



Top VLAA Centre – 2001/2002 & 2005/06

Keilor Little Athletics Centre

Keilor Park Athletics Track,
Stadium Drive, Keilor Park

PO Box 4084, Keilor Downs, 3038
President: Sam Barbuto – 0419 901 707 ☎
Secretary: Kerry Ware – 0421 068 786 ☎

KLAC Annual General Meeting 7th March 2011

The Annual General Meeting was held at 11.30am at the Essendon Little Athletics Clubrooms. Due notice had been given in accordance with the Constitution. The meeting incorporated the following –

1. Report from the President & tabling of the Annual Report – Sam Barbuto.
2. Report from the Treasurer – Vicky Thomson
3. Election of the New Executive and Committee. The list of those elected is attached to these minutes.
4. Appointment of auditor – Tax Talk, Sunshine.

The meeting concluded at 12.05pm

Kerry Ware
Secretary
KLAC

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Centre Executive 2011/2012

Role	Contact Details	Responsibilities
Sam Barbuto President	0419 901 707 Sam's email	Oversees the running of the Centre. Chairs the Centre Executive. Adjudicates on disputes. Represents the Centre in dealings with VLAA.
Craig Hill Vice President	0466 655 490	Assists President. Responsible for the development and implementation and strategies and projects for the long term improvement of the Centre. Oversee the athlete development programme. Overall supervision of the many facets of the weekly "off track" administration activities of the centre.
Kerry Ware Secretary	0421 068 786 Kerry's email	Collects and distributes mail. The point of contact for general enquiries from members, general public & VLAA. Takes Centre Executive minutes. Maintains the Centre's event calendar and follows up on due dates.
Vicky Thomson Treasurer	0430 160 233 Vicky's email	Keeps the accounts. Maintains the Centre's asset register. Prepares monthly financial reports for the Centre Executive. Manages cash flow and collects and banks all cash. Organises the annual audit of the Centre's accounts. Issues cheques. Responsible for Canteen, Fundraising & Uniform Managers.
Don McLaren Technical/Equipment Manager	0407-052-735 Don's email	Maintains equipment, makes recommendations for additions/replacements, and assists with any equipment problems.
David Campbell Regional Representative	9390 1069 or 0409 219 150 David's email	Attends monthly Northern Metropolitan Regional Meetings and Annual VLAA State Conference in August. Represents KLAC views at Regional level.
Pauline Barker Special Events Manager	0401 824 178 Pauline's email	Facilitates and manages KLAC's involvement in Regional and State Championships and in the Royal Children's Hospital annual fundraiser. Will have an assistant throughout the year and will also have four Team Managers– each Team Manager will be responsible for a particular special event (Regional and State Track and Field, Regional and State Relays, Regional and State Cross Country and State Multi-events as well as other special events).
Shane Petersen Competition Director	Shane's email	Responsible for all activities related to planning for and the conduct of the Centre's weekly competition. Liaises with the Programme Manager in determining the competition event schedule and programme. Liaises with duty roster manager, set-up manager and chief officials to ensure adequate officials are available and equipment is set-up to allow for the competition to start on time. Responsible for the efficient running of the program on the day. Ensures the start/finish lines are marked as required each week. Supervises hurdles placements. Responsible for verifying and recording all records on each competition day. Ensures

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		Chief Officials are in place for each area (Throws / Jumps / Track / Starters).
*John Rayner Community Liaison	9390 9707(AH) or 0414 325 619 John's email	Deals with Brimbank City Council on issues re permits, maintenance, capital grants. Deals with Keilor Park Soccer club re sharing of facilities. Liaise with other sporting clubs and schools.
Mike Lloyd Lynelle Petersen General	Mike's email Lynelle's email	Attend Centre Executive meetings. Assist centre executive members in the conduct of their portfolios as requested. Assist with or co-ordinate projects or activities as requested by the executive. Learn the various aspects of the management of the Centre with the view to taking on an executive portfolio in the future.

Centre Committee 2011/2012

Role	Reports to	Responsibilities & Contact Details (if relevant)
Administration		
Registrar DANA HILL	Vice President	In conjunction with Report/Database Manager, arrange prior re-registration for existing members ahead of new season, and recording of returning and new members on computer (NARS system). Preparing show bags for each member for registration, and general preparation for registration day. Storing alphabetical copy of all registrations for the duration of the season Liaising with VLAA regarding registration requirements including summary statements and payments and maintain the Clubs Online database. This role is very hectic at the start of the season, but is effectively completed (save for a few new registrations) after about 6 weeks Liaise with Office Manager and Records Manager as required. Assistant to help with data entry and checking Clubs Online and NARS databases. Contact: - 9390 4348 (AH) or 0419 588 797 (m) Dana's email
Assistant Registrar	Registrar	Assists Registrar as required with data entry and checking Clubs Online and NARS databases.
Office Manager HEATHER SPURRELL	Vice President	Assists both the Registrar and Reports/Database Manager with everything including, pre-registrations for existing and new members ahead of new season, preparing for and assisting with show bags, registration days and the first few weeks of competition. Is required to assist with weekly enquiries (office duties, including PB Certificates and 5PB trophies). Office open on competition days for

