



# Bendigo University Athletics Club Inc.

Reg. No A 0029769 V

## Operating Procedures and Policies Manual



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### Last Updated

Janet Hodnett, Club Secretary	4-March-2014
David Lonsdale, Club Secretary	20-March-2017

## **Bendigo University Athletics Club Mission Statement**

The Bendigo University Athletics Club (BUAC) mission is to encourage health and fitness through athletics – primarily cross country running. We aim to provide a non-threatening, positive social environment for runners of all ages and abilities through using a handicap system in our races and having an afternoon tea following each race, to allow people a chance to chat and get to know new members.

## **Bendigo University Athletics Club Strategic Direction**

The Bendigo University Athletics Club is a strong local athletics club. To maintain this status a number of issues need to be addressed in the coming years. In order to do this we need to ensure we are meeting affiliation standards for Athletics Victoria, if we want to remain a competing club. If we are not a competing club a number of our members would be disadvantaged and we may lose strong members who want to compete at a higher level.

Key Initiatives to be considered:

- Junior coaching session run by members – committee to investigate subsidising an entry level coaching course for interested members
- Continued encouragement of seniors to run in Athletics Victoria events – starting with trying to have an invitational team in the Coliban Relay.
- Encouragement of new members to be actively involved in the running of the club and ensure regular turnover of committee roles
- Continued promotion of training session for members – including Wednesday nights at Lake Weeroona and the long run group on Sunday mornings from the corner of Crook and Condon streets in Kennington
- Ensuring new members are made to feel welcome and comfortable in their running with our club. Also make them aware of all opportunities available to them to encourage them to continue their membership.
- Continued encouragement of members to participate in Athletics Bendigo events such as Invitations, Combined Runs, Trot around Tuesdays at Lake Weeroona and the summer season, including the Saturday track events and Tuesday and Thursday night track series.

# **General Operating Procedures**

## **Season Start - Prior to and including the AGM**

- After Athletics Bendigo (AB) has held the AB winter meeting (usually the 3rd Tuesday in February) our club can then set its calendar. At least two members of the BUAC committee need to attend this.
- Organise a committee meeting after the AB meeting to discuss issues raised, and to finalise documents such as the calendar, AGM notification and Agenda.
- Once the calendar has been drafted a date for the AGM needs to be set.
- Email notification (and mail for those email addresses that fail) to all club members of the date and time of the AGM must be sent out and received a minimum of 2 weeks before the date set. This is usually set the second or third Tuesday night of March at 7:30 p.m. at the Latrobe University gym meeting room. To book this room contact Gary Crouch or John McCullagh.
- Advice of the AGM can also be posted on the club facebook page.
- The AGM must be run as per the AGM procedure as set out in the club's constitution.

## **Post AGM**

### **Calendar**

- Once the AGM is complete finalise the club calendar and publish it on the club website as soon as possible, along with current maps and a letter of welcome from the president.
- Ensure the club's social night and presentation night are listed on the calendar and that people who are listed for duties are current members (this may need to be updated as the season commences).

### **Athletics Victoria**

- The club needs to have at least 15 of its members registered as 'competing members' of Athletics Victoria, to maintain affiliation and access public liability insurance and participate in Athletics Bendigo and Athletics Victoria events.
- All office bearers must be members. The club will pay for office bearers to register as 'competing members'.
- The club also must pay an affiliation fee to Athletics Victoria, along with submission of a club affiliation form.
- Club affiliation and membership forms can be accessed from the Athletics Victoria website: [www.athsvic.org.au](http://www.athsvic.org.au). These are usually completed by the club secretary.
- Athletics Victoria memberships are now completed online through the club portal. This is accessed through the login link (top right hand corner) at [www.athsvic.org.au](http://www.athsvic.org.au).

### **Permits**

- Once the calendar is set the club needs to apply to Parks Victoria for permits to conduct cross-country running in all parks around Bendigo. The contact at Parks Victoria is currently David Major (or Tim Buttle). Address all material to them.

