Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	TECHINCAL REQUIREMENTS

The primary role of the equipment officer is to maintain safe operation and longevity of the Centre equipment. The role generally encompassed the acquisition, management and protection of Centre equipment.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertake the role in good faith and honesty at all times.
- Act in the best interests of the Centre at all times.

Responsibilities:

Prior to the season

- Undertake a review of all Centre equipment and identify the Centre's equipment needs for the upcoming season. Review all Centre equipment from an operational and safety perspective.
- Repair equipment as required and dispose of equipment no longer usable.
- Ensure the Equipment Register is updated for equipment no longer being used.
- Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.
- Update the equipment register for all new equipment purchased.
- Allocate Centre equipment to appropriate Centre officers, updating the Equipment Register to note who is now responsible for each piece of Centre equipment.
- Liaise with equipment suppliers for purchases and maintenance.
- Organise professional marker, once given approval, (Graphix – Garth 0419 565 566) to mark the track prior to the season commencing (approx. Mid Sept).
- Purchase approximately eight 10 litre drums of black marking paint (Harts).

During the season

- Ensure those using Centre equipment have been trained or qualified to do so.
- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition.
- Ensure centre equipment not being used is stored in a manner conducive to its safe use and longevity.
- Remark the track lanes and lines once a week for the first half of the season.
- Conduct a heavy clean of marking equipment after each mark out.

Post season

- Collect all equipment to be stored during the off season (updating the Equipment Register).
- Review and repair any equipment requiring attention.
- Follow up equipment not returned as required.
- Notify the Committee of likely equipment requirements for the following year.

Essential Skills and requirements

- Well organised.
- Willing to follow up missing equipment.
- Strong understanding of the equipment needs of the Centre.
- Well informed of all organisation activities.
- Aware of the future directions and plans of members and the Centre.

End of year Handover

Updating key documents

- At the end of each year a key activity of the Equipment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.
- The equipment officer will also update the equipment register listing all the equipment the Centre owns and where it is currently stored or who is in possession of equipment still in use.
- The updated Position Description and Equipment Register must be provided to the Centre Secretary prior to the Annual General Meeting each year.

Induction of the incoming Equipment Officer

An important responsibility of the outgoing Equipment Officer is to train, mentor and support the incoming Equipment Officer.