

Little Athletics Tasmania

# Camp Convenor Position Description & Nomination Form

As at July 2023

This document provides a comprehensive description of the responsibilities and duties of the Little Athletics Tasmania U12-U13 Coaching Camp Convenor.



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# Camp Convenor Position Description

## Introduction

Each year, Little Athletics Tasmania (LATas) appoints a Camp Convenor to work with the Board and Office to organise all aspects of the U12 – U13 Coaching Camp.

Expressions of Interest for the role of Camp Convenor will be requested in July of each year, with the appointment being made shortly after the nomination closing date.

The Camp caters for up to 72 athletes each year (36 each boys and girls) and up to 15 parents/coaches.

The Camp Convenor is required to meet the responsibilities as outlined in this document.

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## Camp Convenor

### Key Responsibilities

1. Camp Budget
2. Accommodation booking
3. Booking of transport
4. Set up of camp
5. Arrange qualified Coaches
6. Arrange suitable Hut Parents
7. Order t-shirt required
8. Select menu items for all meals with Venue
9. List all athlete requirements
10. Update Camp nomination forms
11. Ensure volunteers hold current Working with Vulnerable People cards
12. Arrange for all equipment required for Camp

## 1. Budget

A budget for the Camp is to be determined by the LATas Board no later than the 31<sup>st</sup> July.

The budget may include the following;

- Venue costs including accommodation and meals
- Bus transport
- Supply of t-shirts for athletes
- Hire of any equipment required for events
- Travel allowance for Camp Convenor and Coaches
- Supper supplies for the final nights activities
- Prizes for Camp Hut winners (vouchers or movie tickets)

The Camp Convenor is to work within the approved budget.

Any variation to the budget will require approval by the Board.

## 2. Accommodation

Accommodation must be booked for up to 72 athletes plus up to 15 Coaches & Hut Parents.

Consideration must be given to the allocation of athletes to rooms. The Camp Convenor needs to familiarise themselves with the configuration of the accommodation and ensure where possible, athletes are allocated to rooms with those they have nominated to share with.

Hut parents and coaches do not share rooms with athletes.

Mattresses only are provided. Athletes require a comprehensive list of bedding which is required to attend the camp. This is to be available on the application form.

## 3. Booking of Transport

Buses are to be booked to transport athletes to/from Ulverstone, stopping at Perth to collect Northern based athletes and at the Domain Athletics Centre (if required) to collect Southern based athletes.

Buses required for transport are 62-seater.

At least two quotes for bus transport should be sought and submitted to the LATas Board Director responsible for Camp for approval.

## 4. Camp Coaches

The Camp Convenor with assistance from the LATas Office, is responsible for the following;

- Receive nominations for Camp Coaching positions and cross check qualifications of nominees.
- Schedule Coaches for events based on qualifications first then preferences.
- Ensure all Coaches hold current Working with Vulnerable People (Children) cards.
- Advise all Coaches of the Code of Conduct and ensure this is followed.
- Develop coaching schedule for the duration of camp based on athletes requested events

## 5. Hut Parents

The Camp Convenor with assistance from the LATas Office will appoint volunteer parents to assist with camp. The Camp Convenor will;

- Receive nominations for Hut Parents, ensuring a minimum number of 6 male and 6 female are appointed.
- Allocate huts to parents, where possible NOT allocating parents to huts in which their children are staying.
- Ensure all Hut Parents hold current Working with Vulnerable People (Children) cards.
- Advise all Hut Parents of the Code of Conduct and ensure this is followed.

## 6. Camp T-Shirts

Athletes, parents and coaches attending Camp each receive a t-shirt showing the LATas logo and sponsor logo (If required). It is the responsibility of the Camp Convenor, with assistance from the LATas Office to;

- Consolidate t-shirt/polo shirt sizing from nomination forms.
- Check with LATas Board/Office regarding sponsor requirements for printing

A minimum of two quotes for supply and include cost in the budget and submitted to the LATas Board Director responsible for Camp for approval.

## 7. Meal Requirements

The Camp Convenor will work with the host Camp to develop a menu suitable for those attending.

- Contact Camp for menu options
- Consider allergies when selecting menu items for Camp
- Ensure the value of meals is included in the budget

## 8. Athletes/Parent Requirements

Ensure the list of requirements for athletes/parents/coaches is updated annually and circulated with the nomination details.

## 9. Camp Nomination Details

With assistance from the LATas Office, the Camp Convenor needs to ensure the Camp Nomination form includes up to date and relevant information, including the following;

- Dates of Camp
- Sponsor details
- Bus Information
- Closing date for nominations
- Any amendments to medical questions

Updated nomination form to be sent to the LATas Office/LATas Board for review and to be circulated to members.

## 10. Working with Vulnerable People (Children) details

It is the responsibility of the Camp Convenor to ensure all parents and coaches assisting with Camp have a Working with Vulnerable People (Children) card, in line with the LATas policy.

NOTE: All Coaches/Hut Parents over the age of 16 must hold a Working with Vulnerable People card.

