



Associations Incorporation Act 2009 (NSW) (Act).

Quakers Hill Little Athletics Centre Regulation 1 – Committee Duties

June 2020

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1. INTERPRETATION AND PRECEDENCE

This Regulation is to be read in conjunction of the Centre Constitution and the definitions contained with the Constitution shall apply. Should any part of this Regulation conflict with the Constitution then the Constitution shall take precedence.

2. INTRODUCTION

This regulation is to define the positions and duties of the Committee

3. EXECUTIVE COMMITTEE POSITIONS

The Executive position is defined in the Centre Constitution as President, Vice President, Secretary, Treasurer and Registrar. The duties of these positions are

3.1 President

The President shall

- a. Preside as Chair at all Committee meetings and General Meetings at which he or she is present.
- b. Ensure that all members of The Executive keep him/her informed of all Centre matters under their control.
- c. Perform such duties as may be required from time to time by The Centre.
- d. In the case of a tied decision, shall have the casting vote.
- e. Submit a report to the Annual General Meeting of The Centre.
- f. Represent The Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of the Committee or any other person deemed appropriate by the President

3.2 Vice President

The Vice President shall

- a. Act in all areas in the absence of the President
- b. Assist Committee Members in the discharge of their duties.

3.3 Secretary

The Secretary shall: -

- a. Take detailed minutes of the business from all committee and General meetings and distribute copies to all Executive Council members within 3 days of each meeting
- b. Compile all agendas' for meetings with the assistance from the Committee. Requests for Agenda items to be called for 7 days prior to each meeting. Agenda to be released to the Committee 2 days prior.
- c. Every 1-2 weeks send reminders to committee about open actions to be updated before next committee meeting
- d. Assist all members of the Committee where required.
- e. Keep on file, all material that may assist the organisation of Little Athletics.
- f. Keep on file all correspondence received and a copy of all correspondence forwarded on behalf of the Centre by each member of the Committee.
- g. Act on behalf of the Centre as directed by the Committee.
- h. Monitor the generic QHLAC email inbox. And distribute correspondence promptly.
- i. Respond to email queries within 24-48 hours
- j. Receive and respond to general enquiries from members of the Centre, the general public and LANSW in relation to the operation of the Centre and delegate any such queries to the appropriate member of the Committee for further responses where appropriate.
- k. Check post office box every 1-2 weeks. And share mail correspondence as soon as practical.
- l. Compile end of season reports and AGM minutes for submission to LANSW
- m. Submit a report to the Annual General Meeting of The Centre

3.4 Treasurer

The Treasurer shall -

- a. Keep a detailed ledger of all receipts and payments transacted for The Centre.
- b. Issue receipts for all monies received.
- c. Present at each meeting of the Committee, a full summary of receipts and expenses, as well as the bank balance, for ratification by the Committee
- d. Present to each meeting of the Committee, accounts received by The Centre since the previous meeting to be passed for payment.
- e. Pay on invoice only, all accounts passed by the Committee for payment, such payments to be made by cheque or electronic funds transfer.
- f. Arrange for the President, Vice President, Secretary and Treasurer to act as approvers. With any two to authorise electronic funds transfer, (except where two may be members of the same household)”
- g. Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within 7 days of receipt.
- h. Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by The Centre.
- i. Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.
- j. Investigate all insurance policies required for The Centre and equipment.
- k. Establish an account or accounts with a suitable Bank or Financial Institution.
- l. At the completion of The Centre’s financial year, arrange for an independent audit of accounts
- m. Submit a report to the Annual General Meeting of The Centre.

3.5 Registrar

The Registrar shall: -

- a. Obtain and distribute to persons, registration forms for completion in accordance with the LANSW rules.
- b. Receive each correctly completed registration form and online registrations, accompanied by the fee set down by the Committee and proof of age of all new members.
- c. Check proof of age for all new members.
- d. Order competition, age numbers and sponsorship patches as needed from LANSW. Complete paperwork to confirm delivery.
- e. Distribute registration packages that include sponsorship patch, age number, competition number and any other club documents as required.
- f. Forward all registrations, together with appropriate fees, to the Little Athletics Association of New South Wales Inc, within ONE MONTH after receiving the registration.
- g. Claim active kids vouchers through Service NSW. This is only necessary for vouchers presented to the club after registration is completed. Advise LANSW of athlete name and voucher number for club reimbursement.
- h. Maintain a complete register of financial members showing registration number, name, age group, date of birth, proof of age, plus any other details deemed to be required by either LANSW or The Centre.
- i. Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LANSW or The Centre.
- j. Assist parents with online registrations as needed.
- k. Allocate new competition numbers to any athlete to replace a lost number. Ensuring the replacement costs are paid by the athlete/parent. Complete the paperwork for LANSW and organise for the Treasurer to make the required payment to LANSW.
- l. At the end of the season, complete paperwork for LANSW regarding number of athletes and competition numbers used.
- m. Data in SportsTG to be updated and numbers allocated to newly registered athletes at least 24 hours prior to a Friday running night commencement
- n. Submit a report to the Annual General Meeting of The Centre.

