

CHAPTER

4

ADMIN & MANAGEMENT

4.0

The key to a successful Centre is successful administration.

Irrespective of how small or how informal a Centre is, for it to operate in an effective fashion, there are certain administrative tasks which need to be undertaken.

For a start its members need to communicate in order to make decisions. This involves meetings which must be conducted in an orderly fashion if they are to be effective. The important decisions made at meetings need to be recorded and, perhaps communicated to others.

Outside organisations or individuals will need to communicate with the Centre, and such communications may need to be recorded for future reference.

Centres have communal funds, which need to be responsibly managed and accounted for.

A set of rules, for Centre operation, needs to be determined and agreed upon. (This should take the form of a constitution, by-laws or regulations).

The manpower resources of the Centre are headed by an elected group of people, which is described as a committee. This group has the primary responsibility for administering the organisation, although part of this responsibility may be delegated to other individuals or groups.

4.1

CENTRE COMMITTEE

The role of a committee member is twofold. Firstly, they participate in the committee as one member of a decision-making body, which operates through a system of meetings. In particular, all members of the committee, not just the vocal ones, should be made to feel that they are part of the decision-making process.

Secondly, the committee member often has specific responsibilities which may relate to the work of the committee but are implemented outside it (eg. publicity officer, officials etc).

Where possible, members with specific talents or backgrounds should be sought and encouraged to accept relevant positions.

The minimum acceptable committee would be comprised of five adults as follows:

i) **President**

The President shall: –

- a) Preside at each meeting of The Executive and any other meetings organised by The Centre.
- b) Ensure that all members of The Executive keep him/her informed of all Centre matters under their control.
- c) Perform such duties as may be required from time to time by The Centre.
- d) In the case of a tied decision, shall have the casting vote.
- e) Submit a report to the Annual General Meeting of The Centre.
- f) Represent The Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of The Executive or any other person deemed appropriate by the President.

ii) **Vice President**

The Vice President shall: –

- a) Act in all areas in the absence of the President.

iii) **Secretary**

The Secretary shall: –

- a) Take detailed minutes of the business from all Executive Council and Centre meetings and distribute copies to all Executive Council members.
- b) Compile all agendas' for meetings with the assistance from The Executive.
- c) Assist all members of The Executive where required.
- d) Keep on file, all material that may assist the organisation of Little Athletics.
- e) Forward notices of Executive Council meetings to members at least seven (7) days

- prior to the date of the meeting.
- f) Keep on file, all correspondence received and a copy of all correspondence forwarded on behalf of The Centre by each member of The Executive.
 - g) Act of behalf of The Centre as directed by The Executive.
 - h) Submit a report the Annual General Meeting of The Centre.

iv) Treasurer

The Treasurer shall: –

- a) Keep a detailed ledger of all receipts and payments transacted for The Centre.
- b) Issue receipts for all monies received.
- c) Present at each meeting of The Executive, a full summary of receipts and expenses, as well as the bank balance, for ratification by The Executive.
- d) Present to each meeting of The Executive, accounts received by The Centre since the previous meeting to be passed for payment.
- e) Pay on invoice only, all accounts passed by The Executive for payment, such payments to be made by cheque only.
- f) Arrange for the President, Secretary and Treasurer to act as signatories, with any two to sign on all Centre cheques, (except where two may be members of the same household).
- g) Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within forty-eight (48) hours of receipt.
- h) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by The Centre.
- i) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.
- j) Investigate all insurance policies required for The Centre and equipment.
- k) Establish an account or accounts with a suitable Bank or Financial Institution.
- l) At the completion of The Centre's financial year, arrange for an independent audit of accounts.
- m) Submit a report to The Annual General Meeting of The Centre.

v) Registrar

The Registrar shall: –

- a) Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.
- b) Receive each correctly completed registration form, accompanied by the fee set down by The Executive and proof of age of all new members.
- c) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- d) Forward all registrations, together with appropriate fees, to the Little Athletics Association of New South Wales Inc, within one month after receiving the registration.
- e) Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LAANSW or The Centre.
- f) Submit a report to the Annual General Meeting of The Centre.

