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DUTIES OF THE PRESIDENT

Summary

The President leads the Centre by chairing meetings, overseeing committee members, and acting as the main spokesperson. They ensure the Centre runs smoothly by supporting registrations, competition days, and member wellbeing, as well as enforcing Codes of Behavior. The President prepares the Annual Report, attends Athletics West meetings and conferences, and works with the Secretary and Treasurer on financial matters. They also make sure the Centre's equipment is properly insured and that important updates are shared with members through the Website/Publicity Officer.

Duties of the President include:

- Chair monthly meetings of the Executive Committee.
- Chair Special General Meetings and Annual General Meetings (AGM's).
- Prepare an Annual Report for presentation at the AGM.
- Be responsible for all Committee Members and ensure that they keep him/her informed of matters under their control.
- Attend Athletics West Annual Conference and report back to Executive Committee.
- Jointly with Secretary and Treasurer operate the bank account.
- Ensure the wellbeing of the Centre.
- Centre spokesperson.
- Ensure preparations are made for Centre Registration and Centre Competition days.
- Enforce Codes of Behavior.
- Provide information to the Website/Publicity Officer for uploading to the website.
- Represent the Centre at Athletics West meetings as required.
- Ensure all equipment of the Centre is adequately insured.

DUTIES OF THE TREASURE

Summary

The Treasurer manages the Centre's finances by receiving and paying money, keeping accurate financial records, and jointly operating the bank account with other approved signatories. They prepare financial statements for meetings, maintain the asset register with the Equipment Officer, and ensure annual financial reports and asset schedules are presented at the AGM and submitted to Athletics West. The Treasurer also oversees investments as directed by the Executive Committee and ensures all financial practices meet required standards.

Duties of the Treasurer include:

- Receive and pay out money on behalf of the Centre.
- Jointly with other nominated signatories operate the Bank Account. The Centre will nominate four (4) signatories to be comprised of President, Treasurer, Secretary (if appointed) plus another member as approved by the Executive Committee each year.
- Keep a proper record and books for all transactions.
- Arrange a bank account and at least two (2) signatories for all payments. These signatories must not be from the same household nor be related.
- Invest money in such a manner as the Executive Committee may see fit.
- Prepare a Financial Statement for each meeting, a copy of which is to be sent to Athletics West.
- Prepare an Annual Report for presentation at the AGM.
- Ensure that a Schedule listing the Assets of the Centre, and an Annual Income and Expenditure Report is prepared for presentation at the Annual General Meeting. A report to be forwarded to Athletics West by the 31st May annually.
- Keep an updated Asset Register in liaison with Equipment Officer.

DUTIES OF THE SENIOR ATHLETE OFFICER

Summary:

The Senior Athlete Officer looks after the Centre's involvement in senior athletics by liaising with Athletics West, circulating competition details, and ensuring athletes are registered for both competition and insurance purposes. They maintain communication with senior athletes, help organise accredited coaches for training, and support registrations in partnership with the Registrar. The role also involves promoting senior athletics within the Centre, coordinating social or end-of-season events, representing the Centre at relevant events, and providing regular reports to the committee and Annual Report.

Duties of the Senior Athlete Officer include:

- Be responsible for the Centre's involvement in Senior Athletics Competitions by liaising with Athletics West and the Centre.
- Liaise with Athletics West to obtain and circulate competition dates and venues, to Centre Senior Athletes.
- With the Centre Registrar and Secretary, maintain an email database of all Centre Senior athletes for communication purposes.
- With the Centre Registrar, ensure that all Centre Senior Athletes are registered for insurance purposes including athletes that are 'training only'.
- Work with the Centre Coaching and Development Offer to organise Accredited coaches for any Centre seniors training sessions.
- Facilitate the registration of all Centre Senior Athletes, working with the Centre Registrar.
- Co-ordinate any end-of-season wind-up events for Senior Athletes, as agreed with the Centre Executive Committee.
- Promote the Centre's Seniors offering and answer questions from Members and prospective members.
- Represent the Centre at events as required.
- Attend Hamersley Committee meetings.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE SECRETARY

Summary

The Secretary manages the Centre's correspondence, meeting agendas, and minutes, ensuring information is shared promptly with committee members and Athletics West. They help prepare the Annual Report with the President, keep members informed of updates or changes, maintain the Life Members database, coordinate Athletics West awards, and organise season rosters for officials at Saturday competitions.

