

AMA Nationals 2012 - CALL FOR VOLUNTEERS

(Local Organising Committee)

In 2012 VMA will host the AMA T & F National Championships in Victoria. This decision by the VMA committee requires that a Local Organising Committee (LOC) be immediately set up to plan, and implement the necessary requirements of conducting a successful four day competition at Easter, 6 – 9 April 2012. The T & F should take place at the new Athletics facility at Albert Park.

Graeme Rose has been appointed as Convener of the LOC and he now requires a team of volunteers to lend their skills to the organization of this event. The LOC will consist of the various sub-committees (listed below) for which the volunteers are required. A fuller list of the items that a sub-committee would deal with is given under “Roles of Sub-committees”. This will give everyone an opportunity to see where their talents can be applied. The organization of many of the areas listed below need to be significantly advanced by Christmas 2010.

- Venues (Track and Field, cross country, road walks and forums) - URGENT
- Program (timetable), including opening ceremony, the Athletes' and Coaches' Forums
- Sponsorship (major and minor)
- Technical, Equipment, Officials including Medical and massage
- Communications (entry and results processing, confirmation, running Hy Tek)
- Social (refreshments for officials/helpers, official dinner, forums etc)
- Medals, presentations and awards, photography, engraving
- Publications, including entry form, program and results (design and layout)
- Finance (budget, including funds from sponsors, AMA etc)
- Merchandising (clothing, promotional material, handouts etc)

Each sub-committee will have a manager plus 2 or 3 others and members of a sub-committee would have an area(s) of responsibility. The manager of each sub-committee will be a member of the Championships Planning Committee (LOC – Local Organising Committee).

For anyone who originally stated their willingness to assist for 2011 would you please confirm that you can do so for 2012.

For those who have attended Nationals run by the smaller State clubs (eg TMA and SAMA) you will be aware of how well they organise the four day event. VMA is a much larger organization so now is our chance to show how well we can do.

Please look at the areas that need to be covered and see where you can apply your skills. Join an enthusiastic team and be rewarded with the joy of being part of a very successful event.

Some of the areas that you will see where expertise is required are:

- Design for clothing, medals and documents
- Information technology skills
- Sponsorship
- Technical skills related to equipment and ground set-up

There are many roles for volunteers who just wish to help so please forward your name as soon as possible to Graeme, listing the area in which you can help or ring or E-mail to discuss where you can assist. The work load is significantly reduced if more hands are on deck to share responsibility.

Graeme Rose
Convener

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ROLES OF SUB – COMMITTEES

- Venues:** Investigate and organize venues for Track and Field, cross country, road walks, forums, registration and AMA Board meeting.
Ensure that each venue has adequate facilities to run the events especially the T & F venue. If not consider alternative or additional venues.
Determine conditions for hire, associated costs and catering issues.
- Program:** Plan an initial timetable program for T & F using data from other States to assist. Keep in mind the AMA requirements and the following general concepts. Generally avoid early times for older athletes in throws. Share early start times in throws for other competitors.
When exact numbers are known ensure clashes do not occur and throws events have no more than 12 – 16 per group.
Plan timing of opening ceremony and forums. Determine speakers.
- Sponsorship:** To seek major and minor sponsors. Must first establish a portfolio to present to sponsors. Develop a plan as to ways a major sponsor could help and the benefits to them. The amount of money that a major sponsor(s) might be expected to donate should be determined (a budget estimate from the finance sub-committee is needed). Work out ways in which minor sponsors could contribute. Eg donate items for registration bag, sponsor water, pay for T-shirts for helpers and officials etc.
- Technical etc:** Sub-committee must establish that adequate equipment is available to run the meet. This will cover computer ware, throwing gear, lap scoring sheets, place and time chits, wind gauges etc. Officials and helpers lists established, medical personnel appointed and masseurs arranged.
- Communications:** Responsible for processing entries and verifying registration, Send confirmation of entries. Develop timetable on Meet Manager, arrange competitor numbers and event numbers. Produce field sheets and competitor sheets for track events etc. Finally produce results for display and publication etc.
- Social:** Organize venue for dinner dance/awards night plus meal type and costs.
Organize refreshments for officials/helpers at T & F, cross country and walks.
Organize refreshments for forums. Organize refreshments for AMA Board meeting.
- Medals et al:** Design, cost and place initial order for medals. Design or source trophy awards for C of C events, Roy Foley awards and Brian Foley award. Plan presentations area at venue. Source and organize a photographer for the Champs. Source and organize an engraver for the Champs.
- Publications:** Design a preliminary promotional brochure. Design the entry form. Design, prepare and publish the Program Booklet. Ensure all relevant information is contained. Design, prepare and publish Results booklet and organize postage. Make sure provision is made in all material for the sponsors.
- Finance:** Prepare a preliminary budget based on cost of venues, medals, trophies, refreshments, officials clothing, medical, publishing, equipment, officials “per diem” etc. Use this to determine the fee per event and the level of sponsorship required. Note grant from AMA of \$4000 and \$20 VMA admin fee/athlete in costing.
- Merchandising:** Design, cost and organize printing of T-shirts or polos or both plus other wear for the Champs. Design, source cost and obtain competition numbers. Promote and sell VMA uniforms. Look at other items to merchandise. Work with Sponsorship sub-committee. Organize and assist the preparation of registration packages and their distribution.