ADDITIONAL POSITIONS MAY INCLUDE:

- i) Officer for Officials: –

The Officer shall: –

- a) Recruit and organise officials for the safe and efficient conduct of Centre meetings.
- b) Organise officials for participation in instruction, training and examinations.
- c) Organise officials for events conducted by LAANSW and other Centres, in which The Centre participates.
- d) Submit a report to the Annual General Meeting of The Centre.

ii) Officer for Championships: –

The Officer shall: –

- a) Direct, plan and organise all competition and championship events for The Centre.
- b) Prepare competition programs and timetables.
- c) Organise all aspects of Centre Championships and Special Events.

- d) Complete and submit any entry forms for athletes to participate in LAANSW or other Centres' events.
- e) Submit a report to the Annual General Meeting of The Centre.

iii) Records and Ranking Officer

The Officer shall:

- a) Record all athlete performances in a suitably prepared set of books or computer program.
- b) Compile and distribute weekly result summaries and rankings.
- c) Maintain and publish all Centre records/best performances.
- d) Assist with selection of athletes for Centre representation.
- e) Submit a report to the Annual General Meeting of The Centre.
- f) Organise the ranking of all athletes for competition.

iv) Officer for Technical and Equipment

The Officer shall:

- a) Determine the layout of the track and field for all competition held at The Centre.
- b) Recommend the purchase and or repair of all equipment.
- c) Ensure all equipment is maintained in safe and good working order.
- d) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- e) Provide details of equipment to the Treasurer for insurance purposes.
- f) Submit a report to the Annual General Meeting of The Centre.

v) Officer for Age Managers

The Officer shall:

- a) Assist the new and returning Age Group Managers in their responsibilities.
- b) Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and The Centre.
- c) Conduct regular meetings of all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to programme, Association directives and information and other matters affecting the operation of The Centre and its members.
- d) Discuss any comments and ideas aimed at improving The Centre with the Age Group Managers and conveying those suggestions and discussions to the President for consideration and presentation to the Committee if warranted.

vi) Age Group Manager

The Age Group Manager shall:

- a) Be responsible for the conduct of the members of their age group. Where any athlete disrupts other athletes, the Age Group Manager shall in the first instance seek the assistance of the parent or guardian and in their absence, or if the disruption continues to secondly bring the matter to the attention of the Officer for Age Managers or a Committee member.
The Officer for Age Managers or a Committee member will assist the Age Group Manager to resolve the issue.
Should further disruption occur, the Age Group Manager is to advise the Officer for Age Managers of the details, who is to then report to the next Committee meeting for review and to settle on an appropriate course of action.
- b) Ensure the accuracy of the results recorded for their group.
- c) Apply the rules of competition of The Association and The Centre.

vii) Team Manager

The Team Manager shall:

- a) Represent The Centre at Zone, Regional and State Championships and is the ONLY person who is able to lodge protests on behalf of the competitor from The Centre.
- b) Ensure that all athletes are correctly nominated in their events and that the nominations are lodged by the closing date.
- c) Ensure that all athletes report to the marshalling area for their events on time at

Association carnivals.

viii) Officer for Coaching & Education

The Officer shall:

- a) Establish and conduct regular coaching sessions for all athletes for all events.
- b) Provide Association sponsored clinics to assist in the development of the skills of the Coaches, Group Managers and members of The Centre.
- c) Provide specialised coaching clinics to assist in the development of the skills of the athletes.
- d) Ensure adequate representation by The Centre at Association coaching courses.

ix) Social Officer

The Officer shall:

- a) Provide hospitality to any visitor or guests of The Centre and at any official function.
- b) Book any venue which the Committee resolves is required for the purpose of the operation of The Centre.
- c) With the assistance of the Canteen, Fund-Raising, Publicity and Advertising Officers, formulate and organise any social event the Committee resolves to hold.
- d) Assist the Fund-Raising Officer in operating any raffle or other fund-raising activity.

x) Canteen Officer

The Officer shall:

- a) Provide and operate the canteen on every Centre running day.
- b) Ensure adequate staffing of the canteen.
- c) Account for all provisions purchased, sold and held by the canteen.
- d) Remit to the Treasurer all moneys collected from the operation of the canteen.

xi) Officer for Publicity & Public Relations

The Officer shall:

- a) Compile and maintain publicity material to local media sources.
- b) Prepare and distribute a Centre newsletter to all Centre members.
- c) Advertise the activities of The Centre throughout the local community.
- d) Organise promotional activities for The Centre.
- e) Keep sponsors informed.
- f) Submit a report to the Annual General Meeting of The Centre.

