



Kingsway Little Athletics Centre

Chairman/President

Role and Duties

The Chairperson shall preside over all KLAC committee meetings. The Chairman is responsible for all committee members and ensures their portfolios are effectively organised and completed as required. The Chairman is required to ensure all executive committee members attend the monthly committee meetings and provide a report for each meeting. Additionally the Chairman is required to produce an annual report for the centre Annual General Meeting.

Duties of the Chairman are;

- Preside over all committee meetings or appoint a deputy in their absence
- Ensure all committee members keep the Chairman informed of all matters under their control
- Ensure all committee members portfolios are effectively organised and tasks completed as required
- Ensure all committee members provide reports to executive meetings and the AGM
- Represent the centre at all functions, meetings and other occasions requiring the presence of a representative of the centre, or when unable to attend delegate to a member of the executive
- Represent the centre in a clean, tidy and professional manner, promoting the centre where possible and wearing the centre uniform
- Ensures the Secretary (or a delegate) attends all meetings to record minutes of such meetings and forward the minutes to those entitled to receive them
- Ensure that notices and agendas for meetings are prepared by the Secretary and forwarded to the appropriate members within a reasonable time
- Perform duties as required from time to time by the LAWA Board of Management
- The Chairman shall be an ex-officio member of all standing committees and advisory committees
- Work in close liaison with all other centre executive committee members and particularly the Secretary



Kingsway Little Athletics Centre

Secretary

Role and Duties

The Secretary receipts and responds to all correspondence. The Secretary prepares and distributes meeting agendas and minutes. The Secretary is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Secretary are;

- Receipts and responds to all correspondence making sure to date when received on the letter
- Take appropriate action regards letter contents
- Pass any correspondence onto the appropriate person, keeping a copy for record
- Clear the mailbox on a regular basis
- Urgent mail is to be referred to the Chairman immediately
- Keep a list of all correspondence in and out to table at the centre executive meetings
- Check with the Chairman for meeting agenda items
- Notice of meeting must be sent to all members in a reasonable time
- Take minutes at all meetings and issues copies to all executive committee members, club delegates and secretaries
- Work closely with the Chairman and notify them of any issues that need urgent action
- Ensure a copy of the Constitution is on hand for every meeting
- A copy of all correspondence sent out must be kept on file for reference



Kingsway Little Athletics Centre

Treasurer

Role and Duties

The Treasurer receives and pays out money on behalf of the centre. The Treasurer keeps proper records of all transactions and prepares monthly financial statements for meetings. The Treasurer is required to attend the monthly committee meetings and provide a report for each meeting. Additionally the Treasurer is required to produce an annual report for the centre Annual General Meeting.

Duties of the Treasurer are;

- Receive and pay out any money on behalf of the centre
- Keep proper financial records of all transactions and prepare a monthly bank reconciliation
- Arrange bank accounts and signatories to all accounts
- Prepare a financial statement for all executive committee meetings
- Maintain a clean and tidy file of all financials including invoices and receipts
- Working with the centre and club registrars, collect and distribute all registrations monies as required by due dates
- Issue invoices and receipts for any sales made by the centre
- Bank all cash collected on behalf of the centre in a timely manner
- Prepare an annual financial statement for the AGM and for audit
- Arrange the centre books to be audited by an authorised person as required by the centre
- Inform the executive committee when any investments are due for renewal and investigate best options for return on investments



Kingsway Little Athletics Centre

Championship Officer

Role and Duties

The Championship Officer is responsible for the entry and nominations for all athlete/teams in all State, Inter-centre and KSY special centre competitions. The Championship Officer (CO) is also required to organise parent help and a Team Manager (Protest Officer(s)) on behalf of the centre for all events conducted by LAWA. The CO is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Championship Officer are;

- Advise or organise entry of centre athletes to state run and KLAC special events
- Ensure all deadlines are followed and necessary paperwork is submitted on time
- Inform all athletes of uniform requirements and whether registration numbers are required
- Produce a parent roster for the event and ensure the centre helpers follow through with their duties
- Keep a list of all centre athletes entered for these events as a referral
- Keep copies of all paperwork as a referral and as material for the KLAC "Green Book" update
- Keep Club Managers and the Announcer up dated on all upcoming state and special events and deadlines
- Ensure the centre banners and signs are displayed at all state events

There are currently 5 State competitions which Kingsway compete at;

- "Bravehearts" Teams Challenge
- State Relays Championships
- Combined Events Championship
- Zone Championships (State Track and Field Quarter Finals)
- State Track and Field Championships

At each of these state competitions the Championship Officer is responsible for;

- Providing a Team Manager (Protest Officer(s)) for each competition
- Provide parents and athletes accessible timetables, maps and keep updated of any changes
- Making sure athletes and parents are aware of the rules specific to the event
- Be in attendance or organise a substitute to be in attendance, until the end of the day's competition
- Ensuring all entries are submitted on time and confirming the submitted entries and payment

All competitions have a closing date for entries. There is a late entry fee for all state competitions. It is a good idea to make a note of these in your diary.

