

## ROSTER POLICY

Joondalup Athletics is a volunteer run organisation that requires parent help in order to provide a professionally run event every week. Parent help is a compulsory element of Athletics, so it is mandatory for parent/carers to fulfil a compulsory roster element.

No special skills are required to complete your roster, we ask that you have a willingness to help the athletes have a fun and rewarding experience.

Joondalup Athletics Centre are one of a handful of centres who allocate their rosters per age group. This benefits both the athlete and parent/carer as you are able to watch your child compete, whilst filling your roster requirement.

Roster positions include Age Co-Ordinating, equipment set-up and pack away, announcing, photographing our weekly competition, short and long track starting, data entry of field results and end of track recording. There will always be a Joondalup Board member present who will be able to assist you if needed.

### ROSTER REQUIREMENT

**A minimum of 7 rosters per family must be completed during the summer. Families will also be required to fill 1 roster over the Centre Championship Weekend in addition to the 7 season rosters.**

Each age group will also be given 2 roster weekends during the season where they need to provide 1 helper to assist at End of Track (either short track or long track). If this age group do not provide the required helpers on their allocated weekend, they may be excluded from that week's competition. If you decide to do this roster, it will count as one of your 7 rosters. The dates for each age group can be found on our website.

**If an athlete's parent/carer fails to complete their allocated roster requirements during the season, the athlete will be ineligible to compete at our Centre Championships. They will also be ineligible for any end of season awards.**

Two weeks rosters will be available at any one time for families to volunteer. Roster dates will be updated every Monday following the conclusion of the previous Saturday's events.

A full list of volunteers and positions still needing to be filled for each week will be placed in our weekly Joondalup Journal. Updates will then be communicated via our Facebook Page.

### STATE RUN EVENTS

Athletes selected or self-nominated for events run by Athletics West will also be required to fill one roster per athlete on the competition weekend. This is a condition of entering your athlete into this event. This roster is in addition to the 7 Rosters at Centre Level, and is controlled by Athletics West.

## FREQUENTLY ASKED QUESTIONS?

### *Why do parents have to do a roster?*

In order to achieve our objectives in a timely and fun way, we depend very heavily on parent participation. We require in excess of 100 rosters per competition day.

### *What happens if parents do not attend their roster position?*

In the interests of contributing to the team ethos Joondalup Athletics Centre has developed, and being good role models for our kids, we expect, and it is a requirement, that all parents/families fulfil their roster obligations as communicated in this document. Failure to fulfil roster requirements will result in an athlete being ineligible to compete at Centre Championships and also be ineligible for end of season medals. None of us want this outcome, but this must be imposed for the smooth operation of competitions on a weekly basis. This requirement will be strictly enforced by the JAC Board

### *How does the roster work?*

Only 1 parent/carer from each family needs to nominate for a roster duty. Each family has to roster seven (7) times per season. This ensures that you get both an interactive and spectator experience.

### *How will I know where to go and what to do?*

All parents are expected to sign in for their roster each week. The roster sign in will be with the Age Co-Ordinator for parent help, with the Equipment Director for set up and pack away. The roster sign in for other roles will be located at the respective site. You will then be given instructions as to what to do during the morning's competition.

### *What if I can't do my roster?*

You can either swap with someone or send another family member along. If you have exceptional circumstances, please email the Centre at [admin@joondalupathletics.com.au](mailto:admin@joondalupathletics.com.au) with PARENT ROSTER in the subject line. If you are unable to attend your roster on the morning of competition, please advise our Executive Officer by message to the Centre Mobile 0478 601 653.

### *What if I am new and I don't know what to do?*

Please do not be concerned if you know little or nothing about athletics. There are others in the same position as you. We have a dedicated Officials Director who will be able to guide you through your task. There are always Board Members, coaches and other more experienced parents happy to provide assistance when needed. If you are still concerned, please speak to our Executive Officer on the morning of your roster and she will ensure adequate help is provided to you.

### *What if I am unable to fill a roster due to injury or disability?*

We have several rosters where families are not required to take part in any physical activity. Please discuss alternative options with our Executive Officer.

## SUMMARY

- All families are expected to do a minimum of seven (7) rosters.
- Parents are also required to do 1 roster over our Championship Weekend.
- Families are to arrive prior to the marshalling time for their age group if rostered as Parent Help.
- If rostered on End of Track, you need to arrive 10 minutes prior to the first event and must remain until all track events have concluded.
- Parents on age co-ordinator/helper/specialist positions are required to remain until all events for that position are finished.
- Set up and Pack away rosters are generally for a period of 2 hours each.
- Set up rosters commence at 6.00am
- Pack up rosters commence at approx 10.30am (listen for announcement call)
- Parents are required to sign in for their roster each week. Failing to do this may cause your completed roster not be allocated to you correctly.
- Roster sign in sheets will be with the Age Co-Ordinator, End of Track Manager or in Results file weekly.
- Age co-ordinators will be responsible for collecting their correct tubs which will include their folders and radio.
- Age co-ordinators may be required to wear a high vis vest for easy identification.