



Doncaster Little Athletics Centre

DONCASTER LITTLE ATHLETICS **CENTRE**

POSITION DESCRIPTION & **RESPONSIBILITIES**

The Position Descriptions and responsibilities outlined are not a comprehensive statement of all activities that maybe required for the position. Additional tasks and activities will be required from all Committee Members from time to time to assist the running of the centre. Tasks or activities can be assigned depending upon the skill set required.



Doncaster Little Athletics Centre

Centre President

The President is the principal leader and executive council member of the Little Athletics Centre and has overall responsibility for the Centre's administration. This is a 2 year appointment retiring in even numbered years.

The Presidents main functions are:

- Ensure the overall smooth running of the centre
- Chair, manage and prioritise items for Committee meetings.
- Resolves disputes within the centre and has the final adjudication concerning club matters.
- Set strategic objectives and provide guidance.
- Spokesperson and centre representative in the wider community.
- Carry out planning and budgeting activities with the Centre Treasurer.
- Prepare for Annual General Meeting.
- Prospects and negotiates potential centre sponsors
- Co-signs and approves payments in conjunction with the Club Treasurer.
- Maintain relations with DLAC Clubs, DLAC Members, EMR, VLAA, DAC (seniors) and the general public as required.
- Oversee day to day activities at the Centre.
- Signatory to bank account
- Centre Record Sub Committee
- End of Season Award Committee

The following duties can be delegated to a team manager or other centre representative.

- Choose athletes for the Doncaster Dash and organise their participation. The Doncaster Dash is run in conjunction with the Doncaster Masters' Landy Trophy and DAC's Manningham Mile. These are all handicap events.
- May need to be available at Region and State Events and when DLAC hosts events at Doncaster eg. JDS – This could be delegated to a team manager or other centre representatives.

This role requires good organisation, communication and delegation skills



Doncaster Little Athletics Centre

Secretary

The Secretary is an executive council member of the Doncaster Little Athletics Centre and is a focal point for correspondence into and from the centre. This is a 2 year appointment retiring in odd numbered years.

The main responsibilities of this position are:

- Receive and distribute correspondence - keep a correspondence register and present to Centre Council meetings
- Manage and maintain DLAC email account and liaise with Web Master.
- Prepare documentation for Committee meetings.
- Maintain Centre Policies & Procedures.
- Co-signs and approves payments in conjunction with the Centre Treasurer as required.
- Liaise with LAVic, EMR, Athletics Vic, SSV and Manningham Council to ensure current regulations and guidelines are up to date for the centre.
- Maintain database for 'Working with Children' checks in absence of WWC co-ordinator.
- Maintain and store centre information including insurance and relevant medical documents.
- Attend all Centre administrative meeting including monthly Centre Council, delegates meetings and DLAC AGM.
- Ensure minutes are taken at all DLAC meetings (DLAC has a minute secretary who actually takes and prepares the minutes) and distribute to centre council committee, DLAC club secretaries and EMR.
- Club liaison
- Forward and advertise Notices and Agendas for all DLAC Meetings ie. Centre Council Meetings, Delegates Meetings, AGM, Planning Meetings and other meetings as required as per the DLAC Constitution.
- Forward appropriate notices and pass on information to the webmaster, social media co-ordinator and registrar (for emailing to members).
- Attend to any administrative requirements of EMR and LAV
- Prepare any outgoing correspondence on behalf of the Centre.

This job requires a well organised person who is at athletics most weeks and can attend most Centre Council meetings



Doncaster Little Athletics Centre

Treasurer

The Treasurer is an executive council member of the Little Athletics Centre and has overall responsibility for the financial affairs of the Centre. This is a 2 year appointment retiring in even numbered years.

The main responsibilities are:

- Administer the financial affairs of the Centre in accordance with the Constitution
- Signatory to bank account
- Prepare an annual budget
- Pay invoices and bank receipts
- Keep appropriate records – MYOB accounting package is used.
- Attend monthly Centre Council meetings.
- Prepare Monthly Bank Reconciliation and Profit and Loss Statements and report to Centre Council meetings
- Liaise with registrar re collection of registration fees and forward appropriate amounts to EMR and LAV.
- Prepare Annual Finance Report and present to Centre AGM
- Prepare books for audit and organise auditor
- Collect all payments from canteen, uniforms and manage registration fee allocations.
- Liaises with Registrar & LAVic to balanced financial registered members.
- Liaises with Uniform Coordinator to ensure that payments for orders have been received.
- Liaise with Social Media coordinator for potential income from uniform purchases (Team App).