The CO will receive a list of all athlete nominations which needs to be checked. The CO is responsible for advising the parents of their rosters, date, times and locations of competitions and to check the timetable located on the LAWA website for updated events times.



Kingsway Little Athletics Centre

Records and Ranking Officer

Role and Duties

The Records and Rankings Officer is responsible for the entry of all results online and manual and checks all results. The Records and Ranking Officer produces results sheets for weekly competitions. The Records and Ranking Officer provides weekly and annual reports for the centre and clubs and verifies records. They also maintain the KLAC "Green Book" records and results. The Records and Rankings Officer is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Records and Rankings Officer are;

- Must attend all competitions
- Produce weekly results sheets for eligible centre athletes to the weekly competition
- Check that all paperwork is received from age groups and sites during weekly competition
- Checks all results sheets for accuracy and verifies all records
- Ensures all results are submitted online and available in a manual form in a timely manner
- Maintains a list of eligible athletes for specific events such as high jump
- Keeps a list of events as completed and makes notes of any not done and advises the Arena Manager and Announcer
- Files all paperwork into order
- Maintains an up-to-date KLAC "Green Book" results and records for publication



Kingsway Little Athletics Centre

Publicity Officer

Role and Duties

The Publicity Officer's role is to promote the centre within the wider community in a positive manner. The goal is not to just increase registrations for the centre but to promote the sport as a whole. The Publicity Officer (PO) will seek to actively promote the centre and its activities through the use of social media and traditional media. The PO is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Publicity Officer are;

- Organise the Opening Day celebrations
- Organise the Xmas Day celebrations
- Assist with the KLAC "Green Book" preparations for publishing
- Seeking and applying for grants and funding
- Seeking sponsorship opportunities to increase membership
- Investigate and organise fundraising opportunities
- Liaise with local media and collaborate on articles for publication
- Promote the centre and its activities through social media

The Opening Day consists of a shortened, modified program after a march past, flying of the colours, welcome by the Centre President, some awards and presentations as well as speeches from special guests. The PO is responsible for;

- Ensuring invitations have been sent to all Life Members and Special Guests
- Informing Life Members and Special Guests if they will be required to present trophies or awards on the day so that they can prepare in advance
- Collate RSVP's
- Organise catering
- Provide name tags for those attending
- Provide a copy of the KLAC "Green Book" and itinerary to each guest
- Meet, greet and assist Life Members and Special Guests
- Ensure suitable shaded seating has been made available for guests to enjoy the march past and ceremony
- Co-ordinate voting by the Life Members and Special Guests for the "March Past" best club award

The Xmas Day celebration is the last competition day prior to the Christmas break. It usually consists of a visit from Santa and provides the athletes and officials with a special treat such as drinks, icy poles and lollies. The PFO is required to make sure these activities are organised for the day.

The PO is required to assist with the updating of the centre year book known as the KLAC "Green Book". The book is distributed to all members as a guide to Little Athletics, the centre, the upcoming season as well as a point of reference for rules, results, records and other useful information. For this reason the information contained must be as accurate and current as possible. The previous year's book must be used as a template and updated to include new details. This is most easily accomplished by changing the text to red and then changing it back to black when it has been updated. Sufficient time is required from the approval of the final draft with the printer to allow delivery of the book by the Opening Day.

The PO is responsible for the promotion of the centre and its activities through the use of social media such as the Team App, website and Facebook page.

The PO is also required to liaise with traditional media to promote any outstanding efforts by athletes and members and the activities of the centre. Media may not always be able to attend events and often appreciate a well written article with photos (photos should contain less than 7 people) and remember to include names for the photo. A link to the published article should always be referred to via the centre's social media and sent to the LAWA Publicity Officer for further promotion. A file is maintained of all published articles on the centre, the sport and its athletes.

The PO should keep abreast of any newsworthy items happening within the centre and promote accordingly.