- A copy of the calendar, map of Bendigo and individual run maps must be sent. A copy of our public liability insurance must also be sent. This can be downloaded from the AV website or requested from the Club Development Manager at Athletics Victoria.
- Once complete the permits will be sent back. They need to be signed, the club keeps a copy and the originals are sent back to Parks Victoria.
- The copies should be stored in the back of this folder and must be at the race to be presented if required.
- A separate permit must also be sought from the City of Greater Bendigo for the run at Crusoe Reservoir, as they manage this Park.

### **Incorporation Fee and Consumer Affairs**

- Within 30 days of the AGM the nominated Incorporated Association Secretary (formerly the Public Officer) must submit an 'Annual Statement – incorporated associations' form to Consumer Affairs Victoria, along with a financial statement of the club and incorporation fee. This form is posted from Consumer affairs usually in January of each year. This is completed by the club Secretary who is usually the nominated Incorporated Association Secretary.
- Any issues with the form can be followed up using the contacts on the Consumer Affairs website: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au).
- Where there is a change in club Secretary, notification of the change must be made to Consumer Affairs Victoria within 14 days. This is best done through the annual statement, but can be done separately.

### **Course Marker**

- Course markers are responsible for marking the assigned course for that day. They will need the box of marking tools and the measurement wheel which is stored over the summer in the trailer and then passed from marker to marker over the winter.
- The course is to be marked by using signs alone, no limil, plaster, flour or paint is to be used.
- No vegetation is to be moved or upset either by course marking or vehicles. The club runs must stay on formed tracks.
- Course markers are responsible for providing a course description at the pre-race briefing.
- Once the course has been run, the course marker is to go around and bring in the signs and clean up.
- The Park must be left the way we found it.

### **Race Captain**

- Race captains are responsible for the organisation of the day with the support of the committee.
- The captain is responsible for the recording of runners on the handicap sheets prior to the start of each race.
- Race captains are responsible for getting all races under way, time keeping and assisting in the calculating of results, which means they may not be able to race.

- Two race captains will be assigned to every club race at the start of the season.
- If they can't fulfil their duty or want to race, they may swap with another captain.
- We encourage the captains to get a friend or relative to help out. This means we can have more members racing on the day.

### **Singlets**

- The club Treasurer has a quantity of singlets and long sleeve tops.
- These have been ordered in the past from Step in Sports - John Rose. Contact details: 0418 328 950
- Latrobe University have been contributing to the cost of printing the tops.

### **University Invitation**

- The University Invitation is held on a date set by Athletics Bendigo.
- It is held at Latrobe University, Edwards Road, starting at the Student Union Building.
- Contact Brad Russell or John McCullagh as early as possible to book the venue and to arrange security to unlock the top and bottom gates.
- Ask all club members to arrive for the invitation no later than 1:15 to help set up. In the weeks leading up to the invitation ask members to assign themselves to volunteer roles (course marking, registrations, raffle tickets, cake stall, bbq, collating results and writing ribbons).

### **University Half Marathon**

- The University Half Marathon is held on a date set by Athletics Bendigo.
- It is held at Golf Course road in Epsom.
- Currently Frances and Kevin Walsh mark the course.
- Gavin Fiedler currently organises drink stations at the start and finish and mid-course.

### **Club social and awards nights**

#### **Social Night**

- A social night for club members is held roughly mid-year at a local hotel or club of choice.
- Select and book the venue as early as possible to avoid disappointment.
- Have a sign-up sheet at races three weeks prior and make members aware of the night.
- Book for around 50 people and confirm with the venue actual numbers one week before.

#### **Presentation Night**

- The end of year Presentation night for the awarding of club champions is also held at a local hotel or club of choice.
- This is usually done the night of the mystery run.

- The President also awards a President's award. This is given to a club member who the President believes has stood out as a valuable member of the club and whose efforts behind the scenes are appreciated. This award has in the past couple of years been a trophy.

## **Trophies and awards**

### **Invitation and Half Marathon**

- The president coordinates all trophies and awards from both the Club Invitation race and end of year presentation night.
- Goblets for our Club Invitation are purchased from Central Victoria Trophies and Gifts. They also engrave the shield.
- Sponsorship is to be organised (where possible) for either cash contributions to purchase prizes or goods to use as prizes.
- Raffle first prize (a watch) is currently organised by Frances Walsh.
- University half marathon prizes are ribbons as per standard club run.

