



COMMITTEE ROLES AND RESPONSIBILITIES

EXECUTIVE COMMITTEE ROLES

Executive roles are elected on alternating two-year terms. Only the Treasurer and Competition Manager roles will be elected at the 2025 Annual General Meeting.

President

The role of the President is primarily to oversee the efficient governance and management of Berwick Little Athletics Centre. The President ensures that the Centre complies with all affiliation requirements set out by LAVIC, as well as any local or State legal or compliance obligations. In addition to this, the President is responsible for:

- Leading the development of strategies and projects aimed at the continuous improvement of the Centre
- Chairing meetings of the General Committee
- Adjudicates on disputes
- Represents the Centre at Region and State levels, as required
- Ensuring that the operations of Berwick Little Athletics Centre are delivered safely and that the Centre is compliant with all child-safe policies and adopts a best-practice approach to child safety

Secretary

The Secretary is the Centre's primary point of contact for all member and general correspondence, including with councils, Region, LAVic and other official bodies. In particular, the secretary oversees the general administration of the Centre and ensures that a high standard of communication is maintained between the Centre and its membership. In addition to this, the Secretary:

- Ensures that relevant administrative records are maintained, filed and made available as required
- Takes minutes, prepares and distributes agendas and notices pertaining to all the meetings of the Centre – Executive and General
- Liaises with GCR, LAVic, City of Casey and Consumer Affairs
- Maintains WWC Register and Police Checks

Treasurer

The Treasurer ensures that the Committee of Management is empowered and equipped to manage the financial affairs of the Centre, and to protect the Centre's financial assets. The Treasurer is responsible for the collection of revenue, the payment of financial obligations, and the proper recording all financial transactions. The Treasurer also:

- Prepares and presents financial reports at committee meetings
- Prepares and presents annual accounts for the Annual General Meeting and independent audit/review
- Ensures that all accounts are approved for payment and paid within an appropriate timeframe
- Collects all fees, levies and other amounts payable to the Centre and promptly deposits all monies received into Centre accounts
- Oversees all Centre investments and reviews regularly to ensure appropriate returns are achieved
- Ensure all financial record keeping is legally compliant and oversees the annual audit of finances and accounts

Registrar

The Registrar is the management officer of all aspects of competitive member registrations at the Centre. The Registrar is required to be familiar with the GameDay and ResultsHQ online systems and provide assistance to parents as required during the registration process. In addition to this, the Treasurer:

- Maintains the registration records of all members and ensures that birth certificates are formally sighted for all new members
- Prepares and prints registration patches for all active and financial athletes via the GameDay system
- Prints replacement patches for athletes during season and collects fees for cost of barcode patches
- Provides regular reports to the Committee on matters relating to the Registrar roles and responsibilities
- Liaises with LAVic regarding any issues with the GameDay system and attends LAVic Registrar training (as required)
- Liaises with the Results and Competition Managers to ensure results are made available for all registered members via the ResultsHQ system.
- Completes the Summer season and Winter Season Fee Templates for LAVic.

Competition Manager

The Competition Manager is responsible for compiling each season's competition schedule and the events that will be offered at each Centre Program. The Competition Manager is responsible for ensuring that all Team Managers are informed of their weekly responsibilities and that suitable safety procedures are implemented and followed at each Program. The Competition Manager is also responsible for:

- Overseeing the efficient delivery of each weekly Centre Program
- Ensuring each Centre Program is delivered safely and in accordance with child-safe policies and procedures
- Verifying and recording Centre records at each Centre Program
- Assisting and supporting competition staff and Team Leaders at each Program
- Organising starters, timekeepers and parent duty helpers in the week prior to competition
- Liaising with the Centre Announcer to ensure all parent helpers for events/age groups are aware of the Program schedule and equipped to perform their roles
- Ensuring first aid is present at all competition

GENERAL COMMITTEE ROLES

Results Manager

The role of Results Manager is to devise and manage an efficient process to capture all results and compile the data to access for future ranking and reporting. The Manager will liaise with the Registrar to ensure that results data is accurate and will follow-up with enquiries regarding incorrect data or questions relating to results. Prior to a Centre Program, the Results Manager prints out blank recording sheets and places them into the Age Group Leaders' folders. During Centre Programs, the Results Manager oversees the entry of results and ensures that results are accurately upload to ResultsHQ.

