



Core Support Roles

Function of Roles & Teams

The operation of FLAC depends on a large number of roles being fulfilled. These are defined by the committee in the centre's regulations. These roles:

- Can be fulfilled by any members and do not require attendance of committee meetings.
- Can be carried out in addition to committee duties.
- Can be shared.

Operational roles can be broken into two levels:

- **Core support roles** – generally involving a commitment which spans the entire season, such as Starting, Managing Equipment or acting as an Age Group Manager. Families that complete a significant role are not required to complete any other duties.
- **Event support roles (duties)** – these are weekly duties and are completed during a single event, duties such as AGM assistant, BBQ or Canteen, or Timing Assistant. Families need to complete six of these duties per season. Duties are recorded on SignupGenius or a signup sheet. Raising the heights of the hurdles or ad-hoc assistance at events are not considered duties.

All roles will report to the committee. The reporting structure will be determined each year depending on the expertise of committee members and the distribution of the roles. Sub-committees may be formed but are not required. We recognise that due to various circumstances it may be difficult for some families to participate in duties. These members should consider volunteering for one of the following Core Support Roles – Social Activities Team (needs 3 members), Uniform & Merchandise Co-ordinator, Social Media Manager, Duty Manager, Trophies Co-ordinator & Sponsorship & Grants Co-ordinator.



Core Support Roles (On Field) - These roles are required at Ballam Park each week for the efficient running of Little Athletics. Training and assistance will be provided where required.

- Registrar
- Officials Co-ordinator
- Track & Field Co-ordinator
- Cross Country Co-ordinator*
- Equipment Manager
- Results & Records Manager
- Timing Manager
- Canteen Manager
- BBQ Manager
- Arena Manager
- Photographer
- Timing Team
- Starting Team
- Age Group Managers

Registrar	
Commitment:	<ul style="list-style-type: none"> ○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Print registration tags for all athletes active and financial in SportsTG. ○ Print replacement tags for athletes during the season and collect \$5 for cost of tag and barcode. ○ Liaise with LAVic regarding any issues with SportsTG and attend LAVic registrar training (where required) ○ Email FLAC members via SportsTG (as required), relevant information during the season. ○ Liaise with Treasurer on any financial matters ○ Provide the Secretary a list of all members as they join so that they can be accepted as members by the committee ○ Synchronise and transfer fully registered athletes in to ResultsHQ. ○ Issue one-week trial barcodes to new athletes that are registered but non-financial (unpaid). ○ Performing this role for the season counts as your allocated duty and no other duties are required



Officials Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ Weekly (Oct – Mar)
Responsibilities:	<ul style="list-style-type: none"> ○ Promote the LAVic run courses for Officials and Starters and encourage participation. Co-ordinate with the Social Media Manager to promote this to members. ○ Work with the Social Media Manager to recruit parents for Starting Teams, Timing Teams and Age Group Manager roles. ○ Maintain a list of Age Group Managers, Timers and Starters. ○ Encourage all Officials to commit to the following season. ○ Work with the Track & Field Co-ordinator, Arena Manager and Duty Manager where events require parent help. ○ Performing this role for the season counts as your allocated duty and no other duties are required

Track & Field Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ Weekly (Oct – Mar)
Responsibilities:	<ul style="list-style-type: none"> ○ To oversee the efficient running of centre level competition by helping to facilitate the running of events. ○ Attend ITCC/ITOC/Officials Training etc., as necessary (paid for by FLAC) to be familiar in event rules and competition regulations ○ Encourage and promote educational courses for FLAC Officials (co-ordinate with the Social Media Manager & Officials Co-ordinator) ○ Work with Arena Manager to determine the competition event schedule and program for the next season. ○ Work with Arena Manager to ensure all parent helpers for events are in position ○ In conjunction with the Officials Co-ordinator, assist and provide guidance to anyone as required during competition. ○ Performing this role for the season counts as your allocated duty and no other duties are required