Duties of the Secretary include:

- Receive record and action correspondence.
- In consultation with the President, prepare and distribute as required, the agenda for all meetings at least seven (7) days prior to a meeting.
- Take minutes of all Meetings and forward copies to the Executive Committee and, together with the Financial Statement, to Athletics West within fourteen (14) days of the meeting.
- Notify Athletics West of all accidents/incidents that could give rise to any insurance claim.
- In liaison with the President, prepare the Annual Report for the Centre.
- Ensure members are informed of future developments and are made aware of any changes that may affect the athletes, or the Centre.
- Maintain updated database of Life Members.
- Co-ordinate Athletics West Awards.
- Ensure that the season rosters for track and field officials for Saturday competition days are prepared and distributed prior to the start of the season.

DUTIES OF THE REGISTRAR

Summary

The Registrar manages all aspects of member registration for the Centre, including coordinating pre-registration days, issuing registration numbers and age tags, and ensuring proof of age is verified. They maintain an accurate member database, handle registration payments and transfers, respond to queries, and update records in the online system. The Registrar also prepares returns for Athletics West, attends relevant meetings, and provides monthly and annual reports to the committee.

Duties of the Registrar include:

- Receive from Athletics West all Registration material including online registration information.
- Co-ordinate Centre Pre-registration/Registration and Information Day.
- Issue Registration Numbers to all members using the online system, once they are financial and proof of age has been confirmed for new members.
- Retrieve previous member login details in Results HQ if they have been forgotten.
- Use Centre Administrator Login to input any notes, or update Centre requirements that are used in the online registration process.
- Sight birth certificates or passports as proof of age on registration acceptance.
- Issue registration numbers and age tags (if provided).
- Complete registration returns and forward to Athletics West, in accordance with instructions given at the Athletics West Registrar's Meeting.
- Make payment to Athletics West for each member registered with the Centre.
- Maintain an accurate and up to date Register of Members of the Centre with their email, phone and residential address.
- Respond to registration queries received.
- Attend to registration transfers as required.
- Issue (and charge appropriately) new age and name tags if they are lost during the season.
- Attend Registrar meeting at Athletics West.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE RECORDING OFFICER

Summary

The Recording Officer manages the Centre's competition results, including calculating points, setting up weekly programs, and maintaining accurate records. They work with the Registrar to ensure registration data is up to date, produce starters and results sheets, verify and confirm results, and generate reports for relay selection and Athletics West as needed. The role also involves calculating awards for summer and winter seasons, maintaining Yellow Book records, ordering stationery, resolving result-related queries, and providing monthly and annual reports to the committee.

Duties of the Recording Officer include:

- Calculation, input and maintenance of the Hamersley point index for the correct calculation of points.
- Set up the various weekly programs.
- Work with the Registrar to ensure the registrations and associated data are updated in the appropriate systems in a timely manner.
- Production of the weekly competition starters and field results sheets and filing in appropriate folders.
- The input or supervision of the input of all results.
- The appraisal and verification of all results.
- Confirming results in the relevant recording system.
- Production via Excel of ad hoc reports not capable straight from the system.
- Production of reports to assist with relay selection.
- The extract of information that Athletics West sometimes requires.
- Trophy/medal/award calculations for end of summer season.
- Trophy/medal/award calculations for end of winter season.
- Answering any queries or resolution of any disputes, regarding the results.
- Maintenance of the Yellow Book awards and records.
- Ordering or purchase of stationery for the results sheets and printer.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE SELECTIONS AND CHAMPIONSHIPS OFFICER

Summary

The Selections and Championship Officer coordinate the Centre's participation in competitions and special events. They manage athlete entries, team selections, uniforms, and communication with athletes, coaches, and officials. The role also involves liaising with Athletics West, other Centre's, and committee members to ensure events run smoothly, including appointing relay coaches, organising officials, and acting as the Centre's protest officer or team manager when needed. Regular updates are provided to the committee and the Annual Report.

