

## Duty Descriptions

Little Athletics meets are run entirely by volunteers. To ensure we can complete our program each week and operate our canteen, we ask that all families assist by filling an ongoing role or by filling a roster duty a few times during the season. When registering each family is asked to nominate a duty to undertake and the roster group they will be in. Each roster group is allocated 3-4 dates when they will be rostered on to assist. The dates for each group can be seen when registering. Duty roster roles that can be selected include Age Group Manager, Canteen/BBQ Assistant, Equipment Set Up, Equipment Pack Up, and Track Assistant and Committee member.

### Age Group Manager

This is an ongoing role that is filled weekly for the season. Age Group Managers are responsible for a group of athletes from a specific age group and gender at each meet. Often, there is more than one Age Group Manager for an age group in order to keep the group at a manageable size.

The role of the Age Group Manager is to take athletes to their events, line them up for track events, and coordinate field events. The Manager is responsible for the group but they are assisted by the other parents when organising the athletes and running the field events.

It is recommended that all Age Group Managers complete the LAACT online Age Group Manager course in their own time. This short course guides Age Group Managers through basic officiating, coaching, and safety for each Little Athletics event, in order to give them more confidence in their role.

[Age Group Manager online training course \(thinkific.com\)](http://thinkific.com)

### Canteen/BBQ Assistant

This role involves helping to prepare or serve food in the canteen or helping to cook the BBQ. Families can choose to help in the canteen or with the BBQ for our U6-U8 session or U9-U17 session. If rostered on to help with the canteen/BBQ for our U6-U8 session, please report to our Canteen Manager at 8.30am. If rostered on to help with the canteen/BBQ for our U9-U17 session, please report to the canteen at 9.45am.

### Equipment Set-Up

This role involves setting up equipment for our meet. Families can choose to set up equipment for our U6-U8 session or U9-U17 session.

If rostered on to help with the set-up of equipment for our **U6-U8 session**, families should arrive at the oval by 8am. Assistance will be required to:

- Prepare the LJ pits (take all the equipment to the pit, rake the pits etc).
- Set-up the junior throws areas.

- Set-up the hurdles.
- Put shade tents up at the end of each track.

If rostered on to help with the set-up of equipment for our **U9-U17** session, families should arrive at the oval by 9.30am. Assistance will be required to:

- Set-up the senior throws areas.
- Put up the high jump shade tents.
- Set-up the javelin area (put up the safety barrier).

Our Equipment Officer, Rodney can direct volunteers on what to do to help with equipment set-up if unsure. Committee members will be setting up at the same time so will be available to guide and work with those who are on the set-up roster.

### **Equipment Pack-Up**

This role involves assisting with the pack-up of all our equipment as events finish after our U9-U17 session. This includes:

- Putting equipment from each field event area together in the event area.
- Taking shade tents down and putting them inside their covers.
- Putting the hurdles down to their lowest height and collapsing them in piles next to the track.
- Helping load equipment onto trailers and the Taylor Dunn vehicle.
- Helping unload equipment from the Taylor Dunn and placing it back in the containers or shed.

Our Equipment Officer, Rodney will drive around the ovals collecting equipment to return to the containers and shed. Any Committee members can direct volunteers on how they can assist with equipment pack-up if they are unsure.

### **Track Assistant**

This role involves helping to run our tracks during meets. Every Saturday, we have 3 tracks running at the same time - straight track (50m,70m,100m races), round track (200m, 400m, 800m races) and a hurdles track. Each track requires the following volunteers:

- **Starter** - Start races using our electronic start devices.
- **Marshall** - Hand out discs at the finish line and marshall athletes to the recording table.
- **Recorder** - Record race details in the computer at the finish line.

Each of these track assistant roles are very easy to learn.

If rostered on as a track assistant for our U6-U8 session, arrive at the end of the straight track by 8.15am. If rostered on as a track assistant for our U9-U17 session, arrive at the end of the straight track by 9.45am. Our Chief Recorder will ensure all the tracks have the required help to run. A committee member will be at each track to ensure our track assistants know what they need to do in their role.

**Committee Member**

This role should only be chosen by families filling a Committee or Committee support role for the current season.