

Volunteers are an important part of Athletics in order for our competitions to run efficiently each week. Please take the time to read about the roles we require to be filled. You will have the full support of the Arena Manager, Executive Officer and Joondalup Athletics Centre Board at all times.

### **AGE GROUP HELPER**

A general roster where you will be a helper for the age group you nominate. Duties will be given out by the Age Group Co-Ordinator on Saturday Morning. These may include recording results on field recording sheets, measuring, raking, athlete control. No experience is needed for this role.

### **AGE GROUP CO-ORDINATOR**

A general roster where you will be the Co-Ordinator for the age group you nominate. The Parent Helpers with you at this site will look to you for direction as to what role you wish they complete for each event. A general knowledge of athletics and basic rules is recommended for this role, however we have our Officials Director who is happy to assist and teach you the specifics for an event you are not familiar with. Our website also has links to online education and event specific rules.

### **SET UP CREW**

Under the guidance of our Equipment Director, you will be responsible for setting up the sites ready for our Saturday Competition. This role does require some physical activity as lifting of equipment is required. Specific areas will be allocated, and you will be paired up with another volunteer and given instructions as to what you are required to do. Set up crew are to arrive and report at the Equipment Shed by 6am on competition days. No experience is needed for this role.

### **PACK UP CREW**

Under the guidance of our Equipment Director, you will be responsible for packing up the equipment once the sites have finished for the morning. Listen to the Announcer for direction as to what time to commence this role. You will then meet the Equipment Director at the equipment shed and they will instruct you on what is to be packed up. This role also requires some physical activity as lifting of equipment is required. No experience is needed for this role.

### **END OF TRACK RECORDER**

You will be responsible for setting up the computers and testing the Timing Gates in preparation for the first track event of the day. You will need to arrive by 6.30pm at the latest to give you enough time to do this. You will then be responsible for either Short Track or Long Track. This will entail entering the times for each athlete as they compete their race and liaising with the Starter to ensure that race times are accurate. You will have an age helper with you each week. This role will be on a separate roster, and you will be allocated either short or long track roughly every second weekend. This role requires some athletic knowledge of track rules, however not essential as full training will be provided by our External Liaison Officer prior to the start of our season. An instruction manual will also be provided to assist you with setting up the equipment and problem solving.

### **TRACK STARTER**

You will be responsible for the starting of each race for the morning. We require 2 starters each week. One for Short Track and one for Long Track. Knowledge of athletic track rules is recommended, but not essential as full training will be provided by our Officials Director.

### **ANNOUNCER**

This role requires you to be confident in talking with a microphone. You will be responsible for marshalling each age group to each site for the morning. As each age group finishes an event, they will be looking for direction as to what event to go to next. It is your responsibility to marshal them to their next event once a site becomes available. You will need to remain until the last age group has been marshalled. No experience is required for this role. Training will be provided by our current Announcer or Executive Officer.

## **DATE ENTRY**

This role is ideal for those families who are not able to assist on site due to injury, illness or having younger children. You will be responsible for the data entry input of all field results as each event is completed. No experience is required for this role. You will be given instructions on what needs to be done by our Executive Officer on the morning of the competition.

## **FIRST AID OFFICER**

This role requires you to be on call, via radio, ready to attend to any injuries that may occur during our competitions. Experience is a must for this role. This can be either as a qualified medical professional, or as a holder of a current First Aid certificate. Please email our Executive Officer your qualifications prior to the season starting if taking up this role.

## **PHOTOGRAPHER**

This role requires you to use either a mobile phone or camera and take photos of our athletes taking part in their events. You will have full access to all field events as well as track events via the infield. We request you take photographs of ALL AGE GROUPS taking part in at least 2 events. No experience is required for this role. We then request you upload photos into our JAC Competition Photos Facebook Group for us to use for promotion and marketing.