

## CLUB ORGANISATIONAL STRUCTURE

TWLA is run entirely by volunteers – to be successful, everyone has a role.

### Parents/Caregivers

- Serve as the first level of responsibility at Club competition nights.
- Fulfill the required number of hours on the duty roster (see below) to set up, run events, staff the BBQ/canteen and pack up the activities.
- Unless performing a rostered duty, **remain with their child's age group** to supervise their children\* and assist the Age Manager with non-rostered duties (e.g., place-judging, hurdles changes, marking, etc.).
- Pack away field equipment when their age group is the last to compete.

### Age Manager

- Shows up every week or organises a replacement from their Age Group.
- Ensures athletes complete the stated program in the correct order, properly execute the events within the stated specifications and have their results recorded accurately.
- Maintains order amongst the athletes (with parent assistance).

### Officials (performed by the Age Manager if not specifically allocated)

- Ensures proper execution of events – both in terms of schedule and skills.

### Committee

- Responsible for governance and organisation of Club activities.

**\* Per the LANSW constitution and insurance structure, Little Athletics is NOT a drop and go activity.**

## DUTY ROSTER

The duty roster is **compulsory** for all parents/carers who are not on the Committee or serving as an Age Manager. Rostered duties include club-wide functions such as set up, timekeeping, starting, BBQ and canteen and are **in addition** to helping your Age Manager with your specific Age Group activities such as raking, place judging, recording, etc.

TWLA manages the duty roster through the Signup Genius website where you can view shifts, sign up and receive reminders. Depending on season numbers, each family should expect to be on a rostered duty every three to four weeks. Those with more athletes enrolled will be more

frequent and those with fewer athletes will be less frequent. When signing up, please note the following:

- **Parents/caregivers with athletes in the U11 and above age group must sign up for 7:00 p.m. or later shifts (as your athletes finish later).** Please DO NOT sign up for earlier shifts as the Signup Genius Administrator will then just have to reschedule your duties to a later shift..
- Please manage your duty through Signup Genius. If you cannot attend, just reschedule your rostered duty as soon as possible so the spot is free for another parent to fill. **A no-show significantly impacts the running of the competition night and may result in you being asked to perform extra duty at a later date.**
- Please sign in for your rostered duty by 5:45 p.m. on competition night otherwise you will be assumed a no-show and your hours not counted.

The Signup Genius Administrator runs periodic audits to determine which families are significantly short of hours. If you are notified, please login and sign up for the next available competition date. The Committee reserves the right to exclude your athletes from further competition if you are not regularly fulfilling rostered duties.

The club understands that there are a few rare circumstances that make it difficult to perform duties on a Friday night (however, caring for younger children is not one of them – please arrange childcare as appropriate). If you are having difficulty filling your rostered duty, please contact the Club President.