This job requires a well organised person who is at athletics most weeks and can attend most Centre Council meetings. Knowledge of book keeping or accounts is preferable



Doncaster Little Athletics Centre

Competition Director

The Competition Director is an executive council member of the Doncaster Little Athletics Centre. This is a 2 year appointment retiring in odd numbered years.

The main responsibilities of this position are:

- Supervise weekly competition and special events for the season
- Liaise with competition announcers
- Oversee health and safety issues
- Liaise with the On-Track Coordinator
- Member of centre records committee – Records verifying official
- Prepare draft competition date and programs for planning nights and annual calendar
- Attend monthly Centre Council Meetings
- Prepare a monthly report for Centre Council Meetings
- Attend and present annual report at Centre Council AGMs
- Have a clear understanding of the general rules for competition (desirable to have undertaken an LAV officials course to at least level C standard)
- Act as referee at selected competitions.
- Educate Key Officials where required.
- Adjudicate at competition days, Open Day and other competitions.
- Liaise with all Key officials and ability to trouble shoot and delegate to keep program moving.
- Assist with the coordination of parent duty with the club parent duty coordinators.

Ability to make quick decisions and keep calm under pressure is desirable



Doncaster Little Athletics Centre

Education Director

The Education Director is an executive council member of the Doncaster Little Athletics Centre. This is a 2 year appointment retiring in even numbered years.

The main responsibilities of this position are:

- Plan organise and co-ordinate the conduct of programs undertaken by DLAC to educate Athletes, parents, officials and other adults, with the aim to increase personal skills.
- Promote active participation and the ideal of children competing for personal satisfaction through improved performances.
- Organise and coordinate coaches for relays
- Organise and coordinate coaches for Monday & Wednesday training
- Plan program for Monday & Wednesday training
- Organise and coordinate special training days
- Liaise with treasurer/centre council prior to any arrangement of payment of coaches.
- Promote any education/coaching programs that are available to members or current coaches.
- Organise Official's training if required
- Organise On- Track Official's training if required
- Attend monthly Centre Council meetings.
- Prepare a monthly report for Centre Council Meetings
- Act as key liaising officer between the Committee & Coaches.
- Coaching Kit & Supplies (hurdles, balls, batons)
- Liaise with LAVic – Coaches support / information

This job requires a well organised person who is passionate about providing a great training program for our athletes. This person doesn't necessarily need to be a coach.

Education Director will be required at Monday and Wednesday's training from 4.30pm to 6.30pm

Registrar

The Registrar is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities are:

- Attend and participate in Committee meetings
- Organise DLAC registration day with Committee and Club Registrars
- Update Committee the membership count per age group via SportsTG registration portal at centre level.
- Liaise with LAVic for registration issues and updates
- Liaise with Club Registrars that all members are registered correctly and paid up
- Print out bibs (patches) for financial members and distribute to Club Registrars via RaceHQ
- Assist with Special Event Chairman to manage database for Cross Country, Open Day & Tri-Centre Multi Event
- Liaise with Results Coordinator that Sports TG database syncs with Results HQ database
- Email to members' updates determined by Centre Secretary/committee and liaise with Web Master & Social Media Coordinator the consistency of these updates.



Doncaster Little Athletics Centre

Information Technology

Webmaster

The Website Manager is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment. The DLAC website is an important medium for providing information to its members on a regular basis and promoting to new members.

The main responsibilities of this position are:

- Manage, further develop and enhance the DLAC Website on a regular basis
- Liaise with Committee Members on the workings of the site, specifically for registration, programs and event updates.
- Ensure all events and competition rules is replicated or linked to LAVic website
- Manage, further develop and enhance the DLAC Facebook and Team App site (in the absence of the social media co-ordinator).
- Manage administrator passwords & website account.

