

Introduction

They key to a successful Centre is successful administration. Irrespective of how small a Centre is, for it to operate in an effective fashion, there are certain administrative task which need to be undertaken.

This checklist is intended to assist Little Athletics Centres with identifying necessary tasks, responsibilities and requirements and monitoring their completion. Use of this checklist will assist with the efficient and effective operation of the Centre and aims to ensure that Centres complete the required responsibilities for successful conduct.

Not all of the tasks listed on the checklist will be applicable to all Centres and additional tasks will need to be added for some Centres. It is suggested that Centres modify the checklist to its requirements (delete those tasks that are not applicable and add any extra tasks) and then use the checklist as a guide for operation throughout the season.

Task	Time Frame	Responsible	Completed Y / N or NA	Comments / Notes
AMG/Presentation Day	April - May			In accordance with the LANSW Constitution, all Centres must have held their AGM by the end of May each year.
Forward AGM minutes, Annual Report & Financial Statements to LANSW	May			An Annual Report must consist of written reports from at least the President, Secretary, Registrar & Treasurer.
Submit Annual Statement & any other relevant forms to the Department of Fair Trading, along with the accompanying fee/s	May			Other forms may include: Notice of Alteration to Objects & Rules (when changes have been made to the Constitution) or Notice of Change of Public Officer.
Committee Meeting	May			Obtain contact details for new Committee members. Discuss LANSW Annual Conference.
Determine any Notices of Motion/Discussion items for the LANSW Annual Conference & submit to LANSW by the due date	May			

Complete & submit LANSW Affiliation form & Paperwork Order form	May			Send documents to LANSW
Committee Meeting	June			
Determine delegates & send attendance/apology for LANSW AGM & Conference to LANSW	June			
Set fees for season (following receipt of LANSW fee advice)	June			Association fees for the season will be advised by LANSW
Update online registration system (SportsTG) with new season details	June			New fees, rego dates & contact details require updating at this time.
Confirm ground hire for season	June			
Liaise with LANSW to organise school visits	June			Contact Alvin Umadhay – LANSW Schools & Community Coordinator
Check uniform stock & place order if required	June			
Discuss possibility of hosting Introduction to Coaching Course (ITC) or Basic Centre Instruction Course (BEIC) & send request to LANSW	June			Contact Darren Wensor – LANSW Coach & Volunteer Development
Review & amend if necessary, the centre competition weekly program	June/ July			
State Road Walk Championships	June			
State Cross Country	July			
Committee Meeting	July			Discuss Notices of Motion/Discussion items for LANSW Conference.
Send postal or proxy votes to LANSW (if 2 delegates are not attending AGM & Annual Conference)	TBA			
LANSW AGM & Annual Conference	July			
Prepare Centre Handbook	July			

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Confirm registration dates, times, venues, personnel.	July/ August			
Organise Centre advertising (eg. Newspaper, posters, flyers, school newsletters etc)	July/ August			
Confirm all school visit details	July/ August			
Obtain & unpack registration items from LANSW	July/ August			
Update relevant Centre information with any changes passed at the LANSW Annual Conference	August			
Order canteen stock to begin season	August			
Organise working bee to prepare grounds etc for the season	August			
Committee Meeting	August			
Conduct registration pack collection days	August/ September			
Determine details & organise first competition day/night or orientation day/night	August/ September			
Committee Meeting	September			
Advertise/promote Zone Champs	October			
Committee Meeting	October			
Submit State Relay entries, along with relevant fees, by the due date to LANSW	October			No late entries will be accepted.
Trans Tasman Trials	November			Always held on the first Sunday in November
Submit Zone entries	November			Entries to be submitted to the relevant Zone Coordinator
Committee Meeting	November			
State Relay Championships	November			Always held on the fourth weekend in November.
Organise details for Christmas Party	December			

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Committee Meeting	December			
Zone Championships (some areas)	December			
Advertise/promote State Combined Event (formally known as Multi-Event Champs)	December/ January			State Combined Event is held in March
Committee Meeting	January			
Submit State Combined Event entries, along with relevant fees, by the due date to LANSW	February			No late entries will be accepted.
Committee Meeting	February			
Region Champs	January/ February			
Organise last competition day activities	February/ March			
State Combined Event Champs	March			Always held the first full weekend in March
Confirm any award winners & order trophies etc	March			
Committee Meeting	March			
State Track & Field Champs	March			
Return registration reconciliation form with all outstanding registration numbers to LANSW	March			Next seasons paperwork items will not be provided until all registration numbers are accounted for.
Return any outstanding forms eg. Triallist form, first aid form to LANSW	March			
Confirm date, venue, time, guests etc for AGM & Presentation Day	March			
Advertise/promote the LANSW AGM & Annual Conference	March/ April			
Advertise/promote the LANSW State Cross Country & Road Walk Champs	March/ April			
Conduct stock take & valuation of Centre equipment & organise any necessary repairs	April			

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Prepare Annual Report	March/April			An Annual Report must consist of written reports from at least the President, Secretary, Registrar & Treasurer, along with the Financial Statements.
Arrange independent review of Centre accounts	March/April			
Committee Meeting	April			Discuss AGM details
Prepare Centre Budget	April			
Determine if school visits will be required next season & submit School Visit request form to LANSW by the due date	April			
Presentation Day/AGM (some centres)	March - May			