SA MASTERS ATHLETICS

COMMITTEE ROLES, GENERAL POSITION DESCRIPTIONS AND FUNCTIONS

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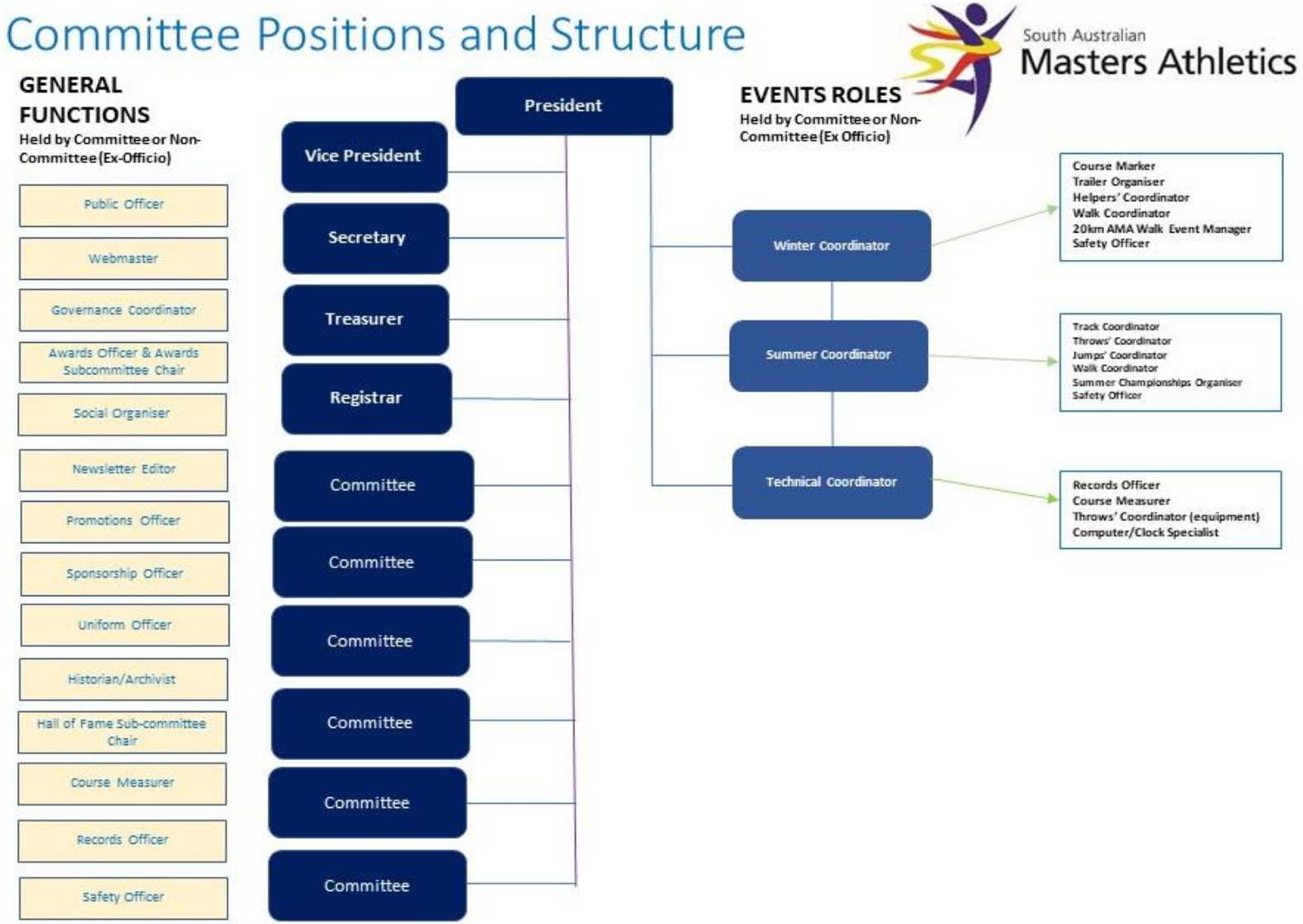
2 ABBREVIATIONS

AA	Athletics Australia
ACC	Adelaide City Council
AGM	Annual General Meeting
AMA	Australian Masters' Athletics
ASA	Athletics SA
ATO	Australian Tax Office
CBS	Office of Consumer and Business Services
IAAF	International Association of Athletics Federation
LOC	Local Organising Committee
OH&S	Occupational Health & Safety
ORSR	Office for Recreation, Sport and Racing
SA	South Australia
SAG	State Age Group
SAAL	SA Athletics League
SAMA	SA Masters Athletics Inc
SARWC	SA Race Walkers Club
WA	World Athletics
WMA	World Masters Athletics

3 ORGANISATION CHART



4 INTRODUCTION

SA Masters Athletics Inc (SAMA) is managed by a committee and a range of ex-officio volunteers who undertake specific roles to ensure the efficient management of the club and its activities. These are outlined in detail in the club's official documentation (Constitution and By-Laws) and summarised here, with details of the functions of those roles outlined in job descriptions.

The intention of defining Job Descriptions is to provide reasonable guidelines on the function for each role, however in some circumstances other people may be able to undertake parts of a role more efficiently. It is expected that the person responsible for a role will and can delegate parts of their role to others while maintaining responsibility for it being done.

Cross over of functions will happen because more than one role may be involved in a function. There may be duplication of functions across multiple roles as it can be useful to have similar duties contained in more than one role to encourage collaboration between those two people/roles and often multiple roles contribute together to one function.

The Committee consists of key office bearers who fill the roles of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar.

The Office Bearers are supported by committee members making up a full committee of 11 members, each assisting in the management of SAMA and its activities through undertaking particular functions or roles. Committee members are generally expected to:

- Advocate the benefits of being a member of SAMA;
- represent the wishes of club members;
- take an active part in discussions;
- volunteer for tasks as they arise;
- take part or act as an official in the conduct of events and activities; and
- communicate with members.

Roles and particular functions undertaken by committee members or non-commitee (ex-officio) personnel, include:

- Governance Coordinator
- Public Officer
- Webmaster
- Awards Officer
- Social Organiser
- Records Officer
- Uniform Officer
- Promotions Officer
- Sponsorship Officer
- Newsletter Editor
- Historian/Archivist
- Hall of Fame Sub-committee Chair
- Safety Officer

- Nationals Team Manager
- Events Management and Coordination Roles.

2 JOB DESCRIPTIONS

2.1 COMMITTEE AND MANAGEMENT RELATED ROLES

2.1.1 PRESIDENT

PURPOSE

The club President is the main representative of SAMA, responsible for leading the committee to ensure that the club is efficiently managed in accordance with the Constitution, applicable legislation and other legal, statutory and financial requirements.

