

TEA TREE GULLY ATHLETIC CENTRE INC. NOMINATION FORM.

I hereby nominate.....

for the office of.....

Nominator.....

Seconder.....

I accept this nomination.....

Return to the Secretary, P.O. 43, St. Agnes. S.A. 5097
by Thursday, March 29th, 1984.

The following is a brief resume of the duties of the Centre Management Committee members. Hopefully this will help you decide which position you will stand for this year.

PRESIDENT.

Shall chair all the Centre Management Committee meetings and undertake other duties as required. The Chairman has no voting rights, excepting that of a casting vote when necessary. The President shall be ex-officio member of all sub-committees.

VICE PRESIDENT LAs.

Shall chair LA's sub-committee meeting and share the duties of chairing the CMC meeting with Vice President (Seniors) when the President is not in attendance. Undertake all other duties as required.

VICE PRESIDENT - SENIORS.

Shall chair Senior sub-committee meeting and share the duties of chairing the CMC meeting with the Vice President (LA's) when the President is not in attendance. Undertake all other duties as required.

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.

FUND RAISING OFFICER.

Shall be responsible for all major fund raising activities of the centre. Shall be responsible for co-ordinating Bingo Sessions and all relevant paper work involved. Shall co-ordinate and co-operate with Social Secretary where required.

PUBLICITY & PROMOTIONS OFFICER.

Shall, as instructed by the CMC, prepare and arrange the publications of any material relating to coming events, competitions, visits and social functions. Arrange for the publication of the centres results in the local press. Shall head the Editorial committee and promote the Centre in the local community.

SOCIAL SECRETARY.

Shall organise with the aid of a sub-committee all social functions for the athletes and adults. Shall be responsible for the canteen to operate on LA's competition days.

LA'S REPRESENTATIVE.

To attend CMC meetings as representative from LA's sub-committee, The position to be filled by nomination from LA's sub-committee.

SENIORS REPRESENTATIVE.

To attend CMC meetings as representative from Seniors sub-committee. The position to be filled by nomination from Senior sub-committee.

DEVELOPMENT MANAGER.

Is a temporary position which has been created for the express purpose of negotiating with various State, Federal and Local Government departments to secure a permanent HQ for TTG Athletics Centre.

The Development Manager is not a member of the CMC, is answerable to the CMC and shall report to every CMC meeting. Shall be spokesperson for the Development Committee, the composition of which to be approved by CMC.

Shall be appointed for a 2 year period or until the CMC decides the position is no longer warranted, whichever time is the lesser.

SECRETARY.

Shall carry out clerical duties necessary to the efficient running of the committee, including the handling of correspondence, preparation of notices and circulars for the information of members and the distribution of information from the Associations, collate reports of committee members for the annual report. Shall be responsible for CMC minutes.

TREASURER.

As listed under Rule 21.00 under the constitution.

The following is a brief resume of the duties of the SENIOR SUB-COMMITTEE members.

PRESIDENT.

The President will also be Vice President of the Centre Management Committee, and required to attend both meetings. Shall chair the meeting and undertake other duties as required.

SECRETARY.

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

REGISTRAR.

Shall register all athletes with the SAAAA or SAVAAA on behalf of TTGAC and file all centre registration cards.

RECORDER.

Shall maintain throughout the Track & Field season a result book showing weekly results of all registered athletes. Shall provide information for selection of awards. Has the power to co-opt assistance to fulfil any of the above duties.

TEAM MANAGER.

Shall ensure that competitors are correctly dressed and behave in a proper manner at all times. To assist in organising coaching and training and team selection in conjunction with the coaches and recorder. To keep members informed of competition dates and venues, and of team selection. To assist junior members with claims for awards (eg 5 star awards) and to provide end of season 'Best Performance' certificates to juniors. To select club award winners in conjunction with members for recording and coaching and education.

SOCIAL REPRESENTATIVE.

To liaise between this committee and the Social committee, it will therefore be necessary to attend both meetings.

PUBLICITY & PROMOTIONS REPRESENTATIVE.

To liaise between this committee and the Publicity and Promotions committee, it will therefore be necessary to attend both meetings.

This sub-committee will be self-managing within the confines of the constitution and their budget. It will also have the power to co-opt athletes representative to sit in on this committee.

The following is a brief resume of the duties of the LITTLE ATHLETICS SUB COMMITTEE members.

PRESIDENT.

The President will also be Vice President of the Centre Management Committee, and required to attend both meetings. Shall chair the meetings and undertake other duties as required.

SECRETARY.

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

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 registrar of officials.

COMPETITIONS OFFICER.

Shall arrange the Centre's track and field fixtures, except those organised by the Association. Inter-Centre friendlies to be proposed and approved by LA'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 IAAF 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 competitions.

REGISTRAR.

Shall obtain from the SALAA, 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 SALAA offices at Olympic Sportsfield Kensington, and file all centre registration cards.

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 fulfil any of the above duties.

GROUNDS & EQUIPMENT OFFICER - 2 POSITIONS.

Shall organise marking and maintenance of oval during Track & Field season. Ensure that all field facilities and equipment are properly maintained. Shall keep an inventory of all equipment that is available when necessary. Shall be responsible for the setting out of cross country courses. Shall be responsible to the President of the Centre Management Committee and work with personnel rostered by the clubs. Shall attend CMC meetings. An assistant will be elected and duties will be shared.

TEAM MANAGER.

Shall organise and select members for the selective competition including cross country competition, will be a member of the Zone Team Selection committee. 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 C.B. Perf. certificates and the ordering of trophies and medals for championships etc. Shall be expected to attend Zone committee meetings and delegates meetings. Shall ensure that athletes are correctly dressed and behave in a proper manner at all times.

SOCIAL REPRESENTATIVE.

To liaise between this committee and the Social committee, it will therefore be necessary to attend both meetings.

This 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.