

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

The position descriptions described in this document various roles within the Illawarra Blue Stars Athletic Club.

1. Constitution

The positions of the Club Executive, i.e. President, Vice President, Secretary and Treasurer, and five Committee Members are elected at the Annual General Meeting in accordance with the Constitution of the Club.

2. Portfolios

Following the Annual General Meeting, the new Management Committee (MC) meets and assigns people to a number of roles to aid in the general management of the Club. These roles include Assistant Secretary, Registrar, Public Relations Officer, Member Protection Officer, Coaching Coordinator, Competition Coordinator, Race Walking Coordinator, Club Website Coordinator, Equipment Coordinator, Officials Coordinator, Athletes Representative, Social Activities Coordinator, Fund Raising Activities Coordinator and Uniforms Coordinator.

Other Club members who are not on the MC may be invited to assist the MC in carrying out these roles.

3. Sub-Committees

The MC may appoint sub committees to perform particular tasks. For example a sub committee is generally appointed to organise and run the winter cross-country program. A sub-committee may also be appointed to organise presentation day.

4. Club Captains

The registered athletes elect club Captains each year. There are two senior captains (U18 to Masters – one male and one female) and two junior captains (17 and under – one male and one female) who are appointed for the current year. An athlete can only be a captain for a maximum of two consecutive years.

The Club aims to assist the Senior Captains in their development as leaders and athletes as well as supporting their development in the sport through sponsoring them to either:

- Accreditation as a technical official or
- Level 1 or 2 coaching accreditation.

Junior and Senior Captains are officially recognized through:

- Club Captain designated apparel
- Participation in the annual awards / presentation night
- Receipt of a Club Captain medallion at the annual awards / presentation night.

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

President

Purpose

To provide leadership to ensure the operations of the Club are carried out in accordance with the Constitution and Objects as from time to time determined by the membership of the Club.

Specific Duties

1. To preside at all Meetings of the Club
2. To ensure that meetings are convened in accordance with the Rules
3. To ensure that meetings are conducted in accordance with the Rules
4. To ensure that all annual reports are prepared and presented at the Annual General Meeting
5. In conjunction with the Executive Committee oversee all functions of the MC, sub committees and delegations
6. To act as Constitution Officer of the Club, in conjunction with the Secretary
7. To oversee the liaison with appropriate local, State and National bodies governing the conduct of the Sport of Athletics
8. To oversee the liaison with appropriate local, State and National organisations having input to the conduct of sporting activities
9. To be an ex-officio member to all sub-committees
10. To advise the secretary of the Club if, at any time, the President is unavailable for meetings
11. To assist in any other activities necessary to ensure the legal pursuit of the Objects of the Club

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Secretary

Purpose

To ensure that operations of the Club reflect policy and that all members are informed of decisions and activities of the Club.

Specific Duties

1. As soon as practicable after being appointed as secretary, to lodge notice with the Club of her/his address
2. To ensure that minutes are kept of
 - a. all appointments of office bearers and members of the MC,
 - b. the names of members of the MC present at an MC meeting or a general meeting,
 - c. all proceedings at MC meetings and general meetings,and to ensure that all reports and details of MC Members elect are lodged with Athletics NSW on completion of the AGM.
3. To produce notices of all meetings and ensure their circulation
4. To assist the Competition Coordinator to produce notices of competition rules and ensure their circulation
5. To compile agendas for meetings of the Club
6. To be responsible for the receipt of incoming correspondence
7. To be responsible for production of outgoing correspondence
8. To be an ex-officio member of all sub-committees
9. To ensure that all records of the Club are maintained
10. To ensure that contact is made with all controlling bodies as required and within any specified time periods
11. To assist in the promotion and the development of the Club and its members

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Treasurer

Purpose

To act as the chief financial officer of the Club.

