

ELAC Committee

The Essendon Little Athletics Centre Committee manages the day to day running of the Centre. The Committee is made up of members drawn from the four clubs that make up the Essendon Centre. All ELAC parents are encouraged to come along to committee meetings and get involved. The commitment is small, but the rewards are great.

Committee meetings are held on the fourth Thursday of every month (except December) at 7.30pm in the Pavilion.

A new Committee is formed at the AGM held every March at the conclusion of our summer season.

If you are interested in becoming more involved in the running of the Centre, we encourage you to nominate for a position on the Committee. For those who are unsure of what is involved and what positions are available, a full list of Position Descriptions follows. For nomination forms, please see the link on this website, or contact our Secretary Gwen Timmins. I look forward to seeing you all at our AGM.

Kylie Devine
Hon President

Position Descriptions

Minutes Secretary

- Prepare agendas for monthly meetings
- Take minutes and organise distribution to all relevant people via email

Region Delegate

- Attend Region meetings
- Vote on issues on behalf of the Essendon Centre, where instructed by Centre Committee
- Report to Committee on information received at Region meetings

Ground/Equipment Manager

- Ensure equipment is in safe working condition
- Liaise with Chief of Officials to ensure equipment meets their requirements
- Oversee the setting up and stowing away of equipment

Equipment Set Up Officials

- Work with Equipment Manager to facilitate the setting up and stowing away of equipment on competition days.

Arena Manager/Announcer

- Overall responsibility for the conduct of Centre competition days
- Liaise with Assistant Arena Manager, Equipment Manager, and Chief of Officials on competition days
- Manage normal competition program each week by co-ordinating all events so that there is continuity at each area for each age group

Assistant Arena Manager

- Assist Arena Manager/Announcer in the running of competition days

Publicity Manager

- Ensure that all Essendon Centre activities are promoted in the local community through publicity in local newspapers, schools and businesses
- Submit articles to the Association for publication in the Little Athletics Magazine
- Develop and implement a marketing plan for the Essendon Centre aimed at attracting major sponsors for activities and projects

Team Manager

Cross Country, Relays, Region/State Multi, Track & Field all considered separate positions

- The Team Manager is the focal point for all competition relating to Region and State Championships for both Relays and Track and Field
- To be responsible for all documentation, relating to athletes entering above events. This information must comply with close of entry dates as stipulated by Essendon Centre Secretary and must be directed to the Secretary for on forwarding to the appropriate people
- Provide Chief of Officials with list of participating athletes in the above events for rostering of parents for duty
- Compile and present report for Centre Committee meetings

Coaching and Education

- Organise coaching panel of qualified coaches at the Essendon Centre
- Plan and document coaching requirements for Essendon Centre on an on-going basis
- Recruit parents and other coaches to assist with training sessions when required

- Assist Chief of Officials at each event where necessary

Assistant Coaches

- Lead training sessions when advised by Head Coach
- Work in conjunction with Head Coach to facilitate education of both athletes and parents

Canteen Manager

- Run canteen operation
- Maintain complete record of expenditure
- Keep Treasurer up to date with record of expenditure
- Present report at Committee meetings
- Liaise with Chief of Officials to organise official's refreshments each week.

Canteen Stock Controller/Purchasing Officer

- To work with Canteen Manager re stock needs, and facilitate the purchasing (including actual pick up and delivery) of stock

Social Secretary

- Develop ideas and Co-Ordinate social functions for both parents and athletes to encourage the fun side of "family, fun and fitness"

Starters Marshal

- Liaise directly with Starters to facilitate the quick and efficient running of all track events on competition days
- Organise athletes in the marshalling area into their heats using information supplied on grading sheets
- Work with Under 6-8 Marshal's to facilitate above
- Responsible for overall co-ordination of marshalling area, to ensure events are conducted in order called by Announcer
- Help athletes with the setting up and stowing away of starting blocks when required

Age group Marshal

Separate positions available for Under 6, 7 and 8 Boys and Girls
The position of Age Group Marshal requires a weekly commitment, but allows the parent who takes on the role to attend every event with their child.

We are in particular need of parents whose child will be in the **Under 6** age group.

- Responsible for the care of one particular age group of athletes.
- Meet athletes at marshalling area once called for an event, and organise them into lines according to clubs
- Take athletes to their event in an orderly fashion, educating them on track etiquette, and assist officials running that event
- Oversee athletes whilst at each event, and ensure their orderly conduct, maximizing the fun aspect for all involved.
- Assist athletes at the finish of track events, by guiding them to recording table area, and making sure they line up in an orderly fashion when there.
- Work with Starters Marshal to help facilitate quick and efficient grading of heats for track events

First Aid

- Anyone with any first aid experience is welcome to nominate for this position
- Be on call on competition days to administer basic first aid where required

Chief of Officials

- Responsible for allocation of parents to man events on all competition days, including Region and State Track & Field and Relay days
- Verify and sign off on duty cards
- Liaise with Arena Manager, event officials and Team Managers on Region and State Championship days
- Education of event officials as to correct procedures and rules for each event

Registrar

- Responsible for registration of athletes to VLAA, ensuring athletes are entered into correct age groups
- Collection of fees and family levies and remittance to Centre Treasurer
- Enter registration database
- Issue registration labels and relevant information to Club Officials
- Compile all necessary paperwork relating to registrations for VLAA

Team Delegates to Centre

- Attend monthly committee meetings
- Report to Centre Committee on all business pertaining to their Club

Secretary

- Handle all inward and outward correspondence
- Maintain all files
- Photocopying as required

- Issue notices and circulars
- Prepare and distribute AGM reports
- Liaise with VLAA at all events
- Prepare deadlines of entries, returns and administrative matters
- Organise any advertising required by Centre
- First point of contact for information on Little Athletics
- Maintain relevant administration material

Treasurer

- Keep proper books of account for all transactions made by Centre
- Present to each Committee meeting all accounts received by the Centre, since the previous meeting, for approval for payment
- Pay on invoice only all accounts passed for payment by the Committee. Such as payments to be made by cheque only
- Arrange for President, Secretary and self to act as signatories on all Centre bank and investment accounts
- Collect all fees, levies and other amounts payable to the Centre, Region or Association
- Bank all monies received promptly into the Centre bank account/s opened for that purpose
- Plan and implement all financial arrangements for the Centre activities
- Present to the Committee a detailed budget of income and expenditure
- Maintain a register of all assets of the Centre including their date of purchase, price and planned replacement date
- Present a statement of Income and Expenditure and Balance Sheet to the AGM
- Ensure that all books and records are audited prior to be presented at the AGM

Vice President

- Attend monthly Committee meetings
- Assume duties of President in his/her absence

President

- Chair AGM and monthly Committee meetings
- Liase with Executive Committee members to ensure a common goal and efficient running of Centre
- Spokesperson for Centre in all communications with other tenants of track and Council