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Role	Reports to	Responsibilities & Contact Details (if relevant)
		first 1 ½ hours.
Assistant to Office manager (x2)	Office Manager	General office duties as directed by Office Manager
Publicity Officer JOHN RAYNER	Vice President	Arranges pre-season publicity with schools, shopping centres etc. Prepares weekly newsletter. Liaises with the media. Seeks opportunities to promote the Centre. 0414 325 619 (m) or John's email
Website Manager JOHN RAYNER	President & Vice President	Maintains website – results (provided by Records Manager), records, etc. Liaises with President, VP Operations and Publicity Officer as to content.
Handbook Coordinator TIM GOLDER	President & Vice President	Prepares the annual Centre Handbook (to be updated from the previous season re dates, records, etc – liaises with President re changes).
Results Manager DANA HILL	Vice President	Enters weekly results into web based NARS system. Forward results to local newspapers and Website Manager. Prepares results books for weekly recording of each event. Weekly reports include top three (posted on notice board), and list of those with three or more PBs. Administrative duties and general queries with results. Maintain Excel spreadsheets for eligibility for five PB trophies, track records. Maintains three or more PB compilation list for encouragement awards. Liaises with Office Manager and Registrar as required.
Assistant to Results Manager CRAIG HILL	Results Manager	Assists with entering of weekly results into web based NARS system. Other administrative duties as required in consultation with Results Manager and Office Manager.

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Reports/Database Manager DANA HILL	Vice President	Recording of returning/new members in results into web based NARS system. Loading Centre Championship entries, results and reports. Produces all end of Season summaries and reports. Archives current Season and prepares for next Season. In conjunction with computer programmer modifies and improves database and associated reports. Maintains and updates recording manuals. Liaises with Programme Manager, Results Manager and Office Manager as required.
Trophy & Medal Buyer CRAIG HILL	Vice President	Liaise with the Centre's medal & trophy supplier. Organise weekly 5 PB trophies. Plan for and procure ribbons, medals & trophies for Centre Championship, Presentation & Handicap days/events.
Clubroom Manager MIKE LLOYD	Technical Equipment Director	Liaises with Council regarding clubroom matters, including hire, maintenance & repairs. Ensure clubrooms are clean – liaise with cleaning contractors. Oversees the continual improvement of the clubroom facilities. Develops and maintains a clubroom usage policy.
Finance – Merchandise, Sponsorship & Fundraising		
Uniform Buyer/Seller	Treasurer	Arranges the purchase from our suppliers, and the sale to our competitors of: crop tops; singlets; shorts; track suits; and supporters' apparel.
Uniform Assistant/Seller	Uniform Buyer/Seller	Assists with the sale to our competitors of: crop tops; singlets; shorts; track suits; and supporters' apparel.
Canteen Manager & Food Buyer LYNETTE NICOLAOU	Treasurer	Runs the canteen (with assistants and rostered helpers). Orders and delivers food and drink to the canteen each week. Assists with hosting of athletics related functions at the clubrooms. Managers external suppliers such as coffee van. Liaises with Treasurer for cash float & takings and reporting on purchases & takings. Makes sure BBQ's are OK and gas bottles are filled. Manager does not work in the canteen while events are on, but assists with set up and pack up of canteen.
Assistant Canteen Managers (x4)	Canteen Manager	Works on a roster to run the canteen for the rostered competition day at the direction of the Canteen Manager. Will have the assistance of rostered helpers.
Sponsorship Manager	President	Is responsible for securing new and existing Sponsorship deals throughout the year.

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Fundraising Manager MANUELA GEORGIEVSKI	President & Treasurer	Arranges Fundraising events, activities and prizes, pre and during the season. Will have a team of 4 to assist with events and activities. Other tasks to arrange or contribute to include: <ul style="list-style-type: none"> - Procuring McDonald's Encouragement Vouchers - Arrange Billboard for Rego Day - Provide content and assist with the preparation of show bags - Have Fundraising events for 2008-09 documented to go in show bags and outline in Centre Handbook and Calendar of Events - Assist with Presentation and Centre Championship Days - Arrange details including promotion for Santa visit
Fundraising Assistants (x4) REBEKKA CARUSO AMANDA DISCO	Fundraising Manager	Assists the Fundraising Manager to arrange Fundraising events, activities and prizes, pre and during the season.
Competition		
Programme Manager TIM GOLDER	Competition Director	Decides list of events to be run each week, maintains a list of events undertaken for the year for each group.
Announcer SAM BARBUTO & PAULINE McSHANAG	Competition Director	Calls the events every week. Liaises with the Programme Manager & Competition Director on the running order of the events.
Duty Roster Manager LYNELLE PETERSEN	Competition Director	Draws up and publishes duty roster. Allocates persons to events each week (liaising with Announcer and Programme Manager). Assists Announcer on competition days. Lynelle's email or phone 0438 703 157
Assistant to Duty Roster Manager & Announcer LIZ BOND	Duty Roster Manager	Assists with duty roster draw up. Assists with allocating persons to events each week. Assists Announcer on competition days.
Set up & Pack up Equipment Manager MIKE LLOYD	Technical Equipment Director	Is responsible for organising the set up / pack up of the track & field equipment each week with the assistance of the Set up / Pack up Crews. Co-ordinates the crews. Not required to officiate during events. Maintains all the equipment. Assists with the marking of the Track.

