

GENERAL COMMITTEE

The general committee is made up of a number of individual roles that support and compliment the centre. These roles assist in facilitating general daily operations of the club. The saying many hands make light work is very true for general committee functions.

Whilst every effort is made to define these roles there is often a level of crossover and processes that need collaboration to work.

There are some general committee positions that require commitment to attend meets and meetings, and others that can be done out of hours. Below we have a guide to understand the suggested **minimum %** of attendance on Friday nights and approximate out of hours effort.

As with all roles, there will be times when you can't complete the required task. We ask that you identify these dates as soon as possible and arrange for someone to take over for that task or event. Communication is the key, please don't let things drop as this will place additional pressure on the others that are trying to support you.

As with all positions, there will be times where we will be requested to do something outside of your specific role.

Attendance at committee meetings is required for all positions. We currently meet on the second Tuesday of the month at The Barker Hotel from 7.30pm.

We also have a number of other tasks to be performed, we are needing a working group that does not need to attend committee meetings, they come to the shed a little earlier on Fridays to setup the events and get things moving. We are looking at developing Coaches, officials and Starters that can support the athletes and the events. If you are interested in this setup group, coaching or officiating, please send an email to info@mbdlac.org.au

Recorder

The Recorder is a very important role as we encourage athlete development and the only way athletes can officially determine their progress is by official recording of their results. The Recorder is responsible for preparing the age group folders each week, collating the results and entering them into the Little Athletics recording system. This

The results are also used by Little Athletics SA for qualifying standards and attendance at meets.

The Recorder is responsible for the collation, submission and verification of athlete results in accordance with the current centre requirements

- Manage and maintain centre recording system (Currently [Results HQ](#))
- Prepare and maintain weekly Little Athletics club program and ensure all events are correct for each age group (Refer to the SA Little Athletics Handbook)
- Manage and adjust weekly Little Athletics club program to ensure bottle necks are minimised. (this is not 100% possible but minor modifications can assist to create efficiencies)
- Prepare weekly recording sheets and insert into age group folders, these folder MUST be at the club at least 30min before the meet commences.
- Assist chaperones to understand and record athlete achievements at local meets
- Capture and enter Senior Athlete results in Centre Recording System (Currently [Results HQ](#))

“Recorder Continued”

- Compile and award athlete PB’s and CR’s twice per Year, 1st before Christmas break and 2nd end of summer season.
- At the end of the season, the recorder verifies and collates the data from the season to calculate PB’s CR’s and age group awards.
- Ordering the trophies and medallions for the season.
- Communicate to members, volunteers and parents regarding athlete achievement records and qualifications for state and national events.
- Assist chaperones with data entry to recording system (Currently [Results HQ](#))

Registrar

The Registrar processes registrations, the position is responsible for Come and Try registrations (capturing 1st and 2nd attendance via the Little Athletics registration system), managing new registrations, allocation of bibs (Shirt numbers) any other age group patches or sponsor patches, putting together the athlete packs and having them ready for each week to be collected.

The Registrar is also the go to person for most registration queries.

100% attendance with out of hours preparation.

Tiny Tots Coordinator

The Tiny Tots coordinator facilitates the Tiny Tots program on Friday nights, this program has been developed by Little Athletics SA for children age 3 and 4. The program is based on game play whilst developing fine motor skills, coordination and learning how to follow instruction.

This program is relatively predetermined and does encourage parent participation (this is the first stage for parents to become actively involved in their child/rens development)

100% attendance with out of hours preparation.

Comp Coordinator

The competition coordinator provides details relating to Little Athletics and ASA competition events (Held at Athletics Stadium)

Many of these events have minimum qualifying standards, this role is intended to provide support and direction for athletes and parents to understand what events are coming up, the dates and minimum qualifying standards (if any).

In addition to this, coordination of the event relating to Centre Official Allocations, event information and coordination on the day. (there is no need to be at every meet, but this role must be allocated to someone in attendance for that meet)

This role works closely with the Recorder, Media Coordinator and Secretary

70% attendance with out of hours preparation, including attendance at Athletics Stadium

Arena Coordinator

The arena coordinator is responsible for the Friday night program, this role is quite fluid initially trying to balance age groups and event bottle necks. The system this year is new and we have been trying to balance things out.

This role works closely with the Recorder

100% attendance with out of hours preparation.

Canteen manager

The Canteen coordinator is responsible for ordering the BBQ food including Ice bread, onions, snags, chicken burgers and rolls each week. The other responsibilities include ensuring condiments are replenished, cleaning goods are on hand.

There are specific food handling procedures and training required, the canteen manager will need to be up to date with the current requirements and submit any required applications for any of our BBQ's or food stalls.

100% attendance with out of hours preparation.

Equipment & Grounds

The role of Equipment and Grounds is primarily maintenance, we have a significant amount of equipment that requires to be maintained, tapes get broken, equipment get left out and requires replacement.

In addition to this we have approximately 5km of lines on the top and bottom ovals, these need to be maintained. This role requires ordering of line marking paint and application using our line marking machine. This season we are looking for at least 2 people to assist with line marking.

50% attendance with out of hours preparation.

Media Coordinator

The Media Coordinator manages our Website, Facebook and Team App.

This role requires access to our on line systems and knowledge of Word Press would be beneficial.

This role works closely with the Recorder, Competition Coordinator, Secretary and executive committee.

70% attendance with out of hours preparation.

Training and Development Coordinator

The Training and Development Coordinator role is to support athlete development through coaching and mentoring.

Coaching is a fundamental aspect of any sport, this promotes discipline and resilience, we are needing to draw existing coaches and develop people as coaches with our centre.

There are a number of coaching and official courses that are held by Athletics SA, the challenge of this role is to identify prospective coaches and officials and provide support and direction for them.

It is a requirement that the training and development coordinator completes basic

70% attendance with out of hours preparation.

Grants and Sponsorship Coordinator

We don't want to pass on costs to families, our intention is to keep athletics affordable so that everyone can enjoy coming out and having some fun each week.

However as with all sports Athletics equipment and coaching and training comes at a cost. The role of Grants and Sponsorship Coordinator is to build on our community presence and develop relationships through a structured approach. We believe that our local business are great partners when it comes to young people and engaging in exercise, outdoor education, family interaction and wellbeing.

In addition to these partnerships, this role manages grant applications for local, state and federal government, private business and independent providers.

70% attendance with out of hours preparation.

Child Protection Officer

Child safety is absolutely paramount and we take this very seriously. The Government of South Australia has introduced Working With Children Checks and the Child Protection Officer oversees the capture of check records and assists to ensure we comply with the WWCC legislation, the Child Protection Officer will also oversee our new Covid19 processes and procedures.

90% attendance with out of hours preparation.