

Maroochy Little Athletics

Committee Roles & Responsibilities



This is a brief outline of the responsibilities required of our Volunteer Committee members and Special Projects Team Members throughout the competition season. Some responsibilities will need to be carried out during the “Off season” – April to July.

Centre Manager: (Exec)

The heart of Maroochy Little Athletics starts with our leadership! The Centre Manager is a rewarding, volunteer executive role responsible for fostering our community spirit and overseeing the safe, smooth running of our Friday night meets and overall operations.

Responsible for but not limited to;

- **Lead the Centre:** Guide the overall administration and operations of the Centre with the support of a dedicated committee.
- **Bring People Together:** Chair our monthly committee meetings to keep our season moving forward.
- **Nurture Community Ties:** Act as the liaison for Maroochy State High School.
- **Celebrate the Season:** Prepare and present the annual report at our AGM to look back on our collective achievements.
- **Keep Us Moving:** Serve as a trusted bank signatory.

Secretary: (Exec) - Responsible for but not limited to;

- Calling meetings of the Centre and preparing notices and meeting agendas in liaison with Centre Manager and distribute to committee members
- Keeping minutes of meetings and distribute to committee members & LAQ
- Correspondence – emails, letters and keeping a copy of all correspondence
- Admin Super User for Sport 80 and Timing Solutions - Results HQ
- QLD Sport and Recreation contact
- Responsible for ensuring committee members & Age Managers have Blue (working with children) Cards and be responsible for QDI Blue Card Portal
- Maintain current files of CofC Insurance (LAQ)
- Responsible for Constitution being up-to-date in liaison with Executive committee
- Responsible for updating and maintaining Governance issues & lists
- Responsible for lodging LAQ agreement, CCMF and other documents as required by LAQ
- Responsible for lodgement of OFT annually
- Bank Signatory

Treasurer: (Exec) - Responsible for;

- Budgets for new Season
- All Centre finances including banking and paying of invoices in a timely manner
- Monthly Income & Expenditure Reporting and Bank reconciliations
- Have access to The Square (Point of Sale) and Reporting on Sport:80
- Collect outstanding invoices from Canteen Convenor on a weekly basis for reimbursement
- Check Weekly Square recording sales category summary during the competition season
- Auditor files and lodgement of same asap following 31 March annually prior to AGM
- Maintain a list of all Centre equipment for ‘End of Year Assets Register’ for auditing
- Liaise with Uniforms officer for “end of season” stocktake for Auditing
- Prepare full Report for presentation to AGM
- Bank Signatory

Registrar: Responsible for;

- Admin Super User Sport:80
- All registrations through the Sport:80 Platform
- Distribution of registration numbers & packs
- Monitoring of Triallists registering via Sport:80
- Processing all Play On vouchers, claiming refunds for same via Govt portal
- Liaising with the Treasurer on matters relating to income from memberships and triallists
- Prepare Report for presentation to AGM
- Additional Bank Signatory if required

Recorder / Programming: Responsible for;

- Admin Super User for Timing Solutions – (Results HQ) & Sport:80
- Centre programming and recording each week – liaison with Centre Manager
- Ensure all digital recording equipment is in good order
- Maintenance and charging of 2 x track recording laptops and the field iPads on a weekly basis
- Upload specific Centre weekly program into ResultsHQ each week prior to competition
- Preparing & checking the Attendance sheets for all Age groups
- Upload & update all athlete performances weekly following completion of weekly competitions
- Maintain Centre Records files – new records must be ratified in liaison with Exec.
- Prepare Best Performance lists for Regional competitions as required. Provide these to Region Secretary for both Region Relays and Region Championships.

