



Established 1957

Dubbo Athletics Club Inc.

Office Bearer and Committee Roles and Responsibilities

1. Background

The Dubbo Athletics Club Inc. (DAC) Constitution sets out general the roles of the organisation's Office Bearers and the structure and role of the Committee.

Section 14 of the Constitution establishes five Office Bearers, who also comprise the DAC Executive:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar

Section 14.3 of the Constitution notes that members of the general committee can be allocated to portfolio which can be detailed in regulations or policy documents. These portfolios can and do change as needed year to year and even from meeting to meeting.

The following DAC portfolio roles exist (as at August 2020):

1. Canteen Manager (Officer for Canteen)
2. Championship and Carnival Manager (Officer for Championships)
3. Competition Manager (Officer for Track and Field)
4. Covid Safety Coordinator (CSC)
5. Equipment Manager (Officer for Equipment)
6. Grants, Fundraising and Sponsorship Officer
7. Head Coach (Officer for Coaching)
8. Health and Safety Officer (Officer for Health and Safety)
9. Member Protection Information Officer (Officer for Member Protection/Grievance)
10. Officer for Age Managers
11. Publicity Officer (Officer for Publicity, Officer for Social Media and Officer for Website Administration)
12. Recording and Timing Officer (Officer for Results/Records)
13. Tiny Tots Coordinator
14. Uniform Officer
15. Public Officer (no role description)

Working together as a team is the most important ingredient for the success of any committee. Making sure the roles and responsibilities of each committee position are clear helps position holders know how they can best help DAC and its members enjoy their sport. This document aims to help achieve this by spelling out the roles and responsibilities of DAC Office Bearers and Portfolio Holders.

The specific duties outlined in each of the statements below is defined by the Constitution and supported by the Little Athletics NSW Centre Management Handbook and specific requirements of DAC.

The Constitution allows people to undertake more than one portfolio roles (eg Treasurer may also be Public Officer), but the Executive can only occupy a single Executive Role.

Consistent with DAC policy, an honorarium may be paid for Officer Bearer Roles as well as for Head Coach, Coach and Canteen Manager.

President Roles and Responsibilities

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 President role

This position provides overall leadership and direction of DAC and should have a vision to further develop athletics in Dubbo. The President should promote teamwork, facilitate discussion and group decision making, chair meetings, ensure strong governance practices are in place, provide mentorship for other committee members, delegate tasks, resolve grievances and trouble shoot.

Specific responsibilities

In addition to the responsibilities set out in Constitution, the President shall specifically:

- I. Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- II. Perform such duties as may be required from time to time by the Centre.
- III. 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 Executive or any other person deemed appropriate by the President.
- IV. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- V. In conjunction with the Secretary and Treasurer, ensure observance of all requirements of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- VI. Attend to tasks delegated at these meetings, follow up tasks allocated to others to ensure they are completed as required.
- VII. Periodically review the Executive, Committee and portfolio roles and responsibilities to ensure improvements are made and that roles meet current and emerging needs.
- VIII. Work with the Committee, Little Athletics NSW/Athletics NSW to ensure the future development of athletics in Dubbo. This may include the development and implementation of a DAC Strategic Plan.
- IX. Liaise with Dubbo Regional Council and Little Athletics NSW/Athletics NSW to attract and retain major athletics carnivals.
- X. Liaise with Dubbo Regional Council in relation to the management and maintenance of Barden Park and associated equipment.
- XI. Attend Dubbo Sports Council meetings to promote and develop facilities for athletics in Dubbo.
- XII. Submit a written report to for inclusion in the Annual Report of the Centre.
- XIII. Provide support, assistance and mentorship to other committee members as required.
- XIV. Regularly check and maintain the dacpresident74@gmail.com account.

Vice President Roles and Responsibilities

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 Vice President role

The Vice President assists the President as required and acts for the President in the absence of the President.

Specific responsibilities

In addition to the responsibilities set out in Constitution, the Vice-President shall specifically:

- I. Assist all Executive Members in the discharge of their duties.
- II. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- III. Convene any appeals and judiciary matters as spelt out in Section 10 of the Constitution.
- IV. Keep accurate and detailed records of all past appeal hearings, decisions and findings.
- V. Support the secretary in collection and distribution of mail (holder of second PO Box key) when the Secretary is unavailable.
- VI. In conjunction with the Member Protection Information Officer ensure completion of any required Working with Children documentation and maintain a register securely.
- VII. Coordinate mentoring and development for coaches (with the Officer for Coaching), officials and age managers (with the Officer for Age Managers).
- VIII. Act on behalf of the Centre as reasonably directed by the Executive.
- IX. Provide support, assistance and mentoring to other committee members as required.