Trialist Coordinator

The Trialist Coordinator liaises with families wanting to participate in trialing Little Athletics. This role ensures that trialists' details are recorded and that families are aware of the trial conditions, which are set out by LAVic. The Trialist Coordinator greets trial families upon their arrival and provides any necessary safety or general information. Following the athlete's final trial, the Trialist Coordinator follows up to determine if the family would like to become members of the Centre.

Parent Duties Coordinator

The Parent Duties Coordinator will help to identify the parent duty roles required at each Centre Program and ensure that families are able to sign to help. Throughout the season, this role will collate and record the duties performed by each parent to ensure that each family is contributing as required by the Centre. The Parent Duties Coordinator will periodically provide notice to parents informing them how many duties they have completed and will assist parents by responding to questions relating to duties.

Canteen Manager

The Canteen Manager controls the operations of the canteen and barbeque at Centre Programs and special events as required. The Canteen Manager ensures volunteers are suitable trained and that the canteen operates safely and efficiently, in accordance with relevant food handling and safety guidelines. This role ensures supplies are purchased and that any proceeds are delivered to the Treasurer.

Canteen Assistant (Purchasing)

The Canteen Assistant supports the Canteen Manager as required and may be responsible for canteen or barbeque operations in the absence of the Canteen Manager. The Canteen Assistant may lead or assist with purchasing supplies or support with other tasks as directed by the Canteen Manager.

Merchandise Manager

The Merchandise Manager is responsible for the purchase, sale and distribution of uniform, clothing and general merchandise to members. The Merchandise manager oversees the sound operation of the Centre Uniform Shop, sets operating hours and fulfills online orders. The Manager assists in ensuring members know which items are official uniform and will respond to enquiries from members about uniform requirements at the Centre, Region or State levels. Suitable record keeping is required and revenue generated from sales is delivered to the Treasurer.

Personal Best (PB) Coordinator

The primary focus of this PB Coordinator is to oversee the PB medal program, which rewards athletes for achieving PB milestones throughout the season. Medals and awards are prepared each week and distributed to Age Group Leaders for presentation to athletes after each Centre Program. The Coordinator ensures suitable records are maintained and reports are made available for upload to social media and for publishing in the handbook.

Events Coordinator

The Events Coordinator oversees the administration and organisation of special events delivered by the Centre throughout the year. Such events may include Centre Championships, Open Days, Presentation Events, Volunteer events, other events as agreed by the Committee. This role is responsible for booking venues, completing applications or paperwork, overseeing catering requirements, handling invitations and RSVPs, sourcing supplies etc. The Coordinator is also responsible for creating run sheets, programs and will coordinate the event on the day. The Committee will ensure suitable support is made available to the Events Coordinator for each event.

Grants Officer

The Grants Officer researches possible opportunities for the Centre to generate revenue via grant applications. The Grants Officer provides advice to the Committee about relevant grant opportunities and prepares submissions in accordance with direction provided by the Committee. This role also completes any necessary paperwork, follow-up and ensures that any acquittal obligations are completed.

Technology (IT) Officer

The Technology Officer is responsible for providing advice to the Executive and Committee on matters relating to technology and will help to identify future technology needs. The role will oversee the purchase, maintenance and upkeep of Centre technology. This includes ensuring administrative and competition computers are in good working order and that operating systems and software is up to date. Other Centre technology to maintain includes timing gates, radios, iPads and point of sale systems and internet devices/services. The Technology Officer will also advise on matters relating to cyber security.

Equipment & Setup Manager

The primary role of the Equipment and Setup Manager is to maintain safe operation of Centre equipment and to ensure it is suitably setup and packed away at each Centre Program. This will include managing setup and pack-up crews and providing instruction to parent helpers throughout the program. This role will undertake regular reviews of Centre equipment and will advise on equipment needs for the upcoming season. This role will conduct regular checks and oversee necessary maintenance of equipment. This role is ultimately responsible for the acquisition, management and protection of Centre equipment storage facilities.