Kingsway Little Athletics Centre

Fundraising Officer

Role and Duties

The Fundraising Officer's role is to seek sponsorship and grant opportunities for the centre and clubs. The Fundraising Officer (FO) is required to organise all fundraising activities for the centre. The FO is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Fundraising Officer are;

- Prepare a sponsorship plan and folio of material to be used to gain the interest of possible future sponsors
- Seeking sponsorship opportunities to increase membership
- Meeting with prospective sponsors to discuss and agree to deals and have them committed in writing to ensure all parties fulfil its obligations under the deal
- Seeking and applying for grants and funding
- Investigate and organise fundraising opportunities
- Ensure all sponsors of the centre and clubs receive publicity within the "Green Book" and centre social media
- Ensure all members know who are the sponsors are and actively promote sponsors using announcements, banners, signs, refer to the KLAC "Green Book" etc

The FO should actively seek sponsorship from individuals and businesses on behalf of Kingsway LAC and its clubs. Sponsorship should not be sort from competitors of state and national sponsors (a list can be obtained from LAWA and LAA). It is not appropriate to seek sponsorship from sources not congenial to Little Athletics. Common sense should prevail at all times. The Executive Committee will need to vote on all sponsorship arrangements, so for this reason "approval in principle" should be sort from any prospective sponsors prior to the Executive Committee granting such approval. Sponsorship deals must be approved in writing to ensure both parties fulfil its obligations under the deal. The FO must advise the Publicity Officer of all sponsors for promotion.

The FO should seek opportunities for grants and funding from various sources. The Executive Committee will be able to give details of any proposed or outstanding projects or to help identify issues which may warrant a submission for funding or a grant.

Any opportunity to provide exposure to the local community for Little Athletics should be investigated and presented to the Executive Committee for endorsement such as expos and displays. Clubs will be asked to provide support for initiatives as it cannot always fall back on the Committee to promote the sport.

The FO is also responsible for organising all fundraising activities within the centre. This includes the weekly \$100 Raffle, with assistance from the Office Manager and the annual PMH Day. The FO should actively seek fundraising opportunities to raise funds for the centre and projects, and co-ordinates clubs and personnel accordingly.



Kingsway Little Athletics Centre

Technical Officer

Role and Duties

The Technical Officer is responsible for all electronic systems and equipment used by KLAC such as the domain name, email, social media, devices and computers. The Technical Officer ensures all electronic equipment is in good working order and arranges for all repairs required. The Technical Officer is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Technical Officer are;

- Prepares and maintains all electronic systems such as the WiFi, internet, domain name, email, social media etc
- Prepares and maintains all electronic equipment used such as computers, devices, phones, radios, speakers etc
- Ensures all electronic equipment is ready for weekly competition
- Ensures all batteries are fully charged and spares are available when required
- Ensures all electronic equipment are in good working order
- Arranges any repairs as required which has been endorsed by the executive committee
- Assists recorders with uploading results data on competition days
- Works closely and assists the Publicity and Fundraising Officers with social media and the website
- Assists with the updating of the KLAC "Green Book" both printed and online versions



Kingsway Little Athletics Centre

Awards Officer

Role and Duties

The Awards Officer's role is to co-ordinate all awards, certificates, badges, medals and trophies as required for the centre for various presentations. The Awards Officer (AO) is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Awards Officer are;

- Co-ordinate and arrange all medals and trophies
- Co-ordinate and arrange all awards and certificates
- Ensure all name, position and service badges have been organised
- Assist the Records and Ranking Officer
- Assist with the KLAC "Green Book" preparations for publishing

The AO will arrange and co-ordinate all trophies and awards for various presentations such as the Opening Day and Centre Presentations. A complete list of award recipients will be provided by the Records and Ranking Officer. It is the AO responsibility to record the winners and organise engraving of trophies and awards. The Awards Officer may make submissions to the Executive Committee as to what style of trophy should be selected, unless the trophy is an annual and/or perpetual award.

Any medals or awards presented will also need to be organised by the Awards Officer. Arrangements for these medals will need to be made early in the season to ensure they are available for Centre Championships.

There are a number of certificates issued to athletes and members by the centre and LAWA. It is the AO's responsibility to co-ordinate and organise all certificates to be presented including athlete and member service awards through LAWA. A list of certificates can be obtained from the KSY "Green Book" and LAWA. A list of recipients can be obtained from the Records and Ranking Officer and LAWA. When certificate numbers become low, the AO will need to arrange the reprinting.

Name, Position and Service Badges are issued to athletes and members on Opening Day or at Centre Presentations. The AO will need to arrange the purchase of these in sufficient time for presentation.

Assist the Records and Rankings Officer with lists of award recipients.

Helps to organise Kingsway special events such as the Opening Day.



