

# Little Athletics: Administration & Management

The key to a successful Centre is successful administration.

Irrespective of how small or how informal a Centre is, for it to operate in an effective fashion, there are certain administrative tasks which need to be undertaken.

For a start its members need to communicate in order to make decisions. This involves meetings which must be conducted in an orderly fashion if they are to be effective. The important decisions made at meetings need to be recorded and, perhaps communicated to others.

Outside organisations or individuals will need to communicate with the Centre, and such communications may need to be recorded for future reference.

Centres have communal funds, which need to be responsibly managed and accounted for.

A set of rules, for Centre operation, needs to be determined and agreed upon. (This should take the form of a constitution, by-laws or regulations).

The manpower resources of the Centre are headed by an elected group of people, which is described as a committee. This group has the primary responsibility for administering the organisation, although part of this responsibility may be delegated to other individuals or groups.

## Centre Committee

The role of a committee member is twofold. Firstly, they participate in the committee as one member of a decision-making body, which operates through a system of meetings. In particular, all members of the committee, not just the vocal ones, should be made to feel that they are part of the decision-making process.

Secondly, the committee member often has specific responsibilities which may relate to the work of the committee but are implemented outside it (e.g. publicity officer, age manager coordinator etc).

Where possible, members with specific talents or backgrounds should be sought and encouraged to accept relevant positions.

The minimum acceptable committee would be comprised of five adults as follows:

### **President**

In addition to the responsibilities set out in Rule 16.1 of the Constitution, the President shall:

- 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 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) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

#### ***Vice President***

In addition to the responsibilities set out in Rule 16.2 of the Constitution, the Vice President shall:

- i) Assist the Executive Committee Members in the discharge of their duties.
- ii) Endorse correspondence, cheques, financial reports and other documentation as appropriate.

#### ***Secretary***

In addition to the responsibilities set out in Rule 16.3 of the Constitution, the Secretary shall:

- i) Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members.
- ii) Record all disclosures of interests in the minutes as required under Rule 18.10 of the Constitution.
- iii) Compile all agendas for meetings with the assistance from the Executive.
- iv) Assist all members of the Committee where required.
- 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 Rule 18.5 of the Constitution.
- vii) Forward notices of General meetings as required under Rule 23 of 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) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- x) 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.
- xi) 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.
- xii) Act on behalf of the Centre as reasonably directed by the Executive.
- xiii) Coordinate the preparation of the Annual Report.
- xiv) Submit a written report to for inclusion in the Annual Report of the Centre.

### ***Treasurer***

In addition to the responsibilities set out in Rule 16.4 of the Constitution, the Treasurer shall:

- i) Keep a detailed ledger of all receipts and payments transacted for the Centre.
- ii) Draft an annual budget for the Centre for consideration by the Committee.
- iii) Issue receipts for all monies received, this is to include internal income e.g. canteen, fundraising etc.
- iv) 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.
- v) Present to each meeting of the Committee, accounts received by the Centre since the previous meeting to be passed for payment.
- vi) Pay on invoice only (unless otherwise approved by the Committee), all accounts passed 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 Meetings 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 Rule 30 of 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) Investigate and review all insurance policies required for the Centre and equipment.
- xv) Establish an account or accounts with a suitable Bank or Financial Institution.
- xvi) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Registrar***

In addition to the responsibilities set out in Rule 16.5 of 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) Receive each correctly completed online registration, accompanied by the fee and proof of age of all new members.
- iv) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.

- v) 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.
- vi) Ensure an updated register list is made available to the Officer for Results/Records.
- vii) Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- viii) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- ix) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

**ADDITIONAL POSITIONS MAY INCLUDE:**

***Officer for Championships***

The Officer for Championships shall:

- i) Direct, plan and organise the fixtures, programs and timetables for all championship events conducted by the Centre.
- ii) Advertise all programs and timetables for special events and gala days.
- iii) Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- iv) 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.
- x) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

***Officer for Results/Records***

The Officer for Results/Records 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) Where the Centre maintains records, compile and maintain records of each event for which the Centre holds records.
- iv) Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criteria is required.