DUTIES

Leadership

- Provide leadership for SAMA and its committee and represent SAMA to external bodies.
- Assist committee members of SAMA and other members with responsibilities to carry out their functions for the benefit of SAMA, oversee activities and work with the committee to develop strategies to enable efficient and effective operations and management.
- Preside at SAMA general and committee meetings where possible, nominating a representative to act in their stead where necessary.
- Take an active interest in all aspects of SAMA activities and be a contact point/conduit between the various disciplines and individual members of SAMA, encouraging harmony within the club.
- Promote SAMA and its activities in a positive manner and be a contact person for:
    - Enquiries from current club members;
    - Enquiries from prospective members;
    - Liaison with ASA, AMA, athletics stadium management and various other sporting and government groups.
- Where possible, represent SAMA at meetings with AMA.
- Ensure that people, structures and processes are in place to safely and successfully conduct regular athletics meets, including compliance with applicable OH&S and other legislation.
- Ensure that a comprehensive list of helpers is compiled at the end of each Summer and Winter season, gifts are arranged for presentation to helpers, and they are recognised and thanked at regular and appropriate times throughout the season.
- Lead the committee in ensuring the SAMA purpose is followed according to the Constitution, Strategic Plan and member's wishes.
- Encourage social interaction and events, member participation, and adherence to expectations for responsible behaviour at functions.
- Work with the committee to ensure that irregular competition events involving SAMA (e.g. Bay Sheffield, Masters' Games, etc.) are appropriately organised and well represented by suitable SAMA representatives.
- Liaise with external athletics bodies such as SA Athletics League (SAAL) regarding the inclusion of SAMA events and/or events for SAMA members within their events/programs.
- Provide leadership at competition meets wherever possible or assign a delegate as representative. Ensure that members are well informed of SAMA activities and that new members are welcomed and understand how club activities are conducted.

- Liaise closely with the Awards Officer and committee and the Hall of Fame Sub-committee Chair, as well as events coordinators to ensure awards and prizes are awarded, presiding over presentations or where necessary delegating that function.

Reporting and Communication
- Prepare periodic reports for the SAMA Newsletter and other appropriate communications as necessary, liaising closely with the Promotions Officer.
- Prepare an annual report for presentation at the AGM and for AMA/ASA.

Other duties
- Hold or have knowledge of where the club seal is held, and ensure any use of it is recorded in the minutes of a meeting.
- Act as a signatory for signing/payment of SAMA accounts.
- Where appropriate, apply or arrange for the application for grants/awards with various bodies such as: Adelaide City Council (ACC), Office for Recreation, Sport & Racing (ORSR) and Office for the Ageing.

2.1.2 VICE PRESIDENT

PURPOSE

The Vice President will support the President in providing leadership for the club.

DUTIES

- Stand in for the President when absent as necessary as Chairperson at club events and activities, as well as committee meetings where possible and in consultation with the President.
- Represent the club on 'official' occasions when the President is unable to, including presentations, events and social activities.
- Take an active interest in all aspects of the club's activities.
- Support the President in maintaining and encouraging harmony within the club.
- Liaise closely with the President to understand their role and responsibilities as well as information about matters associated with external bodies which may impact on SAMA.
- Support the President where possible in undertaking their responsibilities.

2.1.3 SECRETARY

PURPOSE

To ensure the administration of SAMA is efficient, to the satisfaction of the majority of members and enables effective management of the club according to its various Policies and Procedures, those of affiliated bodies and in accordance with the Incorporated Associations Act SA (1985)

DUTIES

As administrator for the committee, the secretary is responsible for the coordination and administration of all meetings and associated meeting functions as well as the general administration coordination for management of SAMA, including but not limited to the following:

Meetings in General

- Plan and advise committee members of all meetings.
- Record and keep accurate minutes of all club meetings.
- Ensure President or designated Chairperson signs previous meetings' minutes once ratified by the committee.
- Distribute relevant documentation via email to all committee members and others on the distribution list.
- Provide minutes to members when requested.
- Book meeting venues and research appropriate options as necessary.
- Organise extra-ordinary meetings on instructions from the President.

Committee Meetings

- Request any agenda items and reports approximately one week prior to the meeting from the committee as well as Records Officer and non-committee members undertaking designated roles as appropriate.
- Send agenda/reports and any papers for pre-reading if available, a few days prior to the meeting.
- Send completed meeting minutes to committee members and designated non-committee roles as appropriate.

Annual General Meetings (AGMs)

- Ensure agenda is distributed in a newsletter and/or bulk email to all members, not less than 21 days before the meeting.
- Arrange for copies of necessary documents – Minutes of last AGM, the agenda, proxy voting forms (number of copies approximated according to perceived need).
- Ensure the President and the Treasurer provide their reports to meet appropriate timeframes required for distribution.
- Arrange for hard copies of reports to be available for members at the meeting.
- Provide attendance sheets (either electronic or hard copy) for signing by all attendees.
- Prior to the meeting, determine the current membership to ensure there is a quorum at the meeting (a quorum comprises 15% of financial members).
- Once minutes are completed, send electronic copies to the committee members (old and new) and Newsletter Editor.
- Attach reports, committee nomination forms, attendance sheets and any proxy sheets to a hard copy and file.
- Ask the President to sign last year's minutes or if absent, the outgoing President who chaired the meeting.
- Following the AGM, produce a new committee members list and send to all committee members and interested parties (e.g. AMA, ASA and member association State Secretaries)
- Send copies of the President's and Treasurer's reports to AMA and ASA.
- If Secretary changes, send details of new Secretary to ACC, regularly utilised venue administrators and other interested parties as necessary.
- Ensure all new committee members are given email copies and/or links to where they can be found on the website, of relevant documents including the Constitution, By-laws, Yearly Planner etc.

- Ensure any new committee members are directed to where they can find the Job Description for their role, as well as links to various governance and legislative documents which apply to the management of SAMA.

Correspondence

- Send and receive correspondence on behalf of SAMA as necessary, liaising with the President and other committee members as appropriate;
- provide a brief record of incoming and outgoing correspondence in agenda for each meeting.
- Add any items requiring ratification or action by the committee (if not resolved through email exchange) to agenda at each committee meeting where required.
- File correspondence in appropriate files (paper and electronic). Most correspondence is now by email. Create files (in Outlook or similar) to deposit new correspondence, (one for In and one for Out). Currently files are created for the two-month period between meetings. Once reported in Minutes these emails are copied to computer files in Mail and a new file started.

Maintain files

- Maintain current files at home and archive older files to electronic storage as necessary (hard copy older files are stored in the container).
- Regularly eliminate documents of no lasting significance, delete unnecessary documents (irrelevant flyers, documents where the original would be held by others, etc.).
- Keep record of cover for Public Liability insurance (obtained from ASA administration or AMA) and liaise with Webmaster to ensure the most up to date information is available on the website.

