

5.9 Duties of Members of The Executive Committee

(A) PRESIDENT

The President shall:

- (a) Preside at each meeting of The Executive and any other meetings organized by The Centre.
- (b) Ensure that all members of The Executive keep him/her informed of all Centre matters under their control.
- (c) Perform such duties as may be required from time to time by The Centre.
- (d) In the case of a tied decision, shall have the casting vote.
- (e) Represent The Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of The Executive or any other person deemed appropriate by the President.
- (f) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(B) VICE PRESIDENT

The Vice President shall perform all duties of the President in the absence of the President or as directed by the President.

(C) SECRETARY

The Secretary shall:

- (a) Take detailed minutes of the business from all Executive Committee and Centre meetings and distribute copies to all Executive Committee members.
- (b) Compile all agenda for meetings with the assistance from

The Executive.

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(c) Assist all members of The Executive where required.

(d) Keep on file, all material that may assist the organisation of Little Athletics.

(e) Forward notices of Executive Committee meetings to members at least seven

(7) days prior to the date of the meeting.

(f) Keep on file, all correspondence received and a copy of all correspondence

forwarded on behalf of The Centre by each member of The Executive.

(g) Act on behalf of The Centre as directed by The Executive.

(h) Prepare the Annual Report of The Centre.

(D) TREASURER

The Treasurer shall:

(a) Establish an account or accounts with a suitable Bank or Financial Institution.

(b) Keep a detailed ledger of all receipts and payments transacted for The Centre.

(c) Issue receipts for all monies received, (and/or appoint person/s to issue

receipts on behalf of the center for monies received).

(d) Present at each meeting of The Executive, the current bank balance, for

ratification by The Executive.

(e) Present to each meeting of The Executive, a list of payments made since the

previous meeting to be ratified at the meeting, and present accounts received

by the center to be passed for payment.

(f) Pay on invoice only, all accounts required for payment, such

payments to be

made by cheque only.

(g) Arrange and maintain a Petty Cash float for minor purchases of the center.

(h) Arrange for the President, Vice President, Secretary and Treasurer to act as signatories, with any two to sign on all Centre cheques, (except where two may be members of the same household).

(i) Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within two (2) business days of receipt.

(j) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organized by The Centre.

(k) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.

(l) Investigate all insurance policies required for The Centre and equipment.

(m) At the completion of The Centres' financial year, arrange for an independent audit of accounts.

(n) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(E) REGISTRAR

The Registrar shall:

(a) Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.

(b) Receive each correctly completed registration form, accompanied by the fee set down by The Executive and proof of age of all new members.

(c) Distribute Centre registration and age numbers to each child upon registration,

and other material as required from time to time.

(d) Enter registration details for each athlete into the computer system as soon as practicable after

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(e) Forward all registrations together with appropriate fees, to the Little Athletics

Association of New South Wales Inc, within ONE MONTH after receiving the registration.

(f) Maintain a complete register of each junior and non-voting member, showing

registration number, name, age group, date of birth, proof of age, plus any other

detail deemed to be required by either LAANSW or The Centre.

(g) Submit a written report to the Secretary for inclusion in the Annual Report of

The Centre.

(F) CHAMPIONSHIPS OFFICER

The officer shall:

(a) Direct, plan and organise all competition and championship events on behalf of

The Centre.

(b) Prepare competition programs and timetables and submit it to The Executive

for approval.

(c) Organise all aspects of Centre Championships and Special Events in liaison

with the Records and Ranking Officer.

(d) Assist with selection of athletes for Centre representation.

(e) Complete and submit any entry forms for athletes to participate in LAANSW or other Centres' events.

(f) Attend on behalf of The Centre, Zone, Regional and State Championships Centre representative duties.

(g) Ensure that all athletes are correctly nominated in their events and that the nominations are lodged by the closing date;

(h) Ensure that all athletes report to the marshalling area for their events on time at Association carnivals.