### **Club Championship**

- Club championship glasses and trophies are purchased from Central Victoria Trophies and Gifts and they also engrave the perpetual shield. Typically glasses are given for the long course, trophies for intermediate and short course. Medals are awarded to second and third place getters.
- Speed champion only applies to the long course. There are two categories – Open and 40+, male and female awards are given. Trophies for first place only.

## **Ribbons**

- Purchase from Arvee screen printing Eaglehawk road.

## **Current Coaching/Formal Training Sessions**

- Wednesday nights at Lake Weeroona for a variety running drills, speed work and time trials at 6pm.
- Sunday mornings from the corner of Crook street and Condon street at 7am.
- An opportunity to start a juniors training session run by interested seniors.

## **Facilities**

- The majority of the club's equipment is kept in the club trailer. The trailer needs to be checked regularly for roadworthiness.
- Items in the trailer include tables and chairs, first aid kit, afternoon tea necessities, course marking equipment, portable marquee and notice board.
- Access to the Athletics Track on Retreat Road is available to Athletics Victoria competing members free of charge or for a small cost to La Trobe University for non AV registered members.

## Emergency Management Plan

It is a requirement by Parks Victoria that the Bendigo University Athletics Club provide the following outline of emergency management processes. The events are being operated under SLE Worldwide Australia PTY LTD \$20 million Public Liability insurance as sited in the event permit. All events will be conducted within the Greater Bendigo National or Regional Park.

- The emergency contact list will be available at the event registration desk.
- The organisers will have mobile phone contact.
- The first aid kit(s) is always available at the start and finish of the event and at least two of the assistant organisers are qualified first aiders.
- All participants will be fully briefed on event details at the commencement of the event and encouraged to carry water and mobile phones. If a participant comes across an injured competitor, they are required to stop and render assistance.
- The event is being conducted for fewer than 80 participants on a Saturday afternoon on the outskirts of the Bendigo Urban area and the assembly area is adjacent to the nearest formed road from the registration area. No specific briefing of local emergency services will occur but a briefing will be conducted at the start of the season to all present club members as well as all committee members to keep up to date with all necessary information throughout the season.
- The event will be concluded by 4:30pm. A search party will have already been despatched for any participants who have not returned by that required time. A four wheel drive vehicle will be available for emergency evacuation if required.

In Case of Emergency:

Bushfire	<ul style="list-style-type: none"> <li>• Notify Emergency services on 000 and contact the bushfire information hotline for additional information 1800 240 667.</li> <li>• Halt/postpone event until further advised, send a 4WD vehicle out to notify/collect competitors on course if necessary.</li> <li>• Notify event supervisor and Parks Victoria contact.</li> </ul>
Injured Participant	<ul style="list-style-type: none"> <li>• If the patient is unconscious: Phone emergency services on 000 and follow their instructions.</li> <li>• If the patient is conscious: Contact the first aider and follow their instructions.</li> </ul>
Lost Participant	<ul style="list-style-type: none"> <li>• Confirm missing by checking athlete list and determine if competitor is new to the club (therefore unfamiliar with courses) and if they have any known medical conditions.</li> <li>• Send out two vehicles (one the direction the course is being run, the other the opposite way) and runners to any inaccessible parts of the course. Send another vehicle out onto roads surrounding the course.</li> <li>• Ensure all searchers have mobile phones, have listed their numbers with the event organiser to be easily contacted and have the event organiser's number.</li> <li>• If participant not found in 45 min contact emergency services on 000.</li> </ul>



## Emergency Contact List

Events being held in the Greater Bendigo National Park and the Bendigo Regional Park

<b>Contact</b>	<b>Number</b>
Bendigo Police (emergency)	000
High St. Station (non-emergency situations)	5448 1300
Ambulance Victoria (emergency)	000
Bendigo Office (non-emergency situations)	133 009
Bendigo Hospital (Lucan Street)	
Emergency	5454 8100
General Inquiries	5454 6000
Fire	000
DSE Fire	5430 4644
Club President – Ross Douglas	0418 322244
Vice president – Jenny Lee	0410 448245
Secretary – David Lonsdale	0429 944009
Treasurer – Ben McDermid	0428 164481
Parks Victoria	5430 4444
David Major (Ranger – Bendigo District)	0417 379 504
City of Greater Bendigo	5434 6000

First Aid: First Aid kit located in club trailer with defibrillator.

