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# Volunteer Handbook

## Version 1.0 January 2016.

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### **Introduction**

The Keilor St-Bernard's Athletic club (KSB) is an incorporated association which is affiliated with Athletics Victoria.

The club conducts 'club' athletic and social events, the occasional fund raising event and participates in the Athletics Victoria (AV) winter cross-country and summer track and field competitions. All these events require various numbers of people to ensure that the events are run in a timely and safe manner.

As part of the club's affiliation with Athletics Victoria the club must provide various quantities of officials and helpers at winter and summer events. The club requires that as part of their membership club members or the parents of junior members assist in the operation of the club and in meeting its obligations to supply 'volunteers' to support Athletics Victoria.

The organisation of any athletic meeting has a structure consisting of trained and experienced officials who are responsible for the conduct of different aspects of a meeting, officials who conduct various events at a meeting and volunteers who perform basic tasks in support of the conduct of an event.

This handbook has been written to provide information about the obligations and responsibilities of club members and the parents the parents of junior athletes those people who volunteer to assist with the conduct of any event.

**Insurance:**

Insurance is provided through the clubs affiliation with Athletics Victoria and hence to Athletics Australia.

Public liability insurance of \$10,000,000 is provided to cover anything the club or its members and agents (volunteers) may do to other people or infrastructure.

Insurance against injury is provided for club members or volunteers involved in the conduct of an athletics related activity. This covers AV events and training with the club.

**Skills required:**

None! As a volunteer you are not required to know anything about the techniques and rules of athletic events. It is the responsibility of the officials conducting the event to

Instruct  
Demonstrate  
Help and support

all volunteers helping with the conduct of an event.

**Working with children:**

Athletics Victoria requires club committee members and coaches have an up to date and current Victorian Working with Children accreditation.

Short term 'volunteers' do not require a Working with Children accreditation.

**Types of jobs/tasks:**

The types of tasks which a volunteer may be required to perform include (but are not limited to) the following:

For Keilor St-Bernards club

Winter Cross Country	At AV events that KSB assists in conducting. Put out course markers, collect course markers.
	On behalf of KSB Assist with tents, rounding up younger members, etc.
Summer T & F	At training. Assist with equipment such as hurdles, HJ mats, etc.
	At competition. Assist with lap scoring recording for longer events. Organising relay teams and entry sheets.

## For Athletics Victoria

Winter Cross Country	Point official. Use a 'walkie-talkie', change course indicators, give directions.
	Finish area official. Organise athletes after they finish and event.
	Operate drink stations.
Summer Track & Field	LJ and TJ Measuring, recording, adjusting equipment, raking sand.
	High Jump, Pole vault Measuring, recording, adjustment of equipment.
	Javelin, Hammer, Discus and Shot.
	Track. Assist with marshalling athletes pre and post a race.
	Track. Time keeping.
	Track. Hurdles and steeplechase. Positioning hurdles and steeples.
	Organisation. Operate laptop computers that record the results of events.
	Organisation. Assist with paperwork for athlete event registration.

## Club obligations:

The clubs obligations to AV vary from year to year but as an example we had the following obligations in 2015-16

Summer T & F (Long term effort)	Victorian Championships: 2 * half day.
	Yellow Zone – Shield competition. Round 1 Long Jump Round 2 Triple Jump Round 4 Shot Put Round 5 Pole Vault Round 6 Shot Put Round 8 Triple Jump Round 10 Triple Jump
(Short term effort)	Sprint hurdles, 400 hurdles, Steeple chase, relays, pre-event paperwork.
Winter Cross Country	Brimbank 16K. Setup and pulldown course/s, layout and remove road crossings.
	Provide individual volunteers at various events.

## KSB requirements of its members:

When you are an adult member of the club or a parent of a member under the age of 18 on registration for a year the club expects you to assist the club in

Meeting its obligations to Athletics Victoria  
Helping with club with the conduct of club events and training.

## Dress requirements:

Winter: Clothing to keep you warm and dry. A hat for protection from the sun and rain.  
Summer: Clothing to protect you from the sun, long sleeves and a hat.  
Sun screen and reasonable footwear to protect your feet (no thongs).

## How do I volunteer?

Ask a club official or member.  
Contact an official at an event (generally recognisable by carrying a radio) and making a lot of noise.....  
If you see a problem and you think you can help ask a club official or the people organising events.

## Rewards:

The occasional thank you.  
The knowledge that you have contributed to the club and athletics.  
You get to meet some interesting people of all ages.  
Remember: Many hands make light work.....