# Introduction

They key to a successful Centre is successful administration. Irrespective of how small a Centre is, for it to operate in an effective fashion, there are certain administrative task which need to be undertaken.

This checklist is intended to assist Little Athletics Centres with identifying necessary tasks, responsibilities and requirements and monitoring their completion. Use of this checklist will assist with the efficient and effective operation of the Centre and aims to ensure that Centres complete the required responsibilities for successful conduct.

Not all of the tasks listed on the checklist will be applicable to all Centres and additional tasks will need to be added for some Centres. It is suggested that Centres modify the checklist to its requirements (delete those tasks that are not applicable and add any extra tasks) and then use the checklist as a guide for operation throughout the season.

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| Task | Time Frame | Responsible | CompletedY / N or NA | Comments / Notes |
| AMG/Presentation Day | April - May |  |  | In accordance with the LANSW Constitution, all Centres must have held their AGM by the end of May each year. |
| Forward AGM minutes, Annual Report & Financial Statements to LANSW | May |  |  | An Annual Report must consist of written reports from at least the President, Secretary, Registrar & Treasurer. |
| Submit Annual Statement & any other relevant forms to the Department of Fair Trading, along with the accompanying fee/s | May |  |  | Other forms may include: Notice of Alteration to Objects & Rules (when changes have been made to the Constitution) or Notice of Change of Public Officer. |
| Committee Meeting | May |  |  | Obtain contact details for new Committee members. Discuss LANSW Annual Conference. |
| Determine any Notices of Motion/Discussion items for the LANSW Annual Conference & submit to LANSW by the due date | May |  |  |  |
| Complete & submit LANSW Affiliation form & Paperwork Order form | May |  |  | Send documents to LANSW |
| Committee Meeting | June |  |  |  |
| Determine delegates & send attendance/apology for LANSW AGM & Conference to LANSW | June |  |  |  |
| Set fees for season (following receipt of LANSW fee advice) | June |  |  | Association fees for the season will be advised by LANSW |
| Update online registration system (GameDay) with new season details | June |  |  | New fees, rego dates & contact details require updating at this time. |
| Confirm ground hire for season | June |  |  |  |
| Liaise with LANSW to organise school visits | June |  |  |  |
| Check uniform stock & place order if required | June |  |  |  |
| Discuss possibility of hosting Introduction to Little Athletics Coaching Course (ITLAS) or Basic Centre Instruction Course (BEIC) & send request to LANSW | June |  |  |  |
| Review & amend if necessary, the centre competition weekly program | June/July |  |  |  |
| State Road Walk Championships | June |  |  |  |
| State Cross Country | July |  |  |  |
| Committee Meeting | July |  |  | Discuss Notices of Motion/Discussion items for LANSW Conference. |
| LANSW AGM & Annual Conference | July |  |  |  |
| Prepare Centre Handbook and/or update website | July |  |  |  |
| Confirm registration dates, times, venues, personnel. | July/ August |  |  |  |
| Organise Centre advertising (eg. Newspaper, posters, flyers, school newsletters etc) | July/ August |  |  |  |
| Confirm all school visit details | July/ August |  |  |  |
| Obtain & unpack registration items from LANSW | July/ August |  |  |  |
| Update relevant Centre information with any changes passed at the LANSW Annual Conference | August |  |  |  |
| Order canteen stock to begin season | August |  |  |  |
| Organise working bee to prepare grounds etc for the season | August |  |  |  |
| Committee Meeting | August |  |  |  |
| Conduct registration pack collection days | August/ September |  |  |  |
| Determine details & organise first competition day/night or orientation day/night | August/ September |  |  |  |
| Committee Meeting | September |  |  |  |
| Advertise/promote Zone Champs | October |  |  |  |
| Committee Meeting | October |  |  |  |
| Submit State Relay entries, along with relevant fees, by the due date to LANSW | October |  |  | No late entries will be accepted. |
| Submit Zone entries | November |  |  | Entries to be submitted to the relevant Zone Coordinator |
| Committee Meeting | November |  |  |  |
| State Relay Championships | November |  |  | Always held on the fourth weekend in November. |
| Organise details for Christmas Party | December |  |  |  |
| Committee Meeting | December |  |  |  |
| Zone Championships | December |  |  |  |
| Advertise/promote State Combined Event (formally known as Multi-Event Champs) | December/ January |  |  | State Combined Event is held in March |
| Committee Meeting | January |  |  |  |
| Submit State Combined Event entries, along with relevant fees, by the due date to LANSW | February |  |  | No late entries will be accepted. |
| Committee Meeting | February |  |  |  |
| Region Champs | January/  February |  |  |  |
| Organise last competition day activities | February/ March |  |  |  |
| State Combined Event Champs | March |  |  | Always held the first full weekend in March |
| Confirm any award winners & order trophies etc | March |  |  |  |
| Committee Meeting | March |  |  |  |
| State Track & Field Champs | March |  |  |  |
| Return registration reconciliation form with all outstanding registration numbers to LANSW | March |  |  | Next seasons paperwork items will not be provided until all registration numbers are accounted for. |
| Return any outstanding forms eg. Triallist form, first aid form to LANSW | March |  |  |  |
| Confirm date, venue, time, guests etc for AGM & Presentation Day | March |  |  |  |
| Advertise/promote the LANSW AGM & Annual Conference | March/ April |  |  |  |
| Advertise/promote the LANSW State Cross Country & Road Walk Champs | March/ April |  |  |  |
| Conduct stock take & valuation of Centre equipment & organise any necessary repairs | April |  |  |  |
| Prepare Annual Report | March/April |  |  | An Annual Report must consist of written reports from at least the President, Secretary, Registrar & Treasurer, along with the Financial Statements. |
| Arrange independent review of Centre accounts | March/April |  |  |  |
| Committee Meeting | April |  |  | Discuss AGM details |
| Prepare Centre Budget | April |  |  |  |
| Determine if school visits will be required next season & submit School Visit request form to LANSW by the due date | April |  |  |  |
| Presentation Day/AGM (some centres) | March - May |  |  |  |