Liaison with AMA

- Send AMA AGM requirements (SAMA President's report and financials etc.).
- Ensure SAMA is represented at meetings with AMA (usually 2 committee members attend).
- Advise the Chairperson of the Local Organising Committee (LOC) for the AMA Nationals, the name and contact details of the SA Team Manager.

Liaison with other bodies

- As soon as the summer program is approved or as instructed by the committee, request booking of the required dates with the athletics stadium management.
- Before the start of the winter season obtain a gate key from ACC or liaise with the SAMA event personnel to provide instructions (currently - Peter (Park Lands Ranger) - 8203 7483 – phone to arrange a time for key collection).
- Book venues for presentations at the end of the Summer and Winter seasons at least 6 months ahead or as soon as dates and preferred venues are confirmed by the committee.
- In January/February, in preparation for Winter and other functions, request continuation of any required venue arrangements for the coming year (e.g. Adelaide Harriers, Enfield, Western Districts, etc.).
- Send Winter program to ACC, ASA, SA Race Walkers Club (SARWC), SA Road Runners Club, Adelaide Harriers, and Western Districts Athletics.
- Send Summer program to ASA.
- Send each Summer and Winter program with plenty of notice to the sports trainer and request First Aid cover, providing updates of any changes to venue or timing as they arise or ensure that the event personnel have done so.

General

- Together with the President, distribute information to committee members where appropriate, between committee meetings.
- Liaise with Newsletter Editor regarding information for the Newsletter as necessary.
- Where necessary, arrange venues for committee meetings, AGM, club presentation and events.
- Maintain a yearly planner for all committee members and incorporate the relevant month into the committee meeting agenda.
- Ensure any use of the club seal is recorded in the minutes of a meeting.
- Act as a signatory for signing/payment of SAMA accounts.
- Inform the SAMA Registrar and committee of new AMA or ASA personnel.
- Send interstate event information received to those on the SAMA mailing list.
- If President has changed:
    - consider changing Public Officer with Consumer and Business Services (CBS);
    - If name or contact person details change, notify Australian Tax Office via change of registration details form from ato.gov.au/non-profit.
- If the Constitution has changed, notify CBS.
- Work with the committee and event personnel to ensure and support safe conduct of events and activities at all times, as required within relevant legislation.

2.1.4 TREASURER

PURPOSE

To coordinate the day-to-day management of creditors and debtors for SAMA, maintaining an accurate record of the SAMA financial performance and report financial results to the committee on a bi-monthly basis and annually to the members at the AGM.

The Treasurer will also identify any issues to the committee as they arise and provide advice on appropriate action for consideration. The role also involves associated cash flow analyses, asset reporting and advice regarding appropriate investment and expenditure.

DUTIES

- Monitor receipts and where necessary, ensure any Cash or Cheques received are deposited promptly in the bank accounts.
- Ensure all transactions are recorded in the MYOB AccountRight software.
- Advise Registrar of monies received by direct credit for membership subscriptions (if applicable).
- Pay SAMA members' written requests for reimbursement of expenses and suppliers' invoices in a timely manner. Supporting documentation to be provided. All payments to be processed with 2 authorisations using the online Bank processes (President, Vice President, Secretary, Registrar and Treasurer).
- Prepare reconciliation of members subscriptions reports from the Registrar with the General Ledger, making necessary adjustments.
- Update the fixed asset and equipment database, overseeing a physical count in March and October.
- Prepare Income and Expenditure statement incorporating actual to budget and variances (Month to date and Year to date) for each committee meeting.
- Maintain Uniform stock report (Monthly), liaising with the Uniform Officer as necessary.
- Reconcile the bank accounts on a regular basis.
- Provide financial information to the committee on an ad hoc basis as necessary.

- Arrange for auditors to audit the accounts in preparation for the AGM, seeking ratification from the committee to appoint the auditors.
- Prepare and manage the SAMA budget annually, reviewing as necessary to ensure that it remains valid where there are changes in circumstances, highlighting any anomalies to the committee as they arise to enable appropriate financial management and agility.

Key Duties by Month

1. *March*
   Prepare a draft budget for discussion at the March committee meeting.
   The budget should include a cash flow statement and income and expenditure forecast, as well as recommendations for any fee structure changes.
   Conduct a count of fixed assets, equipment and uniforms.

2. *April*
   Arrange for the club's accounts to be audited.

3. *May*
   Present the final Budget at the May committee meeting.
   Set membership fees for ratification by the committee prior to presentation to the AGM.

4. *June*
   Present the club's audited accounts at the AGM.
   The Income and Expenditure Statement, Balance Sheet, and Budget should be included in the package presented to members.

5. *July*
   Organise change of signatories for bank accounts if necessary after the AGM.
   Confirm number of prizes for the Early Bird Promotion.

6. August
   Distribute payments for the trailer towing reimbursement.

7. *October*
   Conduct a count of fixed assets, equipment and uniforms.

8. *November*
   Review entry fee for Summer State Championships.

2.1.5 REGISTRAR

PURPOSE

To process applications for SAMA membership and to maintain the membership database, liaising with members, prospective members and affiliated bodies as necessary to facilitate the provision of information to enable effective management of the member function.

DUTIES

1) Receive "Applications for Membership"
Membership forms and fees are received from new and active members. The fees must be passed onto the club Treasurer or credited to the club's operational bank account as soon as possible.

Forms may be in an electronic format through the online registration system, paper copy or electronic document (MS Word, pdf or similar).

The online registration system is Revolutionise Sport, administered as part of the SAMA's ASA affiliation. Records are created manually in the system by the Registrar for members who submit a paper form, including Life Members.

The forms are retained by the Registrar and filed after details are entered into the club database. A new form must be completed each membership year commencing on 1st October. Life members should be included to ensure SAMA has their correct contact details.

2) Process club members' details
All information on membership forms is entered in the club database. The database is in a Microsoft Excel workbook on Dropbox.
Membership of SAMA consists of the following categories:

- Life
- Ordinary – metropolitan
- Ordinary – country / interstate
- Concession (metropolitan only)
- Couples (two members living at the same address)
- Social (non-competing members)
- Associates (non-competing members, usually officials)

The database of membership also contains a list of people who have no membership affiliation to SAMA but are listed so they can receive the Newsletter.

3) Prepare monthly reports for SAMA committee meetings
The reports should include the number of new members and renewals for the month. Total membership numbers should be presented by age group and gender.
The reports should be designed to meet the needs of the committee and ad hoc reports may be required.

4) Provide a new membership package to new members
This information is provided through the revolutionise automated system but can be given to the member in hard copy or electronic format (by directing them to the SAMA website).

