



Tea Tree Gully Athletics Centre Inc.

A.B.N. 86 825 909 416

www.ttgathletics.com.au

Little Athletics Sub-Committee Position Descriptions

The following is a brief resume of the duties of the LITTLE ATHLETICS SUB COMMITTEE members. The Little Athletics Sub-committee will be self-managing within the confines of the constitution and their budget. It will also have the power to co-opt where necessary.

President

The President will also be Vice president of the CMC, and be required to attend both meetings. Shall chair the LA meetings and undertake other duties as required.

Secretary

Shall carry out clerical duties necessary to the efficient running of the L.A.s committee, including handling all correspondence, preparation of notices and circulars for the information of members and the distribution of information from the S.A.L.A.A. Shall be responsible for the L.A.s sub-committee minutes.

Registrar

Shall obtain from the S.A.L.A.A., prior to the start of the season all relevant paperwork relating to the registration of members. Shall carry out all registrations on behalf of the centre and submit to S.A.L.A.A. offices, and file all centre registration cards.

Team Manager

Shall organise and select members for the selective competition including cross-country competition. Shall be responsible for the warm-up sessions prior to competition. Liaise with Competitions Officer and Officials Officer regarding competition and Disputes committee. Shall be responsible for the Centre Best Performance certificates and the ordering of trophies and medals for championships etc. Shall be expected to attend delegates meetings. Shall ensure that athletes are correctly dressed and behave in a proper manner at all times.

Competitions Officer

Shall arrange the Centre's track & field fixtures, except those organised by the Association. Inter-Centre friendlies to be proposed and approved by L.A.s sub-committee. Shall produce a fixture list covering all competitions during the Track & Field season including programmes of events for all home fixtures. Shall ensure during home competitions that the programme runs smoothly on time and that I.A.A.F. and Centre rules are observed for the competition in general and the individual-events. Shall be the chief of a three man disputes committee during home competition.

Chief Recorder

Shall collate and analyse all competition results and make these available to members for the purpose of Inter-club scoring, publicity and ranking of competitions and claims for Centre Best Performances and State Best Performances. Shall maintain throughout the Track & Field season a centre result book, showing weekly results of all registered children for all events. Shall provide L.A.'s sub-committee and club officials with any information required for selection of teams or presentation of awards. Has the power to co-opt assistance to full fill any of the above duties.

Officials Officer

Shall ensure that adequate officials are available to occupy all positions required at each competition. To liaise with the Competitions Officer and Team Manager to reach decisions regarding event alterations or other decisions being necessary to progress competition. To provide all persons who act as officials with assistance. To liaise with Association and Centre as required. To keep register of officials.

Coaching and Education Officer

Shall instruct and assist all club coaches and officials, encourage all persons to be appropriately qualified and advise them of all current instruction courses etc. Shall keep a record of all centre and club coaches and officials, shall organise suitable regular coaching sessions for all clubs and co-operate with executive for officials. Shall plan and organise training sessions for the athletes.

Social Secretary

To plan and organise social events for the Little Athletics community and liaise with the Seniors Social Secretary for joint events.

Publicity and Promotions Officer

To liaise between this committee and the CMC Publicity & Promotions Officer regarding planned events.

Other Roles

In addition, the following tasks or duties can be performed by members, which do not necessarily require attendance at meetings, but are important for the continued smooth running of the club:

- (a) Canteen Manager;
- (b) Canteen Stockist;
- (c) Canteen Assistants;
- (d) Website Manager
- (e) Starter/ Time Keepers;
- (f) Uniform Officer;
- (g) Clubroom Cleaner.