Equipment Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Co-ordination of the crews for setup and pack-up on competition days (from duty allocation). ○ Maintaining stock levels of the sporting equipment required for competition. ○ Maintenance (or organisation of maintenance) of the sporting equipment to keep it in good working order and safe. ○ Maintaining (or organisation of maintenance) of the event support equipment (timing equipment, brooms etc.) for smooth running of an event. Co-ordinate as required with Timing Manager. ○ Ordering of new equipment as required. ○ Maintaining enough back up equipment to cater for breakdowns on the day. ○ Cleaning, tidying and orderly storage of the equipment in the store (cage) and equipment rooms. ○ Opening and closing of equipment areas on competition days. ○ Training of others in equipment function and operation (equipment as identified above). ○ Performing this role for the season counts as your allocated duty and no other duties are required

Results & Records Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Ensure the Registrar has imported all Registrations in to ResultsHQ. ○ Ensure all athletes are in the correct age group and follow up any athletes in the wrong age group. ○ Ensure all athlete details are correct for re-registering athletes. ○ Update/maintain the competition program in ResultsHQ. ○ Print out each week's blank result sheets ready for the Age Group Managers before each program. ○ Each week ensure all the recording sheets are received from the Age Group Managers.



	<ul style="list-style-type: none"> ○ Enter all the results in to CompetitionHQ and upload to ResultsHQ. ○ Check for Centre records and forward on to the Track & Field Co-ordinator. ○ Responsible for verifying and recording of centre records at each competition day ○ Attend ITCC/ITOC/Officials Training etc., as necessary (paid for by FLAC) to be familiar in event rules and competition regulations ○ Performing this role for the season counts as your allocated duty and no other duties are required
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Timing Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Maintain timing laptops ○ Ensure the latest version of RaceHQ is installed (as required). ○ Before each meet synchronise RaceHQ with ResultsHQ for latest member/event data ○ Set up the timing gates on the front and back straight at weekly meets. ○ Set up the circular timing at weekly meets. ○ Set up timing for Cross Country meets ○ Upload the results from RaceHQ to ResultsHQ after every meet. ○ Check for Centre records and forward on to the Results & Records Manager. ○ Liaise with Timing Solutions as required. ○ Performing this role for the season counts as your allocated duty and no other duties are required



Canteen Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly (Oct – Mar)
Responsibilities:	<ul style="list-style-type: none"> ○ The provision and operation of the canteen on each competition day. ○ Work with canteen team (from duty allocation) ○ Accounting of all provisions purchased, sold and held in stock. ○ Remittance to the Treasurer of all monies collected from the operation of the canteen and receipt issued. ○ Performing this role for the season counts as your allocated duty and no other duties are required

BBQ Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly (Oct – Mar)
Responsibilities:	<ul style="list-style-type: none"> ○ Work with BBQ team (from duty allocation) to set up BBQ, cook BBQ items and pack up BBQ at the end of the event. ○ Collect bread and bananas for each meet. ○ Performing this role for the season counts as your allocated duty and no other duties are required

Arena Manager	
Commitment:	<ul style="list-style-type: none"> ○ Weekly (Oct – Mar)
Responsibilities:	<ul style="list-style-type: none"> ○ Coordinate and facilitate the program for the season. Work with the Track & Field Co-ordinator to facilitate the efficient running of events. ○ Work with the Track & Field Co-ordinator for the day to day running of program on Saturday mornings/twilight. e.g. calling of athletes to their events, public announcements of upcoming events, etc. ○ Organise and implement Centre Championship entries/program. ○ Provide good humour over PA ○ Performing this role for the season counts as your allocated duty and no other duties are required



Cross Country Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ Weekly - required in the winter season when Track & Field has completed (Apr – Aug)
Responsibilities:	<ul style="list-style-type: none"> ○ Co-ordinate the organisation and running of the weekly meets (includes course setup). ○ Organise timekeepers, finish marshals and start marshal (from duty allocation) – discuss requirements with Duty Manager. ○ Ensure track safety & Indemnity forms for non-registered participants. ○ Ensure facilities and equipment are maintained and report any issues to Equipment Manager ○ Appoint team managers for region and state competition (work with Region & State Events Team) ○ Plan season calendar. Co-ordinate with Arena Manger & Social Media Manager (to update website with program and for any social media updates). ○ Co-ordinate with Trophy Co-ordinator and organise any required trophies. ○ Performing this role for the season counts as your allocated duty and no other duties are required

Photographer	
Commitment:	<ul style="list-style-type: none"> ○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Photograph athletes participating in centre, region and state events ○ Work with Social Media Manager (use photos to promote centre via social media) ○ Opportunity for a professional or aspiring photographer to promote their business.