Secretary Roles and Responsibilities

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 Secretary role

The Secretary manages and attends to all correspondence, committee meetings, agendas, minutes, and business papers and acts as the official record keeper of DAC.

Specific responsibilities

In addition to the responsibilities set out in Constitution, the Secretary shall specifically:

- I. Keep detailed information on:
 - a. All appointments of Committee Members;
 - b. The names of Committee Members present at a Committee meeting or a General Meeting of the Club; and
 - c. All proceedings at Committee meetings and General Meetings of the Club
- II. Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members in a timely manner.
- III. Record all disclosures of interests in the minutes as required under the Constitution.
- IV. Compile all agendas for meetings with the assistance from the Executive.
- V. Keep on file, all material that may assist the organisation of Little Athletics and the general management and operation of the Centre.
- VI. Forward notices of Committee meetings as required under the Constitution.
- VII. Forward notices of General meetings as required under the Constitution.
- VIII. Keep on file, all significant correspondence received, and a copy of all significant correspondence forwarded on behalf of the Centre by each member of the Executive.
- IX. Keep records of all appointments of office-bearers and members of the committee (this should include address, contact details and date of appointment).
- X. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- XI. 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.
- XII. In conjunction with the President and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- XIII. Coordinate the preparation of the Annual Report.
- XIV. Collect and distribute mail (holder of PO Box key) on a weekly basis.
- XV. Submit a written report to for inclusion in the Annual Report of the Centre.
- XVI. Act on behalf of the Centre as reasonably directed by the Executive.
- XVII. Provide support, assistance and mentoring to other committee members as required.
- XVIII. Regularly check and maintain the dacsecretary74@gmail.com account.

Treasurer Roles and Responsibilities

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 Treasurer role

It is the duty of the Treasurer to ensure that the Club's finances are managed in accordance with the DAC requirements, that all money due to the Club is collected and received, that all payments authorised by the Club are made and that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

Specific responsibilities

In addition to the responsibilities set out in the Constitution, the Treasurer shall:

- I. Keep a detailed ledger of all receipts and payments transacted, in the approved accounting system.
- II. Draft an annual budget for the Centre for consideration by the Committee.
- III. Review and make recommendations to the Committee about membership, hire and other fees.
- IV. Issue receipts for all monies received, including internal income e.g. canteen, fundraising etc.
- V. Present at each Committee meeting, a full summary of receipts and expenses, the bank balance, and anticipated expenses for review and ratification by the Committee.
- VI. Pay on invoice only (unless otherwise approved by the Committee), all accounts approved by the Committee for payment.
- VII. Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre cheques.
- VIII. Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- IX. Plan and implement all financial arrangements for Championships, Special Meets and any other promotions organised by the Centre.
- X. Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- XI. At the completion of each financial year arrange for the financial statements to be audited if required under the Associations Incorporation Act 2009 or independently reviewed as required under the Constitution.
- XII. In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- XIII. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- XIV. Manage all insurance policies required for the Centre and equipment.
- XV. Maintain DAC asset/equipment register and arrange for proper disposal of assets when required.
- XVI. Establish an account or accounts with a suitable Bank or Financial Institution, including EFTOPS/credit card facilities.
- XVII. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- XVIII. Provide support, assistance and mentorship to other committee members as required.
- XIX. Regularly check and maintain the dactreasurer74@gmail.com account.

Registrar Roles and Responsibilities

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 Registrar role

The Registrar is responsible for the administration and management of accurate registrations for junior and senior athletes, and the lodgement of these records with Little Athletics NSW/Athletics NSW.