A new membership package may include the following:

- Welcome letter from club President;
- Current season (Winter or Summer) calendar;
- Copy of last newsletter;
- Club rules;
- Hot weather policy.

Walkers may require a copy of the "walking notes" and other information may be given to new members at the Registrar's discretion or at the committee's direction.

2.1.6 GOVERNANCE COORDINATOR

PURPOSE

The Governance Coordinator oversees monitoring of SAMA committee management in relation to specific Governance requirements under the Incorporated Associations Act 1985 and various legislation as it applies to SAMA and its operation to ensure compliance.

DUTIES

- Review the Constitution annually for relevance, appropriateness and legality.
- Where necessary, make changes to the SAMA By-Laws.
- Review the current By-Laws annually and revise where necessary.
- In conjunction with the President and Safety Officer, maintain the Risk Management Plan annually.
- Assist in the development and maintenance of the Strategic Plan.
- Work with the Webmaster to ensure relevant up to date documents, policies and procedures are available for all members on the website.

2.1.7 PUBLIC OFFICER

PURPOSE

The Public Officer is an official role required under the Incorporated Associations Act 1985 to be registered with CBS.

The role does not have to be held by a committee member and it is not an elected position. The committee may appoint one of its members to be the Public Officer or it can be outside the committee. The Public Officer must be a resident of South Australia.

The Public Officer receives letters and notices sent by the CBS and must file notices of rule and name changes with the CBS.

DUTIES

- Ensure that SAMA, within one month after any change in the identity or address of its Public Officer, gives notice to CBS containing particulars of the change.
- Ensure that, although changes to the Constitution of SAMA are effective immediately after the resolution has been accepted at a general meeting, an application for registration of alteration to the rules is lodged with CBS within one month of the meeting.
- Where a change to the rules consists of or includes a change of the association's name, the new name is subject to approval. Upon approval, a Certificate of Incorporation showing the new name will be issued.

2.1.8 WEBMASTER

PURPOSE

To ensure SAMA has a professionally presented and well-maintained web presence, and effectively utilises relevant web resources.

Manage the SAMA website and associated functions, ensuring as far as possible, quality and accuracy of information provided for members and the general website audience.

Website management is integral to the efficient management and operation of SAMA and encompasses all facets of the club's operation, including but not limited to results, event information, general interest information for members, records, social functions and governance information and documentation required to comply with the Incorporated Associations Act 1985

DUTIES

1. Maintain and develop the SAMA website, SAMA Facebook page and Cloud data storage systems, including:
   - Update information posted on the website as necessary.
   - Recommend improvements and additional information that could be provided to the committee for consideration.
   - Assist the committee with information about how information is provided and how the website can be used to facilitate improved communications and promotions to members and stakeholders.
   - Ask the committee for updates on information as necessary.
2. Incorporate on-line tools to enhance the function of the website.
3. Produce a manual for maintaining the site and uploading information, including the training of individuals in its use.
4. Maintain links to all other athletic sites of interest, as well as events, affiliated bodies and applicable references.
5. Liaise with the following regarding information for posting on the website:
   - Secretary for administrative information;
   - Events Coordinators for competition results;
   - Records Officer for new club records;
   - Newsletter Editor, Governance Coordinator, Promotions Officer and Events Coordinators.
6. Manage issues relating to the Internet Service Provider and the Domain name.

2.1.9 AWARDS OFFICER

PURPOSE

To ensure all awards for SAMA members are coordinated according to the criteria set and outlined in Appendix 6 of the By-Laws, to reward members for achievements ensuring fair and equitable assessment of athletes and performance are rewarded appropriately across all areas of the club.

DUTIES

General

- Liaise with the Event Coordinators and the President in planning for the appropriate awards and championships.
- Maintain a record of perpetual trophy winners each year and ensure that the trophies are retrieved from members in time for their next presentation.
- Arrange for the purchase of trophies, their engraving with the trophy title and winner's name and the engraving of perpetual trophies as necessary.
- Ensure enough medals are in stock for those members who wish to receive them along with their performance certificates.

- Collect data on all championship events from Event Manager. Data collected are Event, Name, Result, Age Group, Age Grading and Position.
- Act as Chairperson of the Awards Committee responsible for assessing awards recipients according to defined criteria, making recommendations to the committee regarding awards processes and possible improvements to awards processes, criteria and additional awards.

Medals and Certificates

- Arrange for Performance Certificates to be presented at each Summer and Winter presentation for the club Championships, liaising with the President for signing. Medals are to be made available at the presentation should members wish to have one.
- Arrange the printing of certificates and for the President to sign them.

Working with the Awards Committee, assess member performances and calculate winners for the awards. The criteria for awards is outlined in detail in the SAMA By-laws found here. Award categories are summarized as follows:

- SAMA Athletic Awards
- AMA Awards
- SAMA Achievers' Award

Medals and trophies are currently purchased from:

A.H. Trophies – "The Trophy Shop"
400-402 Goodwood Rd, Cumberland Pk 5041
Ph 8271 3742
sales@ahtrophies.com.au

2.1.10 SOCIAL ORGANISER

PURPOSE

To organise social activities for SAMA members and families, promoting the inclusive and community-based culture of SAMA both in conjunction with and outside competition/events.

DUTIES

1. In consultation with the committee, arrange various social activities such as dinners, weekends away, picnics, end of season functions and a Christmas party.
2. Ensure the Newsletter Editor, Webmaster and Promotions Officer have the necessary information to publish about upcoming social events.
3. Sound out members in general regarding their level of satisfaction with the social activities of the club and seek recommendations from committee and members about activities and functions they would enjoy.
4. Identify potential social activities which could be coordinated with events to provide a value-add for members.

2.1.11 RECORDS OFFICER

PURPOSE

To record, and distribute information where required, all records set by members of SAMA.

Records in General
Records may only be set on accurately measured courses and in scratch races (not handicap races). Records may be set at any athletic meeting as long as Masters Athletics rules are followed, the track, throwing and jumping areas are confirmed as correctly marked and the officials are of a required standard. Any ASA, State Association or national open competition and any National (AMA or AA), Oceania or World Masters Championships comply due to their official organisational structure. Regional Masters Games usually do not comply.

Whist it is primarily the responsibility of the member to apply for a record, SAMA will endeavour to check for records wherever possible on behalf of members. The Records Officer should review SAMA competition, major Masters competitions in Australia and the Oceania and World Masters' Athletics to determine any new records. Members should also be canvassed from time to time to obtain results from other competitions and reminded to update the Records Officer with individual records wherever possible.

Both the current set of club records and the historical advance of records are maintained as a database on the SAMA website.

