

**FRANKSTON LITTLE ATHLETICS CENTRE
EXECUTIVE COMMITTEE POSITIONS**

President *

- Oversee the efficient running of the Frankston Centre.
- Attend (or organise delegation of attendance at) BPAC and SMR monthly meetings.
- Represents the centre in dealings with SMR and LA Vic.
- Development and implementation of strategies and projects for the long term improvement of the centre.
- Adjudicates on disputes.
- Attendance at Saturday morning competitions.
- Chairing of monthly Executive Committee meetings.

Vice President *

- Support role to the President of Frankston Centre (refer to the President's position description)
- Acts on behalf of the President in their absence.
- Attend meetings in lieu of President.
- Attendance at Saturday competition.

Treasurer *

- Keep proper books of account for all transaction made by the Centre.
- Present to each Executive Committee meeting all accounts received by the Centre, since the previous meeting.
- Expenses above \$2000 must be tabled and discussed at committee meetings prior to payment.
- Operational expenses up to \$2000, with approval from Executive committee, may be paid immediately.
- Pay on invoice only all accounts passed for payment by the Executive committee.
- Arrange for Centre credit card for payment of online accounts; arrange credit card for Canteen Manager.
- Arrange for the president, Secretary and self to act as signatories on all Centre bank and investment accounts.
- Arrange internet banking access for signatories.
- Collect all fess, levies and other amounts payable to the centre, region or association.
- Bank all monies received promptly into the Centre accounts opened for that purpose.
- Present to the Executive committee a detailed budget of income and expenditure for the twelve months with relevant proposals regarding methods of raising finance.
- Present a statement of Income and Expenditure and Balance sheet to the Annual General Meeting.
- Ensure all books and records are audited.

Secretary *

- Handle all inward and outward correspondence
- File and maintain relevant administrative material
- Photocopy as required for meetings.
- Liaison with SMR and LA Vic
- Distribute executive committee reports prior to meetings
- Prepare planning schedules for meetings, deadlines of entries, returns and administrative matters
- First point of contact for information on Little Athletics
- Forwarding of information to all relevant parties.
- Purchase stationary as required
- Prepare agendas for executive committee meetings

* Cannot be the same person

Minute Secretary

- To work in liaison with the Secretary.
- Take minutes at FLAC executive meetings
- Organise the distribution of minutes to all Executive members.
- Minutes to be distributed within 1 week of executive meeting.

Centre Registrar

- Print registration tags for all athletes active and financial in SportsTG.
- Print replacement tags for athletes during the season and collect \$5 for cost of tag and barcode.
- Liaise with LA Vic regarding any issues with SportsTG and attend LA Vic registrar training (where required)
- Email FLAC members via SportsTG all relevant information during the season.
- Liaise with Treasurer.
- Synchronise and transfer fully registered athletes in to ResultsHQ.
- Issue one week trial barcodes to new athletes that are registered but non-financial (unpaid).

Competition Manager

- To oversee the efficient running of normal Saturday competition
- Oversee events re correct procedure of conducting events
- Essential to hold a level 2 qualification
- Responsible for verifying and recording of centre records at each competition day.
- To be a visible presence out on the track at competition
- Encourage and promote educational courses for AGM's
- Organise starters and timekeepers in the week prior to competition
- Liaise with Centre Announcer/Arena Manager to determine the competition event schedule and program for the next season.
- Liaise with Centre Announcer to ensure all parent helpers for events are in position.
- Liaise with Centre Announcer/Arena Manager to determine the competition event schedule and program for the next season.
- In conjunction with the Age Group Manager Coordinator, provide assistance to AGM's as required during competition.

Equipment Manager

- Co-ordination of the crews for setup and pack-up on competition days.
- Maintaining stock levels of the sporting equipment required for competition.
- Maintenance (or organisation of maintenance) of the sporting equipment to keep it in good working order and safe.
- Maintaining (or organisation of maintenance) of the event support equipment (timing boxes, starter guns, brooms etc.) for smooth running of an event. Includes laptops for NARS.
- Ordering of new sport equipment or support equipment as required.
- Maintaining enough back up equipment to cater for breakdowns on the day.
- Cleaning, tidying and orderly storage of the equipment in the store (cage) and equipment room.
- Opening and closing of equipment areas on competition days.
- Attending FLAC monthly meetings.
- Training of others in equipment function and operation (equipment as identified above).

