



**Policy:** Centre Management Committee Composition Policy

**Policy Number:** MTT C001

**Date Approved:** 7 April 2017

**Privacy:** Public

### **Objective**

To ensure the Centre Management Committee is appropriately structured to meet the needs of the Centre, and provide clarity on the composition of the committee.

### **Scope**

This policy applies to the members of the Centre and the Centre Management Committee.

### **When to use this policy**

This policy should be used when:

- a. providing for the composition of the Centre Management Committee.

### **Background**

The Centre Constitution of the Mt Tarampa Little Athletics Centre mandates the format of the Centre Management Committee, and the Policies of the LAQ provide for particular positions. This policy provides clarity to the Centre Management Committee in ensuring those requirements are met, and provides information for the structure of the Centre Management Committee.

### **Policy**

The Centre Management Committee includes the following positions:

- a. Centre Manager;
- b. Centre Secretary;
- c. Treasurer;
- d. Assistant Centre Management;
- e. Volunteer Coordinator;
- f. Registrar;

- g. Recorder;
- h. Program Officer;
- i. Officials Officer;
- j. Publicity Officer;
- k. Nominations Officer;
- l. Technical/Equipment Officer;
- m. Canteen Coordinator;
- n. Uniform Officer;
- o. Fundraising Officer;
- p. Regional Delegate One; and
- q. Regional Delegate Two.

2. Other Positions that may or may not form part of the Centre Management Committee:

- a. Athlete Recruitment/Enrolment Officer;
- b. Website/IT Officer;
- c. Grants Officer;
- d. First Aid Officer;
- e. Groundskeeper;
- f. Coaching Coordinator;
- g. Track Manager;
- h. Jumps Manager;
- i. Throws Manager;
- j. Team Manager;
- k. Age Marshal;
- l. Competition Official;
- m. Any Special Projects Officer(s) the Centre Management Committee deems necessary; and
- n. Any other Assistant Officer(s) as the Centre Management Committee deems necessary.

3. Other Positions that do not form part of the Centre Management Committee:

- a. Any Supporting Officer(s) that Centre Management Committee deems necessary; and
- b. Any other position(s) necessary for the running of a Centre Competition.

**Notes from the Centre Constitution:**

- A person may hold multiple positions within the Centre Management Committee.
- The minimum number of persons on the Centre Management Committee is six (6).

**Provisions for Positions identified on List 1:**

- a. A person holding a position identified on List 1 above will be on the Centre Management Committee;
- b. Each person who holds a position on the Centre Management Committee will be entitled to vote as per the Centre Constitution; and
- c. To ensure the ongoing operation of the Centre, each of the positions identified within List 1 shall be filled.

**Provisions for Positions identified on List 2:**

- a. A person holding a position identified on List 2 above will be on the Centre Management Committee if that person:
  - i. is also holding a position contained within List 1 above; or
  - ii. wishes to be included on the Centre Management Committee at the Annual General Meeting; or
  - iii. wishes to be included on the Centre Management Committee at any-time during the season with the approval of a simple majority vote of the Centre Management Committee.
- b. A person holding a position on List 2 above who is not on the Centre Management Committee, will be considered a Supporting Officer of the Centre; and
- c. Each person who holds a position on the Centre Management Committee will be entitled to vote as per the Centre Constitution.

**Provisions for Positions identified on List 3:**

- a. A person holding a position on List 3, or identified as a Supporting Officer above, will not be considered a member of the Centre Management Committee; and
- b. Is not entitled to vote unless otherwise permitted by the Centre Constitution.

**Description of Positions:**

***Centre Manager:***

- Undertakes the duties as required by the Centre Constitution;

***Centre Secretary:***

- Undertakes the duties as required by the Centre Constitution;

***Treasurer:***

- Undertakes the duties as required by the Centre Constitution;

***Assistant Centre Management:***

- Undertakes the duties as required by the Centre Constitution; and
- Acts as deputy to the Centre Manager on such occasions that the Centre Manager is unavailable.

***Volunteer Coordinator:***

- Undertakes the duties as required by the Child Protection Policy (LAQ);
- Ensures that all Centre Management Committee members have current Blue Cards;
- Coordinates and documents all members with Blue Cards; and
- Forwards all applications to the relevant department for processing.

***Registrar:***

- Shall keep a register in which shall be entered the names and residential addresses of all persons admitted to membership to the Centre and the dates of their admission; and
- Ensure that the registrations of Little Athletes are submitted to LAQ within two (2) weeks, together with the appropriate fee.

**Recorder:**

- Shall ensure suitable records are maintained for all Centre competitions showing any records achieved;
- Organise the ranking of all athletes for competition;
- Prepare record details for publicity purposes including Annual Reports and press; and
- Notify records and rankings to LAQ from time to time.

**Program Officer:**

- Prepare a calendar for the season's activities from LAQ, Region, Inter-Centre, and Centre Competitions and Championships;
- Prepare a cyclic programme for normal Centre competitions ensuring, as much as possible, that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured;
- Supervise the Centre competition to ensure that the program is being followed; and
- Prepare entry forms for championships or special events as required.