STATE AGE GROUP (SAG) RECORDS
Records
Requirements for SAG Records are as follows:
- While one watch is sufficient for a SAG record any strange looking results should be verified before being considered.
- For throws, implements are required to be verified as the correct weight and measurements. Club implements have been verified as correct.
- For length measurements in jumps and throws an official must verify the distance.
- Jumps must have a take-off board judge.
- For events 2km and over the correct number of laps must be verified.
- Walks must be judged, and the competitor verified as not disqualified.
- Records can only be set in scratch races (not handicapped races).

Course Bests
Winter courses in general will not be entered as SAG records but a course best for each age group will be maintained by the Timing/Computer Coordinator. One watch is sufficient for a course best.

Archived Data
All events or distances no longer competed shall be added to the archived records.

NATIONAL RECORDS
All records for National recognition are to be sent to:
AMA Statistician,
Clyde Riddoch, 40 Beauchamp Street, PRESTON VIC 3072
Email: clydeR@outlook.com.au, Phone (H): (03) 9470 1490 Mobile: 0439 902 907

Requirements for National Records are the same as for SAG records except as follows:
- As much paperwork as possible should be collected to support a record application.
- Electronic timing is required for the 60m, 100m and 200m. A copy of the photo finish print must be submitted.
- Three watches are required for distances above 200m if electronic timing is not available.
- A minimum of 3 competitors must be in the event and for relays, there must be more than one

team competing.
- Wind readings are required for sprints (200m or less), long jump and triple jump.
- For throws, implements are required to be measured for weight and in the case of javelin and hammer, for length. These measurements are to be certified by an appropriate technical officer.
- Length measurements for jumps and throws must be validated with a steel tape. Two people must verify the distance.
- Jumps must have a take-off board judge (and preferably plasticine).
- Lap record sheets are required for events 2km and over, with no more than 4 runners per lap-scorer or 6 walkers per lap-scorer.
- Walks must be judged by a minimum of 4 judges (1 at A grade) and the competitor verified as not disqualified.
- Track times are rounded up to 1/10th second.
- Road times are rounded up to 1 second.
- Long Jump and Triple Jump are rounded down to 1 centimetre.
- The maximum variation in distance for a road circuit is 0.1% (i.e. 10m in 10km).

Normally, National or Championship records set at the annual AMA National Championships are accepted without the need to submit a form. However, confirmation that wind readings were acceptable and implements correctly measured is required (this would be supplied by the State hosting the nationals).

WORLD RECORDS

Requirements for World records are the same as National records with the additional need for:
- A copy of the applicants' birth certificate or passport front page.
- Ideally 6 walk judges (minimum of 4 including 1 at A grade)
- Surveyor's verification of course distance.
- Referee's confirmation that all statements are correct.
- Complete race results.

Only records set at WMA meetings do not require a form to be submitted.

PROCEDURE

After all SAMA, National, Oceania and World Championships events, results should be checked against existing records. (Where possible this should be done after normal competition in summer as well.) Half marathon results from the Greenbelt, Barossa and Adelaide Half Marathons are also checked. The following process applies for recording:
- Enter new records in the History of Records Spreadsheet on the website as a new line at the base of the listing for each age group in each event. This is the main database where more information is kept and the progression of records can be seen.
- Notify the committee for incorporation in meeting agenda/minutes (a reminder will be sent prior to each meeting) and Newsletter Editor of all new records, together with the details of the record being replaced. Where there is no previous, existing record this must be stated.
- Write out Certificates for the new records and sign them.
- Give Certificates to the Club President for signing and presentation.

GENERAL

The AMA Statistician will periodically send files of updated Australian and World Records which serve as a resource for members. No action is necessary apart from replacing any pre-existing files and retaining them for information.

2.1.12 UNIFORM OFFICER

PURPOSE

To source and liaise with uniform suppliers with the aim of providing all SAMA members with approved competition and additional appropriate club branded attire.

DUTIES

- Source suitable suppliers of uniforms that meet the requirements and dictates of the SAMA committee.
- Correspond with the Webmaster regarding member information required for the website and other communications.
- Provide feedback and/or decision-making requests to all committee members as required.
- Ensure all garments offered and accepted are authorised by all committee members for design and suitability prior to ordering.
- Follow-up and provide feedback to all committee members regarding production and delivery timeframes.
- Ensure all orders are managed according to standards agreed to between SAMA committee and uniform supplier.
- Conduct and provide any required stock take data to the relevant role within the committee as requested.
- Hold stock where relevant and answer member's queries relating to purchasing items.
- Continuously seek suitable suppliers that will provide the best quality for the best price whilst upholding the highest level of customer service to SAMA members.

2.1.13 PROMOTIONS OFFICER

PURPOSE

To promote and publicise the club and its activities to its members, new members and potential new members, including involvement in special events and activities which attract new members and communicate marketing related information to both current and potential members.

The Promotions Officer will work closely with the President, Secretary, Webmaster and events personnel to coordinate promotional activities.

DUTIES

- Directly liaise with members and potential members, including:
    - Ensure new members are welcomed to the club at competitions, are shown what to do to enter and compete and that they have all the necessary information required;
    - Enhance a "New members Package" in both paper and electronic formats;
    - Ensure potential new members who express an interest in the club's activities or turn up at competition, are introduced to the necessary people and given information on the club;
    - Continually sound out members regarding their level of satisfaction with the club;
    - Enquire after the welfare of members who have been missing for some time.
- Ensure follow-up of survey results and periodically arrange for new surveys.

- Organise member profiles for inclusion in the club newsletter.
- Ensure club advertising material and information is up to date and distributed to maximum advantage.
- Oversee production of special flyers and advertising/promotions campaigns to promote SAMA, its events and activities.
- Ensure regular communications (emails, social media, etc.) are produced and distributed to members regarding competitions, general news and information updates.
- Liaise with the Newsletter Editor to provide relevant information for each edition, as well as contributing to AMA and other external publications as necessary.

2.1.14 SPONSORSHIP OFFICER

PURPOSE

To coordinate approaches to various organisations with the objective of obtaining sponsorship for SAMA.

DUTIES

- Develop a package for potential sponsors that indicates what SAMA could provide in return for funding or other support. Areas for investigation include:
    - Naming rights for championships;
    - Names/logo on numbers, medals and similar items;
    - Names/logo on/in programs/results books;
    - Acknowledgement and advertising in all communications;
    - SA newsletters;
    - Inserts in the "Show bag" at registration at major championships;
    - Boards and/or flags at SA Athletics stadium and winter venues.
- Encouragement in SAMA communications for everyone to support the sponsors.
- Acknowledgement on website.
- Formulate where sponsors' involvement could be used within SAMA i.e. for one off situations such as chest numbers, equipment etc or ongoing such as Club Championships, weekly prizes, water etc.
- Develop a listing of Industry groups/organisations that could relate to SAMA i.e. retirement, health, insurance, tourism, investment etc., and:
    - Within that listing select likely companies to approach;
    - Determine where possible the correct contact person in the organization;
    - Investigate whether any of our members may have contacts in these or other similar organisations.
- Enlist support from members to make personal approaches to seek sponsorship.
- Continually sound out sponsors regarding their level of satisfaction with the club.
- Develop a specific sponsorship package for the next Nationals in Adelaide.

