



Club Duty Policy

Revision

This policy was last updated on 25 September 2020.

Purpose of this Policy

This is a mandatory policy which:

- provides Glenhuntly Athletic Club members with knowledge of Athletics Victoria's expectation that an affiliated club has a duty to assist in the conduct of their competitions
- describes how Glenhuntly Athletic Club will aim to fairly distribute the Athletics Victoria Club Duty requirements among its members
- provides Glenhuntly Athletics club members with an understanding of their Club Duty obligations.

Background

Athletics Victoria requires that all affiliated Clubs provide duty helpers for the following athletic events:

- Shield competition
- All schools championships
- Victorian championships
- Victorian relay championships
- All Schools Cross Country
- All Schools Cross Country Relays
- All Schools Road Relays
- XCR competition
- XCR half marathon.

In addition, Glenhuntly require the following helpers to:

- set-up and pack-up when Shield, championship and specialist meets are held at Duncan McKinnon
- run the canteen when Shield, championship and specialist meets are held at Duncan McKinnon
- transport the trailer to XCR and selected Shield rounds
- assist in the set up and /or dismantling of tent and tables at XCR
- assist at fund raising opportunities such as the Melbourne Marathon, Puffing Billy Train Race, Bunnings sausage sizzles, etc.

In recent years it has become increasingly difficult to fulfil the Clubs duty requirements with the lions share falling on just a few club members.

General Policy

1. Every Glenhuntly Club athlete with an AV registration (or their nominated parent/friend) is required to assist with club duty for 3 hours per year (subject to exemptions below).
2. Non-AV Club members may also nominate for club duty if they like but this is not compulsory.
3. Where practical, the duty roster will be broken into 1 hour blocks and athletes may choose any 3 of them throughout the year (eg Shield duty, canteen, etc). This will allow athletes the flexibility to do their favourite events and still perform their duty requirements.
4. At the start of each winter/summer season, athletes will be given the opportunity to nominate their duty dates on a Google spreadsheet.
5. Shield and XCR rounds may be progressively released for sign-up to ensure that members joining later in the season have rounds left to pick
6. If an athlete does not nominate for duty within 2 weeks of the start of the season or within 2 weeks of signing up (whichever is the later) they will be allocated a duty spot by the Duty Coordinator.
7. Athletes may nominate for duty in the opposite season to which they compete, eg Winter athletes do Summer duty and vice versa.
 - a. Winter athletes wanting to do Summer duty must inform the Duty Co-ordinator before the commencement of the XCR season so they are not automatically allocated.
 - b. Summer athletes wanting to do Winter duty should sign-up to XCR duty and inform the Duty Co-ordinator that they are or will become a Summer athlete.
8. Once allocated their duty timeslots, it will be up to the member to find a substitute if they are unable to fulfil their duty.
9. The following people are exempt from duty: the duty co-ordinator, team managers, coaches, officials, committee, non-AV membership categories (ie. recreational, social).
10. Exemption requests for personal reasons should be sent to the Duty Coordinator explaining the reason. Requests will be considered by the Committee.
11. All duty related correspondence should be sent to the Duty Co-ordinator at GHYdutycoordinator@gmail.com