



Hornsby District Athletics is growing.

Join us in shaping the future of our vibrant community! As our club continues to grow, it's imperative that we restructure our team to seize every opportunity that comes our way.

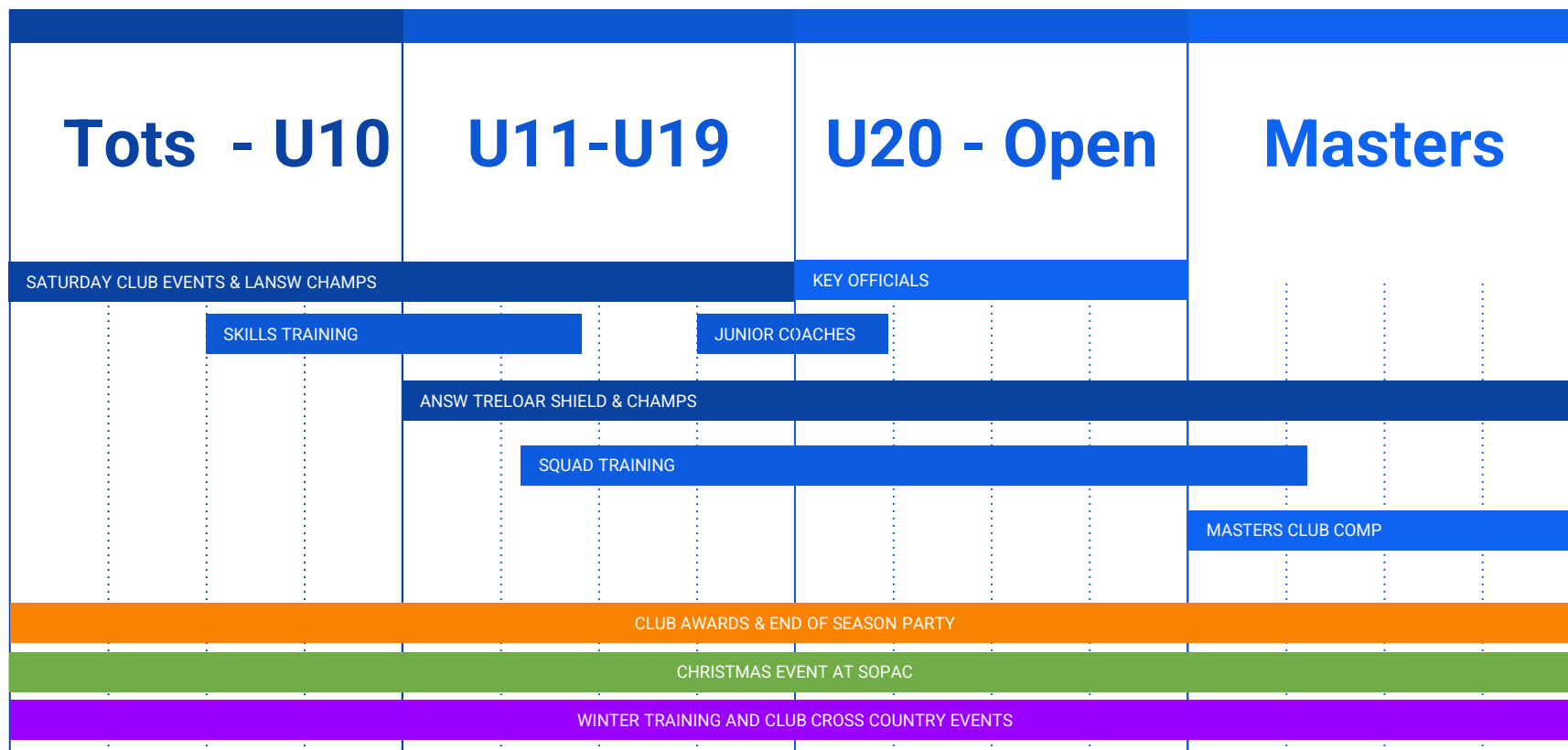
At the heart of this effort lies our Little Athletics team, where we seek to welcome new families eager to learn from our seasoned members while infusing our group with innovative ideas and energy.

We invite you to be part of this exciting journey by attending our Annual General Meeting on Wednesday May 29th, at 7:30pm.

