

Gungahlin Little Athletics Centre (GUNLAC)

Committee Role Descriptions 2024-2025

c = committee

cs = committee support

President (c)

- Provide leadership to the Committee, encouraging and promoting GUNLAC values and Little Athletics in Gungahlin.
- Chair all meetings of the Committee.
- Act as a contact point for general enquiries regarding GUNLAC operations and meets.
- Be the central point of contact for Committee members and athletes regarding various GUNLAC issues, directing to other committee members as appropriate, and be a point of escalation on decisions where needed.
- Attend Capital Athletics Association meetings and conferences.
- Ensure all GUNLAC guidelines and Association rulings/bylaws are adhered to.
- Support Committee members in their roles, and coordinate the overall operation of the Centre and ensure that all roles are performed in a manner suitable to enable the smooth running of Centre meets and the Centre as a whole.

Vice President (c)

- Support and assist the President in carrying out the duties described in the President's role description.
- Fulfill the President's role in his/her absence, and be a point of escalation when Committee members need guidance.
- With the support of the Committee and in consultation with the President, arrange the end of season presentation.
- Support other Committee members in their roles as required.

Secretary (c)

- Receive, and direct all incoming GUNLAC correspondence to the most appropriate Committee member and retain a copy of all outgoing correspondence in an appropriate file (including electronic filing).
- Ensure accurate records of all GUNLAC Committee meetings and decisions are kept. This includes taking accurate minutes of meetings for approval by the Committee.
- Work with the public officer to ensure that formal requirements of the association are monitored and met.
- Arrange and advise dates, venues, and an agenda of all upcoming meetings.
- Manage the GUNLAC enquiries email account, including sending emails as needed using the ResultsHQ system, and working with the communications team to make sure there are efficient communications going out to athletes.
- Organise the Centre's Annual General meeting.

- Support other Committee members in their roles as required.

Treasurer (c)

- Ensure accurate and documented records of all financial transactions regarding the Centre are kept.
- Ensure all payments from GUNLAC are made appropriately.
- Receipt all payments taken on behalf of GUNLAC.
- Prepare a current, accurate financial statement to be presented at each Committee meeting.
- Ensure financial records are audited at the end of the financial year. Provide all information to the auditor as required.
- Support other Committee members in their roles as required.

Public Officer (cs)

- Fulfill the role of public officer of an incorporated association
- The public officer is responsible for acting as a point of contact for the Centre in dealings with Access Canberra, and updating Access Canberra about Committee membership changes within the required timeframe.
- Ensure all documentation regarding the Centre is updated and accurately lodged at Access Canberra at the end of each financial year.

Registrar (c)

- Promote GUNLAC and advertise the upcoming season prior to it commencing.
- Arrange the Centre's registration days.
- Coordinate registration numbers and packs for athletes.
- Liaise with Capital Athletics regarding requirements for registration and provide information to the Association as required.
- Act as a point of contact regarding information about registration issues.
- Keep accurate records of the Centre's registrations.
- Assist athletes to purchase GUNLAC uniforms and monitor uniform stock levels and advise the Committee when stock is required.
- Support other Committee members in their roles as required.

Assistant Registrar (cs)

- Assist the Registrar as required – for example, to put together athlete registration packs, hand out registration packs to athletes, assist with centre registration days, answer registration related questions.

Chief Recorder (c)

- Coordinate, with the assistance of the result entry assistants and track managers, accurate records of results and performances achieved by registered athletes using ResultsHQ.
- Design the weekly meet program and enter it into ResultsHQ.
- Assist Track Managers with the setup and pack up of timing devices on all tracks as required each Saturday morning.
- Manage data entry of results with Result Entry Assistants and Track Managers.
- Send weekly Personal Best (PB) report to PB ribbon writers.
- Respond to result queries.
- At the end of the season, compile a list of award winners.
- Support other Committee members in their roles as required.

Result Entry Assistants (cs)

- With the guidance of the Chief Recorder, enter the field event results from each meet into the ResultsHQ system.

Coaching Coordinator (c)

- Coordinate all Centre training sessions and ensure these sessions are run in a safe environment.
- Coordinate and lead the team of junior coaches, supporting their professional development as coaching staff and ensuring that safety and appropriate techniques are promoted.
- Advise parents/committee about coaching and development courses and encourage members to attend if interested.

Junior Coaches (cs)

- Assist the Coaching Coordinator to run the Centre's weekly training sessions and weekend meets.
- Support other Committee members in their roles as required.