Age Group Manager (one per age group)

Commitment:

- Weekly (Oct – Mar)
- At least 1 age group manager is required pre age group

Responsibilities:

- Have completed the LAVic Officials Training course or plan to complete this course (free course)
- Collect the age group folder from the pavilion and when called, either take athletes to their event flag or meet athletes at flag
- Work with Age Group Manager assistants (from duty allocation) to accurately measure and record athlete results (not required for track events)
- Work with the Track & Field Co-ordinator to ensure the smooth & efficient running of events
- Encourage & support athletes when participating in events, with a focus on PB's (personal bests).
- Encourage good technique, work with Coaching Co-ordinator or coaches.
- Communicate with Arena Manager
- Return folder with completed sheets to pavilion at the end of the meet
- Encourage athletes to enter local or region carnivals as they come up
- Report any issues to Child Protection Officer, Officials Co-ordinator or committee member
- Performing this role for the season counts as your allocated duty and no other duties are required



Starting Team (3-12 people)

Commitment:	<ul style="list-style-type: none">○ Weekly. Ideally once a month (depends on the number of team members) Oct – Mar
Responsibilities:	<ul style="list-style-type: none">○ Perform starting at front, back or circular stations○ Have completed the LAVic Starters course or plan to complete LAVic starting course○ Teach & encourage athletes to perform good starting technique to avoid DQ at region or state events○ Encourage other parents to learn this duty so as to share the load○ Performing this role for the season counts as your allocated duty and no other duties are required

Timing Team (3-12 people)

Commitment:	<ul style="list-style-type: none">○ Weekly. Ideally once a month (depends on the number of team members) Oct – Mar
Responsibilities:	<ul style="list-style-type: none">○ Perform timing at front, back or circular timing stations○ Record the athlete's times in the Timing Solutions software○ Troubleshoot any issues & work with the Timing Manager to resolve○ Work with a timing assistant (from duty allocation)○ Encourage other parents to learn this duty so as to share the load○ Performing this role for the season counts as your allocated duty and no other duties are required



Core Support Roles (Off Field) - These roles can be performed for the most part away from Ballam Park. Ideal for people with very young children or who have other commitments which make doing weekly event support duties difficult. Training and assistance will be provided where required.

- Duty Manager
- Sponsorship & Grants Co-ordinator
- Social Media Manager
- Uniform & Merchandise Co-ordinator
- Trophy Co-ordinator
- Coaching Co-ordinator

Duty Manager	
Commitment:	○ Weekly
Responsibilities:	<ul style="list-style-type: none"> ○ Update of SignUp Genius with the list of duties required to be performed each week. Co-ordinate with the Social Media Manager to promote this to members. ○ Weekly email to parents with any duty related content and monitor the flacduties@gmail.com mailbox ○ Put out Duty Signup sheet each day of competition and collect at the end of the meet. ○ Maintain list of members who have and have not completed their required number of duties ○ Work with the Track & Field Co-ordinator & Arena Manager where events require parent help. ○ Work with the Region & State Event Team to create Signup forms for Region and State events ○ Performing this role for the season counts as your allocated duty and no other duties are required



Social Media Manager	
Commitment:	<ul style="list-style-type: none"> ○ Ad hoc - Perform requests in a timely manner as required
Responsibilities:	<ul style="list-style-type: none"> ○ Maintain Centre's social media presence via the website and other social media platforms that FLAC has a presence on and post information as required. E.g. Facebook, Instagram, TeamApp, etc. ○ Ensure all information is up to date and updated as required. ○ Create any flyers for events as required ○ Create any online forms (e.g. google forms) to capture interest in events e.g. relays ○ Create any online surveys (e.g. Web monkey) as required. ○ Work with various other FLAC team members as required ○ Performing this role for the season counts as your allocated duty and no other duties are required