2017 First Aid training register/attendees:-

Ross Douglas, Ben McDermid Jenny Lee, David Lonsdale, Darren Rowe, Andrew Creer, David Heislars, Andrea Smith, Phil Shambrook, Alan East, Jim Russell, Gavin Fiedler, Justin Lee, Lynley McDonald, Justin Lee.

# Overview of Roles and Duties of Committee Members

## President

The President shall:

- Chair all meetings of the club
- Supervise the administration and functioning of the club
- Carry out duties as designated by the committee
- Investigate any dispute within the club and if required in conjunction with the dispute committee recommend conciliatory action
- Shall be empowered to take such action as necessary should any contingency arise not covered in the constitution, rules or by laws of the club, provided also that such decision would require ratification by a majority of the management committee

## Vice President

The Vice President shall:

- Provide assistance to the president as required to help them carry out their duties
- In the event of the absence of the president, the Vice President will assume, during that absence, the position of the President with all the rights and powers of the office.

## Secretary

The Secretary shall:

- Record the proceedings of all meetings
- Receive all correspondence and have such correspondence available for all meetings of the club and maintain a file and pass on any communications received to the applicable people
- Prepare an agenda for all meetings
- Attend to all outgoing correspondence as required by resolution or procedure
- Keep the President fully informed on all developments
- Ensure that all committee members are in possession of a current copy of the constitution, rules and by-laws
- Is also the registrar of the club for Athletics Victoria purposes, and shall monitor and approve memberships through the AV clubs portal (at [www.athsvic.org.au](http://www.athsvic.org.au)).
- Notify Consumer Affairs of a change of Secretary (formerly Public Officer) or change of address of same within 14 days of such change
- Maintain an accurate and up to date register of all club members for the current and preceding athletics seasons encompassing all the information that the club and Athletics Victoria may require
- Ensure that registration forms are clearly filled in, moneys collected, and forwarded to the treasurer/Athletics Victoria if appropriate, at the earliest opportunity
- Shall maintain a record of years of continuous membership of each member
- Shall issue all registered athletes with registration numbers as supplied by Athletics Victoria
- Keep the president fully informed on all developments

## Treasurer

The Treasurer shall:

- Compile and present a budget for the next financial year at the Annual General Meeting

- Prepare a financial report including stock on hand and membership data to be presented at the AGM
- Recommend fees and levies to be charged against the membership of the club
- Liaise with other committee members as required when monetary issues are involved
- Maintain proper records of accounts
- Keep the President fully informed on all developments

### **Handicapper (Winter Season)**

The handicapper shall:

- Maintain a record of competitors and their performances in organised club events and others if relevant for club and/or Athletics Australia/Victoria purposes
- Calculate handicaps for competing members for all relevant club events
- Supply times and/or handicaps for club members to Athletics Bendigo if required.
- Maintain and use the "club" computerised handicap system
- Ensure there are a minimum of 2 other trained operators capable of using the computerised handicap system
- Keep the President informed of any relevant issues

### **Publicity Officer**

The publicity officer shall:

- Promote club events and providing results to the media
- Liaise with the race manager and/or operator of the results system (handicapper) on event days to ensure a copy of the results is obtained and forwarded in an appropriate format for media distribution

# **Bendigo University Athletics Club Position Description**

**JOB TITLE:** President

**SUPERVISOR/MENTOR:** Immediate past President

**CONTACT DETAILS:** As given by the immediate past President

**PURPOSE OF THE POSITION:** To facilitate the smooth running of the club, including attending to summer and winter season commitments and organising events throughout the winter season. Ensure the running of the club is in accordance with the club's constitution and stipulations set down by our governing bodies of Athletics Bendigo and Athletics Victoria.