Equipment Manager (c)

- Coordinate set-up and pack-up of equipment at Saturday morning meets at Amaroo Oval.
- Keep an accurate record of all equipment owned by the Centre.
- Arrange and/or instigate purchase of equipment.
- Ensure all equipment is maintained in a safe and good condition.
- Monitor the registration of any GUNLAC vehicles and advise the Committee of any registration falling due or equipment needing repair or replacement.
- Arrange for the loan and return of equipment for Capital Athletics competitions.

- Arrange for GUNLAC equipment to be transported to Capital Athletics carnivals for Centre use (tents, chairs, tables etc.).

Grounds Manager (cs)

- Using the ACT Sportsgrounds online booking system, book Amaroo Ovals for all meets and training sessions scheduled for the season.
- Ensure the Amaroo Ovals used for Centre meets are in appropriate condition to run events safely.
- Communicate with ACT Sportsgrounds about any issues at the grounds or if anything needs attention (Lane lines marked, jumping pits topped up, grass cut etc.)
- Work with the Equipment Officer to set-up and pack-up equipment at Saturday morning meets.

Age Group Manager Coordinator (c)

- Support Age Group Managers (AGMs) in their role, answer questions and coordinate replacements if any AGM are absent from a meet.
- Coordinate the distribution of information to age groups via AGM's.
- To provide the Committee with relevant feedback from families passed on from the Age Group Managers.
- Support other Committee members in their roles as required.

Canteen Manager (c)

- Purchase canteen and BBQ stock and provide receipts/cash to the Treasurer.
- Coordinate assistants within the canteen, ensuring all Health regulation and Centre safety requirements are adhered to.
- Coordinate canteen responsibilities at other grounds, when these have been allocated to GUNLAC and agreed to by the Committee, ie, championship meets
- Report on canteen transactions and requirements to the Committee.
- Support other Committee members in their roles as required.

BBQ Manager (can be split between junior and senior sessions) (cs)

- Set up and cook the BBQ at each Saturday meet, ensuring all Health regulations and safety requirements are adhered to.
- Assist parent volunteers rostered on to help.
- Clean BBQ at the end of the meet, with assistance from parent volunteers, and ensure the BBQ and utensils are packed away in the canteen.

Communications Manager (c)

- Provide up-to-date information regarding upcoming meets to members.
- Prepare and distribute a weekly newsletter to members.
- Support the distribution of information to members regarding events, carnivals, and Little Athletics promotional activities during the season as required.

- Manage GUNLAC social media and website accounts.
- Advise the Secretary and relevant committee members of any incoming queries via social media or other means so it can be noted if needed, and support consideration of incoming queries by the appropriate committee member as needed.
- Support other Committee members in their roles as required.

Track Managers (positions for Round track, Straight Track and Hurdles) (cs)

Can be split between junior and senior sessions - Chief Recorder will assist

- Set-up the timing devices on the tracks before each Saturday meet and pack them up afterwards.
- Inform parent volunteers rostered to help on the tracks what their role involves and support them to perform these roles as required.
- Upload track results into ResultsHQ after the meet.

U6 On Track Coordinator (cs)

- Coordinate the U6 On Track program.
- Inform and guide the new parents within the group about the routine and format of the weekly meets.
- Teach the basic skills of running, jumping, and throwing in a fun way.

Roster Manager (c)

- Prepare a roster for the season which ensures that enough parents are assisting with set up, pack up, the canteen/BBQ, and each of the tracks to ensure the meets run efficiently and safely.
- With the support of the committee, monitor any apologies that come in, and attempt to accommodate swaps and fill gaps in the roster so events can run as efficiently as possible.
- Advise the Committee if any extra assistance is needed on particular events.
- Support other Committee members in their roles as required.

Fundraising/Grant/Sponsorship Officer (cs)

- Coordinate any Centre fundraising activities, and with the support of other Committee members apply for grants, and seek suitable sponsorship.

First Aid Officer (cs)

Can be split between junior and senior sessions

- Provide first aid as required at Centre meets.
- Maintain the first aid kit.

- Must hold a current first aid certificate.
- Support other Committee members in their roles as required.

PB Ribbon Writers (cs)

- Write out PB ribbons to be handed out to the athletes via Age Group Managers when due.

Carnival Coordinator (cs)

- Take the lead within the Committee on organising GUNLAC athlete participation in Capital Athletics carnivals, including the promotion of upcoming carnivals and encouraging athletes to participate.
- Organise GUNLAC officials/volunteers for Capital Athletics carnival/championships as required.

General Committee Positions (cs)

- Attend Committee meetings and assist during meets where required.