Specific Duties

1. To perform all accounting functions
2. To be responsible for financial planning, e.g. budget
3. To monitor all financial matters
4. To ensure that all accounts are processed
5. To reconcile the books of account with monthly bank statements
6. To deliver a financial report/statement at each monthly Club meeting
7. To ensure that all books and accounts are audited by the appointed club auditor in readiness for the AGM of the Club
8. To receive all income and ensure that it is banked correctly and promptly
9. To issue receipts for all monies received from the Registrar, Uniforms Coordinator and Fund Raising Activities Coordinator
10. To be an ex-officio member of all sub-committees
11. To ensure that a full audited report is given to the Secretary of the Club to forward to Athletics NSW and any other appropriate bodies, by the due date
12. To ensure that the annual return to the Office of Fair Trading is prepared and submitted by the due date

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Vice President

Purpose

To support the functions and the operations of the Executive Committee and carry out the role of President should the elected President be absent.

Specific Duties;

1. To preside at meetings of the Club on those occasions when the President is absent or unable or unwilling to preside
2. To be an ex-officio member of all sub committees
3. To take overall responsibility for other roles as agreed by the MC, e.g. Equipment Coordinator and Equipment Officers

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Assistant Secretary

Purpose

To provide assistance to the Secretary as required to support the efficient operation of the Club

Specific Duties.

1. Under the supervision of the Secretary, keep record of minutes of all Club meetings, including monthly meetings and the Annual General Meeting
2. Take, print and issue copies of minutes to all members prior to the next meeting
3. Under the supervision of the Secretary, assist and prepare outgoing correspondence, newsletters, etc
4. To assist the Secretary in compiling Club records
5. To keep a record of the performances of Club athletes in Higher level competitions such as Country Championships, All Schools, State Championships and National Championships for inclusion in the annual report or year book.
6. To undertake other duties as requested by the MC or Secretary

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Club Website Coordinator

Purpose

To ensure that the web site of the Club is maintained and provides members with up to date and relevant information

Specific Duties.

1. To ensure that the relevant technical information for the website is documented and maintained, eg domain name, names of any other members authorised to update the website, etc
2. To ensure that any costs associated with the website are included in the budget and relevant invoices are paid
3. To review information provided by MC members for inclusion on the website
4. To add, delete or update information on the website as directed by the MC
5. To manage any email, blogs, etc. related to the website

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Member Protection Officer

Purpose

To ensure that the Club's Member Protection Policy is maintained and that all members abide by this policy

Specific Duties.

1. To ensure compliance with the Club's policy
2. To promote the policy to everyone involved in the Club
3. To promote and model appropriate standards of behaviour at all times
4. To ensure that any breaches or complaints under the policy are responded to promptly, fairly and confidentially
5. To have the policy reviewed every 12 – 18 months
6. To seek advice from and refer serious issues to Athletics NSW
7. To ensure that a copy of the policy is available on the Club website

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Officials Coordinator

Purpose

To recruit, develop and support technical officials and co-ordinate the provision of officials for Club and external meets.

Specific Duties.

1. To co-ordinate the recruitment of technical officials
2. To ensure the provision of training and education for technical officials
3. To co-ordinate the recruitment of other volunteers to support the athletic competitions
4. To ensure that volunteers have completed the relevant Child Protection forms before being allowed to officiate at Club meets
5. To co-ordinate and roster the allocation of technical officials and volunteers for Club athletic competitions
6. To enlist technical officials and volunteers for other external meets, and provide a list to the Secretary
7. To ensure that all technical officials and volunteers are recorded in an official diary each participating day
8. To advise the MC if there is a need for any new equipment to allow events to be conducted in a proper and safe manner
9. To advise the Executive of the nominated person for the Officials Award for presentation at the Annual Presentation Day
10. To make any recommendation that may improve the operation and delivery of the Club's athletic events
11. To attend monthly meetings of the Club and present a report on technical officials

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Athletes Representative

Purpose

To be the point of contact to the MC on any matters concerning athletes

Specific Duties.