Kingsway Little Athletics Centre

Registrar

Role and Duties

The Registrar's plays a key role in ensuring the centre and its athletes are setup for the season. The Registrar receives and answers all registration queries and maintains athlete registration details for the centre. It is the Registrar's role to distribute registration material from LAWA to clubs and issues registration numbers and tags. The Registrar is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Registrar are;

- Maintain a register of athletes for the current season that is up-to-date and accurate
- Receives and answers all registration queries
- Securely stores all personal information of all athletes and families received
- Liaise with clubs regarding errors in submissions and money owing to the centre for registrations
- Review and revise where necessary registration instructions for the centre and clubs
- Compiles and distributes the "Registration Packs", number bibs and badges to clubs for their athletes
- Controls the issue of replacement bibs and badges
- Conducts the transfer of athletes to and from the centre as required
- Completes registration returns for LAWA and arranges fee payment with the Treasurer
- Attend the annual Registrars Meeting and any LAWA meetings as directed by the Chairman
- Prepares an annual centre audit report of registrations

The Registrar is responsible for maintaining the most current copy of registration database. Registration information shall only be distributed to the Association as required for registration returns to LAWA and to those Executive Committee members who require it for the purpose of their duties within the centre – normally only the Records and Ranking Officer, Championship Officer, Awards Officer, Senior First Aid Officer, Office Manager and the centre President.

Prior to the start of the season the centre Registrar must attend the LAWA Registrars meeting (usually July/August). At this meeting LAWA will notify the National Registration Day and advice of all fee structures for the coming season. Once the fees are known, the Executive Committee need to decide on the centre fee structure. The committee will advise the clubs so they can add their fees and notify the centre committee and Registrar for adding to the online registration.



Kingsway Little Athletics Centre

Controller of Officials

Role and Duties

The Controller of Officials organises all officials for the weekly centre competitions. The Controller of Officials organises education and training of Officials. The Controller of Officials is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Controller of Officials are;

- Check all Officials have reported for duty and appoint substitutes where necessary
- Organises onsite education and training of Officials and parent helpers
- Advises and encourages members to attend upcoming education and training seminars and attain qualifications
- Keeps and up-to-date file on all qualified and accredited officials
- Encourages all members to shadow competent Officials to learn positions at the centre
- Hosts weekly Saturday morning “Chaperone Meetings” for all officials and chaperones/key site officials to address any issues and clarify rules and requirements
- Regularly notifies (via email/notices) officials addressing issues and upcoming changes to competition
- Assist the Championship Officer roster officials at state competitions as required

Arena Manager

Role and Duties

The Arena Manager plans the competition program in accordance to any relevant changes required and ensures the plan is accomplished. The Arena Manager is responsible for the correct conduct of the weekly competition. The Arena Manager is the first point of contact for the Club Managers in relation to competition day issues. The Arena Manager is responsible for the verification of any centre records.

Duties of the Arena Manager are;

- Has the authority to remove any official who is not abiding by the rules
- Shall arrange that only authorised persons are allowed in the arena of competition
- Shall be in direct communication with all key officials
- First point of contact for official protests and competition issues raised by Club Managers
- Responsible for the final verification of any centre records



Kingsway Little Athletics Centre

Coaching and Development Officer

Role and Duties

The Coaching and Development Officer assists clubs with coaching personnel and training structures. The Coaching and Development Officer organises education and training for Coaches and parents. Selects coaches and co-ordinates coaching and athletes for LAWA State Relay teams. The Coaching and Development Officer is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Coaching and Development Officer are;

- Assists clubs with developing coaches and planning effective training schedules
- Organises onsite education and training of Coaches
- Advises and encourages members to attend coaching education and training seminars and attain qualifications
- Keeps an up-to-date file on all qualified and accredited coaches
- Encourages all members to shadow competent Coaches to learn new techniques
- Selects the centre coaches for the State Relay Track teams and selects the Field Relay teams
- Assists centre relay coaches with athlete training
- Assists the Centre Captains with the warmup prior to weekly competition
- Co-ordinates and assists the centre coaches and athletes at the State Relay competition
- Organises the annual KLAC State Breakfast training session

Winter Officer

Role and Duties

The Winter Officer co-ordinates the Winter Cross Country and Road Walking season for the centre. The Winter Officer is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Winter Officer are;

- Assists the winter coaches and training sessions during the winter season
- Co-ordinates the competitions and officials hosted by the centre
- Coordinates and distributes RFID straps and the sale of bibs, badges and uniforms
- Assists the centre Registrar and Treasurer with winter registrations
- Organises the Winter Season Presentation Day



Kingsway Little Athletics Centre

Senior First Aid Officer

Role and Duties

The Senior First Aid Officer manages and co-ordinates the First Aid for the centre. The Senior First Aid Officer provides first aid to all persons when required. The Senior First Aid Officer collates and updates health action plans. They also maintain an illness database for athletes. The Senior First Aid Officer assists with any incident reports, investigations and issues. Maintains the first aid supplies and undertakes weekly checks to ensure it is compliant.