Computer Manager

The Computer Manager is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position can be split into 3 components and are:

1. Using Excel and Meet Manager to run Special Events
 - Multi Event
 - Open Day
 - Liaise with Results Coordinator for Handicap day set up & host club
2. Special Projects
 - Maintaining Club House Hardware, Software and Network
 - Implementing new systems. eg NARS/bar coding
 - Maintaining tablets and ensuring they all work each week.
 - Integrating new Timing equipment
3. Liaise with the Webmaster, Results Coordinator & Faculty Manager

Social Media Coordinator

The Social Media Coordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Attend and participate in committee meetings
- Liaise with the Web Site Manager and Registrar
- Update Team App & Facebook as per DLAC website and Registrar emails.



Doncaster Little Athletics Centre

Results Coordinator

The Results Coordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Attend and participate in Committee meetings
- Update all records from weekly events to Results HQ Providing access to end users
 - Setting up the programs each week
 - Printing marshalling and recording sheets each week
 - Setting up Centre Championships
 - Ensuring centre records are updated
 - Generating centre award reports
 - Overseeing data entry
- Confirm Centre records and ratify
- Distribute to club registrars 'on-line members' trial participation
- Collate and manage participation records for end of season award criteria
- Collate and manage PB recordings for end of season award criteria
- Distribute centre and special event records to webmaster/social media coordinator for publishing
- Liaise with Registrar & Club Registrars with hosting the SportsTG website
- Database Administration & Weekly competition duties

Parent Duty Coordinator

The Parent Duty Coordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

Main roles and responsibilities are:

- Investigate & instigate robust process (possibly use external service providers such as Team App or other programs) to assist the communication & monitoring weekly duty commitments
- Liaise with Club duty coordinators to ensure all members are contributing
- Liaise with Competition Director to confirm all duties are verified per program each week
- Liaise with Results Coordinator to establish members' parents' contribution for the season.



Doncaster Little Athletics Centre

Centre Team Manager

The Centre Team Manager is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

Main roles and responsibilities are:

- Attend monthly Centre Council meetings.
- Encourage athletes to enter and promote LAV and
- AV Events
- Collate and send entries for Relays, Region & State T&F, State Multi to LAV
- Attend pre-event briefing meetings for EMR Region relay and Region Track & Field
- Competitions
- Attend EMR and State Relay and Track & Field competitions and act on Doncaster's behalf at these events – protests, duty allocations, etc
- Organise Duty Rosters and communicate with parents for all EMR and State Events.
- Organise relay breakup
- Organise recognition of relay coaches
- Prepare results of state events for the website

Cross Country Coordinator

The Cross Country Co-ordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Attend Eastern Metro Region Pre-Cross Country season planning meeting
- Advertise Cross Country to DLAC members
- Register athletes – new and current season
- Sell Centre uniforms
- Communicate with families via email
- Organise Doncaster Cross Country Days, set up of track and duty rosters – normally 2 days
- Organise Open Days, Eastern Metro Region and State Cross Country entries
- Keep results for end of season/organise end of season breakup and trophies

Approximately 40 to 50 kids participate each cross country season (April to August). This is not an onerous task if 2 or 3 families take it on and share the responsibility. Cross Country runs for approximately 1.5 to 2 hours on a Sunday morning.

Cross Country has a relaxed atmosphere



Doncaster Little Athletics Centre

On Track Coordinator

The On Track Co-ordinator is a general or appointed council member of the Doncaster Little Athletics Centre who oversees the On Track program for Under 6 & 7 athletes. This is a 1 year appointment.

The main responsibilities are:

- Attend weekly On Track Skills program at Doncaster generally from 8.30am Saturday.
- Attend Friday night competition programs from 6.00pm to 9.00pm approximately 5 nights per year.
- Organise training for Co-ordinators and leaders
- Communicate with DLAC's On Track members
- Prepare program utilising education materials provided by LAVic
- Ensure equipment is set up and put away for each On Track Session
- Identify and provide assistance to Age Group Co-ordinators
- Assist Age Group coordinators in identifying and assisting On Track helpers

Facility Manager

The Facility Manager is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 (???) year appointment.

