



GENERAL COMMITTEE

The saying that many hands make light work is very true for the functioning of the general committee.

The general committee consists of various roles that support the Mt Barker District Little Athletics centre's daily operations. These roles require collaboration and communication between members, as there is often overlap in responsibilities. Positions require regular attendance at Friday night meets and committee meetings, while some positions need various amounts of additional out of hours preparation.

Committee members are expected to communicate any scheduling conflicts promptly and arrange for coverage of necessary roles and responsibilities to ensure smooth club operations.

Attendance at monthly committee meetings is required and expected for all general committee members. Meetings are held at 7:30pm on the first Tuesday of each month.

All committee members need to apply and hold a current 'Working With Children' Check (WWCC)

There are other opportunities to assist in the regular operations of the club, without joining the general committee or requiring attendance at monthly committee meetings. This includes setting up for meets on Friday nights, coaching and supporting athletes, officiating and volunteering at state events.

If you are interested in assisting in any of these areas please send an email to info@mbdlac.org.au

Recorder - weekly out of hours preparation throughout the season

The Recorder plays a crucial role in athlete development by officially recording results, allowing athletes to track their progress throughout the season. This data is essential for qualifying standards and attendance at meets

1. Data Management

- Collatine, submitting and verifying athlete results in accordance with centre requirements
- Manage and maintain the results recording system (currently ResultsHQ)

2. Program Management

- Prepare and maintain the weekly Little Athletics friday night meet program, ensuring all events are correct for each age groups, as per SA Little Athletics
- Manage and adjust weekly programs to minimise bottlenecks and improve efficiency
- Preparation of weekly recording sheets in age groups folders, ensuring they are available at the club at least 30 minutes before the meet commences

3. Support and Communication

- Assist chaperones with data entry and recording athlete achievement at home meets
- Communicate with members, volunteers and parents regarding athlete achievement records and qualifications for state events

4. Awards and Recognition

- Compile and award athlete Personal Bests (PBs) and Club Records (CRs) twice per year, before Christmas break and at the end of the summer season
- Verify and collate data for the end of the season PBs, CRs and age group awards
- Order trophies and medallions for the end of season presentation night

Registrar - out of hours preparation at start and 1st half season

1. Registration Management

- Process all registrations, including “Come and Try” registrations throughout the season
- Manage new registrations and allocation of shirt numbers and patches

2. Support and Communication

- Preparation and assembly of athlete packs including age group and sponsor patches
- Serve as the primary contact for registration enquiries

Tiny Tots Coordinator - some pre-meet preparation

The Tiny Tots coordinator facilitates the Tiny Tots and On Track program on Friday night meets.

1. Program Facilitation

- Lead the Tiny Tots program on Friday nights for children aged 3 and 4.
- Implement the program developed by Little Athletics SA, focusing on the development of fine motor skills, and coordination, through game play.
- Teach children how to follow instructions through structured activities

2. Parent Engagement

- Encourage parent participation as an initial step in becoming actively involved in their athletes development and contributing to club activities.

3. Program Implementation

- Implementation and facilitate of the On Track program for the Under 6 age groups

Competition Coordinator - out of hours preparation & attendance at Athletics Stadium

The competition coordinator prompts and coordinates athletic participation at the Athletics Stadium.

1. Event Information and Coordination

- Provide details on upcoming Little Athletics and Athletics SA competition events, including dates and minimum qualifying standards
- Support athletes and parents in understanding event requirements
- Ensure coordination and allocation for management of state and competition events

2. Event Qualifying Standards

- Work with the Recorder to ensure athletics meet minimum requirements for competition events
- Coordinate formation and allocation of relay teams for State Relay competition

Volunteer Coordinator - out of hours preparation & communication, plus Athletics Stadium

The Volunteer Coordinator ensures the smooth operation of Friday night meets and state events by coordinating volunteer participation and scheduling.

1. Recruitment and Management

- Actively recruit volunteers for parent roles at Friday night meets, and State events
- Develop and maintain a database of volunteers
- Identify and utilise skill set within parent cohort
- Provide training and guidance to volunteers, ensuring they understand their roles and responsibilities
- Serve as a point of contact for volunteers, addressing any issues, concerns, or feedback.

2. Coordination and Communication

- Develop and manage volunteer schedules to ensure adequate coverage for all events.
- Develop and implement strategies for volunteer recognition and appreciation
- Maintain regular communication with volunteers regarding event schedules, changes, and other important updates

BBQ Manager - out of hours preparation, weekly throughout the season

The BBQ manager is responsible for coordinating the BBQ at the weekly Friday night meets. This role requires approximately an hour per week to coordinate the ordering and collection of BBQ supplies.

1. Food Ordering and Management

- Responsible for the weekly ordering of BBQ food items, including drinks and ice blocks
- Coordinate the purchasing and replenishment of condiments and cleaning supplies
- Coordinate the ordering and pick up of the weekly Coles bananas

2. Compliance and Training

- Stay updated and compliant with Food Safe Handling procedures and training
- Maintain appropriate safe handling procedures and PPE
- Prompt safe food handling procedures for all volunteers assisting on the BBQ

Equipment & Grounds Manager - monthly out of hours maintenance and start of season

The Equipment and Grounds Manager requires a monthly commitment of approximately 5 hours, during the season to maintain the event line marking.

1. Equipment Maintenance

- Check and audit equipment at the start of the season
- Maintain and repair equipment, replacing items as required throughout the season
- Ensure all equipment is stored properly and in good condition

2. Grounds Maintenance

- Coordinate the GPS line marking at the start of the season
- Maintain the 5km of event line marking on the top and bottom oval, required approximately once per month, during season
- Order and maintain line marking paint and line marking machine

Media Coordinator - regular out of hours promotion/communication & during meets

1. Digital Management

- Management of the mbdlac.org.au website, and social media accounts
- Explore opportunities for different communication mediums

2. Club Promotion

- Coordinate the regular updating and promotion of the club through social media accounts
 - Coordinate promotion and club achievements in the local newspaper
 - Establishment of a regular newsletter/email
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Training, Development & Education Coordinator - out of hours at start of season

1. Athlete Support & Education

- Support athlete development through establishment and coordination of a regular coaching program.
- Draw on existing coaches and develop new coaching opportunities within the centre.
- Identify prospective coaches and officials, providing them with support and direction.
- Prompt opportunities for athlete education, including at the Athletics stadium

2. Course Coordination

- Facilitate participation in coaching and official courses held by Athletics SA
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Grants and Sponsorship Coordinator - out of hours preparation before start of the season

1. Community Engagement

- Build and enhance community presence through structured relationship development
 - Develop partnerships with local business to support the growth and operation of the centre
 - Identify and secure grants and sponsorship to offset the costs and keep athletics affordable for families
 - Foster and maintain strong relationships with sponsors and community partners
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Child Protection Officer - start of season

1. Compliance Management

- Oversee the maintenance and documentation of 'Working with Children' Check (WWCC) records and committee compliance
- Ensure compliance with WWCC legislation