Join us online as we unveil our revitalized vision and discover how you can contribute to our collective success. Together, let's build a future brimming with endless possibilities!



Club structure & responsibilities



Little As TEAM:

Club comps inc equip, grounds, canteen, programs & results, volunteers
 LANSW Champs: U7 to U11
 Skills Training
 Club Captains & Junior coaches
 STAR awards
 Key Officials

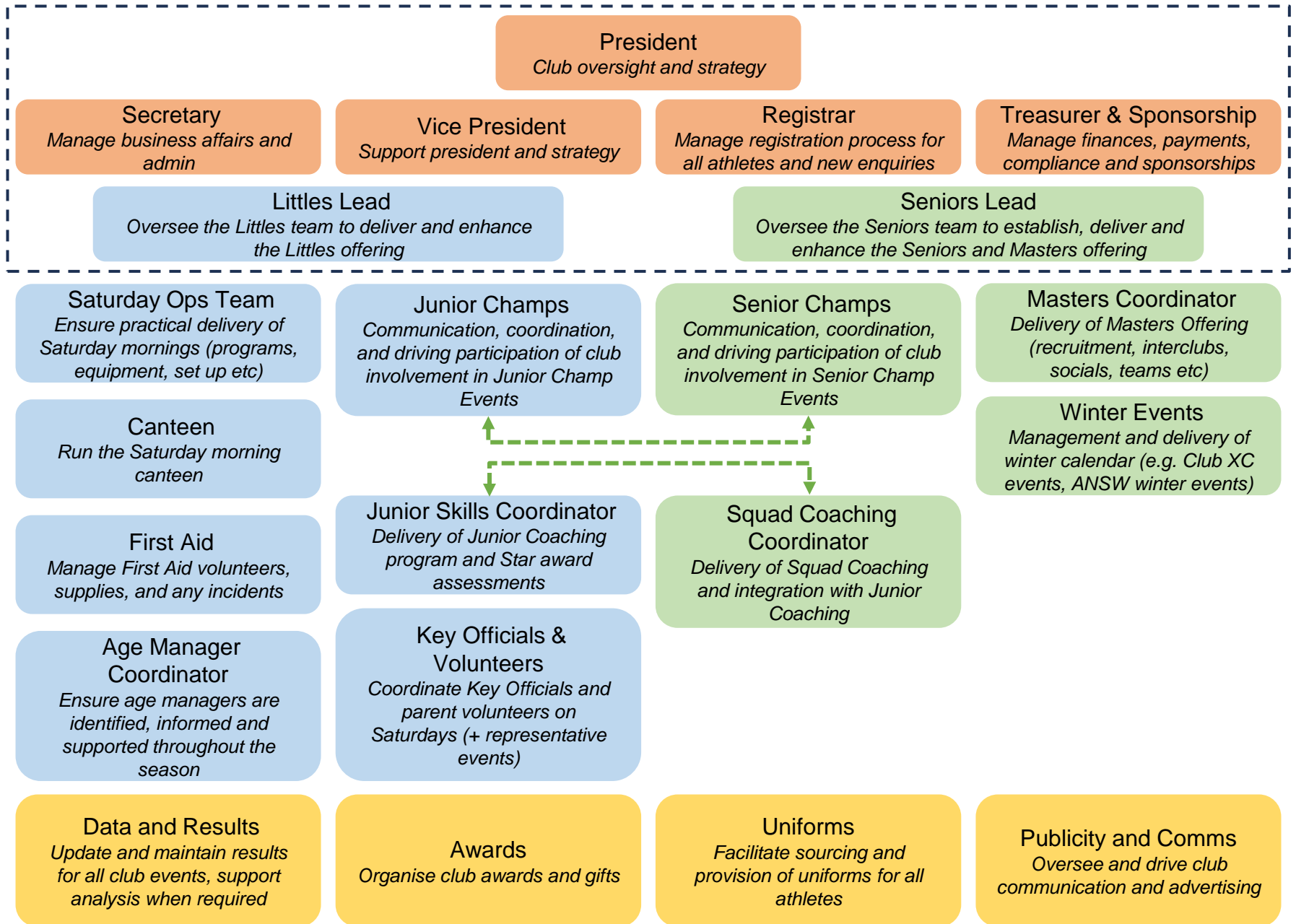
Seniors TEAM:

ANSW Champs
 Masters Interclub
 Squad Coaching
 Winter Training & Events

EXEC TEAM:

Registrations
 Calendar & Strategy
 Club Awards & Records
 Finances
 Uniforms

Committee Structure and Outcomes



Appendix

Breakdown of responsibilities and opportunities.