- Ensure all Coaches and Hut Parents submit their Working with Vulnerable People card details on their nomination.
- Check with the Department of Justice online to see that all cards are current.

## 11. Equipment Required

The Camp Convenor, with the assistance of the Development Officer will ensure all equipment required to conduct the camp is available, and transport organised to deliver equipment from the LATas shed to the camp venue.

- Contact the closest Little Athletics Centre nearest to camp regarding the use of their High Jump bags and hurdles
- Book a car transport trailer to pick up/drop off high jump bag to that Little Athletics Centre
- Ensure all equipment is packed and delivered to the Camp venue

# Code of Ethics and Legal Responsibilities of the Camp Convenor

The Camp Convenors role is to coordinate all aspects of the U12 – U13 Coaching Camp in conjunction with the LATas Board of Management and Office. The Camp Convenor must behave in an ethical manner respecting the following points:-

1. I agree to respect the basic human rights, that is the equal rights, of each athlete under my control with no discrimination on the grounds of sex, race, colour, language, religion, national or social origin, and association with a national minority, birth or other status.
2. I agree to respect the dignity and recognise the contribution of each individual. I will ensure that the practical environment is safe and appropriate. This appropriateness will take into consideration the age, maturity and skill level of the athlete.
3. I agree to ensure that all equipment used in the activities under my control is safe for the users and that the supervision I provide for these activities within each session is adequate.
4. I agree to plan my sessions adequately and activities within by using appropriate teaching progressions so as to reduce the risk of possible injury.
5. I agree to identify and to evaluate athletes with injuries and incapacities so as the workload and performance expectations are modified accordingly.
6. I agree to warn all athletes under my control of the inherent risks of the sport/individual events with continual reinforcement being ongoing so as each athlete appreciates those risks.
7. I agree to evaluate the nominations received for the positions of Coach and Hut Parents and appoint those most suitable for the positions.
8. I agree to advise the LATasBoard of any conflict of interest. ^
9. I agree to advise all athletes under my control the rules of the sport/individual events so as the athletes respect these rules and the spirit of the rules as they are intended.
10. I agree to respect the image of Little Athletics Tasmania and to continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour. \*
11. I agree not to smoke whilst working with athletes, nor consume alcoholic beverages so soon that:
  - the smell of alcohol or smoke is still on my breath and
  - it affects my competence to manage aspects of the camp
12. I agree as pursuant to Camp Clayton being a smoke and alcohol-free area to ensure that Hut Parents, LA Tas Staff, Coaches etc. are aware of this and to re-enforce this if required.
13. I agree that my authority as Camp Convenor includes dealing with any disciplinary breach by athletes, coaches and parents.
14. I agree to abide by the general rules of the LATAS constitution and bylaws so as not to bring the Association into disrepute.
15. I agree not to disclose any personal information regarding any athlete or volunteer that may be available to me in my role as Camp Convenor.

I ..... (print full name) working as a .....

Acknowledge that I have read and understood the Codes and ethics required of me to perform my duties as a Camp Convenor.

Signature: .....

Date : .....

^ <https://sportmatters.org.au/wp-content/uploads/2021/01/Sport-Matters-Conflict-of-Interest-Policy.pdf>

\* [Part 4 Division 1A of the Public Health Act 1997 \(TAS\)](#)

# Code of Conduct – Camp Convenor

In accepting the position of Camp Convenor with the Little Athletics Tasmania, an individual must acknowledge that the highest degree of professionalism in dealing with athletes, peers and officials is required.

Therefore the individual will: -

- Recognise that anything less than dedicated commitment is unacceptable.
- At all times maintain socially accepted standards of dress, appearance and behaviour.
- Not smoke in-sight of athletes.
- Not to be intoxicated whilst having athletes in his/her care.
- Maintain an acceptable and responsible management/athlete relationship.
- Acknowledge that any physical contact with athletes should be appropriate to the situation.
- Not publicly criticise or disagree with the work of other team management.
- Consider the safety and wellbeing of the athletes as of paramount importance.
- Ensure the acceptable standards of behaviour of camp parents, coaches and volunteers.
- Not to disclose any personal information about any athlete or volunteer

I ..... (print full name) working as a .....

Acknowledge that I have read and understood the Codes and ethics required of me to perform my duties as a Camp Convenor

Signature..... Date:...../...../.....



# CAMP CONVENOR NOMINATION FORM



Name of Nominee:.....

Address:..... Post Code:.....

Email:..... Mobile:.....

Centre Affiliation:.....

Working With Children Registration No:..... Expiry Date:.....  
(Please include copy of card)

Please list any relevant details to support your application, including qualifications in coaching/ management:

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*If insufficient space, please attach an extra sheet.*

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**Signature of Applicant** ..... **Date**

**Name of Witness** ..... **Date**

**Signature of Witness** .....

**Applicants should be available to attend the November LATas Board of Management Meeting**

Applications to be forwarded to:  
LATas Administration Officer: [office@taslittleathletics.com.au](mailto:office@taslittleathletics.com.au)  
Applications close: **Wednesday 30<sup>th</sup> August**

**No late applications will be accepted.**

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*An interview with each applicant may be held.*