



# **Venue Management Handbook**



## Venue Management Handbook

Victorian Masters Athletics Inc is a self motivated group of volunteers with a common theme of fitness and fun through athletics. This handbook covers rules and guidelines for the conduct of activities of approved venues of Victorian Masters Athletics Inc “VMA”, “the Club”, as specified in clause 2.3 of The Rules of VMA and Appendix 4 attached thereto. All registered VMA members belong to the Club (i.e. the Club is not a Venue) and management at all venues must act with this principle in mind. The Rules of VMA and the accompanying By Laws govern the conduct of the Club and management at Venues must not conduct events or other activities outside those rules without the express written consent of the General Committee of VMA.

### Venues

Where weekly and/or other regular athletic meets are held (i.e. Glen Eira Venue; East Burwood Venue, etc.). Management of the venue shall be as set out in The Rules of VMA and in particular the By Laws. For reference the By Laws relating to management are repeated here and may be modified by the General Committee or at a General meeting of the Club.

## **1 Management.**

- 1.1** The members at each venue shall elect a Venue Manager, an Assistant Manager and a Treasurer each year. One person cannot hold more than one position at the same time. A venue may elect or appoint additional persons to assist in the operation of the venue as appropriate to local operating requirements.
- 1.2** Elections shall be conducted by an “Electoral Officer” appointed by the general consensus of members at the venue. Elections shall be held in February each year and results of the elections must be reported to the VMA Secretary by the 15<sup>th</sup> of March. If a venue cannot agree on the appointment of an Electoral Officer then the VMA General Committee shall appoint a person to the position.
- 1.3** The Electoral Officer shall notify members at the venue of the day that elections are to be held at least 14 days before the election. Notice shall be by written notice on the noticeboard and announcements at the venue. Nominations for a position shall be given to the Electoral Officer before the conduct of the elections. In the event that there is a contest for a position the election shall be held by secret ballot. All parties to the election are required to be financial members of VMA.
- 1.4** Each venue shall maintain a bank account in the name of “Victorian Masters Athletics ..... Venue”. All cheques must be signed by 2 authorised persons. Each venue shall submit a financial report for the calendar year to the VMA Treasurer by 31 January of the following year. The Venue Manager shall submit a report on the activities of the venue for the calendar year to the VMA Secretary no later than 28 February of the following year. Venue Managers should also satisfy themselves that the financial report for the venue as prepared by the Venue Treasurer is an accurate statement of the venue’s finances.
- 1.5** Venues operate largely autonomously within the overall framework of VMA and are responsible for their own finances. Each venue needs to be self sufficient from a financial viewpoint but can call upon the General Committee of VMA for assistance if unexpected situations occur. Generally speaking venues may be required to make contributions to local track upgrades from time to time and should plan to have sufficient funds on hand to cover these contributions if they are likely to be required.

## **2 Conduct of Events.**

- 2.1** The Club provides athletic competition for persons 30 years of age and over and insurance coverage is arranged to cover athletic events and activities associated with the conduct of these athletic events. It is imperative that Venues do not conduct events under the name of VMA other than athletics unless they have arranged appropriate insurance and obtained prior written approval from the General Committee of VMA for those events. When conducting events not on an athletic track Venues must pay complete attention to the safety of competitors and modify or cancel an event if there is a risk to the safety of competitors involved.

**22** The responsibilities of a Venue Manager can be divided into three main roles.

These are:

- 2.2.1 To organise and supervise.
- 2.2.2 To plan.
- 2.2.3 To encourage.

These responsibilities are detailed in the following pages.