DLAC hires the track from the Manningham City Council. The Manningham City Council also hires the track to schools during the week. DLAC hires its equipment and runs the canteen during the week for these schools.

The main responsibilities of this position are:

- Order equipment (with authority from DLAC Council)
- Look after equipment – arrange to be fixed if required
- Arrange hire of equipment to schools, invoicing schools and receipt of payments
- School Hire – get equipment out and put away
- Keep equipment shed in an orderly fashion

In addition to the above duties of the Facility Manager, DLAC administration maintains a strong relationship with Manningham City Council and Doncaster Senior Athletics Club. This includes:

- Advising MCC of track bookings for the season (including cross country in Ruffey Lake Park)
- Liaise with MC Council regarding maintenance and upgrading of track, grounds, lighting, toilets etc
- Liaise with DAC on a regular basis regarding common goals and use of the track.



Doncaster Little Athletics Centre

General Committee Members

The general committee member can assist with any of the following roles to ensure a smooth running centre and can also assist in the following tasks:

- Attend and participate in Committee meetings
- Volunteer and assist for committee tasks that may occur such as:
 - Assist with registration day
 - Assist with results data entry
 - Picking up trophies/medals from supplier
 - Assist with the coordination of special events such as Open Day
- Deliver equipment to Coaches
- Assist with AGM/meeting preparations
- Generally assist other members if required.

Working with Children Coordinator

The Working with Children Co-ordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Liaises with Clubs and LAV on Working With Children requirements.
- Collate information
- Updates WWC register

The Minute Secretary

The Minute Secretary is a general council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Attend and take the Meeting Minutes of all DLAC
- meetings including monthly Centre Council, twice yearly Club Delegates meetings and AGM.
- Prepare and distribute minutes to Centre Council within a timely fashion (the Centre Secretary will forward to Club Secretaries)

Uniform Co-ordinator

The Minute Secretary is a general council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Liaise with uniform supplier
- Manage Stock levels
- Manage delivery of items & collection of monies
- Liaise with Treasurer to ensure all monies are banked on time and received before delivery of uniform.



Doncaster Little Athletics Centre

Special Events Chairperson

The Special Events Chairperson is a general or appointed council member of the Doncaster Little Athletics Centre and oversees the organisation of the special events run by each of the clubs. This is a 1 year appointment.

Responsibilities include:

- The Events to oversee are:
 - Open Day
 - Multi Event
 - Handicap Event
 - Centre Championships
- Attending Centre Council monthly meetings to report on Special Event organisation.
- Coordinate Club involvement in Special Events through electronic means and meetings if required

Calendar Coordinator

The Calendar Coordinator is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year position and majority of the work is required 2-3 months prior to the season commencement.

The Calendar Co-ordinator liaises with the following and prepares information for the calendar to ensure delivery by Registration Day

- The Printer – Lawrie Barnett – DLAC Life Member
- Centre Photographer
- Sponsorship Manager
- Treasurer – to invoice sponsors
- Clubs – contact details
- Centre council – contact details, competition program and dates
- Attend August delegates' meeting and other meetings as required from June to August.

Centre Photographer

The Centre Photographer is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment

The main responsibilities of this position are:

- Ensure Club photographers have filled out an
- application form (valid for one year) and carry their
- Working With Children Card
- Make a lanyard for Club photographers
- Liaise with Club photographer as to what they can and can not do
- Supply photos for the Centre Calendar and Website
- Organise a photographer to attend as many DLAC competitions involving DLAC athletes as much as possible.



Doncaster Little Athletics Centre

Region Delegates (2 positions)

The Region Delegate is a general council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Attend monthly EMR meetings, speaks and votes on DLAC's behalf
- Prepare a monthly report for presentation at monthly Centre Council Meetings
- Often delegates get involved with EMR committees. This can include EMR Executive Committee and coaching at annual Eastern Metro Region Coaching Camp
- Crystal Creek.

Canteen Manager

The Canteen Manager is a general or appointed council member of the Doncaster Little Athletics Centre. This is a 1 year appointment.

The main responsibilities of this position are:

- Order stock and stock take as required
- Run canteen at DLAC events
- Run canteen for schools during the week
- Organise helpers for canteen
- Ensure health and safety legislation is complied with.