**TIME COMMITMENT:**

Hours per week: Approximately 6 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30

**TERM:**

3 years has been the norm in recent times

**EQUIPMENT/RESOURCES REQUIRED:**

Access to computer, email and internet. The "president's box" supplied by the club which includes number tags, clock, clipboard, ribbons etc.

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; ability to speak publicly.

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

**Prior to AGM:**

- Attend AB winter meeting (usually 3<sup>rd</sup> Tuesday of Feb)
- Organise committee meetings to discuss program, current issues and finalise AGM agenda
- Contact Gary Crouch or John McCullagh to book room at LaTrobe gym for meeting

**Prior to start of winter season:**

- Finalise program and arrange for it to be put on the website
- Write welcome letter to members
- Ensure permits and AV affiliation forms are being progressed incorporation fee paid

**During winter season (general tasks):**

- Organise committee meetings as necessary
- Be mindful of AB commitments that need to be fulfilled
- Promote AV races
- Regularly check supplies of singlets etc. and tea and coffee

**Post winter season:**

- Tidy trailer and other equipment for storage
- Complete a stocktake of gear

**Before each club run:**

- Ensure course markers and race captains are aware of their duty
- Clock has batteries and paper
- Write on ribbons

**After each run:**

- Ensure all equipment is taken from area and rubbish taken home
- Clean and sort tags for next run

**Prior to Club Invitation:**

- Book Student Union with Brad Russell or John McCullagh; ask them to talk to security to have gates open for start of race
- Organise goblets, shield and other category prizes
- Ensure entry lists have been printed by the secretary

**Prior to Club Half Marathon:**

- Confirm course marking with nominated markers
- Ensure there are enough tags, elastic bands, pens and highlighters
- Write on ribbons
- Ensure entry lists and indemnity forms are printed by the secretary

**Prior to Athletics Bendigo Events (Keith Huddle, Coliban Relay)**

- Attend AB meetings as necessary
- Ensure nominated members are available to marshal
- Provide necessary equipment

**Prior to Presentation Night:**

- Book venue in advance, confirm numbers one week out
- Advertise to members and have sign-up sheets available
- Organise awards
- Organise slide show

**Prior to mid-year social night:**

- Book venue in advance, confirm numbers one week out
- Advertise to members and have sign-up sheets available

## **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Vice President

**SUPERVISOR/MENTOR:** President

**CONTACT DETAILS:** As given by the immediate past Vice President

**PURPOSE OF THE POSITION:** To assist in the smooth running of the club. In the absence of the President the Vice President assumes the responsibilities of the President. The Vice President is to assist the President in their duties as requested per the President Position description, and other activities as required.

**TIME COMMITMENT:**

Hours per week: approx. 6 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30

Committee meetings as required

**TERM:**

3 years has been the norm in recent times

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email and internet

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; ability to speak publicly

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

- Assists the President to fulfil their duties as described above

# **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Secretary

**SUPERVISOR/MENTOR:** Immediate past Secretary

**CONTACT DETAILS:** As given by the immediate past Secretary

**PURPOSE OF THE POSITION:** The secretary is the chief administration officer of the club and provides a coordinating link between members, the management committee and outside agencies. They are responsible for the flow of communication within the organisation.

**TIME COMMITMENT:**

Hours per week: approx. 8 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30

Committee meetings as required

**TERM:**

3 years has been the norm in recent years

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email and internet and club computer files

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; proficient at using various Microsoft Office programs

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

**Prior to AGM:**

- Organise program
- Put together AGM mail out material including notification and agenda
- E-mail out relevant materials

**Prior to start of winter season:**

- Organise Athletics Victoria memberships and club affiliation. Make sure these are processed online by members and then approve them through the clubs portal (at [www.athsvic.org.au](http://www.athsvic.org.au)). The use of paper based membership forms now attract a \$10 fee, so members should be encouraged to register online with AV.
- Organise permits from Parks Victoria and the City of Greater Bendigo (for the Crusoe Reservoir run)
- Complete incorporation annual statement for Consumer Affairs Victoria