- v) 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.
- vi) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Coaching***

The Officer for Coaching 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) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Equipment and Grounds***

The Officer for Equipment and Grounds shall:

- i) Plan and implement the layout of the track and field for all competition.
- ii) Ensure the field is adequately marked.
- iii) Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition.
- iv) 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.
- v) Recommend the purchase and or repair of all equipment.
- vi) Ensure all equipment is maintained in an organised manner and in safe and good working order.
- vii) Ensure all equipment meets the all technical requirements.
- viii) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- ix) Provide details of equipment to the Treasurer for insurance purposes.
- x) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Officials***

The Officer for Officials shall:

- i) Recruit and organise and arrange training of officials for the safe and efficient conduct of Centre meetings.
- ii) Check that officials are carrying out their role in the best manner to assist to athletes.
- iii) Ensure that correct recording paperwork is allocated for each competition.
- iv) Organise officials for participation in instruction, training and examinations and maintain a list of their corresponding accreditation.
- v) Maintain a list of all officials who assist at competitions in which the Centre participates.

- vi) Organise officials from the Centre for events conducted by LANSW and other Centres, in which the Centre participates or by delegation to a member.
- vii) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Track and Field***

The Officer for Track and Field 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) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Canteen***

The Officer for Canteen 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) Arrange for a cash float to be available for the weekly running of the canteen.
- iv) Arrange for suitable help and replacement in the absence of the Officer for Canteen.
- v) Count proceeds after each competition and receive a receipt from the Treasurer.
- vi) Provide receipts from the ordering of stock to the Treasurer.
- vii) Keep a clear record of all orders and takings.
- viii) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Age Managers***

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) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Publicity***

The Officer for Publicity shall:

- i) Plan and implement local media coverage of the Centre's activities and arrange media coverage through local business displays.
- ii) Prepare and distribute a newsletter regularly to all members.
- iii) Keep sponsors informed of the Centre's activities.
- iv) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Fundraising***

The Officer for Fundraising shall:

- i) Plan and implement the raising of finance when required.
- ii) Organise and finalise the collection of all monies of the Centres' fundraising activities.
- iii) Count proceeds after each competition and receive a receipt from the Treasurer.
- iv) Keep an accurate record of all sponsors and fundraising activities.
- v) Liaise with all of the Centre sponsors and prepare letters and proposals for the request of sponsorship.
- vi) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Uniforms***

The Officer for Uniforms shall:

- i) Purchase, store and sell the Centre uniforms.
- ii) Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- iii) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- iv) Arrange for the design and purchase of apparel for special carnivals.
- v) Conduct a regular stock-take of all Centre uniforms and keep an up-to-date inventory.
- vi) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Health and Safety***

The Officer for Health and Safety shall:

- i) The Officer for Health and Safety must 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) Complete venue risk inspections and assessments prior to each competition conducted by the Centre.
- viii) Ensure compliance with all LANSW risk management policies.
- ix) 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.
- x) Assist with annual risk assessment
- xi) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

#### ***Officer for Member Protection/Grievance***

The Officer for Member Protection/Grievance shall:

- 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) Ensure completion of any required Working with Children documentation and maintain a register securely.
- xi) Assist with annual risk assessment.
- xii) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

#### ***Officer for Website Administration***

The Officer for Website Administration shall:

- i) Maintain the Centre's website to ensure all information on the site is accurate and add new information as advised by any authorised member of the Committee.
- ii) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

#### ***Officer for Social Activities***

The Officer for Social Activities shall:

- i) Plan and implement the raising of funds for social activities when required.
- ii) Arrange a program of social events.
- iii) Arrange for entertaining and/or accommodation for any visitors to the Centre.
- iv) Ensure that during fundraising activities, monies raised are handed promptly to the Treasurer and receive a receipt for same.
- v) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### ***Officer for Social Media***