2.1.15 NEWSLETTER EDITOR

MAIN PURPOSE

To produce a bi-monthly newsletter that effectively informs members of club activities and upcoming events, including other items of general interest to SAMA members and masters athletes in general.

DUTIES

On an ongoing basis:

- compile and edit articles for inclusion, including:
    - Members' results in local SAMA, National and International events;
    - Members' results in other events that would be of interest to readers;
    - SAMA committee items;
    - Social activities of the club;
    - Articles submitted for publication;
    - Items of interest from interstate masters' newsletters;
    - Activities of interest to SAMA members;
    - Committee approved sponsorship messages.
- Arrange for the latest edition of the Newsletter to be placed on the club website.
- Maintain a register of SAMA members wishing to receive the newsletter in hard copy and arrange for printing and postage as necessary.

Liaise with SAMA Registrar: in

- Include Membership Renewal Application information and links in the August and October issues.
- Before the April edition ensure that non-financial members are removed from the distribution and notification list.

Printing:

- Arrange for printing and an appropriate printing company in consultation with the committee.
- Liaise with the committee and others to ensure that the most effective printing methods are being used.

Distribution:

- Provide members with email copies and notification of availability on the website.
- Liaise with the committee and others to ensure that the most effective distribution methods are being used.

2.1.16 HISTORIAN/ARCHIVIST

PURPOSE

The Historian/Archivist provides an important service to SAMA and its members in collating and maintaining records of the club's history and an archive service for various management and administrative documents.

DUTIES

- Maintain a chronology of news on the activities of SAMA and its members. Include stories and results from National and International competition as well as information on committee officers, award winners and membership statistics.
- When a new Life Member is created, include a story in the history.
- Maintain information on the success of SAMA members to ensure that at the right time, relevant members may be added to the category of Magnificent Masters in the history.
- Liaise with the SAMA Hall of Fame sub-committee re information on potential inductees to the Hall of Fame.
- Periodically update this history and make it available as a digital download from the SAMA website.
- Collect and store hard copies of newspaper articles pertaining to SAMA and its members. Scan these articles for digital storage on the SAMA website.
- Collect and digitally store photos taken at all SAMA activities. Select from these photos representative selections to be stored on the SAMA website in the year-by-year coverage.
- Ensure a digital record of SAMA Newsletters is maintained and available from the SAMA website.
- Ensure that SAMA celebrates its establishment every decade.
- Place copies of the SAMA minutes into the digital records.
- Arrange to obtain copies of all other important documents and preserve digitally.
- Periodically copy all SAMA digital documents to the SAMA Secretary and/or President.

2.1.17 HALL OF FAME SUB-COMMITTEE CHAIR

PURPOSE

To oversee the Hall of Fame function, managing the process of assessing and recommending nominations for potential inductees for the SAMA Hall of Fame, with assistance from sub-committee members.

DUTIES

- Chair the Hall of Fame sub-committee and report regularly to the SAMA committee.
- Review members' submissions of possible inductees to the Hall of Fame and assist them in establishing the necessary credentials.
- Recommend to the SAMA committee whether a nomination should or should not be accepted into the Hall of Fame.
- Arrange for a suitable plaque to be made for each successful inductee.
- Provide the SAMA committee with a summary citation to enable presentation at the AGM and inclusion in the Newsletter.
- Assist the Webmaster in establishing and maintaining a Virtual Hall of Fame on the website.

2.1.18 SAFETY OFFICER

PURPOSE

To ensure all SAMA activities are managed as safely as possible, consistent with relevant legislation and Code of Conduct and that any issues are resolved in an appropriate manner (see references for details of applicable legislation, etc.)

The Safety Officer will oversee this function but might not attend all functions or effect all duties; this is an oversight role and it is expected that coordinators/managers for events and activities will report to the Safety Officer. Where the Safety Officer is absent, those managing/coordinating events or activities will liaise with and report to the Safety Officer accordingly.

All involved with conducting events and activities are responsible, as outlined within relevant legislation, for taking care to ensure the safety of all involved.

DUTIES

- Ensure that each planned venue is fit for purpose and that conditions have not changed or deteriorated immediately prior to the event to ensure that the event/activity can be safely held.
- At each venue, liaise with venue/stadium management to ensure safe practices are maintained. This includes:
    - continually reminding people not to cross the grassed infield.
    - Ensure the required equipment is in good condition, in particular that trolleys are available to move heavy equipment and nets are available for necessary throwing events.
    - The venue is clear and safe (sand pits should be raked to ensure no needles or glass is present).
    - There is appropriate lighting, toilet facilities and other amenities as required.
    - Ensure necessary signage is in place to warn the general public that runners and walkers are on the paths.
- Work closely with the Secretary/President and Governance Coordinator as appropriate on the maintenance and application of the Risk Management Plan.
- Ensure that any equipment used (electrical, gas, vehicular, etc.) is appropriately maintained and fit for safe use.
- Ensure that processes for reporting of incidents and hazards are regularly reviewed, updated as necessary and that all involved with the conduct of events are aware of the procedures to be followed.

2.1.19 NATIONALS TEAM MANAGER

PURPOSE

To be the main SAMA contact at the annual Australian Masters National Championships, providing a coordination function for the SA team while fostering a culture of collaboration and representation of SAMA by athletes at the National Championships.

The Team Manager will be invited by the committee to undertake the role and is normally selected from entrants, with the criteria for selection taking into account the individual's ability to communicate well and promote the best interests of SAMA and other athletes.

DUTIES

General

- Ensure clear and up to date communication between SA team members.
- Act as the SAMA contact for all competition issues.
- Provide liaison and information about any event, rule or other changes which might impact athletes.
- Provide support for athletes where they have queries or concerns (as well as with protest situations).

- Be the conduit for any protest lodged by a SAMA member. Protest criteria outlined within the AMA Competition Manual.
- Managing the relay process, including putting together as many teams as possible, entering teams, liaising with athletes about run order, etc. Relay information as per the Competition Manua.
- Effect any coordination or liaison required between SAMA and the event LOC.
- Knowledge of IAAF rules will assist the function but are not essential.
- A brief report to the committee on the championships and the SA team's performance would be welcomed.