Duties of the Senior First Aid Officer are;

- Co-ordinates and administers first aid to persons as required and must be in attendance every competition day
- Maintains the first aid supplies
- Co-ordinates the purchase of all first aid supplies
- Undertakes weekly checks to ensure first aid kit is compliant with the checklist
- Disposes of expired and used items safely and in a manner which prevents their use by another person
- Maintains their accreditation to a level of "Provide First Aid and CPR" by a Registered Training Organisation and undertakes refresher training every 12 months
- Maintains, collates and updates Health Action Plans / Database for at risk athletes and members with assistance from the centre Registrar
- Maintains an Incident Report File and investigate issues as required

Office Manager

Role and Duties

The Office Manager organises all office supplies required for weekly competition for officials and chaperones. The Office Manager is the point of contact for uniform sales and purchases. They ensure the office is fully stocked with all required supplies such as staff amenities and stationery and co-ordinates all cleaning. It is also the Office Managers role to report safety hazards and assist the Senior First Aid Officer with Incident Reporting. The Office Manager maintains and keeps a record of all centre WWC and Police Clearances.

Duties of the Office Manager are;

- Co-ordinates and arranges the purchase of all office equipment and supplies for the centre
- Organises all office equipment for the weekly competition for officials
- Ensures the office has adequate amenities and stationery
- Co-ordinates the purchase and sales of centre uniforms
- Co-ordinates cleaning
- Maintains a clean and tidy office
- Maintains safety incident reports and reports hazards to the relevant authorities
- Assists the Senior First Aid Officer with all Incident Reports
- Maintains records of all current Working With Children checks and Police Clearances
- Count all money received weekly in the office and assist the Treasurer with banking preparations



Kingsway Little Athletics Centre

Chief Equipment Officer

Role and Duties

The Chief Equipment Officer ensures the centre has all equipment required for weekly competition and recommends the purchase of new equipment. The Chief Equipment Officer co-ordinates the supply and packing away of equipment to and from sites on weekly competition days. The Chief Equipment Officer ensures all equipment is in a safe working order and stored in a safe and organised manner. The Chief Equipment Officer also maintains a centre equipment asset register. The Chief Equipment Officer is required to attend the monthly committee meetings and provide a report for each meeting.

Duties of the Chief Equipment Officer are;

- Co-ordinates the movement of equipment and implements to and from site on weekly competition days
- Co-ordinates the volunteer assistants on the "Team Equip"
- Ensures the oval is properly marked prior to the commencement of season and weekly competition
- Maintains a clean and organised equipment storage shed
- Maintains all equipment is in a safe working order
- Recommends the purchase of new equipment and implements to the Executive Committee
- Can buy small purchases as required by the "Team Equip"
- Maintains an up-to-date centre equipment asset register



Kingsway Little Athletics Centre

Centre Captains

Role and Duties

The Centre Captains are selected by the Kingsway LAC committee from the centre U15 upcoming summer season age group. One boy and one girl are selected from nominated athletes. These athletes must have completed a minimum 3 years of Little Athletics. Nominations are made by formal letter prior to the commencement of the summer season to the KLAC committee. This letter must address the criteria of why the athlete should be selected as a Centre Captain and what they can offer the sport of Little Athletics and the community at large.

Duties of the Centre Captains are;

- Centre Captains are expected to demonstrate leadership qualities and behave in a responsible manner at all times when representing the Centre
- The Centre Captains must be prepared to take an active role in Centre activities, providing support and assistance to the KLAC committee as directed
- Centre Captains are expected to participate in the annual Centre Opening Day and attend necessary preparation prior to the day
- Prior to the start of Saturday competition, the Centre Captains lead all athletes on a warm lap finishing with dynamic stretching and mobility exercises. The Centre Coaching and Development Officer can assist with warm up stretching and mobility exercises
- Ensures the oval is properly marked with blue cones prior to the commencement of weekly competition
- Deliver water to officials during weekly competition when not competing
- Assist with medal presentation at Centre Championships when not competing
- Assist with trophy presentations at the Centre AGM and Awards Presentation day
- Represent the Centre at all state Little Athletics events and presentations as required