1. To maintain and enhance the liaison between the MC and athletes
2. To receive any issues or suggestions raised by the Club Captains
3. To report to all monthly meetings, any issues or suggestions received from the Club Captains or directly from any athletes
4. To have input into monthly meetings, recommending any changes that could be made for the benefit of the athletes
5. To represent the Club as the official athletes representative

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Equipment Coordinator

Purpose

To be responsible for the provision of suitable facilities and equipment for the conduct of the athletic events

Specific Duties;

1. To manage the equipment inventory and to submit proposals to MC meetings for the purchase of additional equipment as required
2. To oversee and arrange equipment officers for each athletic event
3. To ensure that all necessary gear and equipment is ready on the track and field for the beginning of an athletic event/and to ensure that all equipment is placed back into equipment shed at the conclusion of the event, with the assistance of the equipment officers and/or other members/helpers
4. To ensure that all equipment is in a safe condition prior to being issued for use at meets, with the assistance of the equipment officers and using any guidelines provided by the Executive
5. To manage any repairs and maintenance of equipment, with the assistance of the equipment officers, as authorised by the MC

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Public Relations Officer

Purpose

To promote the activities of the Club and be the point of contact for the media

Specific Duties.

1. To produce a regular newsletter for all club members
2. To co-ordinate the recruitment of athletes, along with all other MC Members
3. To maintain liaison with all media outlets
4. To prepare media releases and retain copies of all media releases
5. To maintain appropriate briefs in response to media enquiries
6. To oversee official functions of the Club, (e.g. Presentation Evening)
7. To oversee official promotional events of the club
8. To ensure that relevant news items are placed on the web site of the Club by the Club Website Coordinator
9. To seek financial and promotional assistance from sponsors and /or intending sponsors and to ensure that the club assists any sponsor in the best possible manner, for the best possible return
10. To ensure that all material and advertising of club events is listed with Athletics NSW

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Registrar

Purpose

To act as Registrar of the Club and maintain a complete and accurate record of all membership

Specific Duties;

1. To have registration forms and a schedule of fees available for members
2. To collect completed registration forms and registration / club fees from members
3. To summarise payments received and forward the money and the summary to the Treasurer, who will issue receipts
4. To request cheques as required from the Treasurer for sending to ANSW for registration fees
5. To collate and forward registration forms and fees to ANSW, either manually or using the ANSW on line system
6. To issue registration cards, bib numbers, etc. to members when received from ANSW
7. To maintain a record of registered members and to provide an up to date list of members to the Secretary and other MC members as required
8. To provide details of registered members receiving credits in lieu of fees for life membership, scholarships, fund raising, etc. to the Treasurer
9. To provide a summary of registrations for the year for inclusion in the annual report
10. To ensure that adult helpers who are not registered have completed and signed a Child Protection Form, in conjunction with the Officials Coordinator

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Social Activities Coordinator

Purpose

To organise social activities of a non fund raising nature for the Club

Specific Duties;

1. To organise social activities as discussed at MC meetings
2. To accept payments for activities from members
3. To ensure that suppliers involved in social activities are paid
4. If the financial arrangements are to be through the Club's accounts, to summarise payments received and forward the money and the summary to the Treasurer, who will issue receipts
5. If the financial arrangements are to be through the Club's accounts, provide the Treasurer with invoices, expense claims, etc. to support payment
6. To provide a report at MC meetings on any activities being held

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Fund Raising Activities Coordinator

Purpose

To organise fund raising activities for the Club

Specific Duties;

1. To organise fund raising activities as discussed at MC meetings
2. To accept payments for activities from members
3. To summarise payments received and forward the money and the summary to the Treasurer, who will issue receipts
4. To arrange for the Treasurer to pay suppliers involved in fund raising activities through invoices, expense claims, etc.
5. To provide a report at MC meetings on any activities being held

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Uniforms Coordinator

Purpose

To be responsible for the taking and ordering of all club members' uniforms

Specific Duties;

1. To take orders from members
2. To send orders to suppliers
3. To accept payments for uniforms from members
4. To summarise payments received and forward the money and the summary to the Treasurer, who will issue receipts
5. To request cheques from the Treasurer for sending away with orders
6. To maintain a record of uniforms held in stock

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Equipment Officers

Purpose

To assist the Equipment Coordinator with the management of the equipment owned and/or used by the Club

Specific Duties;