(i) Upon request may attend meetings of The Executive;

(j) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(G) RECORDS AND RANKING OFFICER

The officer shall:

(a) Record all athlete performances in a suitably prepared set of books or computer program. (Bob Wardle program is recommended)

(b) Compile and distribute weekly result summaries and rankings.

(c) Maintain and publish all Centre records/best performances.

(d) Assist with selection of athletes for Centre representation.

(e) Organise the ranking of all athletes for competition.

(f) Liaise with the Publicity Officer and Website Coordinator to ensure that the press receives relevant results from competition meetings of The Centre.

(g) Liaise with the Championships Officer in regards to the organizing of events for Center Championships.

(h) Upon request attend meetings of The Executive;

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

Duties of Appointed Officers of The Centre

(a) OFFICIALS CO-COORDINATOR

The Coordinator shall:

(a) Recruit and organize officials for the safe and efficient conduct of Centre Meetings.

(b) Organize officials for participation in instruction, training and examinations.

(c) Organize officials for events conducted by LAANSW and other Centres, in which The Centre participates.

(d) Conduct regular meetings of all Officials for the purpose of advising them of changes to program, Association directives and information and other

matters affecting the operation of The Centre and its members.

(e) Discuss any comments and ideas aimed at improving The Centre with the Officials and conveying those suggestions and discussions to the President

for consideration and presentation to The Executive if warranted.

(f) Submit requests for funding and training on behalf of Officials.

(g) Prepare a budget for future expenditure in the coming season

(h) Upon request attend meetings of The Executive.

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(b) AGE MANAGERS CO-COORDINATOR

The Coordinator shall:

(a) Recruit and organize Age Group Managers for the safe and efficient

conduct of Centre Meetings.

(b) Assist the new and returning Age Group Managers in their responsibilities.

(c) Ensure the Age Group Managers are aware of and apply the rules of

competition of the Association and The Centre by identifying training

requirements and needs of individual Age Managers.

(d) Conduct regular meetings of all Age Group Managers for the purpose of

advising the managers of any Committee decisions taken, changes to

program, Association directives and information and other matters affecting

the operation of The Centre and its members.

(e) Discuss any comments and ideas aimed at improving The Centre with the

Age Group Managers and conveying those suggestions and discussions

and presentation to The Executive if warranted.

(f) Submit requests for funding and training on behalf of Age Managers.

(g) Prepare a budget for future expenditure in the coming season

(h) Upon request attend meetings of The Executive.

(i) Submit a written report to the Secretary for inclusion in the Annual Report of

The Centre.

(c) COACHING OFFICER

The officer shall:

(a) Plan and implement coaching seminars for the education of coaches and athletes;

(b) Co-ordinate a panel of coaches to organize coaching sessions which will be available to all athletes of The Centre;

(c) Assist and advise with the selection of athletes for representative squads;

(d) Plan and implement coaching of Centre teams for representative carnivals;

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(e) Assist and advise in the purchase of educational material related to athletics

for use by members of The Centre.

(f) Prepare a budget for future expenditure in the coming season

(g) Submit reports for Newsletters and Publicity purposes

(h) Upon request attend meetings of The Executive.

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre

(d) TECHNICAL AND EQUIPMENT OFFICER

The officer shall:

(a) Determine the layout of the track and field for all competition held at The

Centre, with the input of the Championships Officer.

(b) Recommend the purchase and or repair of all equipment.

(c) Ensure all equipment is maintained in safe and good working order.

(d) Conduct a regular stock- take of all Centre equipment and keep an up-to-date inventory.

(e) Provide details of equipment to the Treasurer for insurance purposes.

(f) Write reports for Newsletters and Publicity purposes

(g) Prepare a budget for future expenditure in the coming season

(h) Upon request attend meetings of The Executive;

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(e) PUBLICITY / MARKETING OFFICER

The Coordinator shall plan and implement:

(a) Compilation and maintenance of publicity material to local media sources.

(b) Prepare and distribute a Centre newsletter to all Centre members.

(c) Advertise the activities of The Centre throughout the local community.

(d) Organize promotional activities for The Centre in liaison with the fundraising Officer.