Sponsorship & Grants Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ As required
Responsibilities:	<ul style="list-style-type: none"> ○ Prospect potential new sponsors ○ Liaise and communicate with existing sponsors ○ Organise fund raising initiatives ○ Procure give away and raffle items ○ Ensure payment from sponsors is fulfilled ○ Research grant opportunities ○ Communicate with relevant Government department for applications & fulfilment ○ Work with Social Media Manager to promote sponsors ○ Performing this role for the season counts as your allocated duty and no other duties are required



Coaching Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ Weekly or as required
Responsibilities:	<ul style="list-style-type: none"> ○ Run or co-ordinate the running of weekly training sessions ○ Organising coaching panel of qualified coaches ○ Plan and document coaching requirements ○ Encourate parents and other coaches to assist with training sessions when required ○ Organise other coaches of various levels to lead training sessions ○ Organise the relay coaches and relay program ○ Organise the listing of coaching times and coaching contact details for the web site. Co-ordinate with the Social Media Manager. ○ Ensure that all coaches have a current working with children certification ○ Assist Child Protection Officer with collection of WWC and training records for Coaches. ○ Performing this role for the season counts as your allocated duty and no other duties are required

Uniform & Merchandise Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ As required
Responsibilities:	<ul style="list-style-type: none"> ○ Sell centre uniforms ○ Purchase Centre uniforms as required ○ Liaise with the supplier to ensure adequate supplies of the FLAC centre uniform ○ Performing this role for the season counts as your allocated duty and no other duties are required

Trophy Co-ordinator	
Commitment:	<ul style="list-style-type: none"> ○ As required
Responsibilities:	<ul style="list-style-type: none"> ○ Source and purchase trophies for Presentation Day or as required.



Core Support Roles (Teams) - These teams have been introduced to share roles amongst a group of people to make them easier to perform. Training and assistance will be provided where required.

- Social Activities Team
- Region & State Event Team

Social Activities Team (3 people)	
Commitment:	<ul style="list-style-type: none"> ○ As required
Responsibilities:	<ul style="list-style-type: none"> ○ There are currently three events detailed below. The Social Activities Team may arrange other activities as required. ○ The role of the social activities team is to coordinate the social activities of the club. ○ Review the social activities from previous seasons and determine the social activities for the upcoming season. ○ Work closely with the Treasurer & Social Media Manager. <p>1. Santa Visit</p> <ul style="list-style-type: none"> ○ Organise the Santa costume and a person who would like to be Santa ○ Organise the 'gifts' that Santa will distribute to the athletes <p>2. Centre Break-up celebration</p> <ul style="list-style-type: none"> ○ Source and organise rides, food vans and any other 'break up' related activities <p>3. Other</p> <ul style="list-style-type: none"> ○ Come up with any other celebration event that you think would be appropriate. Some ideas might be Welcome to new families evening, Trivia night, etc.

Region & State Event Team (3 people)	
Commitment:	<ul style="list-style-type: none"> ○ As required for Regional Carnivals & State Championships, including Relay days, etc ○ This team will be made up of parents whose children are attending these events. Training and assistance will be provided where required.
Responsibilities:	<ul style="list-style-type: none"> ○ Work with SMR or LAVic as required to register athletes, parents etc. ○ Help organise teams for Region and State events where applicable



	<ul style="list-style-type: none">○ Work with the Duty Manager (SignUp Genius) for parent duties required for Region & State Events○ Work with Social Media Manager to promote events, duties○ Work with Equipment Manager to organise equipment required for the event.○ Work with Coaching Co-ordinator for training dates for events.○ Work with Age Group Managers to promote events to athletes.○ Perform Team Manager functions for the event as required○ Liaise with Regional or State contacts re FLAC commitments○ Promote SMR provided training of roles for events to parents & officials
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