Exec Committee

President:

- Fulfils the role of Public Officer on behalf of the centre.
- Provides overall club strategy, tying together the Little Aths and Seniors/Masters to build a cohesive community.
- Oversees execution of the overall strategy, or delegates as required.
- Sounding board for Littles and Seniors Leads.

Vice President:

- Supports President with strategy design.
- Oversees execution of some components of strategy as delegated by President.
- Sounding board for Littles and Seniors Leads.

Secretary:

- Manages the business affairs of the Centre (e.g. arranging meetings of the Executive, preparing the agenda, recording and publishing minutes, Annual Report).
- Acts as the Public Officer for the Centre (this appointment is registered each year with the NSW Department of Fair Trading and with ANSW/LANSW) and completing of required paperwork for both these organisations.
- Books grounds with the Council each season, and liaises with other users of the facilities where required (e.g. cricket).

Registrar:

- Manages the registration process of athletes, including setting up and maintaining the online registration at the beginning of each season (summer & winter).
- Organises the compilation and distribution of registration packs.
- Liaises with LANSW/ANSW for all registration queries.
- Responds to queries raised by potential members and their families.

Exec Committee

Treasurer & Sponsorships:

- Keeps a detailed ledger of all receipts and payments transacted for the centre and presents a summary at each committee meeting.
- Pays invoices on all accounts passed by the Committee.
- Arranges year end audit and prepares detailed Financial Statement of Income and Expenditure for the past 12 months for the Annual General Meetings and Annual Report.
- Works with the executive committee to identify funding needs and potential opportunities for obtaining this finance.
- Raises funds for the club through grants, sponsorship and fundraising activities.
- Liaises with regular club sponsors and continues to build community business relationships.

Little As Lead:

- Oversees the Littles sub-committee and implementation of the Littles Strategy (this is expected to be through delegation and a joint effort of the Littles Sub-Committee)
- Ensures Saturdays happen
- Be the face of the club at Saturday Comps
- Work with the Exec Committee to develop Littles strategy and alignment with rest of the club
- Drive any new and innovative ideas for Littles

Seniors Lead:

- Work with the Exec Committee to develop Seniors strategy and alignment with rest of the club, including integration into Littles program as required.
- Oversees the Seniors sub-committee and implementation of the Seniors Strategy (this is expected to be through delegation and a joint effort of the Seniors Sub-Committee)
- Work with Champs officers to drive Senior & Master participation
- Drive any new and innovative ideas for Seniors

Little As Committee

Saturday Operations Team [it is recommended this is fulfilled by 2 people]:

- Weekly Little Athletics Program design (and liaison with Data officer to organise program loading for results capture).
- Liaise with Council to arrange line markings on the oval.
- Coordinate Saturday set-up and pack-up (opening grounds, oversee set-up, oversee pack-up, lock up) [Can be shared and delegated]
- Manage tech and equipment requirements and maintenance (e.g. charge timing gates and computers, enough field equipment etc)

Canteen:

- Coordinate parent volunteers to operate the canteen every Saturday morning;
- Maintain stock levels on a weekly basis

First Aid:

- Coordinate registered first aid officers to be in attendance each Saturday morning
- Ensure all required first aid supplies are in date and in stock and replenish as required.
- Inform the Executive Committee of any Health and Safety incidents or potential hazards or risks that require addressing.

Age Manager Coordinator:

- Identify Age Managers for all age-groups.
- Provide training and guidance to Age Managers and support their development during the season.
- Be a point of contact for Age Managers to help troubleshoot on a weekly basis
- Ensure communications are being forwarded to age groups as required and feedback presented to the committee.

Little As Committee

Key Officials and Volunteers:

- Manage and maintain the club's paid officials' policy, designed to attract and retain older athletes (18-25) to work as key officials on a Saturday morning.
- Recruitment, training, and payment of Key Officials to assist with Saturday morning events.
- Coordination of parent helper lanyards and sharing of information for parent helpers.
- Coordination of key officials at Xmas special event & external events as required.