Details and Operational Guidelines

Communications

Once entries close, arrange the following:

- Contact all entrants (LOC Convenor will be able to provide a list with email and mobile phone contact information) welcoming them to the team, advising them who you are, that there will be a communications group, etc.
- Ask for registration of interest in relays, which relays and best times for those distances (or similar) over the season to date.
- Set up a WhatsApp (or similar) group for communications, inviting all athletes. This will then become the platform for all communications, including documents, etc.
- Ask for information on age group and events entered as this will impact a lot on relay selections/teams – selection needs to consider if people in many events and/or events which clash with relay programs can realistically fit into a relay and/or be the best fit for selection compared with others.
- During the event, provide some highlights of SA Team achievements.

Athletes at their first major event may require additional guidance to ensure they know what to do and the Team Manager will provide support where necessary.

2.2 EVENT MANAGEMENT AND COORDINATION ROLES

2.2.1 SUMMER COORDINATOR

PURPOSE

The Summer Coordinator provides a point of reference and coordination function for the conduct of all Summer competitions, overseeing the effective and efficient management and coordination of events.

DUTIES

- Ensure that all SAMA Summer competition is efficiently run by liaising with the event personnel.
- Produce and/or be actively involved in the development of and changes to, the Summer and Championship programs.
- Liaise with other organisations to minimise conflicts in events and /or possible combined events.
- Together with the Technical Coordinator, ensure competition is conducted in accordance with the SAMA By-Laws.
- Together with the Technical Coordinator, ensure sufficient officials/equipment are present if an Australian or World record is possible at SAMA competition.

- Reduce or cancel distance events under hot weather conditions; adjudicate on the application of the hot weather policy on hot days.
- Cancel the race meeting in conditions of potentially dangerous hail or lightning.
- Ensure newcomers are welcomed.
- Liaise with the Safety Officer to ensure that events are conducted according to safety requirements.
- Ensure the equipment trolley is brought out, packed away and replaced in the container.
- Ensure someone is available to issue numbers and waivers and keep a record of helpers.
- Ensure someone is available to take competition entries.
- Ensure the blocks Trolley is brought out and put away.
- Ensure all events will have adequate officials available with specific attention to:
    - Starter
    - Timekeepers
    - Finish line recorders
    - Wind Speed operator
    - Equipment brought out and returned.
- Ensure all significant volunteers are recognised and rewarded at the end of each season, liaising with the President.
- Ensure the track is marked for the start of the 150m (Use wheel to measure 50m from both the 200m and 100m, then each stagger is 1.92m)
- Liaise with the Secretary regarding booking of venue(s).

Key relationships with this position:
- Track Coordinator
- Walk Coordinator
- Jumps Coordinator
- Throws Coordinator (except for equipment)
- Safety Officer
- Summer Championships organiser
- Special Events Organisers (e.g. Bay Sheffield, Bob Clarke, Christmas function, etc.)

2.2.2 TIMING/COMPUTER COORDINATOR

DUTIES

- Ensure all electronic timing equipment and computers are functioning correctly.
- Continuously monitor the equipment to see where improvements may be made.
- Continuously maintain the Event Manager software.
- Together with the Track and Winter Helpers Coordinators, ensure timing and computer entry is correctly conducted.
- Assist with paperwork for events if a computer malfunction occurs.
- Inform the SAMA committee when equipment needs to be replaced or upgraded.
- Provide feedback on any issues experienced and/or possible changes which could improve event operation.

2.2.3 WALK COORDINATOR

PURPOSE

To ensure the conduct of walk events is efficient, safe and according to relevant rules and technical specifications, and to the satisfaction of the majority of members.

DUTIES

- Provide information to members and prospective members on walks events.
- Have input to the on-coming season's walks program (in conjunction with the Summer and Winter Coordinators). This includes:
    - Being familiar with the SAMA By-Law on Race Walking.
    - If necessary liaising with SARWC before finalising the winter program for potential opportunities for combined club events.
    - Arranging qualified walk judges where required, in particular for Championship events and when a member wishes to try for a record.
    - Ensuring sufficient paperwork is available for judged events.
    - Ensuring wristbands are available when required.
    - Providing advice to new members on the specific rules and requirements for race and club walking.
- Forward event results to the Editor of the weekly Heel and Toe newsletter.

2.2.4 THROWS' COORDINATOR

PURPOSE

To ensure the running of throws events is efficient and to the satisfaction of the majority of members.

DUTIES

- Provide competition information to members and prospective members on throws events.
- Have input into the on-coming season's throws' program (in conjunction with the Summer Coordinator). This includes:
    - Ensuring that venues are available, suitable and safe.
    - Identifying equipment shortages and informing the committee.
    - Developing the program to ensure that the throws and other events will operate in the best possible manner (similar finish times, minimal interference etc.).
- Before the start of the Summer season where necessary, arrange to have all shots, hammers and heavy weights repainted in the correct age colours.
- Where possible, ensure all equipment is labelled SAMA.
- Keep records of equipment borrowed and returned.

Management on the day of the events

Ensure the following:

- The planned venue is checked to ensure that a safe event can be held.
- Adequate officials with appropriate understanding of the competition are resourced/available for the event.
- The required equipment is available and in good condition, that trolleys are available and in good working order to move heavy equipment.
- Any equipment that could be dangerous is not used; arrange for repair or replacement as necessary.

- Hammer and discus nets are up when required, circles are clean and facilities appropriately prepared.
- Lay out sector tapes if required.
- Results are accurately recorded and taken to the computer operator.
- Manage and account for equipment used at competition to avoid losses, by organising for one person per event to be responsible for ensuring that all equipment taken out is returned to the container.

2.2.5 JUMPS' COORDINATOR

PURPOSE

To ensure the running of jumps events is efficient, conducted safely and according to relevant rules and technical specifications, and to the satisfaction of the majority of members.

DUTIES

Provide competition information to members and prospective members on jumps events.

Have input into the on-coming season's jumps program (in conjunction with the Summer Coordinator). This includes:

- Ensuring that jumps venues are available, suitable and safe.
- Identifying equipment shortages and informing the Technical Coordinator
- Developing the program to ensure that the jumps and other events will operate in the best possible manner (similar finish times, minimal interference etc.).
- Where possible ensure all equipment is labelled SAMA.

Management on the day of the event

Ensure:

- The planned venue is checked to ensure that a safe event can be held. Sand pits may need to be raked to ensure no needles or glass is present.
- The event will have adequate officials available.
- The required equipment is available and in good condition.
- Officials understand the competition and are adequately resourced to manage the event.
- Results have been accurately recorded and taken to the computer operator.
- Manage and account for equipment, by organising for one person per event to be responsible for ensuring that all equipment taken out, is returned to the container.

2.2.6 SUMMER CHAMPIONSHIPS ORGANISER

PURPOSE

The Summer Championships Organiser ensures that all Summer Championships are organised and arranged prior to the conduct of the events.

DUTIES

- Ensure that all SAMA Summer Championship events are arranged for management on the day by the Summer Coordinator.
- Together with the Technical Coordinator, ensure competition is conducted in accordance with the SAMA By-Laws.

