



The following document may be used as guide by your club when establishing the job descriptions for club Volunteers. It is important to note that each club is different and therefore volunteer roles may differ from club to club. **Please consider is each role carefully when establishing Volunteer’s job descriptions for your club and whether the role includes Working with Children.**

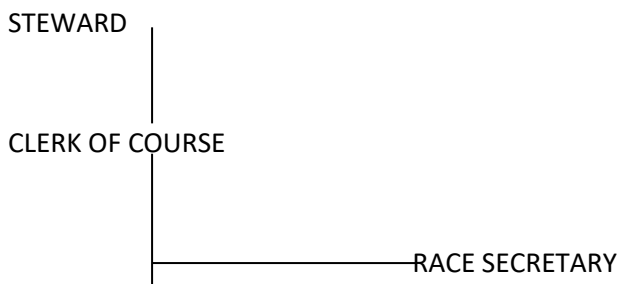
It is good management practice to ensure those giving their time are clear on the roles and duties and the expectations of members in successfully volunteering.

It is also a requirement of the Working with Children (WWC) checks legislation to keep good documentation. Job descriptions are one of the documentation tasks that help to meet this requirement.

While the duties and responsibilities of accredited officials and coaches cannot be altered, clubs will need to make their own assessments based on their own circumstances as to whether the position will require a WWC Check.

The list of volunteer positions is generic, and it is expected clubs will modify, delete and even add to the list of volunteers working.

Event Hierarchy



SUBORDINATE OFFICIALS

TYPES OF OFFICIALS

▲ Key Officials

The officials of the meeting undertake a key managerial role and they include:

- Steward
- Clerk of Course
- Race Secretary

▲ Operational officials

- All other officials of the meeting



OFFICIALS

- ▲ Steward
- ▲ Clerk of Course
- ▲ Time Keeper
- ▲ Finisher
- ▲ Race Secretary
- ▲ Registered Official
- ▲ Scrutineer/Machine Examiner
- ▲ Marshal
 - Chief Flag Marshal
 - Sector Marshal /Flag Marshal
 - Pit Marshal
 - Starting Marshal

MANAGEMENT STRUCTURE

| POSITION | APPOINTED BY | REPORTS TO |
|---------------------|-------------------------|-----------------|
| Steward | MWA | MWA |
| Clerk of Course | Club | Steward |
| Race Secretary | Club | Clerk of Course |
| All other officials | Club/COC/Race Secretary | Clerk of Course |

DUTIES OF THE STEWARD

- Is Motorcycling Western Australia's representative at the meeting and the person with supreme control.
- Has the power to enforce penalties and adjudicate over the rules.
- Shall adjudicate on any protest lodged at the event. May also refer a protest, or any question arising from the protest, to an appellate authority.
- Is responsible for the completion and return of the Event report to MWA.
- Does require a WWC Check.

DUTIES OF THE CLERK OF COURSE

- Is the Chief Executive Officer on the day of the meeting.
- Has the responsibility to ensure that the meeting is conducted in accordance with the GCRs and Supplementary Regulations.



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- Has the power to enforce penalties and adjudicate over the rules.
 - Is responsible to ensure the circuit is safe, and that appropriate safety, medical and control procedures have been put in place for the meeting.
 - Is responsible to the Steward.
 - Does require a WWC Check.

DUTIES OF THE RACE SECRETARY:

- The Race Secretary shall be responsible for the organisation of the meeting as regards all the material and notices required and be satisfied that the various officials are acquainted with their duties and furnished with the necessary equipment.
- Is responsible for the organisation and management of the meeting.
- May publish documents and notices as required for the effective management of the meeting.
- Must ensure all officials are aware of their duties and are properly equipped.
- Is responsible to the Clerk of Course and must make reports to the Clerk of Course as required throughout the meetings duration.
- Must assist the steward of the meeting as required.
- Does require a WWC Check.

Tasks

- ensure that all relevant permits and permissions have been obtained and club is affiliated
 - Obtain permit for the event.
 - Ensure venue is licensed prior to the event.
 - Ensure permit and venue licence are displayed in the administration area.
 - Ensure supplementary regulations are produced and forwarded to Motorcycling Western Australia for approval if required.
 - Distribute supplementary regulations to competitors/post on website.
 - Produce and distribute entry forms.
 - Ensure enough qualified and appropriate level of officials are available.
 - Ensure all sign on sheets are available and completed.
 - Ensure all necessary equipment to run the event is present, including flags, documentation, radios, one event licences, medical kits, etc.
 - Produce program, if necessary, and supply to steward, clerk of course and competitors.
 - Arrange medals.
 - Arrange and distribute any final instructions.
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- Provide administrative assistance to other officials as required.

Note: While the Race Secretary is responsible for these duties, they may be delegated to other personnel, however the Race Secretary must ensure the tasks are completed.

DUTIES OF MARSHALS:

Marshals Generally:

- Be responsible to the Clerk of Course.

Flag Marshal

- To observe competitors in their area of operation (usually corner or jump) and display relevant flags to ensure the safety of riders.
- To communicate with relevant next in chain of command at meeting, any irregularities.
- Does not require a WWC Check.

