

Murrumbateman Little Athletics

Season 2024/25

Executive Committee Roles

President

- To convene MLAC (Murrumbateman Little Athletics Club) meetings and sub meetings.
- To act as a contact point for general enquiries regarding the MLAC.
- To be the central point of contact regarding various MLAC issues.
- To attend and act upon MLAC designated and Capital Athletics meetings and Conferences where possible.
- To assist in arranging the end of year athlete awards.
- To be flexible and fill in unfilled roles on the General Committee if needed.

Vice president

- To fulfill the President's role in his/her absence.
- To assist the President in carrying out the duties described in the President's job description when needed.
- To attend other meetings on MLAC behalf as required.

Treasurer

- To ensure that accurate records of the club finances are up to date and logged into an appropriate record-keeping software program.
- To prepare a treasurer's report for the Annual General Meeting and a brief treasury summary for every Executive Committee meeting.
- To ensure receipts are issued for payments made to the club if asked for.
- To reimburse all General Committee members for items purchased on behalf of the club upon presentation of receipt. Check with the "President" if approval is unknown.
- To work with the "Registrar" during peak athlete registration season to discuss payments being made and leaving the club.
- To be solely responsible for the cash register, taking it to training nights, events and then taking it home again.
- To be responsible for the set up and upkeep of any cashless payment methods adopted by the club.
- To keep the float at \$300 in appropriate denominations

Registrar

- To liaise with parents in person and via email/Facebook regarding all things to do with registering an athlete.
- To ensure that all athletes have their age patches/registration numbers.
- To liaise with the “Communications Manager” to communicate registration dates to the public.
- To liaise with the Executive Committee on the structure of registration fees.
- To count remaining age patches at the end of season and advise Capital Athletics of numbers remaining.
- To work with the “Treasurer” during peak athlete registration to discuss payments being made and leaving MLAC.

Secretary

- To ensure accurate and documented records of MLAC activities are kept.
- To distribute an agenda and take minutes for MLAC meetings.
- To receive, document and action all incoming and outgoing MLAC correspondence.
- Advise/remind all MLAC members of meetings, including dates, venues and times, where MLAC representation is required. This can be advised to the “Communications Manager” for notice distribution on all social media platforms.
- To ensure that everyone that the Executive Committee agrees upon needing one has a current working with children card and that the information is stored correctly.
- To organise MLAC’s Annual General Meeting and attend Capital Athletics association meetings when needed.

Head Coach - Competition, Programming and Coaching Coordinator

- Develop and coordinate the season training night program.
- Arrange for the placement of coaches at weekly training nights when available.
- To ensure “Age Managers” are made aware of any coaching development possibilities and liaise with the “President” regarding MLAC sponsoring them.
- Ensure information regarding development in skills and training is presented to MLAC and acted upon.
- Ensure all training sessions are undertaken in a safe environment.
- Advise parents/” Executive Committee” about coaching and development courses.
- Liaise with “Age Managers” regarding monitoring of athlete performance and inform athletes of extra training or specialist skills sessions on offer.
- Liaise directly with parents regarding specific athlete performance and encourage entry into carnivals and competitions.
- Arranges and coordinates all officials rosters for carnivals.

General Volunteer Team Roles

Communications & Marketing

Communications Manager

- To manage all MLAC social media.
- To arrange for the weekly “Stormers Forecast” to be created and distributed via Facebook, Email and website. This will include the previous week's achievements, photos, the current week's session plan and any important dates/events to remember.
- To arrange for photographers to be present at MLAC training nights and special events and distribute photographs.
- Engage with local media sources to present club achievements.
- To manage all aspects of the MLAC website, including all ongoing fee management.

Sponsorship and Grants Coordinator

- To create an MLAC sponsorship package template and review it annually.
- To engage with existing sponsors regarding renewing their sponsorship commitments for forthcoming seasons and to give them a renewed personalised sponsorship package.
- To attract new sponsors and create a personalised sponsorship package for them.
- To liaise with sponsors regarding all sponsorship artwork logos.
- To keep up to date on all grants available to MLAC and update Executive Committee.