Specific responsibilities

In addition to the responsibilities set out in the Constitution, the Registrar shall:

- I. Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
- II. Obtain and make available to persons, by internet, or otherwise, registration procedures in accordance with LANSW rules.
- III. Liaise with Little Athletics NSW and Athletics NSW to ensure appropriate access and understanding of online registration portals.
- IV. Receive each correctly completed online registration, accompanied by the fee and proof of age of all new members.
- V. Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- VI. 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.
- VII. Ensure an updated register list is made available to the Committee as required for official purposes, including for the purposes of results recording.
- VIII. Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- IX. In conjunction with the Executive and Publicity Officer, coordinate and promote registrations.
- X. In conjunction with the Secretary and Treasurer complete affiliation paperwork and submit to Little Athletics NSW/Athletics NSW as required.
- XI. Work with the Officer for Championships to manage nomination processes for Zone, Regional and other competitions as required by Little Athletics NSW/Athletics NSW, etc.
- XII. Provide reports from online platforms to the Executive and Committee as required for reporting, grants purposes etc.
- XIII. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- XIV. Provide support, assistance and mentorship to other committee members as required.
- XV. Regularly check and maintain the dacregistrar74@gmail.com account.

Canteen Manager (Officer for Canteen) Roles and Responsibilities

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 Canteen Manager role

The Championship Manager is responsible for the management of all aspects of the Centre Canteen including annual planning of menu and other items, week to week canteen management and pre- and post-season stocktake and cleaning.

Specific responsibilities

The Canteen Manager shall:

- I. Plan and implement the management of all activities in catering whenever competition is held at the Centre.
- II. Be responsible for all ordering of the canteen stock, with financial arrangements as decided by the Executive Committee Members.
- III. With the Treasurer, arrange for a cash float to be available for the weekly running of the canteen.
- IV. With the Executive, set prices for canteen items.
- V. With the Officer for Track and Field and where required the Officer for Championships, determine volunteer requirements for regular and special events.
- VI. Count proceeds after each competition and receive a receipt from the Treasurer.
- VII. Provide receipts from the ordering of stock to the Treasurer.
- VIII. Keep a clear record of all orders and takings.
- IX. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Championship and Carnival Manager (Officer for Championships) Roles and Responsibilities

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 Championship and Carnival Manager role

The Championship Manager is responsible for the planning and implementation of DAC championship events.

Specific responsibilities

The Championship and Carnival Manager shall:

- I. Direct, plan and organise the fixtures, programs and timetables for all championship events conducted by the Centre. Draft programs shall be submitted to the committee for approval.
- II. Work with the Registrar to manage nomination processes for Zone, Regional and other competitions as required by Little Athletics NSW/Athletics NSW, etc.
- III. Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- IV. With the Officer for Results/Records, select athletes to represent the Centre at carnivals where a selection criteria is required.
- V. Encourage athletes to correctly nominate in their events, to participate in LANSW or other Centres' events by the closing date.
- VI. Use reasonable efforts to ensure that athletes report to the call room or the event (as applicable) for their events on time at LANSW Carnivals.
- VII. Represent the Centre as Team Manager at all LANSW Carnivals or by delegation to a member.
- VIII. Where the Centre provides awards at the end of, or during the year, together with the Officer for Results/Records, assist in the collation of results to facilitate the giving of those awards.
- IX. In conjunction with the Committee arrange the purchase of trophies and awards for any presentation day, or by delegation to a member.

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

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.

Covid Safety Coordinator (CSC)

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 Covid Safety Coordinator role (from Little Athletics NSW website – please check for currency)

Central to the safe implementation and ongoing compliance is the requirement for Centres to appoint one (or multiple) 'COVID Safety Coordinator(s)' (CSCs). Centres with 50+ registered athletes will not be authorised to proceed without this role and associated responsibilities being fulfilled.

The CSCs at our Centres are the cornerstone of the successful and safe return of our sport. An enormous level of responsibility is invested in these tasks, which are designed to minimise the risk of COVID-19 transmission and infection, and maximise the protection of the health of athletes, parents/carers, coaches, officials, volunteers, Committee members and the general public.

For this, our volunteer CSCs are owed an enormous debt of gratitude.

Specific responsibilities (from Little Athletics NSW website – please check for currency)

Definitions

- **Supervising parent/guardian:** the parent/guardian primarily responsible for supervising an athlete at a sanctioned competition or training activity. The presence of the supervising parent/guardian is required for the safe conduct of sanctioned Little Athletics activities.
- **Spectators:** those in attendance that are not essential for the conducting of sanctioned training or competition activities. These may include the non-supervising parent, non-competing siblings, other relatives such as grandparents, friends, coaches (competition only) etc.
- **Competition:** refers to any sanctioned little athletics event or session only, at the time of release of this document.

