



WHITTLESEA CITY
LITTLE ATHLETICS CENTRE
CENTRE NO. 112

PARENT HELPER POLICY

Revised June 2026



Introduction



Little Athletics is a totally voluntary organisation, Centres cannot operate without the assistance of parents each week in fulfilling the many and varied duties required. These include officiating at an event; managing an age group; recording results; working in the canteen; to name just a few. Most Centres have parent assistance rosters. Additional assistance is always required on the Centre committees and all parents and guardians are encouraged to become involved. Little Athletics uniquely offers opportunities for parents and guardians to actively participate in their child's sporting journey. Typically, to conduct a Track and Field competition on a weekly basis, Whittlesea City Little Athletics Centre (WCLAC) requires between 60-70 parents in a volunteer role.

It is a condition and obligation of registering your child/children in Little Athletics, that you assist as a volunteer. All families must commit to undertaking one set up OR one pack up during the competition season.

Each family is required to attain a minimum of 10 parent duty points.

For Regional or State events, it is compulsory that you assist as a volunteer as part of registering your child/children. You must perform a minimum of one duty. The duties you undertake here do not form part of the centre-based points system below.

WCLAC have implemented a points system whereby each family is required to fulfil duties throughout the little athletics season for your child/children to be awarded with an end of season award and to compete at the Whittlesea City Little Athletics Centre Track and Field Championship Weekend.

The following table illustrates the duties needing to be performed and the number of points that can be achieved. Over the course of the season, if parents help regularly, your child/children will very likely meet the 10 points required.

Points	Duties Information
1	• Parent helper at one event in a weekly competition (eg: spiking, raking, recording) • Hurdles Assistant at weekly competition • Finish Line Marshall per event type (100m, 200m etc) • Water carrier delivering water to officials and chiefs at a weekly competition • Circular helper at weekly competition (800m events including break line judge) • BBQ Duties
2	• Set-up of events, marquees and equipment at commencement of weekly competition • Pack up of events, marquees and equipment at conclusion of weekly competition • Club Photographer during a weekly competition
3	• Gates Operator - full day • Walk Judge at weekly competition • Circular helper at weekly competition (1500m and Walks events) • Chief a field event for full day of weekly competition • Chief circular events for full day of weekly competition • Recording Room assistant – full day

Management of Points System



The implementation and management of the WCLAC Parent Helper points system will be centrally managed by the WCLAC with support from the associated five clubs of WCLAC. The five clubs will naturally co-ordinate and supply volunteers for weekly competition.

At weekly competition, it is imperative that parents ensure their duties are registered on the parent helper sheets provided at the weekly competition events to capture their attendance and assistance.

Field Events	Chief Officials of the events or Age Group Team Managers are to ensure parents record their details on the helper sheet provided in the event folder and submitted at the end of each event with the results sheet to the Records Room for recording.
Track Events	Parents or guardians must make themselves known to the staff in the Recording Room to record their presence on the sheet provided in the Records Room.
Pack Up and Set Up	Parents or guardians must make themselves known to the staff in the Recording Room to record their presence on the sheet provided in the Records Room. NOTE: Parents or guardians assisting with pack up must be at the track one hour prior to the nominated start time of competition for points to be awarded.

The Chief Official of the event or Age Group Team Manager is to ensure that any parent support provided is recorded on the respective parent helper sheet (Appendix A: Example Parent Helper Sheet)

At the end of each weekend competition program, the sheets will be collated and centrally reviewed / recorded. Every month, a copy of the spreadsheet capturing the assistance provided at WCLAC will be sent via email to all Clubs for review and engagement with families who have not assisted, minimally assisted or not attained the 10 points required (Appendix B: WCLAC Parent Helper Matrix).

Please note that points can be awarded on a pro-rata basis depending on the number of events a parent assists as a Chief Official. For example, if multiple events are held during a weekly competition, points will be divided proportionally according to the number of events for which the individual acts as a Chief Official.

The WCLAC Committee reserves the right to review and adjust allocations to ensure fairness and consistency across all events and weekly competitions.

Exemption to Points System



Those parents, guardians or volunteers who occupy the following roles **will be exempt** from the points system, automatically qualifying their child/children to compete in the WCLAC Championships weekend and receive any awards:

- WCLAC Committee member who performs a regular weekly official role,
- Track Race Starters,
- Age Group Team Manager or Club Team Manager.
- Under 6 families who have one child only competing in Under 6 (no other siblings)

There will be exceptional circumstances where a parent or guardian may not be able to assist due to injury, incapacitation, illness or other exceptional matters. The decision to approve an exemption to this policy will be at the discretion of the WCLAC Executive Committee members in consultation with the relevant Club President.

Any parent or guardian seeking an exemption to this policy must in writing, as soon as practicable, contact their respective Club Secretary and President who can, on their behalf, write to the WCLAC Executive committee detailing the reasons for the family not being able to assist and provide any supporting evidence in relation to the request. The WCLAC is required to table the request at next available Committee meeting and record the rationale or justification of the response to the request.

Questions or concerns

If you have any questions relating to this policy, please contact the Secretary at: whittleseacity@lavic.com.au or speak to your respective club President or Secretary.

Example Parent Helper Sheet



Parent Helper



Age Group (U11B etc)	Event (Long Jump, High Jump, Discuss etc)
<i>11 Boys</i>	<i>Long Jump</i>

CHIEF OF EVENT	FAMILY NAME	AFFILIATED CLUB
	<i>Smith</i>	<i>MPSM</i>

PARENT HELPER 1	FAMILY NAME	AFFILIATED CLUB
	<i>Jones</i>	<i>Northern Stars</i>

PARENT HELPER 2	FAMILY NAME	AFFILIATED CLUB
	<i>Harolds</i>	<i>MPSM</i>

PARENT HELPER 3	FAMILY NAME	AFFILIATED CLUB
	<i>Rose</i>	<i>Epping</i>

PARENT HELPER 4	FAMILY NAME	AFFILIATED CLUB
	<i>O'Bree</i>	<i>Metro</i>

Please ensure this document is submitted to the Records Room with your Results Sheet.

WCLAC Parent Helper Matrix



Whittlesea City Little Athletics Centre

Parent Helper Duties Matrix & Points System

POINTS	DUTIES INFORMATION
1	Parent helper at one event in a weekly competition (eg: spiking, raking, recording) Hurdles Assistant at weekly competition Finish Line Marshall per event type (100m, 200m etc) Water carrier delivering water to officials and chiefs at a weekly competition Circular helper at weekly competition (800m events including break line judge) BBQ Duties
2	Set up of events, marquees and equipment at commencement of weekly competition Pack up of events, marquees and equipment at conclusion of weekly competition Club Photographer during a weekly competition
3	Gates Operator - full day Walk Judge at weekly competition Circular helper at weekly competition (1500m and Walks events) Chief a field event for full weekly competition Chief circular events for full day of weekly competition Recording Room assistant - full day
MINIMUM TOTAL POINTS REQUIRED	10

Mill Park South Morang - Parent Helper Duties

Surname	Total Points	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14		
Roberts	7	3		1	1		2										
Charlie	5		1	2					2								
Smith	5	2			2		1										
Harolds	10		3	3				3		1							
Franks	7	3			2		2										
Linds	0																
TOTAL	34	8	4	6	5	0	5	3	2	1	0	0	0	0	0	0	0