Junior Champs:

- Communicate to all members the external events available for U6 to U11* athletes, and further information prior to and during events.
- Complete entries for individuals and teams as required for external events.
- Attend all Zone and Region meetings and represent the club at championship events.
- Coordinate a team to act as Team Managers at championship events as required.
- Coordinate parent helpers and key officials to complete required duties.
- Share photos and results with the communications officer to publicise the team's performance.

Opportunities exist to.... Coordinate with coaches, maximise participation, make it more fun and better experience for new families.

Little As Committee

Junior Skills Development officer:

- Oversee implementation of skill based star awards for U6, U7 & U11 (liaise with age groups for technique-based assessments, work with coaches and Age Managers to assess groups, distribute stars).
- Coordinate midweek skills training, including recruitment and training of Junior Coaches, and purchasing of equipment as required.
- Communicate Skills Coaching opportunities to families and share images and videos of kids having fun to encourage increased participation.

Opportunities exist to further refine the skill assessments, and bridge the gap between Saturday mornings and mid-week training to increase attendance and outcomes.

Seniors Committee

Squad Coaching Coordination:

- Drive coordination between squad coaches and support them in doing their own admin
- Liaise with Junior Skills Dev Officer to plan and implement seamless offering for athletes
- Recruitment of new coaches to fill gaps

Masters:

- Oversee implementation of Masters Strategy (with support from helpful Masters athletes)
- Planning & execution of interclub calendar & events.
- Promotion of Masters to members and local community.
- Organisation of Masters social opportunities.
- Communication of key focus external events and entering of teams as required.

Senior Champs:

- Communication of key focus external events and entering of teams as required.
- Drive participation in events (e.g. relentless advertising, work with Data & Results Officer to “select” or encourage athletes to participate in external events etc).
- General coordination required for entries in events.
- Help communicate and clarify Seniors opportunities to rest of club

Winter Events:

- Coordination of club cross country events, including the application for permission from the National Park.
- Publicity of the events to members and within the local community.
- Communication of external events to be targeted to members & coordination of teams as required (e.g. Cross Country Relays, Road Relays, Sydney 10 etc) [or could sit with Seniors Champs person]

Opportunities exist to partner with local clubs, increase the course distances, make it better.

General Committee

Uniforms:

- Work with the uniform supplier to ensure centre uniforms are available for all registered athletes within a timely manner
- Manage samples for athletes to try and loans to 'trial' athletes in representative events.
- Ensure Region and State Representative T-Shirts are available for qualified athletes.
- Organise special shirts for Committee & Coaches, Captains, National Reps as required.

Opportunities exist to periodically refresh the uniform design or increase the product offering by the centre.

Data & Results:

- Updating and maintaining the ResultsHQ and CompHQ portals (loading up weekly programs prior to Saturday/Interclubs, adjusting for wet weather or early finishes, work with registrar to ensure all athletes are correctly imported into the correct age group, resolve any data issues and errors etc).
- Calculate event scoring for the Annual Septathlon event and the end of season awards (coordinating with the General Awards Officer)
- Maintain club records for all age groups

Opportunities exist to enhance club records to include "away" records (e.g. at Treloar events). There will also be a need to consider club adjustments for U12-U19s following the Partnership approach between associations.

General Committee

Awards:

- End of year club awards, including:
 - Determining eligibility for end of season awards (with support from the Data & Results officer)
 - Purchasing of all trophies, medals and star badges as required.
 - Coordination of nominations for end of season perpetual trophies.
 - Coordination of gifts for 10 years athletes and junior coaches.
- End of season celebration (oversee a team who will book the venue, meals, entertainment and ticket sales) [Should this sit here, or someone else - is it one too many things for Awards person at one time?]

Opportunities exist to rewrite the awards criteria for the upcoming year to reflect the Partnership approach and OneSport club

Publicity and Communication:

- Maintain club website.
- Maintain club socials pages.
- Coordination of any paid marketing activity at start of season.
- Welcome letters, monthly newsletters, actioning of Sponsor Requests, weekly reminders and more.

Opportunities exist to rebuild the website and improve general flow of communication to members so people don't keep missing important info.