**Officials Officer:**

- Plan and implement an examination system for officials as is available from LAQ;
- Organise officials for Centre, Regional and LAQ competitions as required; and
- Organise officials for Inter-Centre meetings as required.

**Publicity Officer:**

- Provides publicity services both internal to the Centre and externally;
- Prepare press reports on meetings and events staged by the Centre and arrange for those reports to be printed in the newspaper;
- Prepare press reports on special interest items concerning the athletes/members in the Centre;
- Keep a record of all press reports of athletes/members in the Centre;
- Arrange for the media to be informed in advance of all special meetings;
- Organise information for schools, business firms and general public; and
- Liaise with the Athlete Recruitment Officer to positively promote the Centre.

**Nominations Officer:**

- Develop a standard nominations process;
- Receive nominations from the members of the centre to an event;
- Record all payments associated with the nominations;
- Forward the nominations to LAQ or the hosting centre, including payments; and
- Confirm the nominations with LAQ or the hosting centre.

**Technical/Equipment Officer:**

- Plan and implement the layout of track and field for Centre competitions;
- Ensure that the track and field are correctly marked for all events;
- Ensure correct equipment is available and used at all meetings;
- Makes recommendations to the committee in respect of the purchase of all equipment necessary; and
- Routinely undertakes stock take of all equipment.

***Athlete Recruitment/Enrolment Officer:***

- Liaise with the Publicity Officer to positively promote the Centre;
- Develop a Recruitment Plan for the start of each season to best promote the Centre;
- Actively engage in the promotions of the Centre; and
- Perform other functions necessary to encourage enrolment with the Centre.

***Canteen Coordinator:***

- Ensure the canteen is appropriately stocked for each Centre Competition;
- Ensure the canteen area is hygienic and any food preparation or serving areas, as well as utensils are in a clean state; and
- Work with the Treasurer to ensure the takings are appropriately accounted for at the end of the day.

***First Aid Officer:***

- Is a person with suitable training in first aid;
- Ensures the first aid kit is appropriately stocked;
- Keeps a register of any persons who identifies as being First Aid Trained; and
- Ensures that the treatment of first aid is appropriately managed as necessary.

***Uniform Officer:***

- Routinely undertakes stock take of all uniforms/merchandise;
- Advises the committee of the need to purchase new uniforms/merchandise;
- Contacts the suppliers for approved orders;
- Investigates potential new products for sale at the Centre; and
- Monitors the sales of uniforms/merchandise.

***Fundraising Officer:***

- Identifies potential fundraising opportunities throughout the season;
- Develops a fundraising planner to manage fundraising opportunities;
- Takes a lead role in organising fundraising events;
- Ensures the successful running of the fundraising event; and
- Works with the Treasurer to ensure the takings are appropriately accounted for at the end of the day.

***Track Manager:***

- Ensures that the track is of a suitable quality prior to the commencement of the competition.

***Jumps Manager:***

- Ensures that the jumps areas are of a suitable quality prior to the commencement of the competition.

***Throws Manager:***

- Ensures that the throws areas are of a suitable quality prior to the commencement of the competition.

**Grants Officer:**

- Identifies and applies for suitable grants;
- Liaises with other officers for supporting information and documents;
- Develops and submits the grant applications;
- Obtains feedback on applications; and
- Monitors the adherence to all requirements of the successful grant.

**Coaching Coordinator:**

- Organises for coaching of athletes at the centre; and
- Liaises with LAQ development staff regarding the organisation of coaching seminars for the education of Coaches and athletes from within the Centre.

**Groundskeeper:**

- Organises the maintenance of the grounds and the facilities; and
- Enlists the help of volunteers to achieve the desired quality of the grounds.

**Team Manager:**

- Undertakes functions at carnivals as per the Competition and Officials Handbooks as directed by the Centre Management Committee;
- Works with the nominations officer regarding the nominated athletes for events; and
- Provides feedback to the committee post events;

**Regional Delegate One:**

- Represents the Centre (and the Centre Management Committee) at Regional Management Committee Meetings.

**Regional Delegate Two:**

- Represents the Centre (and the Centre Management Committee) at Regional Management Committee Meetings.

**Special Projects Officer:**

- Is charged with delivering a special project; and
- Has powers as determined by the Centre Management Committee.

**Assistant Officer:**

- Provides assistance to an officer, and
- Is deputised by that officer to act on their behalf in their absence.

**Website/IT Officer:**

- Maintains the Centre's website;
- Provides assistance with IT related matters; and
- Any other incidental powers as determined by the Centre Management Committee.

**Age Marshal:**

- Is an Age Marshal for the purpose of the Centre Competitions.

***Competition Official:***

- Is a Competition Official for the purpose of the Centre Competitions.

***Supporting Officer:***

- Provides assistance to an Officer in completing a particular matter.

**Date of Resolution**

This policy was approved by a majority of votes at the Centre Management Committee Meeting of the Centre on 7 April 2017.

**Date of Review**

This policy shall be reviewed annually at the Centre Management Committee Meeting immediately preceding the Annual General Meeting.

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