Duties of the Selections and Championship Officer include:

- Organise Special events to be conducted, entry, Key Officials selection, program, venue and checking out the ground and other technical aspects. Liaise with the Arena Manager and Organiser of Officials.
- Organise entry of Athletes to all Athletics West-run events including State Track & Field Relay Championships, the Centre Uniforms for the Athletes, and inform them of any specific Rules relating to each event.
- Liaise with other Centres and assist in organising any Athletics West's Championships as per Athletics West's Championships Manual, as required.
- With the Secretary and Administration Officers, communicate events to members through appropriate channels.
- Ensure entry forms are available and collect completed forms.
- Liaise with the Recording Officer to obtain results and to ensure athletes are entered at the appropriate events.
- Notify athletes of their selection in teams and confirm their availability.
- Appoint relay coaches and liaise with them to resolve any issues.
- Assist and support the Organiser of Officials in organising rosters for State run events.
- Act as the "Protest Officer / Team Manager" for the Centre for Athletics West events.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE ORGANISER OF OFFICIALS

Summary

The Organiser of Officials ensures the Centre has trained and accredited officials for competitions and events. They maintain the database of accredited officials, monitor officiating standards, provide guidance and mentoring to key officials, and support parents with rules and information as needed. The role also involves coordinating rosters for Saturday competitions and Athletics West events, ensuring all officials are qualified for their roles, and providing monthly and annual reports to the committee.

Duties of the Organiser of Officials include:

- With the Education, Coaching & Development Officer, arrange for competent site and key officials to be trained and accredited with Athletics West's Officials Accreditation process.
- Maintain the database of accredited officials as appropriate.
- Monitor standards of officiating during competition days and provide support to parents with rules/notes and information where necessary.
- Assist the Roster Co-ordinator to co-ordinate rosters for Saturday Competition, Athletics West events, eg State Relay Championships, State Combined Events, Inter-Centre Championships and State Championships, and other events that the Centre participates in – ensuring that Key Officials provided by the Centre are qualified for their roles at these events.
- Provide advice, encouragement and mentoring to Centre Key Officials for all events.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE EQUIPMENT OFFICER

Summary

The Equipment Officer makes sure the Centre has the right equipment, that it's safe to use, and stored properly. They look after the marking of arenas and training grounds, help with equipment checks and weigh-ins, and work with others on any repairs or new equipment needs. The role also involves keeping the equipment register up to date, providing regular updates to the committee, and coordinating the yearly shed clean-out and stock take with support from other members and the council where needed.

Duties of the Equipment Officer include:

- Ensure all required Centre equipment is obtained.
- Maintain all equipment in a safe and usable condition.
- Be on hand to resolve any equipment issues during competition.
- Work with a sub-committee to manage training equipment and equipment storage at training facilities.
- Recommend to Executive Committee items of equipment to be acquired, repaired or disposed of.
- Be responsible for the marking of the Arena, sites, training grounds and maintain that marking in a clear form for competition and training requirements.
- On an annual basis, clean out the shed and check equipment with the assistance of the Arena Manager, Centre Committee Members and invited members.
- Advise the Treasurer of equipment purchased and removal of old equipment so the Asset Register can be updated.
- Liaise with the local Councils regarding turf repairs to the arena and any issues or impacts that arise from maintenance to or modifications of the arenas or the equipment sheds.
- Attend to equipment weigh-ins and dimension checks at the Centre (annually before the start of the season) and prior to Athletics West events (as required).
- Maintain the Centre equipment register.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE EDUCATION, COACHING & DEVELOPMENT OFFICER

Summary

The Education, Coaching & Development Officer oversees all coaching and development activities for the Centre, including managing coach databases and qualifications, coordinating training programs and sessions, and facilitating coaching courses and clinics. Key responsibilities include ensuring adequate coaching representation, supporting officials' accreditation, assisting with athlete development and relay training, liaising with councils for training arrangements, and maintaining regular communication with athletes, families, and coaches regarding programs and progress.

Duties of the Education, Coaching & Development Officer include:

- Ensure adequate representation by the Centre at Athletics West coaching courses.
- With the Organiser of Officials, arrange for competent site and key officials to be accredited with Athletics West's Officials Accreditation process, if required.
- Maintain a database of Centre Coaches, their qualifications and specialisations.
- Prepare a report for the monthly Committee meetings.
- Assist parents with the registration process for coaching courses and clinics.
- With the Organiser of Officials, monitor standards of officiating during competition days and provide support to parents with rules/notes and information where necessary.
- Assist Selections Officer with relay training for new relay coaches.
- Coordinate Hamersley Centre training sessions and training programs for athletes, prepare regular emails to athletes/families, request payments for coaches, monitor progress of coaching programs.
- Organise Centre and Coaching Clinics as required.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.
- With the Centre Secretary and Administration Officer, liaise with the relevant local Councils on training dates, facilitate training sessions and handle all communications related to training with parents and athletes.

DUTIES OF THE ARENA MANAGER

Summary

The Arena Manager oversees all operational aspects of the athletics arena, ensuring safe and compliant competition conditions. Key responsibilities include arena preparation and safety management, equipment coordination and maintenance, compliance with competition rules and record ratification, liaison with external bodies, and providing regular reports to the Committee. The role involves both hands-on operational duties and strategic oversight to maintain high standards for competitions and events.

Duties of the Arena Manager include:

- Assist the Championships Officer with the Centre “Protest Officer / Team Manager” role for Athletics West events.
- Ensure that the arena is line marked correctly for commencement of season.
- Ensure that the Rules of Competition are complied with.
- Ensure that records set at the Hamersley arena comply with rules and are then rectified and recorded in Arena Manager’s file.
- With the help of the set-up and pack away coordinators, ensure that the equipment shed is open and ready for the set-up volunteers to set up all equipment prior to competition each week. Ensure that all equipment is returned to the shed at the end of competition each week by pack-away volunteers.
- With the help of the set-up and pack away coordinators, deliver specific site equipment to sites using the utility and associated trailers at the start of competition days and collect equipment from sites at the end of competition days.
- Ensure that the arena is safe for competition, including making the decisions about cancelling competitions in dangerous situations.
- Ensure there is fuel in the utility and generator.
- Act as an adjudicator in disputes of rules of competition.
- Report equipment deficiencies to the Equipment Officer.
- Facilitate equipment loans for Athletics West competitions, cross country events and others as required.
- On an annual basis, clean out the shed and check equipment with the assistance of the Equipment Officer and appropriate volunteers.
- Maintain the Asset Register in liaison with Equipment Officer and Treasurer.
- Contact the relevant local councils with regards to any misuse of or issues with the Arena or training facilities.
- Make suggestions at Committee meetings about functionality of the events, calendar and programs in general.
- Monitor on a regular basis and keep a record of the sound readings of the PA system volume during competitions.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE ADMINISTRATION OFFICER

Summary

The Administration Officer provides comprehensive administrative support to the athletics centre, serving as the key liaison between the Centre Committee, Athletics West, and external stakeholders. Key responsibilities include managing centre records and correspondence, coordinating events and competitions, ensuring safety compliance, handling venue bookings, organising awards and recognition programs, and supporting various centre activities from seasonal preparations to end-of-year celebrations.

Duties of the Administration Officer include:

- Provide administration assistance to the Centre Committee.
- Assist with preparation and organising printing of the Centre Yellow Book.
- Handle Athletics West correspondence and forward to relevant committee members as required.
- Assistance with States/event preparations including online rosters.
- Maintain centre records.
- Check first aid equipment is current and well stocked prior to season starting.
- Ensure that first aid volunteers have a current Accredited Certificate in first aid.
- Liaise with the relevant local Councils and other sporting Clubs co-located at our facilities.
- Provide assistance to the Education, Coaching & Development Officer for the coaching and training organisation.
- Assist with preparations for end of season wind-up, including ordering trophies, invitations to Life Members, preparation of the Order of Proceedings and preparation of Award and Record Certificates.
- Liaise with the Wendling Road Management Committee and provide feedback to the Executive Committee that is relevant to the Centre.
- Take bookings for the Wendling Road venue from user groups.
- Keep Life Members informed and invited to relevant events.
- Organise Honour Boards for updating and Plaques for State & International Athletes.
- Prepare Certificates for Service Awards.
- Co-ordinate Athletics West Awards and submit paperwork.
- Liaise with Athletics West for Special Events.
- Attend Athletics West Annual Conference and report back to Executive Committee.
- Provide information to the Website/Publicity Officer for upload to the website.
- Liaise with Social Co-ordinator on for planned activities.
- Ensure that the season rosters for track and field officials for Saturday competition days are prepared and distributed prior to the start of the season.

DUTIES OF THE WINTER OFFICER

Summary

The Winter Officer coordinates the Centre's involvement in the Winter Competition, including cross country and road walks. They liaise with Athletics West, local councils, and coaches to organise training, race days, and athlete registrations. The role involves keeping athletes and families informed, maintaining records of performances, and managing the host race day with support for volunteers, BBQ/canteen, and awards. The Winter Officer also promotes winter activities during the summer season, represents the Centre at relevant meetings, and provides updates and reports to the committee and Annual Report.

Duties of the Winter Officer include:

- Be fully responsible for the Centres' involvement in Winter Competition by liaising with Athletics West and the Centre.
- Ensure sufficient notice of both Cross Country and Road Walks, their dates and venues, is given to all members and previous season athletes.
- Maintain an email database of all winter athletes.
- Ensure that all athletes are registered for insurance purposes.
- Undertake the role of principal co-ordinator for the Cross Country host race day, ensuring the supply of sufficient personnel to run the event.
- Liaise with the relevant local council for booking of the reserve for race day and any bookings required for training sessions.
- Organise for Accredited cross-country coaches.
- Prepare the Winter cross country training schedule in conjunction with the appointed coaches and give to Website/Publicity Officer for publishing to website and social media pages.
- Facilitate the registration of all new winter athletes, including receipt of monies and forward registrations to Athletics West for the issuing of the registration number.
- Maintain full records of each athlete's performance.
- Co-ordinate BBQ and canteen requirements with Canteen Manager for Hamersley's host day.
- Co-ordinate awards for the Winter competition and submit for Yellow Book publishing as early as possible.
- Co-ordinate the Winter Wind up and trophy presentations.
- Promote the Winter competition throughout the summer athletics season.
- Represent the Centre at Winter Athletics West Meetings as required.
- Attend Hamersley Committee meetings as and when required, particularly during the Winter season.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE WEBSITE/PUBLICITY OFFICER

Duties of the Website/Publicity Officer include:

- Receive information from Athletics West or the Centre, for upload onto website and social media as required.
- Regularly check and cleanse the website for old or out of date material.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE UNIFORM CO-ORDINATOR

Summary

The Uniform Co-ordinator ensures Centre uniforms are available and ready for athletes, especially for State events. They manage uniform stock levels, sales (including second-hand items where useful), and keep accurate records of transactions. The role also involves liaising with suppliers on any style or design changes, selling uniforms at competitions and winter training, and providing regular updates to the committee and Annual Report.

Duties of the Uniform Co-ordinator include:

- Ensure sufficient Centre Uniforms are available for State Events.
- Conduct stock take of uniforms.
- Co-ordinate sale of uniforms during competition as required.
- Maintain accurate log of transactions for sale of uniforms.
- Co-ordinate second-hand sales of uniforms, shoes or other items if deemed worthwhile.
- Co-ordinate sale of uniforms at start of Winter training.
- Liaise with uniform supplier for changes to uniform style and design.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE SOCIAL CO-ORDINATOR

Summary

The Social Coordinator organises and manages the Centre's social events, helping to create a welcoming and enjoyable community. They plan activities such as the end-of-season wind-up, committee dinner, Santa's visit, and special functions, as well as arranging catering, raffle hampers, and event promotions. The role also involves providing regular updates to the committee and a written report for the Annual Report.

Duties of the Social Coordinator include:

- Plan and facilitate any Centre social events.
- Book end of season entertainment for the Centre wind-up function as appropriate.
- Purchase morning tea or supper for Life Members and Committee attending the trophy presentations and AGM.
- Prepare flyers for any special events and co-ordinate activities and provision of raffle hampers.
- Book annual committee dinner.
- Organise Santa's visit in December.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE ROSTER CO-ORDINATOR

Duties of the Roster Co-ordinator include

- Co-ordinate rosters for Competitions, Athletics West events, (eg State Relay Championships, State Combined Events, and State. Championships), and other events that the Centre participates in.
- Provide a monthly report for the Hamersley Committee meetings
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE MEMBER PROTECTION & COMPLIANCE OFFICER

Duties of the Member Protection & Compliance Officer include:

- Be the point of contact at Saturday competition for any reports concerning child abuse.
- Ensure all committee members/volunteers/coaches who do not have a child registered to provide a Working with Children Card.
- Liaise with the Centre that Committee/Volunteers/Coaches and any members that handle money, keys or equipment to ensure they have Volunteer Police Clearances or Working with Children Checks.
- Attend the Member Protection Information Officer Course.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE INCLUSION OFFICER

Summary

The Inclusion Officer helps ensure the Centre is welcoming, safe, and inclusive for all members, reflecting the diversity of the local community. They support the development of strategies, policies, and procedures to remove barriers and discrimination, promote respect and acceptance, and provide guidance and support to members on inclusion and diversity matters. The role also involves providing monthly updates to the committee and a written report for the Annual Report.

Duties of the Inclusion Officer include:

- Helping Hamersley Athletics Centre to strive to ensure our Centre reflects the diversity of our local community and actively works toward eliminating the barriers to inclusivity.
- Helping Hamersley Athletics Centre to work towards developing clear strategies and policies to achieve inclusion and remove discrimination from within our Centre.
- Promoting a safe, welcoming, and respectful culture where everyone feels welcome and accepted regardless of age, gender/gender identity, sexuality, ability, socio-economic status, or cultural, ethnic or religious background. Helping the Centre develop policies and procedures to support this goal in practice.
- Informing, supporting and empowering our members and all others involved in Hamersley Athletics Centre in relation to inclusion and diversity issues.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE FUNDRAISING CO-ORDINATOR

Duties of the Fundraising Co-ordinator include:

- Identify and apply for appropriate grants and sponsorship funding for the Centre.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

DUTIES OF THE CANTEEN CO-ORDINATOR

Summary

The Canteen Co-ordinator manages all aspects of the Centre's canteen operations, including purchasing, staffing, and financial management. Key responsibilities include maintaining adequate stock and staffing, coordinating with the coffee van, managing finances and documentation, liaising with the City of Stirling on facility matters, and supporting special events such as cross country competitions and seasonal celebrations. The role ensures the canteen operates efficiently while contributing revenue to the Centre.

Duties of the Canteen Co-ordinator include:

- Operate and manage the Centre's Canteen facilities including purchasing, storage and sale of supplies.
- Liaise with the City of Stirling regarding any issues with the canteen facilities, and any required maintenance or upgrades.
- Responsible for the accounting of all provisions purchased, sold and held by the canteen.
- Ensure adequate staffing of the canteen. No registered athletes or persons under 15 are to be canteen staff.
- Organise coffee van for weekly competitions and collect monies from the coffee van (percentage of sales is given to the Centre) at the end of the season.
- Ensure auditable documentation is maintained.
- Maintain a float and ensure monies are transferred to the Treasurer/bank account as soon as practical following each competition.
- Purchase toiletries, cleaning products & large bin liners.
- Keep a supply of ice packs for injury management.
- Provide icy poles or similar for athletes for prizes, Santa's visit, and wind-up trophy presentations.
- Ensure the Hamersley BBQ box is fully stocked.
- Provide stock for cross country BBQ/Canteen hosted by Hamersley and organise a float. Assist where needed with organising and running of the BBQ/Canteen.
- Provide stock for Winter cross country wind up.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.