

Officials Manager

Role: Volunteer (General Committee Position)

Time Commitment: Approximately 3-5 hours per week during the season, including attendance at competition days and committee meetings as required.

Reports To: Competition Manager / Executive Committee

Purpose of the Role

The Officials Manager plays a vital role in the successful delivery of Melville Athletics Club competitions and events. The position is responsible for training, and supporting the officials required to conduct track and field events safely, fairly, and in accordance with Athletics West and Athletics Australia rules. By building a knowledgeable and confident team of officials, the Officials Manager helps create a positive competition experience for athletes, families, and volunteers.

Key Responsibilities

Recruit and Coordinate Officials: Develop and mentor volunteer officiating rosters for competition days and special events.

Train and Develop Volunteers: Provide guidance and support to new officials and parent helpers; Coordinate access to officiating education and accreditation opportunities; Ensure volunteers understand event procedures, rules, and safety requirements.

Support Competition Delivery: Monitor officiating requirements throughout the venue and address any staffing gaps; Assist event chiefs and volunteers with rule interpretation and competition procedures.

Promote Safety and Compliance: Ensure events are conducted in accordance with athletics rules and Club procedures; Monitor safe operation of throwing, jumping, and running events; Promote a culture of safety, fairness, and sportsmanship.

Continuous Improvement and Volunteer Engagement: Assist in reviewing competition processes and identifying areas for improvement; Support volunteer recognition initiatives to encourage retention and engagement; Maintain positive relationships with officials, volunteers, athletes, and families.

Skills and Experience

Successful Officials Managers generally possess:

- Strong organisation and coordination skills.
- The ability to communicate clearly and confidently with volunteers and families.
- A willingness to learn athletics rules and competition procedures.
- The ability to remain calm and solutions-focused in a busy competition environment.
- A positive and supportive approach to volunteer management.
- Previous athletics officiating experience is desirable but not essential.