



## Committee Role Descriptions

Hornsby District Athletics is entirely volunteer run, and parent participation is required on a weekly basis, but also behind the scenes to keep the club 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 [info@hdlac.org.au](mailto:info@hdlac.org.au)

Committee positions become vacant at the 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.

### **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 HDLAC. 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.

**SECRETARY:** The Secretary's primary function is to manage the business affairs of the Centre. This function includes arranging the meetings of the Executive, 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 Trading and with Little Athletics NSW (LANSW). The Secretary is responsible for completing the required paperwork for both these organisations and for booking the grounds with the Council each season.

**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 all 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.

## **General 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 where necessary.

**SATURDAY OPERATIONS MANAGERS x 2:** This is a new position for the 2023-24 season, to reduce the reliance and workload currently placed on the Exec Committee. The Saturday operations managers will be responsible for the Weekly Little Athletics Program design and any adjustments required for age group clashes (based on registration numbers); early finish for cricket; coaching time; and wet weather. Before the commencement of the season the Operations Managers will liaise with Council to arrange line markings on the oval. The Operations managers will coordinate the Set-Up team, send weekly reminders, and be available to open the grounds at 6:45am weekly (or arrange an alternate where required) and be available to coordinate efficient pack up. It is recommended this role is shared by a team. The role also comes with keys to the buggy - a much cherished responsibility, and extensive support will be provided by the Exec Committee.

**TECHNOLOGY & EQUIPMENT OFFICER:** The Tech & Equipment Officer is responsible for ensuring all technical equipment such as computers and timing gates are maintained and in correct working order. This includes regular software updates. The Equipment Officer is responsible for all field event equipment, ensuring there is adequate supply and in good working order. The Equipment Officer is responsible for training parents to set up timing gates on a regular basis, and working with the Key Officials to ensure field event equipment is set up safely.

**STAR AWARDS OFFICER:** (August through to February): The Star Awards officer, working with the Data & Results Officer, will be responsible for the Star Awards program. The Star Badge requirements will be reviewed each season to ensure standards are appropriate and encourage athletes to strive for personal improvement. The Star Awards Officer will liaise with the U6, U7 and U11 Age groups for technique-based assessments and work with club coaches to periodically assess the groups and award stars as appropriate.

**GENERAL AWARDS OFFICER:** (February through to April): The Awards officer, working with the Results Officer, will be responsible for the end of year Club Awards. The Awards Officer will determine eligibility for end of season awards (with support from the Data & Results officer) and purchasing of all trophies, medals and star badges as required. Alongside the Age Manager Coordinator, the Awards Officer will coordinate the nominations for end of season perpetual trophies.

**CHAMPIONSHIPS OFFICER:** The Championships officer will direct, plan and organise all championship events for the centre including: LANSW Zone, Regional and State Championships; the LANSW State Multi Carnival and the LANSW State Relays. With assistance from the Age Group Manager and Results Officer, the Championships officer 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; coordinate a team to 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 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. The Championships Officer will also promote entries for the NSW State Junior Championships and NSW State Multi-event for U14+.

**DATA & RESULTS OFFICER:** The Data & Results Officer will be responsible for updating and maintaining the ResultsHQ and CompHQ portals by loading up the weekly programs prior to Saturday morning competition; adjusting where required for wet weather or early finishes, and work with the registrar to ensure all athletes are correctly imported into the correct age group. The Data & Results Officer will troubleshoot any incorrect results or respond to Age Manager queries relating to results. The Data & Results officer will produce a weekly report of athletes eligible to collect their Star Badges and notify the Exec Committee of Gold Badge achievements. In addition, the Data & Results officer will calculate event scoring for the Annual Septathlon event and the end of season awards (coordinating with the General Awards Officer).

**AGE MANAGER COORDINATOR:** Principally, the Age Manager Coordinator will work with the Registrar to identify Age Managers for every group as early pre-season as possible; will be a point of contact for all age managers to help troubleshoot on a weekly basis; will provide age group managers with contact information for their group. Age Manager Coordinator will conduct weekly mentoring of newer age group managers along with Club Captains and help out the new parents who have taken on the role for the first time. Age Manager coordinator will ensure communications are being forwarded to age groups as required and feedback presented to the committee.

**KEY OFFICIAL COORDINATOR:** The Key Official coordinator will be responsible for the club's paid officials policy, designed to attract and retain older athletes (18-25) to work as key officials on a Saturday morning, as well as encouraging parent volunteers to learn the rules of little athletics events and assist. The Key Official coordinator will ensure appropriate coverage of key official roles at Zone and Region carnivals as required.

**CANTEEN OFFICER:** The Canteen Officer will coordinate parent volunteers to operate the canteen every Saturday morning; and maintain stock levels on a weekly basis.

**FIRST AID COORDINATOR:** The First Aid Coordinator will ensure that at least one registered first aid officer is in attendance each Saturday morning; and ensure all required first aid supplies are in date and in stock and replenish as required. The First Aid Coordinator will make the Executive Committee aware of any Health and Safety incidents or potential hazards or risks which require addressing.

**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. The Uniform officer will also ensure Region and State Representative T-Shirts are available for qualified athletes. From time to time, the Uniform officer may be required to refresh the uniform design, or increase the product offering by the centre.

**SPONSORSHIP AND GRANTS OFFICER:** Raise funds for the 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.

**WEBSITE OFFICER:** The Website officer will keep the HDLAC website up to date; update the home page on a weekly basis and upload any urgent messages where required.

**TINY TOTS COORDINATOR:** The Tots Coordinator leads the weekly Tiny Tots program and obtains assistance from other parents on a weekly basis. The Tots Coordinator liaises with the Executive Committee if any issues or incidents arise, and if additional equipment is required. The Tots coordinator manages the weekly Tot achievement award and rotation of trophies.

**CROSS COUNTRY OFFICER:** The Cross Country officer will organise the monthly cross country event, including the application for permission from the National Park. The events will be scheduled around other out of centre events, such as the LANSW cross country and School cross countries. The Cross Country officer will promote the events within the local community. The Cross Country officer will also promote external cross country events to centre members and encourage teams to participate in ANSW winter events.

**MASTERS REPRESENTATIVE:** The Masters Rep advocates on behalf of the Masters athletes, organises social events and assists with the Summer Interclub organisation and preparation.