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Set up Crew (x6)	Equipment Manager	Sets up the track each week of competition (required to arrive early, but not required to officiate during the actual events), under the instruction of the Set up & Pack up Equipment Manager and Competition Director.
Pack up Crew (x6)	Equipment Manager	Packs up the track each week of competition (required to stay late to pack up, but not required to officiate during the actual events), under the instruction of the Set up & Pack up Equipment manager.
Chief Starters & Timing Official CRAIG HILL	Competition Director	Ensures that the timing equipment is being used correctly. Responsible for starting procedures. Arranges the Starters & Timers Roster. Also responsible for checking the track each week before the start of competition, to reduce risks to children – for example, checking for holes in the track, etc.
Chief Jumps Official TONY LAURIE	Competition Director	Supervises the jumping events eg, ensuring that the mats are correctly placed for the relevant age groups, and that officials are measuring the events correctly. Also responsible for checking the pits each week before the start of competition, to reduce risks to children – eg. checking for broken glass in sand pits / etc.
Chief Throws Official FRANK & VICKY THOMSON	Competition Director	Supervises the throwing events, eg, ensuring that the children are throwing correctly, that measurements are being correctly taken, and that the right weight discus/shot put/javelin is being used for each age group. Also responsible for checking the throw areas each week before the start of competition, to reduce risks to children – eg. checking for broken glass / etc.
On-Track Coordinator JOHN McCALL	Competition Director	Coordinates the On-Track program. Is required to undertake training to properly equip the U6 & U7 Team Managers for the role.
Under 6 Boys Team Manager (Groups A & B) Group A. Group B.	On Track Co-ordinator	Takes group A or group B boys to and from each event, and assists them with their technique in the On-Track Program.
Under 6 Girls Team Manager Group A. Group B.	On Track Co-ordinator	Takes group A or group B girls to and from each event, and assists them with their technique in the On-Track Program.

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Under 7 Boys Team Manager (Groups A & B) Group A.	On Track Co-ordinator	Takes group A or group B boys to and from each event, and assists them with their technique in the On-Track Program.
Group B BRAD PEMBERTON		
Under 7 Girls Team Manager (Groups A & B) Group A. BONITA COGGER Group B GRANT LILLIE	On Track Co-ordinator	Takes group A or group B girls to and from each event, and assists them with their technique in the On-Track Program.
Chief First Aid Officer PIP LLOYD	Competition Director	Take responsibility for our First Aid Kit and the first aid room. Arranges a roster of qualified First Aid Officers, so that one such person is on duty on each week of competition.
Rostered First Aid Officers (x4)	First Aid Manager	Assist the Chief First Aid Officer and to be available for rostered duty & on an ad-hoc basis if in an emergency.
Development & Projects		
Selector for Captains PAULINE McSHANAG	President	Responsible for seeking nominations and selecting Centre and Team captains from amongst the older children.
Handicapper WARREN HOSKING	Competition Director & Special Events Manager	Assist the Competition Director and the Special Events Manager in organising the annual Keilor LAC Tim Golder & Warren Hosking Handicaps. To determine handicaps for athletes participating in the Centre handicaps and co-ordinate the races on the day. Liaise with the Keilor Sports Club and organise KLAC athletes' participation in the Keilor Junior Gift.
Athlete Development Manager	Vice President	Coordinates coaches. Develops a training program. Sources, promotes and provides advice to athletes on development and competition opportunities. Arranges for personal coaching placement for athletes if required. Liaises with Senior Athletic Clubs. Acts as Head relay Coach.
Coaches (x5) - Walks - DON McLAREN - Sprints - Distance - Jumps - Throws	Athlete Development Manager	Take training on designated nights. Would be expected to attend orientation to coaching courses (over two Sundays), to obtain Level 0 qualification if not already held. *KLAC and Northern Metro Region will together pay the fees for the course.
Special Events Team Manager– Relay 1. 2.	Special Events Manager	Coordinates KLAC's participation in the Regional and State Relays. Has the assistance of the Special Events Manager and Special Events assistant.
Special Events Team Manager– Track & Field (x2) 1.	Special Events Manager	Coordinates KLAC's participation in the Regional and State Track and Field Championship. Has the assistance of the Special Events Manager and Special Events assistant.

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2.		
Special Events Team Manager– Multi-events and other activities(x2)	Special Events Manager	Coordinates KLAC's involvement in the Regional and State Multi-events; and also assists with other special events such as the Royal Children's Hospital Lap for Kids. Has the assistance of the Special Events Manager and Special Events assistant.
Special Events Team Manager– Cross Country and other activities.	Special Events Manager	Coordinates KLAC's involvement in the Regional and State Cross Country; and also assists with other special events. Has the assistance of the Special Events Manager and Special Events assistant.

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