Region Competition Team Manager: Responsible for;

- Liaising with Recorder, SunCoast Region Coordinator and LAQ for all external competitions
- Liaise with all athletes (U7-U17) in **lead up to Relays** as to availability to attend RR
- Prepare Region **Relay** teams and enter teams into RHQ by required date (Close of noms)
- Follow up with all members who have nominated, Prepare family contact list
- Manage Teams / Individuals at external competitions or allocate another Team Member
- Liaise continuously with LAQ Competitions Manager throughout the season
- Prepare a report for Exec following each the region relays and the region Championships
- Assist with compilation & confirmation of entries for State Competitions. (LAQ provides)

Officials & Volunteer Officer: Responsible for;

- Responsible for allocating Age Managers duties each week
- Assisting with Parent Orientation sessions regarding conduct of events at the Centre
- Liaise with Team Manager & Organise Parent volunteers to assist with Girls Shot Put for both Region Relays and Region Championships
- Recommend Parent Volunteers for Awards during the season, liaise with CM or Exec
- Provide items / activities to Publicity officer on a regular basis
- Assist with Canteen Help List by providing a roster of helpers from allocated Age Groups

Coaching Officer: Responsible for;

- Preparation and conduct of coaching sessions for both general & specific events
- Ensure athletes are coached in correct techniques and skills for the full variety of events
- Assisting athletes and parents with event technique utilising the Handy Hints leaflets
- Assist with Parent Orientation instructions
- Provide dates & times to Publicity Officer for weekly activities
- Coaching qualifications or equivalent experience in events coached

Grounds, Equipment & Facilities officer: Responsible for;

- Assisting Centre Manager with Grounds and Facilities
- Maintain all competition equipment in good working order, the facilities including our lighting, which are the responsibility of MLAC
- Marking the grounds every 3-4 weeks throughout the season, 3-4 hours each time – liaise with School groundsman
- Maintain the discus, shotput and long jump areas
- Responsible for the distribution of and collection of all arena equipment every competition night
- Liaise with Centre Manager if any major work is required.

Uniforms Officer: Responsible for;

- Uniform Orders and Sales – Liaise with Treasurer
- Stock take of inventory at the beginning & regularly throughout the season
- Work with an additional parent volunteer particularly at start of the season for sales of uniforms
- Keep records of all stock bought through supplier – currently Game Clothing
- Keep a receipt book of each sales transaction itemising garment and sizing and enter individual family member's Sales into Square point of Sale for accounting purposes. CASHLESS items only.
- If family is unable to pay EFT then a receipt must be written out for banking manually.
- Provide Stocktake at end of season to Treasurer for Auditing

Marketing and Publicity Officer: Responsible for;

- Promoting awareness of MLAC activities and Little Athletics philosophy and benefits within the local community
- Organising photos of MLAC athletes and activities throughout the season to promote the Centre
- Social Media - Facebook and Instagram
 - Liaising with Executive for any updates required including regular posts regarding MLAC, Regional and State information
 - Sharing, liking, cross promotion were appropriate including Sponsors and Supporters of MLAC and the wider community. Include Community Radio promotion where possible
- Website:
 - Ensure MLAC website has up to date information prior to each new season starting
 - Maintain website throughout the season

Canteen Convenor: Responsible for;

- Canteen Menu and Pricing in liaison with the MLAC Executive prior to season start
- Ensuring Menu and any pricing changes during the season are endorsed by the Executive
- Manage purchases, preparation of menu items and sales each competition night
- Ensure all purchases have receipts and are presented to the MLAC Treasurer for reimbursement on a weekly basis – Receipt book provided for this purpose
- Ensure all sales are recorded accurately through the Square Point of sale – CASHLESS entries only
- Organise parent help in the Canteen each competition night through a roster system – Parents in age groups form a roster.

Fundraising Officer: Responsible for;

- Researching and seeking out available Grants, Sponsorships or Donations
- Ensuring the MLAC Executive Committee endorses all sponsorship, grant and donation applications before they are lodged
- Ensuring a copy of all applications are given to the MLAC Secretary
- Prepare and process all acquittals as required for any funds received and ensure these records are given to the MLAC Secretary
- Offer up ideas in conjunction with the MLAC Committee for regular fundraising activities within the MLAC season

Tiny Tots Co-ordinator: Responsible for;

- Preparing and running activities using MLAC Tiny Tots equipment for the Tiny Tot members each Friday night
- Keep a record of Tiny Tots attendance and ensure they are included as an integral part of the Centre membership
- Responsible for Tiny Tots & Parent volunteer Awards presentations on a weekly basis

Age Managers responsibilities:

List of responsibilities is available in each of the Age Group folders as guidelines for our competition nights