Summer Championship events:

- Ensure Timing/Computer Coordinator knows the competition dates so that events can be added to the computer for entries on the day.
- Aside from the Main Track and Field days, from early January, provide entry sheets at Wednesday competition so that members can enter the other Championship events.
- Confirm the main Track and Field Championships program.
- ORSR phone contact for stadium – 0423 784 383
  For the main T&F and the Sunday competition, ensure ORSR knows that SAMA will inform them of competitor numbers (normal and concession numbers) for both days and that they should invoice us. Members to be informed to pay the entry fee at the check-in desk not on entry
- Have someone collect the entry fee from all competitors (provide sheet)
- Long and Short Hurdles
  Request use of the hurdles from ORSR (indicating numbers of large and small required).
  Ensure entrants know they are required to assist in placing and removing hurdles.
- Men's and women's T&F Pentathlons
  Organise at least two people to manage the events on the night – separate from standard helpers
  Pre-load entries to allow field sheets to be prepared
- Steeplechase
  Ask someone at the stadium to fill the water pit at midday on the day of the event
  Organise helpers to raise/lower barriers and to position the first two barriers after the start
  Empty pit after use!
- 10km Track Run/Walk/Throws Pentathlon
  On the Wednesday before – take the Defib/stopwatch bag ready for the Sunday
  Ensure enough helpers are available
  Pre-load track entries to allow lap-score sheets to be prepared
  Confirm that ORSR have arranged to have the stadium open for 7.30am
  For the Pentathlon, prepare field sheets and arrange computer entry of results (either by Event Manager or the AMA calculator)
  Have someone collect the entry fee from all competitors

Key relationships with this position:

- Summer Coordinator

2.2.7 WINTER COORDINATOR

PURPOSE

The Winter Coordinator provides a point of reference and coordination function for the conduct of all Winter competitions, overseeing the effective and efficient management and coordination of events.

DUTIES

- Ensure that venues are available, suitable, safe and adequately marked.

- Produce or be actively involved in the development of the Winter program, including changes as required. Liaise with runners and the Walk Coordinator.
- Liaise with other organisations to minimise conflicts in events and /or investigate the possibility of conducting combined events.
- Together with the Technical Coordinator, ensure competition is conducted in accordance with the SAMA By-Laws.
- Together with the Technical Coordinator, ensure sufficient officials/equipment are present particularly if an Australian or World record is possible at SAMA competition.
- Ensure equipment is taken to each venue by several helpers.
- Ensure equipment is unpacked, tents erected if necessary and all equipment packed away at the end of competition.
- Ensure adequate officials available with specific attention to Starter, Timekeepers, Finish line recorder.
- Where necessary, contact those responsible for the various role(s) to ensure they are available.
- Where those responsible are not available and have not organised replacements, organise replacements.
- Ensure all significant volunteers are recognised and rewarded at the end of each season.
- Ensure afternoon tea is provided as per the program.
- Ensure newcomers are welcomed.
- Provide pre-race information to all competitors to ensure that they understand the course, any potential hazards, the detail of the race and their handicap times.
- Ensure the presentation of results and prizes to members.
- Cancel the race meeting in adverse conditions including dangerous hail, lightning or storms.
- Ensure someone is available to issue numbers and waivers and keep a record of helpers.
- Ensure someone is available to take competition entries.
- Liaise with the President regarding gifts for helpers.
- Liaise with the Secretary regarding booking of venue(s) and venue access, including collection of keys, vehicle permits, etc.
- Liaise with the President re provision of and presentation of prizes.
- Ensure handicap times are reviewed annually to ensure that the slowest person finishes around 3.15pm in any handicap events.

Key relationships with this position:
- Course marker
- 20km AMA Walk Event Manager
- Helpers' Coordinator
- Walk Coordinator
- Safety Officer

2.2.8 COURSE MARKER

PURPOSE

To ensure that all winter courses are sufficiently chalk marked, signed and/or coned.

DUTIES/RESPONSIBILITIES

- Ensure you are working from the latest version of the program.
- Ensure cones and marking chalk are always available.
- Ensure Runner/Walkers signs on roads are placed in key locations.
- Liaise with the Winter Coordinator to see if any changes to the course are required.

- In marking the course identify any hazards - mark accordingly and inform the Winter Coordinator.

2.2.9 TECHNICAL COORDINATOR

PURPOSE

The Technical Coordinator provides oversight over all technical aspects of events conducted by SAMA, providing a point of reference for advice and opinion regarding technical aspects, researching and updating information as it becomes available.

DUTIES

- Acts as the SAMA point of reference for any technical enquiries or information.
- Regularly visit the WA and WMA websites for rule changes and technical information that may impact on competition.
- Ensures that technical changes are implemented in the program and communicated to members, updating by-laws and website (via Webmaster) information accordingly.
- Together with the competition coordinators, ensure competition is conducted in accordance with the SAMA By-Laws and technical specifications.
- Together with the competition coordinators, ensure sufficient officials/equipment are present if an Australian or World record is possible at SAMA competition.
- Ensure adequate supplies of all small equipment including batteries and paper for watches, spare numbers, pins, trolleys and SAMA medals for championships.
- Ensure the main trolley has sufficient charge.
- Ensure method of changing inner tubes on the main trolley is available in the plastic drum of tools in the container. Max tyre pressure is 30psi for all trolleys.
- Ensure all courses are correctly measured and any course used for a national event is measured by a certified course measurer and a certificate received.
- Arrange for the repair or replacement of any damaged equipment.
- Ensure that the defibrillator is functioning, and that batteries and pads are replaced on schedule.
- Ensure SAMA, (SA Open Over 30s), National and World Records are correctly documented and recorded on the website.
- Ensure all throwing equipment is maintained including hammer wires, heavy weight chains and equipment colour where relevant, necessary maintenance effected, and new equipment acquired as necessary.
- Ensure all SAMA equipment is correctly engraved/signed or painted distinctly as required.
- Ensure watches are engraved with the date when internal batteries are changed.
- Liaise with the Safety Officer as necessary to advise on technical aspects of competition which need to be considered as well as advising the competition coordinator accordingly.

Key relationships with this position:

- Records Officer
- Course Measurer
- Throws Coordinator (regarding equipment maintenance and replacement)
- Computer/Clock Specialist.

3 REFERENCES

Incorporated Associations Act SA (1985)
Work Health and Safety Act (2012) SA Legislation
Volunteers Protection Act 2001
Volunteers Protection Regulations 2019
The Essential Guide to Work, Health and Safety for Volunteers
Play by the Rules – Code of Conduct
AMA Policy Documents – including Code of Conduct, various State Legislation, Anti-discrimination, Bullying and Harassment and related documentation