Requirements

- I. Must thoroughly read and understand the "LANSW Back On Track" document released by Little Athletics NSW.
- II. Is responsible for the Centre's implementation of, and compliance with, the protocols.
- III. Will maintain up to date knowledge of the protocols and implement changes as advised by LANSW.
- IV. Act as the point of contact for all protocol-related enquiries.
- V. Will educate athletes, coaches, officials, volunteers, supervising parents/guardians and spectators on the protocols and competition and training procedures, with particular emphasis on:
 - a. hygiene practices;
 - b. physical distancing of >1.5m;
 - c. equipment usage and disinfection procedures;
 - d. venue access;
 - e. managing ill attendees;
 - f. venue cleaning practices;
 - g. encouraging all in attendance to 'Get in. Train/Compete. Get out'

- h. compliance by all parties in attendance with the protocols.
- VI. Will ensure compliance with the protocols and may be required to intervene if a breach is observed.
- VII. Will record breaches of protocol and report these to the Centre Committee and LANSW.
- VIII. Will display posters, flyers and other documents prominently around the Centre.
- IX. Will ensure an attendance register is provided on site at the commencement of each training session.
- X. Will ensure that attendees to all training sessions are recorded on the attendance register.
- XI. Will maintain attendance records for a minimum of 30 days.
- XII. Will manage the use of the facilities, in conjunction with the Centre administrators and venue managers.
- XIII. Will implement and oversee a thorough cleaning schedule in conjunction with the venue managers to ensure:
 - a. disinfect all common areas and high touch surfaces, including equipment
 - b. thoroughly clean and disinfect the toilets before and after each sanctioned activity
- XIV. Will ensure adequate supplies of cleaning equipment, hand sanitiser, disinfectant wipes and appropriate personal protective equipment is available at all times.
- XV. Will ensure that hand sanitiser is provided for use each event site and toilets.
- XVI. Will ensure that disinfectant wipes are available at each event site where equipment is used.
- XVII. Will ensure all equipment in use for competition and training is disinfected before and after each sanctioned activity, along with moving any equipment to the event site.
- XVIII. Ensure that the Centres equipment will not be taken offsite under any circumstances. The CSC is encouraged to undertake the free online Australian Government COVID-19 Infection Control Training.

Equipment Manager (Officer for Equipment) Roles and Responsibilities

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.

Specific responsibilities

The Equipment Manager shall:

- I. Plan and implement the layout of the track and field for all competition.
- II. Coordinate field marking by providing dates to Dubbo Regional Council and ensure the field is accurately and appropriately marked.
- III. Assist the Executive and Officer for Health and Safety with an annual inspection and risk assessment, and provide any requirements to Dubbo Regional Council.
- IV. Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition.
- V. Be responsible for the distribution and collection of all equipment at all competitions at the ground conducted by the Centre or on the Centre's behalf.
- VI. Recommend the purchase and or repair of all equipment.
- VII. Ensure all equipment is maintained in an organised manner and in safe and good working order.
- VIII. Ensure all equipment meets the all technical requirements, including any changes to rules, weights, etc.
- IX. Source or prepare information on the operation of electronic equipment for the use of the Centre and as part of equipment hire.
- X. Ensure the Centre equipment hire agreement is used for all equipment hire.
- XI. Conduct a pre-season and post-season stock-take of all Centre equipment and assist the Treasurer with an up-to-date asset/equipment register.
- XII. Provide details of equipment to the Treasurer for insurance purposes.
- XIII. Manage DAC access to Barden Park, including managing the key register (with the Secretary), issue of keys and security system PINs, etc.

Grants, Fundraising and Sponsorship Officer Roles and Responsibilities

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 Specific responsibilities

This position is responsible for identifying funding sources and opportunities outside the normal Centre revenue streams which are provided by collection of registration, hire fees, uniform sales and canteen revenue. The role will be instrumental in the sourcing of external revenue to develop or upgrade facilities, equipment or additional training required by the Centre.

Specific responsibilities

- I. Brainstorm fundraising ideas and opportunities with the Centre.
- II. Prioritise and rank fundraising ideas and submit to the Committee for approval.
- III. Develop a yearly fundraising plan.
- IV. Coordinate with the support of the Centre committee all fundraising ideas from the plan.
- V. Identify, liaise and recruit new sponsors where required and manage sponsorship agreements.
- VI. Identify and coordinate the support of community charity causes that the Centre can support.
- VII. Identify and apply for external funding opportunities through grants.
- VIII. Apply for any external funding and grants with the assistance of the Executive and Committee members.