Equipment & Setup Assistant

This role provides assistance and support to the Equipment & Setup Manager and is responsible for setup and pack-up in the absence of the Manager. The Assistant may be allocated specific responsibilities, as required.

Social Media Officer

The Social Media Officer ensures that all relevant information is communicated to members via social media posts (Facebook) and via updates to the Centre website. The role ensures that information is accurate and that urgent communications are promptly posted. The Social Media Officer monitors online posts and communications to ensure that questions are answered, and inappropriate posts or messages are reported and handled in a suitable manner.

Marketing/Publicity Officer

This role oversees the development and production of marketing materials, flyers, Centre publications and other communications. A core deliverable of this role is to produce the Centre Handbook. The Marketing/Publicity Officer also handles publicity and media-related enquiries and liaises with news outlets to promote the Centre and its athletes.

Cross-Country Coordinator (x2)

The Cross-Country Coordinators organize and deliver the cross-country season. This includes arranging the calendar and weekly programs, assigning parent duties, creating the course, coordinating training, communicating with families etc. The roles are also responsible for ensuring Team Managers are appointed for Region and State events. At the end of the season, the Cross-Country Coordinators ensure that championship and presentation events are organised and that trophies and awards are made available.

Partnerships Officer

The partnerships Officer seeks new sponsorship opportunities and builds relationships with Council, local businesses and other bodies with the aim of generating revenue that will contribute to the Centre and minimise the need to increase membership fees.

Grounds and Track-Marking Coordinator

This role is responsible for ensuring the track is prepared prior to each Centre Program or other event hosted by the Centre. This primarily involves marking the grass track, spraying lane lines and marking relevant field events. The Grounds and Track-Marking Coordinator also contributes to the general up-keep and maintenance of the grounds and oversees duties such as weed control, watering etc. Any defects or problems relating to the grounds or running surface are reported to the Competition Manager. The Grounds and Track-Marking Manager contributes to the overall safety of each Centre Program.

Announcer/Track and Field Coordinator

This role works closely with the Competition Manager and acts as an assistant at each Centre Program. This role is responsible for liaising with Age Group Leaders and directing age groups to events. The Announcer/Track and Field Coordinator uses the PA system to announce the events and helps to ensure each Program is delivered efficiently and safely.

Coaching and Training Coordinator (x2)

The Coaching and Training Coordinators oversee the Centre's training program – delivered on Tuesday and Thursday evenings during Track and Field season. This shared role is responsible for developing a training program, liaising with coaches and ensuring all training is delivered safely. Coaching and Training Coordinators are available at training sessions to open Centre facilities, prepare equipment, support and coordinate coaching staff, and assist athletes and parents as required. At the conclusion of training, the Coordinators close the shed and facilities.

Region & State Team Managers (x3)

The Region & State Team Managers ensure the successful management of the Centre's team when participating at Region and State events. This role is shared among three individuals, who are responsible for Managing the Centre's participation at:

- Region Relay Carnival
- State Relay Championship
- State Combined Track and Field Championship
- Region Track and Field Carnival
- State Track and Field Championship

The Team Managers ensure that the Centre has provided suitable communications to members regarding the above events and that any questions are answered promptly. The Team Managers are also responsible for preparing duty rosters, communicating with parents about their duties, and ensuring that the Centre meets its parent duty obligations. The Team Managers also formulate teams for relay events in accordance with Centre policy. At competition events, it is the Team Managers' responsibility to ensure marquees are transported to the venue, setup and returned afterwards.

Child Safe Officer

The Child Safe Officer ensures that the Centre's child safeguarding policies and practices are up to date and in line with current legislation and standards. The Child Safe Officer ensures that the Centre maintains a register of Working with Children Checks (WWCC) for those in key roles and that WWCCs are renewed as required. The role will also assist in the creation of a Centre Code of Conduct which outlines expected behaviors of adult volunteers and officials interacting with children, emphasising safety and promoting a positive environment for children.