

## **Competition Manager (Officer for Track and Field) Roles and Responsibilities**

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All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

### **Overview of the Competition Manager role**

The Competition Manager is responsible for the planning and implementation of DAC regular competition events.

### **Specific responsibilities**

The Competition Manager shall:

- I. Plan and implement the rules for weekly track and field competition in conjunction with the Committee.
- II. Plan and implement the weekly competition programs and timetables.
- III. Plan and implement the allocation of age groups to track and field events.
- IV. In conjunction with the Officer for Health and Safety determine whether events will be cancelled, replaced or run in a different sequence in the event of inclement or exceptionally hot or unusual conditions.
- V. Determine the roster for committee roles at weekly competition events and advise the Committee of their requirements well in advance of the event.
- VI. Determine equipment needs for weekly competition events and provide this to the Officer for Equipment.
- VII. Determine the number of volunteers required for each event in the weekly competition and advise the Recording and Timing Officer well in advance of the event.
- VIII. Monitor and adapt the fixtures, programs and timetables for weekly competition on a regular basis and improve as required.
- IX. With the Vice President, assist with the selection, development and management of Age Managers.