The Officer for Social Media shall:

- i) 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.
- ii) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

NOTE: The above portfolios and responsibilities are intended as an example only, indicating the type of positions a centre may choose to include. If a centre chooses to allocate portfolios to general committee positions, the centre must decide which portfolios it requires and define the roles and responsibilities that the centre wishes to allocate to that portfolio. Positions, other than the Executive positions, may be created, abolished or amended from time to time by the Committee, as can the functions and responsibilities for these positions. If the centre chooses to entrench portfolios into the Constitution, any amendments can only be made at an Annual General Meeting or Special General Meeting.

## Centre Meetings

Meetings between office-bearers and between members are essential for effective communication within a Centre, as well as for the effective operation of the Centre on a democratic basis.

There are several different types of meetings that a Centre may conduct. They can be grouped broadly into:

**General/Special Meetings**, which are open to all members of the Centre (although they may not necessarily have the right to vote). Such meetings are called on occasions when a particular issue needs to be addressed/discussed.

**Committee Meetings**, which normally involve only elected or appointed decision-makers. In the case of most Centres such meetings involve all committee members and occur on a monthly basis. It is here that the day to day issues at the Centre are addressed.

**Annual General Meeting**, is a type of general meeting, usually conducted within two months of the completion of the season. It is at this meeting the election of committee members takes place, the financial and committee reports are presented and any changes to the constitution and by-laws/regulations occur. Centres must hold their AGM by the end of May each year.

## The Agenda

The starting point for any meeting is to decide on the time and place of the meeting, the business to be conducted and the order in which it will be conducted. This is the compilation of the agenda. A typical agenda would be:

### **Agenda of the Harris Park Little Athletics Centre**

**Tuesday, 19 March 2019 at 10.30am**

**Board Room - 90 Harris Street, HARRIS PARK NSW**

#### **ATTENDANCE:**

#### **APOLOGIES:**

Chairperson: Introduces any special guests by name and qualification, welcomes visitors, calls for apologies, moves that apologies be accepted.

#### **PREVIOUS MINUTES:**

Chairperson amends if necessary and confirms, by motion, minutes of previous meeting.

#### **MATTERS ARISING FROM MINUTES:**

Usually related to action someone who was appointed at the last meeting. Discussion is confined to those matters not to be covered in reports to come.

#### **CORRESPONDENCE:**

Secretary presents a list of inward and outward correspondence, in chronological order. Chairperson request motion that inwards correspondence be received and outwards endorsed.

#### **REPORTS:**

Treasurer – regular written financials report, discussion on report, motion to accept accounts for payment, motion to adopt the report.

Other committee members present reports – discussion and action may follow each report. Each report must be adopted by means of a motion.

#### **GENERAL BUSINESS:**

Any other matters.

#### **NEXT MEETING:**

Date, time and venue.

## Motions

All items of business requiring a decision must come before the meeting by way of motions, which, if passed, become resolutions.

A motion should be proposed before the chairperson allows any discussion on the topic. This promotes order in the discussion.

The motion must be seconded immediately, otherwise it should lapse.

Once a motion has been moved and seconded, the mover and seconder may speak to the motion.

To save time, the chairperson may then declare “Does anyone wish to speak AGAINST the motion?” If NO, the motion may be put to the vote. If YES, members debate for and against.

## Voting

The chairperson decides when the vote should be put forward.

The mover of the original motion should then be offered his/her right of reply.

The motion or amendment is read out.

The chairperson, without prejudice, could also summarise the proceedings for an against.

Different forms of voting are – by voice, by show of hands, by secret ballot, or by division.

Unless specified otherwise in the constitution, (e.g. for a constitution change a three quarter majority is required) a simple majority vote (by voices) is often enough for the chairperson to declare the result. If there is any doubt on the voice vote, the members may call for a show of hands.

If there is a tie, the proposal is rejected. The constitution provides for the voting power of the chairperson.

