City North Little Athletics: Volunteer Roles

Job:	Current Holders*	Brief Description	Time p/w	When
Centre Manager		Managing Club & Meetings, Representing club		As required
Assistant Centre Manager(s)		Assist Centre Manager in performance of duties & deputise where nec		As required
Secretary		Minutes, Correspondance, Representing Club		Monthly
Treasurer		Receipts, Payments, Prep Centre Financial records, Present to Meeting		As required
Registrars		Ensuring all registration details are obtained, correct and info forwarded to LAQ		Busy Aug/Sep
Administrator		Assists without whatever admin is required, communicating, email		As required
Nominations Officer		Receiving nominations for Association days and ensuring nominations are submitted prior to deadlines.		See calendar
Program Officer		Prep of diary of seasons activities, weekly comp program, recommend committee on prog events, champs etc		As required
Arena Manager		Conduct comp activities, supervision of weekly program, recommend programming events, championships etc to committee	3 hrs	Saturdays
Coaching Manager		Organise coaching, educate paents & encourage participation in Assoc coaching programs.		Tues & Thurs
Officials Education Officer		Organise sufficient parents to act as officials, educate parents & ensure centre supplies officials for Assoc comps.		As required
Canteen Convenor		Supply canteen service, purchase stock, annual stocktake, coordinate canteen & bal monies.		Saturdays
Equipment & Facilities Manager		Control equipment, prep & maintain arena, complete annual stocktake.		As required
Uniform Officer		Ensure adequate supply of uniforms, coord sales, bal monies.		As required
Publicity Officer		Relations bet Centre, members, wider Assocn, general public & maintaining a pictorial record of activities for season.		As required
Fundraising Officer		Organising and running fundraising activities		As required
Chief Recorder		Co-ord recording of comp results, arrange transfer to master recording sheets & keeping Centre Records.	9-10 hours	Saturday & as re
Parent Liaison Officer		Acting liaison bet parents & committee, providing parents with relevant info, ensuring new parents are familiar with procedures at Assoc Days, maintaing parent help roster & organise reimbursement of parent help fees as nec, ensure sufficient age marshalls prior to competition.		As required
Officials Officer		Organise officials participation in instruction, training & examinations & co-ord age group managers.		As required

City North Little Athletics: Volunteer Roles

Job:	Current Holders*	Brief Description	Time p/w	When
Trophies Officer		Using info provided by Recorder & LAQ to identify winners (documented in Parent & Athlete Handbook, order trophies & organisation of Trophy Days.	20 hrs?	Jan-Mar
Team Manager		In conjuction with coaches (& info from recorder) puts together relay teams & advises on all matters to do with teams	12 hrs	Regional Relays
Website		Maintaining & updating website		As required
App		Maintaining & updating App		As required
Facebook		Maintaining & updating Facebook		As required
Chief Timekeeper		Uses a multi-time stopwatch for timekeeping & trains others in its use	3 hrs	Saturdays
Events Supervisors		Assists parents with these events		
Discus			3 hrs	Saturdays
Shot Put			3 hrs	Saturdays
Walks			3 hrs	Saturdays
Javel			3 hrs	Saturdays
High Jump			3 hrs	Saturdays
Long Jump			3 hrs	Saturdays
Grants Officer		Prep & submission of Govt Grant claims		As required
General Committee Members		Attends meetings & contributes ideas & helps where needed.		Meetings & As re
Parent Age Group Co-ordinator		2 per grouping, ie 30 parents required in total - Act as Liaisions	3 hrs	Saturdays
Age Marshalls 3 per group		45? Per Competition Day.accompany age group to each event and record the children's performances, spike, place judge, retrieve implements, measure distances, etc	3 hrs	Saturdays
Controlling Event			3 hrs	Saturdays
* Note: Assistants are always required. If a job already has a name or two and you would like to do it please put your name down anyway.				