(e) Keep sponsors and The Committee informed.

(f) Liaise with the Records and Ranking Coordinator to ensure that the press

receives relevant results from competition meetings of The Centre.

(g) Submit requests for funding and supply of resources as per sponsorships and Publicity.

(h) Prepare a budget for future expenditure in the coming season

(i) Upon request attend meetings of The Executive;

(j) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(f) FUNDRAISING OFFICER

The Coordinator shall plan and implement the following operations:

- (a) Prepare articles for promotion in the centre newsletter.
 - (b) Assist in the advertising of activities of The Centre throughout the local community in liaison with the fundraising Officer.
 - (c) Organize promotional activities for The Centre in liaison with the Publicity / Marketing Officer.
 - (d) Keep sponsors and The Committee informed.
 - (e) Submit requests for funding and supply of resources as per sponsorships and Publicity in liaison with the Publicity / Marketing Officer.
 - (f) Prepare a budget for future expenditure in the coming season
 - (g) Upon request attend meetings of The Executive;
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- (h) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(g) WEBSITE COORDINATOR

The co- coordinator shall:

- (a) Design, implement and manage The Centres' website;
- (b) In collaboration with the Records & Ranking officer, publish results, records and personal bests from weekly Centre competitions on the website;
- (c) Publish relevant results from championship events conducted outside The Centre;

(d) Provide a vehicle for Promoting news, coming events and information of a general nature in relation to The Centre.

(k) Submit requests for funding and supply of resources for the maintenance of the web site.

(l) Prepare a budget for future expenditure in the coming season

(m) Submit reports for Newsletters and Publicity purposes

(e) Upon request attend meetings of The Executive;

(f) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(h) ASSISTANT SECRETARY

(a) The assistant shall assist the secretary in the normal operations of the center.

(b) Shall assist with general paperwork for other members of The Committee.

(c) Shall assist in writing, promoting and distributing information for the benefit of The center

(i) NEWSLETTER CO-COORDINATOR

The Coordinator shall

(a) Prepare and distribute a Centre newsletter to all Centre members.

(b) Advertise the activities of The Centre throughout the Centre.

(c) Promote activities for The Centre in liaison with the fundraising Officer.

(d) Keep sponsors and The Committee informed.

(e) Liaise with the Records and Ranking Coordinator to ensure that results from

competition meetings of The Centre are advertised.

(f) Submit requests for funding and supply of resources as per sponsorships and Publicity.

(g) Prepare a budget for future expenditure in the coming season

(h) Upon request attend meetings of The Executive;

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre

(j) TEAM MANAGER

The Manager shall

(a) Be identified to athletes before attending championships

(b) Attend all championships that The Centre athletes attend.

(c) Place protests at championships on behalf of members.

(d) May nominate another member of The Centre to be team manager for any particular Championships

(e) Prepare a budget for future expenditure in the coming season

(f) Arrange for the supply to athletes of championships clothing and representative clothing and goods.

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(g) Assist the Championships Officer and the Records and Ranking Officer in team selection

(h) Upon request attend meetings of The Executive.

(i) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre

(k) TINY TOTS OFFICER / COORDINATOR

The Coordinator shall:

(a) Be identified to Tiny Tots Parents at the start of the season

(b) Limit numbers in this age group to what can safely be organized with the resources available

(c) Identify and recruit assistants for the running of the age group

(d) Identify Training needs of Tiny Tot Assistants and notify the Training Officer

(e) Assist in the training of other Tiny Tot coordinators.

(f) Submit requests for funding and supply of resources as per requirements of events and operations.

(g) Check equipment used and isolate faulty equipment and notify the Equipment officer.

(h) Prepare a budget for future expenditure in the coming season

(i) Submit reports for Newsletters and Publicity purposes

(j) Upon request attend meetings of The Executive.

(k) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(l) SPECIAL AWARDS OFFICER

The Officer shall:

(a) Assist in the Distribution of awards to members, as set by The Executive.

(b) Select and distribute all weekly and annual awards in liaison with the championships Officer.