## Quorum

Generally, three quarters of the members present and voting form a quorum. This number is dependent upon that specified in the Centre constitution.

Without a quorum, no resolutions can be accepted.

## Time Control

Good time control is vital for the satisfactory conduct of a meeting. The chairperson is largely responsible for this, but these ideas may help:

- Use a sub-committee to research an issue that needs a lot of discussion. They can then summarise the alternatives for the meeting.
- Accept that most meetings have a social aspect as well as a business aspect. Experiment with ways of balancing personal contact with efficiency (e.g. a meal before the meeting).
- Aim to start and finish on time, even if not everyone is there or not all business is finished.
- If time runs out the meeting may decide to extend the closing time, say, half an hour in order to finish important business, they may allow the executive to make decisions on the remaining items, or they may defer that business to the next meeting.

## Minutes

It is essential to have a correct record of the proceedings of a meeting. The minutes serve as a general and attendance record, and in the case of later doubt or dispute, they are a legally accepted reference.

The minutes should be written up soon after the meeting before your memory fades! Use the past tense. Summarise in logical order any discussion. Include the names of both mover and seconder.

The amount of detail included in the minutes is up to the particular committee to decide. Use "Action" subheadings to detail who was delegated to follow up on tasks.

Minutes should ideally be typed and distributed to members as soon as possible after the meeting and displayed in a prominent place (e.g. a notice board). The agenda should be circulated one week before the meeting.

At the start of the next meeting, the minutes should be confirmed, after any amendments have been made, as a true and correct record and signed by the chairperson. (Try not to read them at the start of the meeting as it is time consuming).

### Sample Minutes

<b>Minutes of the Harris Park Little Athletics Centre</b> <b>Tuesday, 19 March 2019 at 10.30am</b> <b>Board Room- 90 Harris Street, HARRIS PARK NSW</b>	
<b>Notes taken by:</b>	<b>Mark Jones</b>
<b>Meeting opened:</b>	<b>10.33am</b>
<b>1. ATTENDANCE:</b>	<b>Present at the Meeting...</b>
<b>APOLOGIES:</b>	<b>Apologies were received from....</b>
<b>2. PREVIOUS MINUTES:</b>	
It was moved that the minutes of the previous meeting be accepted without amendment.	
Moved by: <b>John Smith</b>	Seconded by: <b>Jane Doe</b> <span style="float: right;"><b>CARRIED</b></span>
<b>3. BUSINESS ARISING FROM MINUTES:</b>	
<b>3.1 Local Government Grant</b>	
The Chairperson reported that a \$4,000 grant had been received from the Harris Park Town Council to buy high jump equipment, as per the submission tabled at the previous meeting.	
The Chairperson is to submit a detailed budget to the Council before going ahead with any purchases	
	Action: Chairperson
<b>4. CORRESPONDENCE:</b>	
Correspondence was received from.... Regarding.....	
A letter was sent to.... Asking for....	
Or attached a copy of all correspondence to be circulated to members at meeting	



Encourage involvement a couple of months before the election. Have open committee meetings. Hold a general meeting on a particular issue. Invite visitors to committee meetings or co-opt extra members. Send out a newsletter and utilise social media.

Circulate job descriptions for committee members so that people know what is involved.

Let candidates nominate themselves so that more modest newcomers have the opportunity to stand even if no one thinks to ask them.

Make sure that someone who cares about the organisation keeps track of nominations so that if there are not enough good candidates, then suitable people can be approached and asked to stand.

In a contested election, ask all candidates to talk for three minutes about any past experience that makes them suitable to sit on the committee and what they hope to do for your organisation in the future. If a candidate is too shy to speak, let one other person speak for them.

### Annual Report (Annual General Meeting)

The reports of Centre office bearers and executive members are presented to the Annual General Meeting, along with the audited financial statements. These collectively, make up the Annual Report of the Centre. A copy of the Annual Report should be forwarded to LANSW, each year.

NOTE: A Sample of Annual Report can be found on the LANSW website.