- Finalise program and map and put them on the website

**During winter season (general tasks):**

- Pass on communications received to the relevant people
- Organise sponsorship for events
- Maintain membership records
- Organise agendas for committee meetings as they occur
- Send weekly emails to members letting them know whats coming up

**Post winter season:**

- Finalise records and paperwork

**Specific task to be completed (as and where applicable)**

**Post races:**

- Collate membership data as it comes in

**Prior to Club Invitation:**

- Print off entry lists
- Have posters with entry information, raffle prizes and sponsors listed
- Organise sponsorship
- Assist the president with purchasing of prizes

**Prior to Half Marathon:**

- Print off entry lists
- Print off entry and indemnity forms for the ½ marathon

**Prior to Athletics Bendigo Events (Keith Huddle, Coliban Relay)**

- Assist the President to help find marshals as required

**Prior to Presentation Night:**

- Assist the President with the allocation of awards and collection of them if necessary

**Prior to mid-year social night:**

- Assist the President if necessary



# **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Treasurer

**SUPERVISOR/MENTOR:** Immediate past Treasurer

**CONTACT DETAILS:** As given by the immediate past Treasurer

**PURPOSE OF THE POSITION:** The Treasurer is the chief financial officer of the club. It is the Treasurer's responsibility to ensure the club is in a healthy financial position and remaining on budget as well as collecting money from members for memberships and entry fees and paying incoming accounts.

**TIME COMMITMENT:**

Hours per week: approx. 6 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30 (especially at the start of the season)

Committee meetings as required

**TERM:**

3 years has been the norm in recent times

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email, internet and banking services

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; good mathematical skills and familiarity with handling money and paying accounts

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

**Prior to AGM:**

- Prepare the financial report for the AGM
- Include membership breakdowns and uniform sales and stock on hand

**Prior to start of winter season:**

- Pay accounts as necessary
- Pay annual incorporation fee to Consumer Affairs

**During winter season (general tasks):**

- Collect memberships and pass membership records onto the Secretary
- Organise the sale of singlets and other club uniforms

**Post winter season:**

- Balance books
- Pay accounts as required

**Before each club run:**

- Ensure adequate money is on hand to use for change
- Have spare membership forms available

**Club Invitation:**

- Arrange for change to be available for entries, raffle and afternoon tea
- Put systems in place during the event to keep money separate
- Count money and provide information back to club on how much was made
- Bank money

**Prior to Club Half Marathon:**

- Arrange for change to be available for entries and afternoon tea
- Put systems in place during the event to keep money separate
- Count money and provide information back to club on how much was made
- Bank money

**Prior to Presentation Night:**

- Pay accounts as received
- Assist the President if necessary in obtaining prizes

# **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Handicapper

**SUPERVISOR/MENTOR:** Immediate past Handicapper

**CONTACT DETAILS:** As per given

**PURPOSE OF THE POSITION:** The handicapper operates the handicap system that the club runs its races on.

**TIME COMMITMENT:**

Hours per week: approx. 8 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30

**TERM:**

3 years has been the norm in recent years

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email and internet and club computer files

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; proficient at using various computer operating systems and knowledge of the club's timing system and clock operations

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

**Prior to start of winter season:**

- Ensure handicap sheet is ready for the first race – including gaps for new members

**During winter season (general tasks):**

- Update the handicap sheet for each distance after each club race

**Post winter season:**

- Ensure program is in good working order and test any changes

**For each club run:**

- Arrive early to ensure plenty of time for runners to sign in and collect their number tags
- Ensure the system is operating correctly prior to race start
- Organise results for writing on ribbons and pass onto publicity officer for publication

**Prior to Presentation Night:**

- Pass on aggregate winner details as soon as possible to the President

## **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Assistant Handicapper

**SUPERVISOR/MENTOR:** Handicapper

**CONTACT DETAILS:** As given by the Handicapper

**PURPOSE OF THE POSITION:** The assistant handicapper assists the handicapper in the operation the handicap system that the club runs it races on. If the handicapper is unavailable for a race the assistant will operate the system in their place

**TIME COMMITMENT:**

Hours per week: approx. 4 hours

Set Days: Race days – Saturday afternoons 1:15 to 4:30

**TERM:**

3 years has been the norm in recent years

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email and internet and club computer files