xii) Advertising Officer

The Officer shall:

- a) With the assistance of the Fund-Raising Officer, prospect for and acquire paid advertising for inclusion in any of the publications of The Centre.
- b) With the assistance of the Officer for Publicity and Public Relations, arrange for the production of suitable advertising copy for inclusion in the Centre publications.

xiii) Fund-Raising Officer

The Officer shall:

- a) With the assistance of the Social Officer, conduct any raffle or other fund-raising activity.
- b) With the assistance of the Advertising Officer, prospect for and acquire pledges, gifts and grants of funds to The Centre.

xiv) Grounds Officer

The Officer shall:

- a) Ensure the field is adequately marked for each running day.
- b) Monitor the condition of the grounds, the approaches and surrounds of the long/triple jump pits and shot and discus areas and arrange for maintenance when necessary.
- c) Maintain the marking equipment.
- d) Liaise with the Officer for Championships as to the condition of the areas of competition.

xv) First Aid Officer

The Officer shall:

- a) Keep an up-to-date first aid kit, including ice.
- b) Provide general first aid to athletes.
- c) Keep an accurate record of all injuries.

xvi) Officer for Administration of Clubs

The Officer shall:

- a) Check that all Clubs hold one (1) meeting per year and produce an annual audited balance sheet.
- b) Assist weaker Clubs to gain strength and recruit members.
- c) Assist with the formation and cessation of Clubs within The Centre.

xvii) Cross Country Co-Ordinator

The Cross Country Co-ordinator shall:

- a) Have appropriate courses marked ie. 800m, 1000m, 2000m etc.
- b) Organise a team of timekeepers/officials for each meet.

The primary aim of Little Athletics is "the development of children, with emphasis on positive attitudes and a healthy lifestyle through family involvement in athletic activities".

It is an active recreation for children up to the age of fifteen years. A wide range of running, jumping, throwing and walking events is conducted. Competition is graded so that children of similar age and ability compete with each other, and the emphasis is placed on participation and personal improvement rather than winning.

The children and their parents belong to Little Athletics Centres which are affiliated with a State/Territory Association. Parents are involved in all aspects of the activity, as coaches, officials, administrators and spectators. They form the committees which administer Centres and conduct the weekly competition.

By encouraging children to participate in regular physical activity, Little Athletics helps them to lay the foundation for a healthy lifestyle; by involving the parents in all aspects of its activities, it provides opportunities for families to participate together and to share experiences; and by bringing so many children and parents together in an atmosphere of friendly co-operation it can benefit the whole community.

4.2

CENTRE MEETINGS

Meetings between office-bearers and between members are essential for effective communication within a Centre, as well as for the effective operation of the Centre on a democratic basis.

i) Types of Meetings

There are several different types of meetings that a Centre may conduct. They can be grouped broadly into:

General/Special Meetings, which are open to all members of the Centre (although they may not necessarily have the right to vote). Such meetings are called on occasions when a particular issue needs to be addressed / discussed.

Committee Meetings, which normally involve only elected or appointed decision-makers. In the case of most Centres such meetings involve all committee members and occur on a monthly basis. It is here that the day to day issues at the Centre are addressed.

Annual General Meeting, is a type of general meeting, usually conducted within two months of the completion of the season. It is at this meeting the election of committee members takes place, the financial and committee reports are presented and any changes to the constitution and by-laws occur. Centres must hold their AGM by the end of May each year.

ii) The Agenda

The starting point for any meeting is to decide on the time and place of the meeting, the business to be conducted and the order in which it will be conducted. This is the compilation of the agenda.

A typical agenda would be: -

a) Attendance and apologies

Chairperson: Introduces special guests by name and qualification
Welcomes visitors
Calls for apologies
Moves that apologies be accepted

b) Previous Minutes

The chairperson amends, if necessary and confirms, by motion, minutes of previous meetings.

c) Matters arising from Minutes

Usually related to action someone was appointed to take at the last meeting. Discussion is confined to those matters not to be covered in reports to come.

d) Correspondence

Secretary presents a list of inward and outward correspondence, in chronological order. Chairperson requests motion that inwards correspondence be received and outwards endorsed.

e) Reports

Treasurer Regular written financial report
Discussion on report
Motion to accept accounts for payment
Motion to adopt the report

Other Committee Members Discussion and action may follow each report.
Each report must be adopted by means of a motion.

f) General Business – any other matters

g) Next Meeting – date, time and venue.

iii) Motions

All items of business required a decision must come before the meeting by way of motions, which, if passed, become resolutions.