1. To assist in having all necessary equipment ready for all athletic meets conducted by the Club
2. To ensure, with the Equipment Coordinator, that all equipment is returned to the equipment shed at the completion of club athletic events
3. To ensure that all equipment is in a safe condition prior to being issued for use at meets
4. To undertake any repairs and maintenance of equipment, in conjunction with the Equipment Coordinator, as authorised by the MC

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Coaching Coordinator

Purpose

To ensure that the Club has a pool of qualified coaches who can meet the coaching and training needs of Club members of all ages and abilities

Specific Duties;

1. To ensure that all coaches of the Club are completely insured and are registered with the Club or at least with Athletics NSW
2. To advise the Club's coaches of the Australian Track & Field Coaches Association (A.T. & F. C. A.)
3. To ensure that all coaches retain their knowledge and update on a frequent basis
4. To seek out persons interested in undertaking formal coaching qualifications
5. To arrange for the accreditation of any overseas coaches
6. To convene special coaching meetings
7. To promote the Club and its members with special coaching programs
8. To advise the Club of all coaches, times, venues and availability
9. To ensure that all Club members are aware of coaches and their availability
10. To ensure that all coaches practice in an area that is in the best interests of the athlete and is an approved venue for track and field
11. To ensure that coaches at all times use proper and safe equipment
12. To report all incidents under coaches to the MC of IBS
13. To ensure that all coaches have complied with the Child Protection Act

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Competition Coordinator

Purpose

To organise Club events suitable for athletes of all ages and abilities and to organise entry to higher level competition where appropriate for the development of athletes.

Specific Duties;

1. To organise the Club summer and winter calendars to provide suitable events for all athletes in the club
2. To ensure that the calendars are readily available to all members via newsletters, notice board, website, etc.
3. To ensure that rules, recording sheets, etc. are available for Club events
4. To liaise with the MC Members for Equipment and Officials to ensure that equipment is available when required and that there are adequate officials to safely run the events
5. In organizing the Club calendars, to consider other meets such as State Championships, Country Championships, Little A State / Regional carnivals, etc.
6. To oversee the entry of club athletes into other competitions such as State Championships, Country Championships, etc.
7. To ensure that athletes competing in other than Club events are aware of the rules and procedures for such events, e.g. the wearing of club uniform, entry fees, reporting times, etc.
8. Where events are held away from the Club's home track, to provide directions to members and parents on how to get to the other venues

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Race Walking Coordinator

Purpose

To organise Club race walking events suitable for athletes of all ages; to organise entry to higher level competition where appropriate for the development of athletes; and to ensure that the coaching and training needs of race walking athletes are met.

Specific Duties;

1. In conjunction with the Competition Coordinator, to ensure that the Club summer and winter calendars provide suitable race walking events for all athletes in the club
2. In conjunction with the Competition Coordinator to ensure that rules, recording sheets, etc. are available for race walking events
3. To liaise with the Officials Coordinator to ensure that there are adequate officials to safely conduct race walking events
4. To assist the Competition Coordinator with the entry of club race walking athletes into other competitions such as State Championships, Country Championships, etc.
5. To ensure that athletes competing in other than Club race walking events are aware of the rules and procedures for such events, e.g. the wearing of club uniform, entry fees, reporting times, etc.
6. Where events are held away from the Club's home track, to assist the Competition Coordinator with providing directions to members and parents on how to get to the other venues
7. To seek out persons interested in undertaking formal coaching qualifications and direct them to the Coaching Coordinator
8. To assist the Officials Coordinator with the recruitment, training and education of race walking technical officials
9. To assist with the location or development of suitable race walking courses
10. To ensure that race walking courses are properly and safely marked

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

Club Captains

Purpose

To provide a leadership team specifically for the athletes in the Club, as an expansion of the general leadership base of the Club

Specific Duties;