4. GENERAL COMMITTEE POSITIONS

The following positions make up the General Committee -

- a. Officer for Championships
- b. Officer for Age Managers & Officials
- c. Officer for Social Media & Communications
- d. Officer for Ground and Equipment
- e. Records and Ranking Officer
- f. Officer for Fundraising & Sponsorship
- g. Officer for Coaching and Education
- h. Officer for Uniforms
- i. Officer for Technology
- j. Officer for First Aid
- k. Officer for Catering / Canteen
- l. Public Officer
- m. Office for Working With Children

4.1 OFFICER FOR CHAMPIONSHIPS

The shall: -

- a. Direct, plan and organise all competition and Zone, Regional and state Championship events for The Centre in accordance with requirements of the event co-ordinator.
- b. Prepare competition programs and timetables.
- c. Organise all aspects of Centre Championships and Special Events.
- d. Complete and submit any entry forms for athletes to participate in LANSW or other Centres' events.
- e. Ensure Age Managers are aware of the setup duty roster. And are confirmed for their age group to setup on their assigned running nights
- f. Submit a report to the Annual General Meeting of The Centre.

4.2 OFFICER FOR AGE MANAGERS & OFFICIALS

The Officer shall: -

- a. In conjunction with the Office for Coaching & Education, develop content for an information session that outlines the role of an age manger and the requirements of delivering a successful running night experience.
- b. Ensure all age groups have an assigned Age Manager prior to the season commencing. And maintain a register of all age managers and their deputy. Including email and phone contact details
- c. Offer support to Age Managers to ensure they are able to carry out their role effectively.
- d. Ensure Age Managers have access to reference materials and training videos to improve their skills and knowledge
- e. Maintain regular contact with all Age Group Managers. For the purpose of advising the managers of any Committee decisions taken, changes to program, LANSW directives and information and other relevant matters effecting the operation of the Centre and its members. And be their representative back into Committee to share feedback/input.
- f. Check that officials are carrying out their role in the best manner to assist to athletes
- g. Ensure the Age Group Managers are aware of, and apply the rules of competition of the LANSW and the Centre. Using any educational material available (Videos, Handbook, etc).
- h. Recruit and organise officials for the safe and efficient conduct of Centre meetings.
- i. Organise officials for participation in instruction, training and examinations.
- j. Organise officials for events conducted by LANSW and other Centres, in which The Centre participates.
- k. Submit a report to the Annual General Meeting of The Centre.

4.3 OFFICER FOR SOCIAL MEDIA & COMMUNICATIONS

The Officer shall: -

- a. Compilation and maintenance of publicity material to local media sources.
- b. Maintain the Centre's social media sites/channels to ensure all posts are accurate and appropriate and add new information as advised by any authorised member of the Committee.
- c. Advertise the activities of The Centre throughout the local community.
- d. Organise promotional activities for The Centre.
- e. Interact with other clubs social media pages on Facebook and Instagram. Regularly liking posts and leaving encouraging comments
- f. 1-2 times per week, proactively post tips for members (e.g. training, nutrition, etc)
- g. Keep sponsors informed.
- h. Submit a report to the Annual General Meeting of The Centre.

4.4 OFFICER FOR GROUNDS AND EQUIPMENT

The Officer shall: -

- a. Determine the layout of the track and field for all competition held at The Centre.
- b. Recommend the purchase and or repair of all equipment.
- c. Ensure all equipment is maintained in safe and good working order
- d. Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- e. Provide details of equipment to the Treasurer for insurance purposes.
- f. Submit a report to the Annual General Meeting of The Centre.