A motion should be proposed before the chairperson allows any discussion on the topic. This promotes order in the discussion.

The motion must be seconded immediately, otherwise it should lapse.

Once a motion has been moved and seconded, the mover and seconder may speak to the motion.

To save time, the chairperson may then declare "does anyone wish to speak AGAINST the motion?" If NO, the motion may be put to the vote. If YES, members debate for and against.

iv) Voting

The chairperson decides when the vote should be put.

The mover of the original motion should then be offered his/her right of reply.

The motion or amendment is read out.

The chairperson, without prejudice, could also summarise the proceedings for and against.

Different forms of voting are - by voice, by show of hands, by secret ballot, or by division.

Unless specified otherwise in the constitution, (eg for a constitution change a three quarter majority is required) a simple majority vote (by voices) is often enough for the chairperson to declare the result. If there is any doubt on the voice vote, the members may call for a show of hands.

If there is a tie, the proposal is rejected. The constitution provides for the voting power of the chairperson.

v) Quorum

Generally, three quarters of the members present and voting form a quorum. This number is dependent upon that specified in the Centre constitution.

Without a quorum no resolutions can be accepted.

vi) Time Control

Good time control is vital for the satisfactory conduct of a meeting. The chairperson is largely responsible for this, but these ideas may help:

Use a sub-committee to research an issue that needs a lot of discussion. They can then summarise the alternatives for the meeting.

Accept that most meetings have a social aspect as well as a business aspect. Experiment with ways of balancing personal contact with efficiency (eg. a meal before the meeting).

Aim to start and finish on time, even if not everyone is there or not all business is finished.

If time runs out the meeting may decide to extend the closing time, say, half an hour in order to finish important business, they may allow the executive to make decisions on the remaining items, or they may defer that business to the next meeting.

vii) Minutes

It is essential to have a correct record of the proceedings of a meeting. The minutes serve as a general and attendance record, and in the case of later doubt or dispute, they are a legally accepted reference.

The minutes should be written up soon after the meeting before your memory fades! Use the past tense. Summarise in logical order any discussion. Include the names of both mover and seconder.

The amount of detail included in the minutes is up to the particular committee to decide. Use "Action" subheadings to detail who was delegated to follow up on tasks.

Minutes should ideally be typed and distributed to members as soon as possible after the meeting and displayed in a prominent place (eg. a notice board). The agenda should be circulated one week before the meeting.

At the start of the next meeting, the minutes should be confirmed, after any amendments have been made, as a true and correct record and signed by the chairperson. (Try not to read them at the start of the meeting as it is time consuming).

NB: Sample minutes are detailed at the end of this chapter.

viii) Elections (Annual General Meeting)

Many Centres have trouble finding enough good committee members to stand for election. Other Centres have problems because the wrong people stand for election.

Nominations are usually made in writing before the Annual General Meeting. This should be detailed in the Centre Constitution.

A good election is pre-planned to give your Centre the best possible chance of obtaining a workable committee. To do this, your Centre should:

Encourage involvement a couple of months before the election. Have open committee meetings. Hold a general meeting on a particular issue. Invite visitors to committee meetings or co-opt extra members. Send out a newsletter.

Circulate job descriptions for committee members so that people know what is involved.

Let candidates nominate themselves so that more modest newcomers have the opportunity to stand even if no one thinks to ask them.

Make sure that someone who cares about the organisation keeps track of nominations so that if there are not enough good candidates, then suitable people can be approached and asked to stand.

In a contested election, ask all candidates to talk for three minutes about any past experience that makes them suitable to sit on the committee and what they hope to do for your organisation in the future. If there is a postal vote, then a written statement may be easier. If a candidate is too shy to speak, let one other person speak for them.

ix) Annual Report (Annual General Meeting).

The reports of Centre office bearers and executive members are presented to the Annual General Meeting, along with the audited financial statements. These collectively, make up the Annual Report of The Centre. A copy of the Annual Report should be forwarded to the Association Office, each year.

NB. Sample reports are available from the Association office