

Championship and Carnival Manager (Officer for Championships) Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Overview of the Championship and Carnival Manager role

The Championship Manager is responsible for the planning and implementation of DAC championship events.

Specific responsibilities

The Championship and Carnival Manager shall:

- I. Direct, plan and organise the fixtures, programs and timetables for all championship events conducted by the Centre. Draft programs shall be submitted to the committee for approval.
- II. Work with the Registrar to manage nomination processes for Zone, Regional and other competitions as required by Little Athletics NSW/Athletics NSW, etc.
- III. Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- IV. With the Officer for Results/Records, select athletes to represent the Centre at carnivals where a selection criteria is required.
- V. Encourage athletes to correctly nominate in their events, to participate in LANSW or other Centres' events by the closing date.
- VI. Use reasonable efforts to ensure that athletes report to the call room or the event (as applicable) for their events on time at LANSW Carnivals.
- VII. Represent the Centre as Team Manager at all LANSW Carnivals or by delegation to a member.
- VIII. Where the Centre provides awards at the end of, or during the year, together with the Officer for Results/Records, assist in the collation of results to facilitate the giving of those awards.
- IX. In conjunction with the Committee arrange the purchase of trophies and awards for any presentation day, or by delegation to a member.