

Caulfield Little Athletics Club -Duty List and Descriptions

1.High Involvement – Committee – Weekly competition roles and mid-week coordination

Duty Role	Qty	Duty Description
President	1	Overall responsibility for management and operation of the club
Vice President	1	Supports the President in the delivery of their duties
Secretary	1	Manager of club administration
Treasurer	1	Manager of club finance
Registrar	1	Manager of athlete registration and enrolment
Competition Director	1	Manager of weekly competition program
Coaching Coordinator	1	Coordinates club training and coaching
Assistant Registrar	1	Manager of trial athlete registration and enrolment
Duty Coordinator	1	Coordinates competition duty requirements
Equipment Manager	1	Responsible for equipment management/maintenance and competition setup. Coordinate the setup crew to setup equipment and facilities on event day.
Uniform Manager	1	Run the uniform store on competition days and organize stock and purchasing.
Canteen Coordinator – Purchasing	1	Responsible for placing weekly online order and ensuring it's delivery on competition days, monitoring stock levels.
Canteen Manager – Competition Day	1	Responsible for supervising canteen and BBQ volunteers on competition days.
Cross Country Representative	1	Responsible for planning Cross Country season program including training, LAVic sanctioned events and Bayside Cross Country duties.
Website/Stack Team App	1	Responsible for maintaining content on centre's website; Stack Team App access groups and training schedule; weekly email communications.
On Track Coordinator	1	Responsible for On Track program and On Track coaches.
Weekly Competition Announcer	1	Responsible for the overall management of the event
Inclusion Officer	1	Responsible for the centre's inclusion program.
Child Safety Officer	2	Responsible for implementing Child Safety policy.
Member Information Protection Officer	1	Responsible for implementing Member Protection policy.
Sponsorships	1	Responsible to obtain and support club commercial sponsors
Communication & Social Media Coordinator	1	Responsible for centre's social media platforms (Facebook, Instagram)
Timing Solutions Coordinator	1	Responsible for the operation of the timing solutions software and hardware on competition days; maintenance and servicing of timings gates.

School Timing Solutions Coordinator	1	Responsible for the operation of the timing solutions software and hardware when hired out for school athletics carnivals.
Results Coordinator	1	Responsible for athlete and competition records
General Committee		Various

2.Key Officials – Weekly competition day role

Duty Role	Qty	Duty Description
Chief of Officials	1	Coach, support and coordinate the Key Officials Team on event days. Adjudicates on matters of technical accuracy and record keeping
Track Marshall	2	Marshall and organize athletes at the start line for all track events on either the Front or Back straights to ensure that races are conducted in race order and athletes are properly assigned to lanes.
Track Marshalls Assistant	2	Assist the Track Marshall to marshall and organise athletes at the start line for all track events on either the Front or Back straights to ensure that races are conducted in race order and athletes are properly assigned to lanes.
Trainee Track Marshall Assistant	4	This is a trainee role where no previous experience is necessary just a willingness to learn and have a go. You will work alongside the Track Marshall Assistant to assist the Track Marshall. This will include helping to marshall and organise athletes at the start line for all track events on either the Front or Back straights to ensure that races are conducted in race order and athletes are properly assigned to lanes.
Starter	2	Act in the role as race starter, operate the track starting equipment and ensuring that all track events are started in line with competition rules and regulations
Trainee Starter	4	This is a trainee role where no previous experience is necessary just a willingness to learn and have a go. You will work alongside the Race Starter and learn how to operate the track starting equipment and how to ensure that all track events are started in line with competition rules and regulations.
Finish Line Operator	2	Operate the finish line equipment on either the Front or Back straights, ensuring accurate recording of track events and assignment of results to athletes.
Trainee Finish Line Operator	4	This is a trainee role where no previous experience is necessary just a willingness to learn and have a go. You will work alongside Finish Line Operator on either the Front or Back straight to learn how to operate the finish line equipment, ensuring accurate recording of track events and assignment of results to athletes.

Finish Marshall	4	Assign finish results to lane order and ensuring athletes remain in lane order until records are created on either the Front or Back Straights
Trainee Finish Marshalls	4	This is a trainee role where no previous experience is necessary just a willingness to learn and have a go. You will work alongside the Finish Marshall on either the Front or Back straight to assign finish results to lane order and ensuring athletes remain in lane order until records are created.
Training Supervisors	6	This role would suit parents who would like to perform their duty during the week, rather than on Saturday mornings. Training takes place from 5.30pm to 6.30pm. The Training Supervisor is required to arrive by 5.00pm to open up the equipment sheds and track gates in preparation for the session; be a point of contact during the session; ensure everything is closed at the end of the session.
Event Coordinators	7	Coach and direct both age group teams and athletes in the proper running, recording and techniques for field events
Key Officials Spares	6	Highly knowledgeable and flexible spare officials who can fill in for vacancies when they arise.

3. Age Group Teams – Weekly competition day role

Duty Role	Qty	Duty Description
Age Group Coordinator	1	Coordinate and support the age group managers and their teams in the delivery of their duties.
Age Group Managers	16	Coordinate the age group and assistants through the event program including running of field events ensuring the event is run according to club values. Work with age group team to ensure appropriate quantity of support is available to run events and seek support from the event desk when required.
Age Group Assistants (16 x 3)	48	Support the age group manager in the delivery of their duties including the running of field events (measuring, recording, preparing surfaces, etc). Cover the AGM when absent.

4. Event Support – Rotating Roster

Duty	Qty	Duty Description
Arena Steward	1	Overall manager of the event.
Event Desk (A&B)	4	Provide information and logistical support to event management including general information, duty, registration, uniforms, etc
First Aid (A&B)	2	Provide first aid as required (must hold and maintain qualification) Coordinate with alternate roster if not available as rostered.
Safety Vests (A&B)	2	Collects vests at the conclusion of each meet and washes, folds and returns to club.
Uniform Shop Assistant (A&B)	2	Assistant the Uniform Manager to run the uniform store on competition days.
Setup Crew (7.00am-8.30am)	10	Setup the equipment and facilities for event day including getting equipment and shade structures out of storage and taking them to venues and setting up.
Canteen/BBQ (A&B)	30	General duties (cooking, food service, cleaning at the BBQ and canteen)
Event Support Spares (A&B)	20	Available as coverage for vacancies and absences with event support and age group teams