of athletes in attendance, noting any absentees. Write down the names of any athletes that are not listed on your recording sheets, including their bib number.
- **Getting started and field of play**
 - Keep your age group together for the entire program, allowing time for the athletes to visit toilets (in pairs), or to go and get food or drink from the canteen.
 - Organise games between events. At times there may be a long gap between events. A couple of short games between events will keep your athletes warmed up, maintain their interest and have some fun at the same time. The LAQ website has several resources outlining various games for young athletes.
 - Offer coaching tips (within your level of knowledge and expertise) to the athletes. If you are not sure you are giving the right information, ask a committee member to help.
- **Recording sheets**
 - Once you have finished each field event drop off your recording sheets to the recorders at the finish line.

Committee and Volunteer Position Descriptions

- **End of competition**

- Leave your age group folder, at the door to the office.
- Write down the names of parents that help with your age groups in the book provided in your folder. This way we can sign off their tasks for the Family Levy as well as yours. It's also a great way to get to know parents' names!

- **Centre records**

Centre records (for field events) are usually printed at the top of all recording sheets. Centre records for track are automatically recorded through the timing gates set-up.

What to do if an athlete equals or breaks a record:

- Halt the competition and do not move any equipment.
- Call for a committee member (Centre Manager, Registrar or Head Coach) to come and verify the record.
- Heights and/or distances will then be checked and then signed off on the recording sheet.

Equipment and Facilities Officer (EFO)

- Monitor condition of equipment and recommend additional equipment/repairs or replacements to the Committee.
- Arrange quotes for new equipment/repairs.
- Coordinate crews for set-up and pack-up of the field on competition nights.
- Sets out positions on track prior to competition.
- Responsible for opening/closing up of equipment areas and for keeping equipment shed ordered and tidy.

Assistant EFO

- Assistant to role above.

Groundsperson

- Responsible for weed control around long jump pits, along fence, on the track and around discus cages and all throwing circles.
- Assists with line-marking when required.
- Mowing and whipper-snipping of area between fence and long jump track and pits.
- Monitor watering schedule, in consultation with EFO
- Responsible for maintaining general cleanliness of lower field, garden beds, buildings and surrounds.

Timekeeper / Timing Gates Coordinator

- Responsible for preparation, stocking and organization of the timing and starting equipment boxes and timing system for competition nights.
- Assists with timing of track races
- Training is available for working with Timing Gates, if required

Starter

- Organises athletes into lanes for heats with assistance of age managers
- Prepares athletes for start of races
- Signals to finish line officials when ready to start the race
- Fires starting gun
- Training is essential for this position

Place judges (2–3 people)

- Assists at the finish line to ensure athletes stay in their lanes for laned events (60m–400m) when crossing the finish line.
- Hands out sequential numbers to athletes as they cross the finish line for un-laned events (800m-1500m and Walks).

First Aid Officer

- Responsible for providing first aid assistance on our competition nights.
- Must hold a current First Aid certificate and have knowledge of the operation of a Defibrillator.
- Monitor stocks of first aid kits and provide advice on replenishing supplies