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; proficient at using various computer operating systems and knowledge of the club's timing system and clock operations

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

- Assists the handicapper to fulfil their duties as described above

# **Bendigo University Athletics Club Position Description**

**JOB TITLE:** Publicity Officer

**SUPERVISOR/MENTOR:** President

**CONTACT DETAILS:** As given by the President

**PURPOSE OF THE POSITION:** To provide publicity for the club through local media by advertising upcoming races and providing race reports and results

**TIME COMMITMENT:**

2 hours per week during winter; as required over summer

**TERM:**

3 years has been the norm in recent years

**EQUIPMENT/RESOURCES REQUIRED:**

Access to email and internet and local media sources

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

A passion for the club; strong organisational skills; good communication skills; ability to use various computer programs; ability to liaise with outside organisations

**DIRECT BENEFIT TO VOLUNTEER:**

Social interaction; community involvement; learn new skills; develop relationships

**DUTIES:**

**Prior to start of winter season:**

- Advertise location and time of first race in the local paper

**During winter season (general tasks):**

- Provide regular newspaper reports for upcoming events and club and other races members participate in

**Post winter season:**

- Report on any events as necessary

**For each club run:**

- Include the upcoming race in the previous week's race report.

**Prior to Club Invitation:**

- Advertise club invitation including race start times, location and sponsors where known

**Prior to Club Half Marathon:**

- Advertise club half marathon including race start time and location

**Prior to Presentation Night:**

- Include notification of presentation night in previous race reports

**Prior to mid-year social night:**

- Include notification of the social night in previous race reports

# **Athletics Bendigo Board Member Position Description**

**JOB TITLE:** General board member

**SUPERVISOR/MENTOR:** President of Athletics Bendigo

**CONTACT DETAILS:** As per given by the president of Athletics Bendigo

**PURPOSE OF THE POSITION:** To provide support to the executive of Athletics Bendigo in the administration of a variety of tasks and events as well as voting on motions put to the board.

**TIME COMMITMENT:**

**Hours:** Approximately 5 hours a month (depending on business arising that may require work and events and meets being held)

**Times:** Meetings are currently at 7:30 and go for approximately two hours, plus events and meets as they occur

**Days:** Monthly meetings (currently 2nd Tuesday of the month)

**TERM:** 2 years

**EQUIPMENT/RESOURCES REQUIRED:**

Nil

**SKILLS/KNOWLEDGE/QUALIFICATIONS:**

Good communications skills, fair minded, able to put Athletics Bendigo ahead of individual club – if connected to a club.

**DIRECT BENEFIT TO VOLUNTEER:**

Develop networks and a greater understanding of athletics, social interaction.

**DUTIES:**

- Attend board meetings
- Assist the executive in the running of Athletics Bendigo
- Assist with events and meets run by Athletics Bendigo
- Voting at board meetings

### **Tasks to be covered by the Race Captain**

1. Arrive at 1:30.
2. Register Runners - highlight runners on the handicap sheet and give out race numbers (handicap sheets are provided by the handicapper).
3. Organise a time keeper (if you are planning to run). This is probably best done before race day as you will be required to time keep if no one else is available on the day.
4. Ensure all short course runners are registered - highlighted on the handicap sheet and given race numbers. Organise race start and time keeping.
5. Assist with working out results (if required by the handicapper).

### **Tasks to be covered by the Course Marker**

1. Obtain course marking equipment from the previous course marker.
2. Mark courses the morning of the run, to reduce the chance of signs being moved/taken. A long, intermediate, short and 500m course should be marked.
3. Only removable markers may be used – no limil, plaster or paint is to be used. This is against our permit conditions and can result in fines and/or revocation of permits.
4. Clearly mark all turns.
5. Give course descriptions at race briefings and ensure people are sent to turn around points and/or tricky corners if required to turn younger runners.
6. On completion of all runs, ensure all markers are collected and handed to the next course marker.

Remember that the committee and other experienced club members are available to help if you are unsure of anything, including how to use the clock. Many hands make light work and if everyone takes their one turn no one will be overloaded with jobs, and we all can enjoy the race.