

ROLE DESCRIPTION – COLOUR STEWARD

ABOUT THE VICTORIAN ATHLETIC LEAGUE

The Victorian Athletic League (VAL) was established in 1895 as the governing body for professional athletics in Victoria. Pro running or “Gift” races allow athletes of all ages and abilities to compete in a fun and competitive environment. Based on an athlete’s ability they are allocated a handicap (starting mark) for the event they enter giving them an equal opportunity to triumph. Gifts or event carnivals are held across Victoria and organised by individual Clubs, the VAL is responsible for conducting and governing the athletic events that are run at each carnival. Traditionally races are held on a grass surface and distances range from 70m to 3200m. There is prize money for each race from \$300 to \$60,000 and a sash for every winner. The VAL provides a wide range of race categories and distances to ensure there is something for everyone. Today the VAL has over 700 members and presides over 20 athletics carnivals per year.

The VAL office is located in Melbourne under the direction of the Executive Officer. The Governing body is a committee of 10 elected by registered VAL Clubs to provide strategic direction and governance.

VOLUNTEER TERMS

The position of **COLOUR STEWARD** at the Victorian Athletic League is a volunteer position. This means that, if you accept the role, you perform all duties voluntarily, however, you will receive an honorarium (detailed below) and if applicable reimbursement of some expenses.

The Victorian Athletic League engages Volunteers on an annual basis for each upcoming athletic season. The volunteer engagement period is as follows.

Season	2023 - 2024
Volunteer Period of Service	1 st July 2023 to 30 th June 2024

The Victorian Athletic League and the incumbent volunteer do not intend that any employment or contractual relationship to be created. (i.e. you are not an employee, independent contractor or consultant at the Victorian Athletic League. If this changes at any time, and there is a possibility that you might undertake paid work for the Victorian Athletic League, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangements.

All Volunteers report directly to the Victorian Athletic League Executive Officer and specific roles and responsibilities related to volunteer service may be varied based on operational requirements.

TIME COMMITMENT

A Colour Steward is required at all VAL carnivals which are held on Saturdays and/or Sundays in both Metro and Regional Victoria from October through to April the following year. Most carnival days are between 6-8 hours in duration, all Officials’ accommodation for regional carnivals is covered or reimbursed where required.

This role does require some hours outside of event day to wash and prepare the race singlets for the next carnival, all laundering expenses will be covered or reimbursed.

HONORARIUM

In recognition of your volunteer services and attendance at VAL meetings the VAL will offer an honorarium as follows:

\$200 per day payable on instalment terms agreed to by the incumbent and the Executive Officer.

Final payment is to be released when the Victorian Athletic League is satisfied all outstanding work requirements have been completed.

VOLUNTEER ROLE AND RESPONSIBILITIES

Volunteer Role: Colour Steward

- To adhere to the agreed VAL Regulations.
- Attend the assigned VAL meetings throughout the season and work with the Chief Steward and other Officials in the running of the carnival (volunteer roster will be agreed to by the incumbent and the Executive Officer).
- To safely and correctly set up all equipment required to carry out duties associated with the role.
- Provide storage for the VAL colour tent equipment during the athletic season*
- Transport the equipment to and from all VAL meetings during the season*
- Complete the setup and pack up of all colour tent equipment required for competitions (ex. marquee).
- Manage sales, stock, distribution, and collection of competition colours (singlets).
- Approve athlete colours for competition in consultation with the photo finish team.
- Maintain hygiene standards for all competition colours, including washing and preparing for next carnival.
- Manage VAL Square sales account and send daily totals to Executive Office at the end of each race meet.
- Where required, work collaboratively with other Officials to ensure the needs of the competitions are met.
- To advise the relevant VAL personnel as soon as possible of any damages, constraints, requirements, or notable matters discovered before, during, or after meetings.
- The incumbent shall assist the VAL and Executive Officer with other tasks associated with this role.

Victorian Athletic League Commitment:

- Provide a signed Volunteer Services Agreement, including volunteer role and responsibilities, so you understand your role and the tasks you are authorised to perform.
- Provided induction, orientation, and any ongoing training necessary for the volunteer role.
- A safe environment in which to perform your role.
- Respect for your privacy, including keeping your private information confidential.
- Insurance to cover you for the volunteer duties you are authorised to perform (see below).
- Conditions relating to overnight accommodation expenses are covered in the Victorian Athletic League Regulations.

Volunteer Expectations

- Be suitably and neatly attired at all times while completing volunteer duties at a VAL sanctioned carnival (all volunteer Officials will be supplied with VAL branded uniform).
- No Official (including a Photo Finish Operator) is authorised to address the media in any way, shape, or form unless explicit permission has been given by the EO or VAL President. This includes publishing comments or other items online.
- Comply with the Regulations and policies established by the Victorian Athletic League Committee.
- Support the Victorian Athletic League's aims and objectives.
- Participate in all relevant induction and training programs.
- Only undertake duties you are authorised to perform and always operate under the direction and supervision of the VAL Executive Officer and obey reasonable directions and instructions.

Volunteer Requirements

All volunteers require the following before commencing their role:

- Valid Working with Children Check
- Signed VAL Code of Conduct
- Signed VAL Conflict of Interest
- Signed VAL Services Agreement

For more information on this role or to express your interest in volunteering for the role, please contact VAL Executive Officer, Taylah Perry via email at taylah@val.org.au or call the office on 03 4239 0211.