4.5 RECORDS AND RANKING OFFICER

The Officer shall: -

- a. Record all athlete performances in a suitably prepared set of books or computer program.
- b. Ensure folders are prepared for each running night. Including (1) running program; (2) appropriate recording paperwork printed and arranged in each folder.
- c. Maintain an archive of running night results sheets for each season.
- d. Compile and distribute weekly result summaries and rankings. Release weekly results within 2-3 days of regular running nights
- e. Maintain and publish all Centre records/best performances.
- f. Assist with selection of athletes for Centre representation.
- g. Submit a report to the Annual General Meeting of The Centre.
- h. Organise the ranking of all athletes for competition
- i. Submit a report to the Annual General Meeting of The Centre.

4.6 Officer for Fundraising & Sponsorships

The Officer shall: -

- a. Determine sponsorship packages for the Centre
- b. Produce suitable promotion material for advertising sponsorship packages
- c. Directly approach potential sponsors or enlist support of other committee members and negotiate with sponsors
- d. Leverage available council grants and programs to raise fund for the Centre
- e. Organise advertising and other commitments given to sponsors
- f. Provide recognition at annual presentation day of sponsors
- g. Submit a report to the Annual General Meeting of The Centre.

4.7 OFFICER FOR COACHING AND EDUCATION

The Officer shall: -

- a. Design the training framework for the club. Enabling the club to provide general and/or specialised training to athletes as required
- b. Onboard coaches and trainers to carry out the training program/s
- c. Organise training for Centre coaches
- d. Submit a report to the Annual General Meeting of The Centre.

4.8 OFFICER FOR UNIFORMS

The Officer shall: -

- a. Determine supplier for Centre uniforms based upon investigating a number of suppliers.
- b. Place orders on supplier for uniforms to coincide with the start of the season based upon stock and expected demand.
- c. Present proposed sell price of uniform items to the Committee
- d. Carry out stock take of uniforms at the conclusion of the season
- e. Organise for storage of uniforms
- f. Representative merchandise – creating design options and work with suppliers on timing/orders and costs
- g. Submit a report to the Annual General Meeting of The Centre.

4.9 Officer for Technology

The Officer shall: -

- a. Maintain the Centres website updating with general information, events and results
- b. Administer ResultsHQ
- c. Ensure timing gates are in good working order
- d. Administer email service and support as required
- e. Administer Microsoft Teams access for members of Committee
- f. Liaise with website hosting company
- g. Submit a report to the Annual General Meeting of The Centre.

4.10 OFFICER FOR FIRST AID

The Officer shall: -

- a. Be responsible for the health and safety of all members and athletes.
- b. Maintain the Centre's first aid kit
- c. Prepare report on any incident involving the health or safety of the members and recommend any corrective action
- d. Hold an active First Aid certification
- e. Maintain a register of certified people involved in the club
- f. Submit a report to the Annual General Meeting of The Centre.

4.11 OFFICER FOR CATERING / CANTEEN

The Officer shall: -

- a. Be responsible for the running of the canteen or third party catering services and that they are carried out in a safe and hygienic manner
- b. Purchase necessary stock of canteen operations
- c. Manage the running of the canteen including resources to prepare food and serve customers
- d. Set prices of items sold in the canteen
- e. Reconciliation of the sales immediately following canteen operations. Providing the Treasurer with cash form sales and managing cash float
- f. Ensuring stock is kept in a secure and safe environment

4.12 PUBLIC OFFICER

The Officer shall: -

- a. Notify The Office of Fair Trading by the prescribed form in the following circumstances:
 - i. appointment (within 14 days);
 - ii. a change of residential address (within 14 days);
 - iii. a change in The Centre's objects or rules (within one month);
 - iv. of The Centre's financial affairs (within one month after the Annual General Meeting);
 - v. a change in The Centre's name (within one month).
- b. Keep a register of members of the Committee which must
 - i. contain the name and residential address of each Executive member and the date on which they became a member of The Executive;
 - ii. be updated within one month of any change taking place; and
 - iii. be made available for inspection by any person, at all reasonable hours and free of charge
- c. Submit a report at the Annual General Meeting

4.13 OFFICER FOR WORKING WITH CHILDREN (WWC)

The Officer shall: -

- a. Familiarise themselves with the regulatory requirements of the NSW Government and LANSW pertaining to Working With Children;
- b. Implement appropriate process to manage the Centre's Working with Children obligations ;
- c. Verifying all members have completed required process under Working with Children ;
- d. Maintain required records ;
- e. Submit a report at the Annual General Meeting.