Pit Marshal

- To maintain control of the pit area and to disseminate information to the riders as necessary for the smooth running of the meeting.
- Ensure the correct riders and machines are present and ready to take their place on the start line at the correct time.
- Notify the Secretary of the meeting of any alteration of availability of riders to take their place in a race.
- Does require a WWC Check.

Chief Flag Marshal

- To be responsible to the Clerk of Course
- To oversee Flag Marshals (and Sector Marshals when used).
- Does not require a WWC Check

Observers (Observed Trials)

- To observe riders passing through observed sections as per the rules and to record penalty points in the way prescribed by the Clerk of Course, eg: punch card, tally sheet.
- Does not require a WWC Check

DUTIES OF THE TIMEKEEPERS/SCORER:

- To use only the form of timing apparatus his/her appointment calls for.
- To report any times which are required by the Clerk of Course.
- If requested, to send their original time sheets to the Steward/s or Clerk of the Course.
- To keep a record of the points and places scored by riders through their heats and finals.
- To advise the Clerk of Course of the winners and place getters as required.
- Does not require a WWC Check.



DUTIES OF THE JUDGES:

- The Judge/s shall decide the order in which the competing motorcycle/s pass the finishing line.
- The employment of a camera or other apparatus to facilitate the judge's decision is allowed, but only if the apparatus is under official control.
- The declaration shall be final and without appeal but it will not itself constitute a statement of award because it will have taken no account of the conditions under which the competitors have completed the course.
- If the Judge/s shall consider a mistake has been made, the Judge/s may correct it, such correction being subject to the approval of the Steward/s of the meeting.
- At the close of the meeting the Judge shall send to the Clerk of Course, a report of declarations.
- Does not require a WWC Check

DUTIES OF THE ANNOUNCER:

- To give the public such information as they may reasonably require to understand and enjoy the racing.
- To be strictly impartial and not to make any announcement which may incite any spectator to demonstrate against any rider, or team of riders, or against any official.
- To make any announcement as directed by the Steward or Clerk of Course, and not in any way to comment on such announcement or on any other of the Stewards decisions.
- Not to make any announcement which conveys any information or instruction which may give the public the impression that a protest or appeal may be lodged against a decision of the Referee.
- Not at any time to make any announcement on any matter which is being dealt with by the Referee other than that such matter is being considered.
- Does not require a WWC Check.

DUTIES OF THE SCRUTINEER/S (MACHINE EXAMINER/S):

- Be satisfied, prior to the start of a meeting, or practice, that every competing machine conforms with the rules and any Supplementary Regulations.
- Inspect all helmets and apparel presented to them and ensure compliance with the rules and any Supplementary Regulations.
- Conduct noise testing in accordance with the rules.
- Does require a WWC Check.

DUTIES OF THE STARTER:

- To be satisfied that for each race every competing motorcycle and its rider carries the proper identification numbers of colours.
- To prevent from starting any excluded or ineligible rider.
- To give control or supervise the starting signal.
- Does not require a WWC Check.



DUTIES OF CLUB VOLUNTEERS

PRESIDENT

The President is the principle leader of the club and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the club members and responsible for representing the views of the members.

Responsibilities and Duties

- The President should:
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

- Ideally the President is someone who:
- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President is 1 hour per week to around 2 hours per week during the season.

The President is appointed for a 1 year term.

Does require a WWC Check

VICE PRESIDENT

As per president, undertakes the president role in his/her absence.



SECRETARY

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies.

Responsible To

The secretary is directly responsible to the President.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of SMCWA liaising with members of the public, affiliated bodies and government agencies.
- Process member applications;
- obtain permits for events;
- communicate information between MWA and members (through the media officer).
- handle event entries;
- respond to general duties as directed by the club/group committee.
- Send membership cards and packs to new and renewing members

Knowledge and Skills Required

- Ideally the Secretary is someone who:
- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary is 2 to 3 hours per week.

The Secretary is appointed for a 1 year period.

Does require a WWC Check



TREASURER

The Treasurer is the chief financial management officer for the club.

Responsible To

The Treasurer is directly responsible to the President.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Maintain the accounting records using software for the purpose
- Produce an annual financial report
- Send out accounts
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.
- Be experienced with Quicken or MYOB accounting packages

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer 1 to 2 hours per week.

Does not require a WWC Check



CANTEEN MANAGER

- Runs the canteen
- Orders food and drink
- Oversees the financial well being of the canteen and reports same to treasurer
- Oversees assistants
- Serves customers

Does require a WWC Check

CANTEEN ASSISTANT

- Assists with canteen preparation of food and drink
- Serves customers

Does require a WWC Check (Note if the role of any assistant is not serving customers aa WWC Check is NOT required)

TRACK MANAGER

- Maintains the race track to MA guidelines
- Advises committee on track issues
- Maintains machinery according to Worksafe standards

Does not require a WWC Check

GATE KEEPER

- Receives money from patrons to enter venue
- Keeps record of all sales
- Issues tickets to each patron
- Refuses entry to patrons according to club policy
- Report to Treasurer all takings and reconciles tickets to takings

Does require a WWC Check (Note Assistants to gate keeper not receiving money or interacting with patrons do not require a WWC Check)

FIRST AID

- Attend to injured spectators and participants
- Administer first aid or refer for further treatment
- Advice event personal if a participant is fit to continue
- Provide report on all persons attending according to MWA and event requirements.

Does require a WWC Check