Senior Captains

1. To encourage, assist and mentor junior athletes
2. To be an active role model to athletes at representative events in being organised, prepared, warmed up, at check-in and events on time
3. To assist in building team spirit and encouragement across the Club at club, regional, country and state events with the assistance of the Junior Captains
4. To pass on to the Athletes Representative any issues or suggestions raised by athletes
5. To take advantage of opportunities offered by the Club to assist in their development as leaders and athletes
6. To take advantage of support offered by the Club through sponsorship to obtain accreditation as a Technical Official or as a Level 1 or Level 2 Coach
7. After retiring as a captain, to assist new captains in understanding and carrying out their role for a period of at least four weeks into the new summer season

Junior Captains

1. To assist junior athletes through example in warming up, drills, stretches, etc at training, club days and competition
2. To encourage junior athletes at club days to warm up and to participate
3. To assist the Senior Captains in building team spirit and encouragement across the Club at club, regional, country and state events
4. To pass on to the Athletes Representative any issues or suggestions raised by athletes
5. After retiring as a captain, to assist new captains in understanding and carrying out their role for a period of at least four weeks into the new summer season

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

SUB COMMITTEE - Cross Country

Purpose

To develop and promote a suitable Cross Country Program.

Specific Duties

In conjunction with the Executive of the Club -

1. To develop a suitable program and venues for the conduct of cross country events
2. To develop suitable and safe courses for all ages and genders
3. To present the program of events to the Club MC
4. To ensure that all courses are properly and safely marked
5. In conjunction with the MC, to ensure that the cross country competitions are conducted within the appropriate rules
6. To liaise with the MC members to ensure that there is appropriate publicity and support for cross country events and that all members are advised of the events
7. With the Club Secretary, to ensure that the cross country program is listed with the winter season calendar with Athletics NSW
8. In conjunction with the Club Secretary, to arrange suitable awards for presentation to athletes and to organise a suitable venue and date for the cross country awards
9. In conjunction with the Club Secretary, to record all income received and give the money and report to the Club Treasurer for banking, ensuring that income from cross country events at least meets the cost of awards
10. To assist in any team selection process, in conjunction with the Executive, for any external events

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

SUB COMMITTEE – Presentation Day

Purpose

To organise the Club's annual presentation day function.

Specific Duties

In conjunction with the MC -

1. To determine the format of the function
2. To decide on a suitable venue, date and time for the function
3. To book the venue for the function and ensure that any deposit and/or booking fee is paid by the required time
4. To ensure that the function is appropriately publicised to members through the notice board, newsletters, web site, etc.
5. If there is to be entertainment at the function, to ensure that all necessary arrangements are made including having any equipment required available
6. To organise any catering required whether through external caterers or by Club members
7. If any special guests are to be asked to attend, such as life members or sponsors' representatives, to ensure that invitations are sent to them
8. To ensure that trophies are organised and delivered or picked up in time for the function, including allowing time for any corrections to be made
9. To ensure that volunteers are organised, if required, to set up the venue ready for the function to commence at the scheduled time
10. To ensure that volunteers are organised, if required, to clean the venue at the conclusion of the function
11. To ensure that someone is appointed, if required, to secure the venue after everyone has left and to return any keys or access cards

ILLAWARRA BLUE STARS ATHLETIC CLUB INC.

POSITION DESCRIPTIONS

SUB COMMITTEE – Country Championships

Purpose

To organise the Club's participation in the NSW Country Championships when conducted outside the Wollongong region.

Specific Duties

In conjunction with the MC -

1. To establish the availability and cost of accommodation in the area where the championships are being held, once the dates are known
2. To determine the accommodation needs of club members interested in attending the championships
3. To book accommodation as early as possible
4. To obtain deposits from club members requiring accommodation
5. To confirm bookings with the establishment(s) providing accommodation and ensure that any deposits required are paid
6. To provide any assistance required by the Competition Coordinator with the entries of club athletes into the championships
7. To ensure that all club members attending have details of how to get to the accommodation and competition venue
8. To obtain any balance owing by club members for accommodation
9. To ensure that the establishment(s) providing accommodation are paid and that the accommodation is left in a proper state
10. To determine the club's requirements for the competition venue, such as tents, and make the necessary arrangements to meet those requirements
11. To provide any assistance required by the Competition Coordinator or Club Captains in ensuring that athletes get to their events on time, wear correct uniforms, collect medals, etc.