### **3 To Organise and Supervise.**

- 31** The opening and closing of the venue facilities and overseeing the conduct of the program. Venue Managers should inspect the track and field before the start of each competition to ensure that it is safe for competitors and not allow events to commence until any problems have been rectified. A degree of judgement is required but Venue Managers should cancel or delay events if severe weather conditions such as thunderstorms make conditions potentially dangerous for competitors.
- 32** Ensure all participants are registered VMA members by comparing attendee register with member lists supplied by VMA Registrar from time to time and following up any unfinancial members.
- 33** The provision of entry sheets, the recording and announcement of event results, the typing of and communication of these results to the editor of "Around the Grounds", "Footprints" and the VMA website as required.
- 34** The procurement and distribution of trophies for trophy events.
- 35** Organising event officials (starters, time-keepers, marshals and recorders) to conduct the program of events.
- 36** The procurement of such equipment and resources necessary for the successful running of the venue including a comprehensive first aid kit. This should be done in conjunction with the local track management committee so that resources are pooled where practical.
- 37** The distribution of any printed material relating to forthcoming events of interest to members such as inter-venue events, championship events and fun runs.
- 38** Organising volunteer officials for the purpose of assisting in the conduct of official Victorian Masters Athletics Inc events.
- 39** The selection of a venue team to participate and compete in any special inter-venue events such as the Eric Greaves Memorial 10 km Road Race.
- 310** The rental of the venue electronic timing device and any other equipment and the collection of the rental fee. This fee may be retained by the venue for use as it sees fit, including provision for meeting the cost of maintenance and repairs of such equipment.
- 311** The provision of supper at the conclusion of the program of events and the annual venue Christmas party.

- 3.12** Either be the representative or appoint a representative to attend any community ground management committees or equivalent. Liaise with other sporting or cultural groups sharing the venue.
- 3.13** Health and Safety. Venue Managers should set up a small group of suitable members as a Health and Safety committee who will keep an occasional watch on other competitors to report if any do not appear to be well and report any instances to the Venue Manager. The Venue Manager shall have the power to either stop a competitor from entering an event or withdraw them from an event if it is felt that competing presents a danger to that person's health or to the safety of other competitors.
- 3.14** Underage and Invitational Competitors. At various times members request that their children or grandchildren be allowed to compete in venue events. Generally speaking such competitors should be restricted to events in separate lanes only unless the Venue Manager is satisfied that the competitor has adequate track awareness to be able to compete without being a danger to other competitors who may lack the ability to change direction quickly. All non-member competitors must sign a waiver (as per Appendix 1) and be advised that they are not covered by the VMA insurance policy. Remember that only financial club members are able to win prizes unless the event is staged as an open event.
- 3.15** Set up and maintain an alphabetical record of members attending the venue with details of their name, address and emergency contact numbers that is kept handy in the event of an emergency situation.
- 3.16** Set up and maintain a register of who has keys to the venue facility and if any venue equipment is kept at a member's home.

#### **4 To Plan**

- 4.1** A weekly program of events to cover each of the four three month periods: January to March, April to June, July to September, October to December and to arrange for the typing, copying and distribution of the program. This includes the selection of particular events as trophy events. The program needs to be sent to the editor of Around The Grounds at least one month prior to the commencement of the program.
- 4.2** To plan any special inter-venue events for which the venue is responsible.
- 4.3** To liaise with the executive and committee of Victorian Masters Athletics Inc. on matters requiring either assistance, guidance or policy.
- 4.4** To prepare and write an annual Venue Report for inclusion in the Victorian Masters Athletics Inc. Annual Report and ensure that the Venue Treasurer has prepared the Venue financial report as specified above.

#### **5 To Encourage**

- 5.1** A venue needs an ongoing stream of new members to keep functioning and the Venue Manager needs to do all possible to arrange promotion of the venue in the local area and to work with the General Committee on any joint initiatives.
- 5.2** Welcome any potential members by inviting them to participate on a three week complementary trial basis. Advise them that to continue after three weeks they must register and pay to be covered by VMA personal accident insurance.

- 53** To initiate such social and/or fund raising activities as agreed by the venue members.
- 54** To encourage representation on the committee of Victorian Masters Athletics Inc. by a venue member.
- 55** To encourage a member to set up and maintain a website for the venue and generally oversee the content and maintenance of that website.

**VISITOR/TRIAL MEMBER WAIVER**

I am a non-member of Victorian Masters Athletics Inc (VMA) wishing to take part in a VMA event/function. I declare that I am in good health and I am properly conditioned for the activities that I will participate in and I will compete under the direction of VMA officers. I agree to assume all risks of loss, damage, and injury including death that I may sustain as a consequence of my participation. I release VMA and its officers from any claims, actions, suits or demands of whatever nature, arising out of or related in any way to my participation in VMA organised events.

To be signed by parent if participant is under 21.

<b>Name</b>
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<b>Signature</b>	<b>Date</b>
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<b>Any medical condition VMA should be aware of</b>
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<b>Emergency contact</b>	
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<b>Name</b>	<b>Phone</b>
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