Head Coach (Officer for Coaching) Roles and Responsibilities

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.

Specific responsibilities

The Head Coach shall:

- I. Plan and implement coaching seminars for the education of coaches and athletes.
- II. Plan and implement a training system for coaches.
- III. Plan and implement a coordinated panel of coaches to organise the coaching sessions which will be available to athletes of the Centre.
- IV. Encourage and foster the education and training of new coaches at the Centre.
- V. Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criteria is required.
- VI. Provide support, assistance and mentorship to Assistant Coaches as required.
- VII. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Health and Safety Officer (Officer for Health and Safety) Roles and Responsibilities

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.

Specific responsibilities

The Health and Safety Officer shall:

- I. Have an accredited certificate in first aid or above.
- II. Maintain a first aid kit adequate to treat first aid for injuries at the Centre.
- III. Be on call at the Centre competition meetings, or delegate such attendance to a suitably qualified person, to attend to any injuries or illness sustained by athletes, officials or spectators.
- IV. List any injuries in the First Aid Register and forward this list to LANSW at the end of the summer season.
- V. Notify the parent or guardian of any injured athlete immediately.
- VI. Advise the Committee as soon as reasonably practicable of any serious injury that may occur.
- VII. Assist the Executive and Officer for Equipment with an annual inspection and risk assessment.
- VIII. Complete venue risk inspections and assessments prior to each competition conducted by the Centre.
- IX. Ensure compliance with all LANSW risk management policies.
- X. In conjunction with the Officer for Track and Field determine whether events will be cancelled, replaced or run in a different sequence in the event of inclement or exceptionally hot or unusual conditions.

Member Protection Information Officer (Officer for Member Protection/Grievance)

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 Member Protection Information Officer role

The Member Protection Information Officer (MPIO) provides information about the rights, responsibilities and options available to an individual making a complaint in sport. They can also inform and advise sport administrators and complaint handlers in Member Protection Policy for specific sports. MPIOs are impartial and don't mediate or investigate complaints. They may reside in a club, state association or national sports organisation and can also freelance.

Specific responsibilities

The Officer for Member Protection/Grievance

- I. Listen to complaints and concerns from members and visitors.
- II. Act as an impartial body, offering a sounding board for concerns and/or suggestions.
- III. Identify options for early resolution of conflicts and grievances.
- IV. Maintain confidentiality.
- V. Monitor compliance with behavioural guidelines and codes of conduct.
- VI. Ensure compliance with the Centre's grievance and disciplinary procedures.
- VII. Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour.
- VIII. Understand and follow Centre and LANSW policies and procedures in relation to member protection.
- IX. Support and provide information to the committee as required.
- X. With the Vice-President, ensure completion of any required Working with Children documentation and maintain a register securely.
- XI. Assist with an annual risk assessment.

Officer for Age Managers Roles and Responsibilities

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.

Specific responsibilities

The Officer for Age Managers shall:

- I. Arrange for the appointment of Age Group Managers to each age group at the Centre.
- II. Assist the new and returning Age Group Managers in their responsibilities.
- III. Ensure the Age Group Managers are aware of and apply the rules of competition of the LANSW and the Centre.
- IV. 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.
- V. Discuss any comments and recommendations for improving the Centre with the Age Group Managers. Convey their comments and recommendations to the Committee for consideration.
- VI. Provide Age Managers with information to, and assist with the implementation of, Little Athletics NSW Age Manager resources at <https://lansw.com.au/for-age-managers/>
- VII. With the Vice President, provide support, assistance and mentorship to Assistant Coaches as required.

Publicity Officer (Officer for Publicity, Officer for Social Media and Officer for Website Administration) Roles and Responsibilities

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 Publicity Officer role

The Publicity Officer provides all marketing and promotional activity for the Centre and generally incorporates the Officer for Publicity, the Officer for Social Media and the Officer for Website Administration roles.