Fundraising and Event Coordinator

- To create an MLAC fundraising event timetable for the year.
- To create sub committees and liaise with the “Volunteer Coordinator/ MLA Community Liaison” to recruit volunteers when needed for fundraising and registration events.
- To provide a brief report to the Executive Committee regarding the success of events.
- To book all facilities required to carry out events and pass on invoices to the “Treasurer”.
- To ensure that the “Treasurer” receives monies raised, has all relevant receipts and invoices from any event.
- To Liaise with the “Sponsorship and Grants Coordinator” regarding any external funding for events available.

Training Night Organisation

Volunteer Coordinator/MLAC Community Liaison

- To ensure that all age groups have an “Age Manager” and parent assistants for training nights.
- To organise a suitable replacement in the absence of an “Age Manager”.
- To liaise with the “Head Coach - Competition, Programming and Coaching Director” if suitable replacements cannot be found for the night and produce a suitable solution.
- To help form volunteer rosters when needed for events.
- To liaise with the MLAC community and recruit volunteers for all Committee roles.
- To ensure that all “Age Manager” folders are set up for the night at admin desk.

Age Manager

- To ensure that your age group is rotating in a timely manner.
- To gain parent volunteers when needed on training nights to help facilitate recordings.
- To ensure all recording sheets are given to the “Results Coordinator” by the end of the training night.
- To contact the “Volunteer Coordinator / MLAC Community Liaison” ASAP if you are experiencing any behavioral issues with athletes.
- To contact the “Safety/First Aid Manager” and/or “Equipment and Facilities Manager” ASAP if there are any first aid or grounds safety concerns.

Canteen Manager

- To arrange Coles banana orders and delivery prior to Wednesday night training.
- To ensure enough food/implements are purchased prior to training night and receipts are photographed and sent to the “Treasurer”, hard copies kept in till.
- Coordinates assistants within the canteen, ensuring all Health Regulations are adhered to.
- To liaise with the “Volunteer Coordinator / MLAC Community Liaison” to find a replacement if you are not able to fulfil your duties for the training night.
- To ensure that the cash register is always looked after and that there is someone in charge of it for the night.
- To liaise with the “Fundraising and Event Coordinator” when needed regarding all food items needed for events.

Administration

Uniform Manager

- To keep accurate records of uniform stock and monitor external platform for activity.
- To order more uniforms as required and as approved by the “President”.

- To liaise with the “Sponsorship and Grants Coordinator” regarding all logo placement and sizing on uniforms.
- To ensure appropriate logos are sent to manufacturers for printing.

Results Coordinator

- To ensure that all athlete results are accurately entered into Results HQ each week.
- To dispose of entered results.

Safety/First Aid Manager

- To be available on training nights to administer First aid when needed.
- To ensure a fully stocked first aid kit is available
- Document any first aid (Incident forms found at admin desk) and pass onto the “President”.
- Call or instruct someone to call an ambulance if needed.
- Contact the “Volunteer Coordinator/ MLAC Community Liaison” to call the parent/carer of any injured athlete if they are not present at time of incident.

Equipment & Facilities

Grounds Manager

- Liaises with council regarding all aspects of recreation grounds.
- Ensures that council is provided with a current MLAC public liability insurance certificate as received by Capital Athletics and that the season recreation grounds invoice as received by council is received and passed onto the “Treasurer” for payment.
- Decides when the grounds need to be remarked and advises the “Equipment and Facilities Manager” to order the correct amount and type of paint to do so.
- Co-ordinates the seasons roster of grounds marker volunteers.
- To act as the weather advisor and check grounds for water and safety issues and advise the “President” if the training night needs to be cancelled by 3pm on the day of training. The message is then passed onto the “Communications Manager” for distribution via Facebook, Email and Website”.

Equipment and Facilities Manager

- Coordinates all equipment and purchases by MLAC.
- Keeps an accurate record of all equipment owned by MLAC.
- Arranges and/or instigates purchase of equipment when approved by “President”.
- Ensure all equipment is maintained in a safe and good condition.
- Arrange for the safe storage of all equipment.
- Oversees and assists the age group parent volunteers with the distribution and return of equipment to events for MLAC training nights.