(c) Assist with the running of presentation day and other special events

(d) Assist with the selection of "Sports Person of the Month" type awards.

(e) Prepare a budget for future expenditure in the coming season

(f) Submit reports for Newsletters and Publicity purposes

(g) Upon request attend meetings of The Executive.

(h) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(m) FIRST AID OFFICER

The Officer:

(a) Must have an accredited certificate in first aid.

(b) May outsource duties to other parties, i.e. St Johns Ambulance or Red Cross

(c) Must be on call at Centre competition meetings and be able to attend to any injuries illness sustained by the athletes or spectators.

(d) Shall list any injuries in the First Aid record and forward this list to LAANSW at the end of the competition season.

(e) Shall notify the parent or guardian of any injured athlete as soon as possible after an incident.

(f) Should submit reports for Newsletters and Publicity purposes

(g) Upon request attend meetings of The Executive.

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(h) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(n) UNIFORMS OFFICER

The Officer shall:

- (a) Purchase and sell Centre uniforms on behalf of The Centre.
- (b) Arrange for the delivery of uniforms prior to the registration days.
- (c) Assist in the setting of the sale price for the uniforms in liaison with The Committee.
- (d) Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- (e) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by The Executive.
- (f) Keep lists of all articles sold to assist in future budgeting
- (g) Arrange for a stocktake of uniforms to take place every February
- (h) Arrange for storage facilities / equipment for the storage of unsold uniforms.
- (i) Prepare a budget for future expenditure in the coming season
- (j) Ensure all uniforms are stored in safe and saleable order.
- (k) Submit reports for Newsletters and Publicity purposes
- (l) Upon request attend meetings of The Executive;
- (m) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(o) SCHOOL LIAISON OFFICER

The Officer shall:

- (d) Liaise with local primary and secondary schools to promote The Centre.
- (e) Liaise with LAANSW to arrange school visits from LAANSW Officers
- (f) Liaise with parents of center athletes to identify Schools that may wish to

have LAANSW school visits.

(g) Keep a list of contacts for personnel that The Center uses for this purpose.

(h) Should submit reports for Newsletters and Publicity purposes

(i) Upon request attend meetings of The Executive;

(j) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(p) TRAINING OFFICER / COORDINATOR

The Officer shall:

(a) Liaise with other officers to identify and organize training for Members of the Centre.

(b) Keep a list of contacts for training organizations and personnel that the center uses.

(c) Should submit reports for Newsletters and Publicity purposes

(j) Advertise training activities of The Centre throughout the Centre.

(i) Submit requests for funding and supply of resources as per requirements to ensure smooth operations of the centre.

(d) Keep members and The Committee informed of available training opportunities.

(e) Upon request attend meetings of The Executive.

(f) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

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(q)

SOCIAL ACTIVITIES OFFICER

The Officer shall:

- (a) Arrange social activities and make recommendations to The Executive for approval.
- (b) With the assistance of the Canteen Officer, Publicity Officer and Website Coordinator formulate and organise any social event The Executive resolves to hold.
- (c) Should submit reports for Newsletters and Publicity purposes
- (d) Upon request attend meetings of The Executive;
- (e) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(r) CROSS COUNTRY OFFICER

The Officer shall:

- (a) The officer shall be responsible for the organization of The Centres' Cross Country activities including programming, event management and collation of results.
- (b) Inform the Publicity Officer and Website Coordinator of weekly results.
- (c) Organise athletes and teams for LAANSW State Cross Country and Road Walks Carnival each winter season.
- (d) Should submit reports for Newsletters and Publicity purposes
- (e) Upon request attend meetings of The Executive.
- (f) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre

(s) CANTEEN OFFICER

The Officer shall:

- (a) Provision and operation of the Canteen on every Centre running day.
- (b) Ensure adequate staffing of the Canteen
- (c) Account for all provisions purchased, sold and held by the Canteen
- (d) Ensure that goods sold are not in conflict with sponsors / supporters of The Centre
- (e) Remit to the Treasurer all monies collected from the operation of the Canteen.
- (f) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre