

11<sup>th</sup> February 2011

As we approach the business end of the season we would like to take the opportunity to thank those who have returned after the Christmas break



**LAKE MACQUARIE SPORTS AWARDS**

These awards are being held on Saturday 12<sup>th</sup> February at Belmont 16 Footers Club. We are pleased to advise that some of our athletes have been nominated for awards:

Sportsperson of the Year – Benn Harradine

Junior Female Sportsperson – Jessica Potts, Chloe Walters

Junior Male Sportsperson – Jesse Maxwell

We congratulate these athletes on being nominated and wish them well.

**REGIONAL CARNIVAL**

Is being held at Glendale on 19<sup>th</sup> / 20<sup>th</sup> February. We take this opportunity to wish all of our athletes competing the best of luck.

A reminder that athletes are to be in the correct uniform. Parents are also reminded that they are required to fulfill their rostered duties. A copy of the roster can be found on our website – [www.machunter.com.au](http://www.machunter.com.au), by seeing our Secretary Yvonne on a Friday night or emailing her at [secretary@machunter.com.au](mailto:secretary@machunter.com.au)



There have been a number of events over the last 3 weeks namely the Country Championships, Hunter Track Classic and the Norm Johnson Carnival. Thank you to everyone that helped at these events either on the BBQ or running Age groups at the Norm Johnson. Your efforts are very much appreciated.

## PRESENTATION

Our Presentation and AGM will be held on Sunday 10<sup>th</sup> April 2011 at Cardiff Panthers at 2.00pm.

There will be a number of positions being vacated by current committee members, including key executive positions. If these positions are not filled our club will not be able to run next season. We have included our previous article on all committee positions. We hope that you can take the time to read this and consider taking up a position on our 2011/2012 committee. **REMEMBER: IF THERE IS NO COMMITTEE THERE WILL BE NO CLUB FOR YOUR CHILDREN TO COMPETE AT.**

If you have any enquiries regarding these positions do not hesitate to speak to one of the committee members .

You are welcome to drop into the Meet Management room during the carnivals to express your interest and complete a nomination form.

Those with a '\*' beside them have already been filled for this season. Those with a '#' are currently performed by a person who wishes not to continue the role beyond the end of this season and require trainees now. All positions marked with a '??' are in need of volunteers now. The numbers in brackets ( ) after each position indicate the number of volunteers required to perform that role competently &/or to cover absences.

We would also like any person currently performing the role of Age Controller on a weekly basis who hasn't formalised this with the club to visit the Meet Management room so that we may record your name against that age group.

You will surely appreciate after reading this list the extensive amount of input required to run the club efficiently, however at the moment there are a relatively small number of people performing these tasks.

- # Equipment Officer – Ensures all equipment is operational & at the appropriate places ready for the carnival to commence. Normally requires check-ups on equipment during the week to ensure all batteries are charged and enough consumables are available (starters caps, print paper etc). (1)
- ?? Equipment Assistants – Arrive before carnival to help get equipment out on track. Ensures equipment is correctly packed away at end of carnival. (4 to 6)
- ?? Programme Organiser – Prints event sheets, places first event sheets into folders before commencement of carnival. Organises remaining event sheets into expanding file ready for programmer to issue to age controllers during carnival. (1)
- # Programmer – Issues program sheets and directs age groups to next event. (1)

- ?? Hurdles Officer – Co-ordinates the placement of hurdles at the correct locations and the appropriate time. ( 1)
- ?? Hurdles Assistants – Assist in getting hurdles on & off track at appropriate times and raising/lowering hurdles. (6)
- # Chief Carnival Official – This person makes final decisions on carnival matters. Ensures that all Carnival Officials are allocated roles and located in the correct locations for events. Controls the flow of events by communicating with carnival officials. (1)
- ?? Carnival Official – In reference with the Chief Carnival Official, assists to ensure the smooth operation of all club carnivals. (1)
- ?? Starters (three per carnival is a good number) – Normally one for the 100/200m area, one for 400m and one for non-lane events. ( 3 to 4)
- ?? Carnival Marshalls (one per Starter) – These people co-ordinate age groups in priority order ready for track events. They also keep age groups in a safe area before proceeding onto track. Also organise athletes into their lanes ready for the starter. (3 to 4)
- ?? Time Keeping Officer – To issue & keep track of stop watches and multi-timers. Ensure multi-timers are functional and ready for next age group. ( 1)
- # Timing Gate Keepers – Control timing gates during carnival (2)
- ?? Gopher – Goes anywhere Carnival Official needs them. Chase equipment, replacement items etc. ( )
- \* Age Controllers (1 per group) – As per Season Handbook (22 + 1 for Tots)
- ?? Assistant Age Controllers (min 1 per group) – Assist Age Controller or take the role of Age Controller in their absence. (22 + a couple for Tots)
- # OH&S/Risk Assessment Officer – Ensures that the carnival is being conducted safely and that all members are considering all possible risks that may be present. ( 1)
- \* Executive of Coaching – Organises event specific coaches to be present at training, ensures appropriate accreditation is maintained by coaches, co-ordinates selection of Club relay teams and Major Award recipients. See Season Handbook for full description. (1)
- ?? Coaches (1 per event) – Assist age groups who have no understanding of an event. (6)
- \* Senior Registrar (2 share role) – Take registrations for senior events at each carnival. (2)
- \* Senior Official – Instructs carnival officials on Senior Events and organizes Athletes into

Graded Heats for Senior Track events. (1)

- \* Rank & Recording Officers – Ensure accurate data entry of athletes' performance, upload data to website, create & distribute training passes to athletes who use the free coaching facility in the Centre, determine season result winners. (2)
- ?? Recorders – Record carnival results into electronic database (eLAD) during carnival. (9, to do ½ hour shift each)
- \* Catering Officer – Organise catering supplies & BBQs during season & Annual Carnivals/special occasions. Create roster of people to assist with fortnightly BBQ. (1 or 2 Share)
- ?? BBQ Assistants – Assist with running of fortnightly BBQ and set-up/packing away. Also assist at Annual Carnivals/special occasions. (3)
- # First Aid Officer – To provide first aid as needed & ensure first aid kit is stocked. (2)
- # Announcer – Announces messages over microphone during carnivals. ( )
- ?? Music Co-ordinator – To play music through system for a more pleasant atmosphere. (2)
- \* Sponsorship Officer – To promote sponsors & issue sponsorship vouchers. (1)
- ?? Championships & Officials Officer – Ensures the Club's athletes are correctly entered into carnivals. Informs athletes of upcoming carnivals and co-ordinates entries of athletes for Zone, State Multi, State Relay, Trans Tasman. Rosters club members for various Little Athletics carnivals (e.g. zone, region, state etc). ( )
- \* Social Officer – Manages social activities for the club & creates a social environment during the season. (1)
- \* Uniform Officer – Controls & maintains the club's uniform stock. (1)
- \* IT Officer – Controls and maintains the club's information technology requirements, maintains the club's website. ( 1)
- ?? Photographer/Videographer – ensures that a range of photos/video footage is taken to be utilised in marketing, promotions, fund raising & award presentations.
- ?? Assistants – To assist various roles & functions within the club.
- ?? General Committee Members – provide guidance & support to the committee.
- # President – See Season Handbook for list of duties. (1)

- # Vice President – Senior Athletics – Assist President by monitoring Senior Athletics, club resources and financial position. To deputise in absence of President & assist in performing President’s duties. See Season Handbook for full responsibilities. (1)
- \* Vice President – Junior Athletics – Same as for Vice President – Senior. See Season Handbook for full responsibilities. (1)
- \* Vice President AWD Athletics – Monitors AWD Athletics, ensures resources & assistants are available. See Season Handbook for full description. (1)
- \* Secretary – Assists committees in achieving goals & objectives by providing a wide range of communication & planning support. See Season Handbook for full list of duties. (2 – currently have 1 since the other recently moved out of the area)
- # Treasurer – Maintains club’s finances and gives advice to committees in regard to the financial position of the club. (1)
- # Registrar – Ensures that athlete registration procedures are conducted in accordance with LAANSW & ANSW , keeps registration records up-to-date and communicates with LAANSW & ANSW regarding Centre Returns. (1)

**We have one of the best equipped facilities in the region/state, one where elite athletes, little athletes with promising futures and those who just love the sport and enjoy participating each week strive to do their best, make new and lifetime friendships and most importantly of all, HAVE FUN.**

**We understand that many parents have work commitments and young children which prevent them from offering “full-time” assistance, however any offer of assistance will be greatly appreciated by the club’s committee and all club members in general to ensure that future carnivals run smoothly and efficiently and to time frames that are suitable to everyone involved.**

#### **BASIC EVENT INSTRUCTION**

We are looking at holding this course at the beginning of next season. This course will show parents how events should be run, how to measure jumps, throws etc. If you are interested could you please let someone in the Meet Management room know or email our Secretary.

#### **HOT WEATHER**

A reminder that all athletes should be drinking plenty of water in this hot weather.

## **LEVEL 1 COACHING COURSE**

Sports Education and Learning (SEAL – [www.sealglobal.net](http://www.sealglobal.net) ) are an Australian Sports Commission accredited provider of coach education in Athletics. They will be running a Level 1 introduction to coaching Athletics Course on;

- **Sunday the 27<sup>th</sup> of February at the Hunter Sports Centre, Glendale – details attached**

These courses is an excellent tool for club coaches, beginning coaches and school teachers alike in how to present the key athletics skills to groups of athletes. The course cost of \$215 includes 2011 registration with Athletics Australia/Australian Sports Commission as a registered coach and a comprehensive insurance policy.

ANSW will allocate a limited number of \$100 grants to assist developing coaches with course costs. To be eligible nominees must live within 150km of Newcastle and be a registered member of an affiliated Athletics NSW club (either as a coach or as an official). The grant will be used to offset the cost of the course reducing the course fee to \$115. Please fill in the attached developing coach details form and return. If you are interested please contact our Secretary Yvonne for further details.

## **UPCOMING EVENTS**

- Regional Carnival – 19<sup>th</sup> / 20<sup>th</sup> February 2 Glendale
- Level 1 Coaches Course – 27<sup>th</sup> February
- Committee meeting – Monday 7<sup>th</sup> March @ 6.30pm at Club Macquarie
- State Championships – 19<sup>th</sup> / 20<sup>th</sup> March



