

**CENTRE ROLES AND RESPONSIBILTIES**

**PRESIDENT**

***(Principal leader responsible for the Centre’s administration and service delivery. The President also acts as the Chairperson for all meetings and oversee the implementation of the operational plan)***

* Co-ordinate the efficient operation of the Centre
* Preside at each meeting of the Executive and General Committee and any other meetings organised by the Centre
* Observe the intent of the Constitution
* Bring to the notice of the committee any issue or matter which may affect the Centre
* Development and Implementation of strategies and projects for the long-term improvement of the centre
* Adjudicates on disputes and provides a fair hearing for all members
* Represent the centre at all functions, meetings and other occasions requiring the presence of a representative from the centre

**VICE PRESIDENT**

***(Provides support for the President)***

* Support role to the President of WCLAC
* Acts on behalf of the President in their absence
* Attend meetings in lieu of the President
* Co-Ordinate the review and update of Centre policies

**TREASURER**

***(Responsible for the management of the centre’s financial resources, including the accurate recording of all income and expenses and development of budgets)***

* Keep a detail ledger of all receipts and payments transacted for the Centre
* Present to the committee a detailed budget of income and expenditure
* Plan and implement all financial arrangements for the Centre activities
* Arrange signatories (President, Secretary & Treasurer) on all centre bank and investment accounts
* Bank all monies received promptly into centre bank accounts
* pay authorised invoices promptly
* Collect all fees, levies and other amounts payable to the centre, region or association
* Keep a true account of all assets and liabilities
* Present to the Annual General Meeting a detailed financial statement of income and expenditure for the twelve months
* At the completion of the centre’s financial year, arrange for an independent audit of accounts

**SECRETARY**

***(First point of contact for members and outside parties wishing to communicate with the centre and maintains the centre’s credentials and accreditation requirements.)***

* Record and distribute correspondence as appropriate
* Maintain administrative material as appropriate
* Respond to all correspondence as necessary
* maintain on file all correspondence received and a copy of all correspondence forwarded by the centre
* Publish and distribute the minutes and the proposed agenda for the next committee meeting in a timely manner
* Prepare Agendas for executive meetings
* Advise Communication Manager of updates for website, team app etc
* Coordinate guest invitations to special events – i.e opening ceremony, championship weekend, AGM
* ***CENTRE MINUTE SECRETARY (also know as assistant Secretary)***
* Record the minutes of committee meetings and the Annual General Meeting

***REGISTRAR***

***(Responsible for ensuring all athletes are properly registered with the Centre and LAVic, also maintaining records and providing reports to the committee)***

* Ensure receipt of association registration materials prior to the start of the season
* Responsible for the registration of athletes to LAVic ensuring athletes are entered into correct age groups
* Enter Registration database
* On registration day assist parents fill out the registrations online
* Issue registration labels and relevant information
* Submit a report to the AGM to the centre and monthly committee meetings as required

**RANKS & RECORDS**

* Add weekly program into results HQ each week during summer track and field season
* Print recoding sheets for weekly competition
* Store recording sheets after weekly competition
* Answer any results queries
* Order awards and trophies for special events including championship weekend

**SPECIAL EVENTS DIRECTOR**

***(Responsible for the organisation, coordination and running of special events conducted by WCLAC)***

* Organises Open ceremony and Championship days for the centre
* Produce and distribute entry forms for championship weekend
* collates entries and Inputs into computer
* orders medals & ribbons
* Works with competition director to produce duty roster
* Coordinates competition sheets for the day
* Coordinates food and drink requirements for guests
* Overseas the running of the day

**COMPETITION DIRECTOR**

***(Provide technical leadership for WCLAC competition days and ensuring all events are managed in accordance with competition rules)***

* To oversee the efficient running of normal weekly competition
* prepare and co-ordinate the event program on event days
* Prepare and coordinate the season calendar and season program
* Keep record of each program completed and complete any incomplete events at future programs
* Liaise with the Chief of Officials to ensure the program runs smoothly and in a timely manner
* Announce marshalling of events
* Announce requests from Chief of Officials and key officials
* Calls for extra parental help if required
* Calls referees to events when record verification required
* To be a visible presence out on the track
* Organise starters and timekeepers in the week prior to competition
* aid Age Group team managers as required during competition
* Prepare and present report for the AGM and Executive and centre meetings

**TECHNICAL MANAGER**

***(Responsible for the storage, acquisition and maintenance of all equipment owned by the centre)***

* Coordination of the crews for setup and pack up on competition days
* Opening & closing of equipment areas on competition days
* maintain stock levels or the sporting equipment required for competition
* Maintain walkie talkies, radios and PA equipment
* Maintains battery replacement and charging, new purchases if required
* Maintenance of the sporting equipment to keep it in good working order and safe
* Maintain of the event support equipment for smooth running of events
* Maintaining enough back up equipment to cater for break downs on the day
* Ordering of new sport equipment or support equipment
* Coordinate a working bee to prepare the track and equipment for each upcoming season
* Replace or repair faulty equipment
* Attend monthly meetings
* Training of others (Assistant) in equipment function and operation)

**CHIEF OF OFFICIALS**

***(Responsible for the coordination of event chiefs and the updating of the rules and regulation documents)***

* Liaise with Competition Director, Arena manager, Technical manager to events are ready for weekly competition
* Prepare and distribute relevant officials’ folder to Event chiefs
* Ensure all events are chief by competent officials and help where required
* Work closely with all event chiefs to ensure they understand their roles / duties
* Encourage all Event Chiefs to undertake Introduction to Officiating course
* Ensure all events are undertaken safely
* Liaise with Event Chiefs to ensure that the program runs smoothly
* Ensure all event chiefs and parent helpers are in place prior to commencement of events
* Confirm centre records as required
* Ensure all officials are appropriately “vested” for ease of identification
* Participate in competition sub-committee

**ARENA MANAGER**

***(Responsible for the efficient running of competition days, ensuring that parents and athletes enjoy their experience. Also, to be support for Competition director and Chief of Officials)***

* Liaise with technical manager, competition director, chief of officials’ key event officials and executive committee
* This position pertains to weekly competition and championship days only
* Liaise with Competition director to ensure all parent helpers for events are in position
* Provide assistance to Age group team managers as required during competition
* Organise and implement Centre Championship program
* Maintain timing laptops (in conjunction with IT manager)
* Ensure the latest version of RaceHQ is installed
* Setup timing gates on the front and back straight at weekly meets
* Setup circular timing at weekly meetings
* Liaise with Timing solutions as required