

Little Athletics Tasmania

Camp Convenor Position Description & Nomination Form

As at June 2020

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 June of each year, with the appointment being made at the LATas Board Conference in July.

The Camp caters for up to 80 athletes each year (40 each boys and girls) and up to 20 parents/coaches.

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

Camp Convenor

Key Responsibilities

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

1. Preparation of the Budget

A budget for the Camp is to be presented to the Board no later than the 31st July.

The budget is to 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 LATas Finance Director and Office will be available for assistance with the budget preparation.

The budget is to be presented to the LATas Finance Director by the required date.

2. Accommodation

Accommodation must be booked for 80 athletes at Camp Banksia plus up to 20 Coaches & Hut Parents.

Consideration must be given to the Hut configuration. Huts are in clusters of 5 or 6 cabins. Each hut sleeps up to 6 people with bathroom facilities in a separate building within the cluster.

Hut parents and coaches do not share huts with athletes.

Mattresses only are provided by Camp Banksia. 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 Hobart, stopping at Perth to collect Northern based athletes.

Buses required for transport are 62 seater.

At least two quotes for bus transport should be sought with the best price being submitted with the budget.

4. Camp Coaches

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

Receive nominations for Hut Parents, ensuring a minimum number of 7 male and 7 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

Consolidate t-shirt/polo shirt sizing from nomination forms.

Check with LATas Board/Office regarding sponsor requirements for printing.

Receive a minimum of two quotes for supply and include cost in the budget

7. Meal Requirements

Contact Camp Banksia for current menu options and prices.

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

Update Camp Nomination details to include 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

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.

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

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.

11. Equipment Required

List all equipment required for events.

Contact Devonport Little Athletics Centre regarding the use of their High Jump bags

Book a car transport trailer to pick up/drop off high jump bag to Devonport LAC

Liaise with the LATas Development Officer to ensure all equipment is packed and delivered to the Camp venue.

12. Timelines

✓ Completed

- In Progress

X Requires Attention

Scheduled	Task	Assistance Available	Status
July	<p>Prepare Budget and present to the Board by the 31st July</p> <p>The Budget is to include the following;</p> <ul style="list-style-type: none"> • 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) • Note any other sundry items not listed 	LATas Office/Finance Director	
August	Contact LATas BOM regarding sponsorship of Camp and include details in the nomination form		
August	Finalise Nomination form and send to the LATas BOM and Office to circulate	LATas BOM/Office	
September	Ensure Camp has been advertised via LATas and direct to members using the online registration database	LATas Office	
October	Confirm Bus bookings, request invoice for deposit	Office	
November	Contact Camp Banksia for updated menu items and book meal plans allowing for allergies		
November	Once nominations close, send list of appointed Coaches and Hut Parents to the LATas BOM and Office		
November	Once nominations close, consolidate t-shirt sizes and send order off to supplier	LATas Development Officer	
November	Contact Devonport LAC regarding use of High Jump bags		
November	Develop coaching schedule for the duration of camp based on athlete's preference of events.	LATas Development Officer	
November	Book car trailer from Devonport area to transport High Jump bag		
December	Send list of equipment required to the LATas Development Officer to prepare for loading in the week prior to Camp	LATas Development Officer	
January	Attend Camp and oversee all activities, working with hut parents and coached		
January	<p>Write Camp report outlining the following and submit to Office</p> <ul style="list-style-type: none"> • Summary of athlete feedback forms • Report of any injuries sustained • Any concerns regarding the venue or catering • Any recommendations for future camps 		
January	<p>Write a Camp report for the LATas Annual Report outlining the following;</p> <ul style="list-style-type: none"> • Number of athletes attending • Summary of personal bests achieved • Thank you to those assisting in all areas of camp 		

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, 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 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.
9. 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.
10. 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
11. I agree that my authority as Camp Convenor includes dealing with any disciplinary breach by athletes.
12. I agree to abide by the general rules of the LATAS constitution and bylaws so as not to bring the Association into disrepute.
13. I agree not to disclose any personal information regarding any athlete or volunteer that may be available to be in my role as Camp Convenor.

I working as a (print full name)

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

Signature:

Date :

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 well being 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 working as a (print full name)

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 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.

Signature of Applicant **Date**

Signature of Witness **Date**

Address **Phone**

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

Applications to be forwarded to:
LATas Administration Officer
Applications close with the LATas Office:

Friday 3 July 2020

Email completed nomination to office@taslittleathletics.com.au

No late applications will be accepted.

An interview with each applicant may be held.