Results Manager

- Ensure the Centre Registrar has imported all Registrations in to ResultsHQ.
- Ensure all athletes are in the correct age group and follow up any athletes in the wrong age group.
- Ensure all athlete details are correct for re-registering athletes.
- Update/maintain the competition program in ResultsHQ.
- Print out each week's blank result sheets ready for the team managers before each program.
- Each week ensure all the recording sheets are received from the Age Group Managers.
- Enter all of the field results in to CompetitionHQ and upload to ResultsHQ.
- Check for Centre records and forward on to the Records Manager.

Timing Manager

- Maintain timing laptops
 - Ensure the latest version of RaceHQ is installed (as required).
 - Before each meet synchronise RaceHQ with ResultsHQ for latest member/event data
- Set up the timing gates on the front and back straight at weekly meets.
- Set up the circular timing at weekly meets.
- Upload the results from RaceHQ to ResultsHQ after every meet.
- Check for Centre records and forward on to the Records Manager.
- Liaise with Timing Solutions as required.

Canteen Manager

- The provision and operation of the canteen on each competition day.
- Adequate staffing of the canteen.
- Accounting of all provisions purchased, sold and held in stock.
- Remittance to the Treasurer of all monies collected from the operation of the canteen and receipt issued.

Sponsorship & Grants

- Prospect potential new sponsors
- Liaise and communicate with existing sponsors
- Organize fund raising initiatives
- Procure give away and raffle items
- Ensure payment from sponsors is fulfilled
- Research Grant opportunities
- Communicate with relevant Government department for applications & fulfilment

Handbook/Publicity Coordinator

- Responsible for production of season handbook
- Update all information from previous season re dates, records, Regional and State results, centre championships etc.
- Liaison with all relevant parties to ensure accurate information in the handbook.
- Liaison with printing company.

Website Manager

- Maintain Centre's website and post information as required.
- Maintain Centre's Facebook page and post information as required.
- Maintain Centre's TeamApp application and post information as required.
- Ensure all information is up to date and updated as required.

Arena Manager

- Coordinate and facilitate the program for the season.
- Liaise with Competition Director/Committee with season calendar.
- Organise and implement Centre Championship entries/program.
- Day-today running of program on Saturday mornings/twilight.
- Provide good humour over PA ☺

General Committee

- Introduction to the Centre committee
- General duties as required during the season

General Committee - Uniform Officer

- Introduction to the Centre committee
- General duties as required during the season
- Sell centre and regional uniforms
- Maintain a register of Region uniforms that have been hired out and ensure all uniforms are returned after competition
- Purchase Centre and Regional uniforms as required
- Liaise with the supplier to ensure adequate supplies of the FLAC centre uniform

General Committee - Trophies

- Introduction to the Centre committee
- General duties as required during the season
- Source trophies and arrange engraving of trophies for presentation event

FLAC Team Manager

- *Details to be added soon*

Track & Field Competition Coordinator

- *Details to be added soon*

Cross Country Competition Coordinator

- Co-ordinate the organisation and running of the weekly meets (includes course setup).
- Organise timekeepers, finish marshals and start marshal (parent helpers/volunteers)
- Ensure track safety & Indemnity forms for non-registered participants.
- Ensure facilities and equipment are maintained.
- Provide information on Cross Country.
- Appoint team managers for region and state competition.
- Plan season calendar.
- Organise championships and trophies.

Coaching Coordinator

- Responsible for the organisation and running of the Centre's weekly training session (first half of season only)
- Recruitment of assistant coaches to help run sessions (senior athletes, parents etc.)
- Liaison with assistant coaches and parents.
- Planning of the program for the training nights.
- Present at training nights to coordinate events.

Age Group Managers Coordinator

- Last three weeks before the end of the season, encourage the current AGM's to commit to being the AGM next season.
- Recruit / Find new parents from the younger age groups U7, U8 before the season begins.
- Recruit / Find new parents to fill the On-Trackers role and provide training for them before the season begins.
- Invite the current AGM's to attend LA Vic in-house Training courses held at Ballam Park.
- Weekly mentoring of the younger age group managers. U6, U7, U8 and help out the new parents who have taken on the role for the first time.
- Printout the weekly recording sheets from NARS ready for each competition.
- Setup and Pack up the pavilion for all AGM's each week with 3 x Tables, Weekly recording sheets for all age groups, set out Radio's & Orange Vest for AGM's only.
- On the field each week, work with the T&F Competition Coordinator to ensure that AGM's understand the competition rules and instructions as best we can..
- Create an AGM Newsletter with advice and areas of improvement which normally relates to the previous weeks competition.