Specific responsibilities

Officer for Publicity

- I. Prepare and implement an annual promotional and marketing plan which will at least include pre-season, mid-season and awards night promotional/media coverage.
- II. Maintain an up to date list of local media contacts.
- III. Ensure banners are kept up to date and displayed pre-season in prominent locations.
- IV. Promote Dubbo Athletics in school newsletters and general media.
- V. Prepare and distribute a newsletter/email update as required to all members.
- VI. Keep sponsors and Dubbo Regional Council informed of the Centre's activities.
- VII. Coordinate and work with media spokespeople to prepare them for interviews.
- VIII. Work with other Committee Members and Office Bearers on the promotion of specific events, carnivals and activities as required.
- IX. Advertise all programs and timetables for special events and gala days.
- X. Coordinate activities with Little Athletics NSW/Athletics NSW with the Officer for Social Media and the Officer for Website Administration as required.

Officer for Social Media

- XI. Maintain the Centre's social media sites/channels to ensure all posts are timely, accurate and appropriate and add new information as advised by any authorised member of the Committee.
- XII. Coordinate with the Officer for Publicity and the Officer for Website Administration as required.

Officer for Website Administration

- XIII. Maintain the Centre's website to ensure all information on the site is timely and accurate and add new information as advised by any authorised member of the Committee.
- XIV. Coordinate with the Officer for Publicity and the Officer for Social Media as required.

Should the Officer for Publicity, the Officer for Social Media and the Officer for Website Administration be separate people, then they are required to work closely together to ensure the success of the Centre's marketing and promotional activity.

Recording and Timing Officer (Officer for Results/Records) Roles and Responsibilities

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.

Specific responsibilities

The Recording and Timing Officer shall:

- I. Record all athlete performances at Centre carnivals in a suitably prepared set of books or computer program.
- II. Compile and maintain weekly result summaries.
- III. Prepare and print weekly programs.
- IV. Compile information for age group folders.
- V. Manage timing equipment and operate software at competition and carnivals.
- VI. Review weekly results and enter into required results platform.
- VII. Where the Centre maintains records, compile and maintain records of each event for which the Centre holds records.
- VIII. Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criteria is required.
- IX. Where the Centre provides awards at the end of or during the year, together with the Officer for Championships, assist in the collation of results to facilitate the giving of those awards.

Tiny Tots Coordinator Roles and Responsibilities

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 Tiny Tot's Coordinator role

The Tiny Tots' Coordinator operates under the general direction of the Head Coach (Officer for Coaching) to provide the Tiny Tots Program for the Centre. The Coordinator will use existing Little Athletics Resources including the Little Athletics SA *Tiny Tots Program Resource for Little Athletics Centres* and the Little Athletics SA *Tiny Tots Program Compendium of Activities* for children aged 3 to 5.

Specific responsibilities

Expectations of Tiny Tots Coordinators from Little Athletics SA *Tiny Tots Program Resource for Little Athletics Centres*.

Children's natural energy and enthusiasm can be channelled into experiences where they learn about their bodies, about themselves and how to enjoy playing with others when participating in movement, games and other activities.

Through these games and activities children develop sporting skills, tactics and learn to interact with others. The games and activities are the focus of each session, challenging young children to think about what they are doing and why.

It is expected that Tiny Tots Coordinators actively display the following characteristics by being:

- I. Confident and competent in working with 3-5 year olds and parents.
- II. Child centred and focused, rather than sport centred.
- III. Supportive and passionate about the program.
- IV. Enthusiastic in the promotion of the benefits of the program to parents and centre committee members.
- V. Patient and understanding with children and their parents.
- VI. Aware of and understanding of the developmental needs of the child.
- VII. Sensitive to the needs of the child and their family.
- VIII. Well informed and well planned with each session.
- IX. Open minded, adaptable and flexible to meet the aims of each session.

Uniform Officer (Officer for Uniforms) Roles and Responsibilities

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.

Specific responsibilities

The Uniform Officer shall:

- I. Purchase, store and sell the Centre uniforms.
- II. With the Treasurer recommend prices for uniforms and other clothing items to the Committee.
- III. Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- IV. Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- V. Arrange for the design and purchase of apparel for special carnivals.
- VI. Conduct a regular stock-take of all Centre uniforms, which will at least include a pre-season and post-season stocktake and keep an up-to-date inventory to meet foreshadowed needs.

2. Communication

This policy will be placed on the DAC website and noted in appropriate Club information.

3. Review

This policy will be reviewed by the DAC Executive from time to time, with recommended changes submitted to the DAC Committee.

All roles and responsibilities will be reviewed annually.