

ROLE DESCRIPTION – CHIEF 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 **Chief Steward** at the Victorian Athletic League is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis, 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 VAL 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 VAL. If this changes at any time, and there is a possibility that you might undertake paid work for the VAL, 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 VAL Executive Officer (EO) and specific roles and responsibilities related to volunteer service may be varied based on operational requirements.

TIME COMMITMENT

A Chief 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. The Chief Steward is required to be at the venue an hour before the first event to confirm the circle and straight track measurements and confirm any changes with other stewards and/or handicappers.

Accommodation expenses are covered/reimbursed for events where overnight accommodation is required (dual event weekend, multi-day carnival or the event commences prior to 10am or concludes after 9pm – more details are listed under Section 4 of the VAL Regulations).

VOLUNTEER ROLE AND RESPONSIBILITIES

Volunteer Role: Chief Steward

- To understand and adhere to the VAL Regulations.
- To attend the assigned VAL meetings throughout the season and oversee the other Officials during the running of the meetings.
- If the Chief Steward is unable to attend an assigned meeting, they are to inform the EO in advance.
- To administer and control the conduct of all VAL meetings and to evaluate the performances of members attending the meetings.
- The incumbent shall fully inform themselves of the obligations and requirements of the Chief Steward position as outlined in the Victorian Athletic League Regulations (See Section 15 of the VAL Regulations).
- The Chief Steward shall be the sole point of contact for athletes and trainers at VAL meetings. The Chief Steward will be available to athletes prior to, or after the completion of, meetings by appointment.
- The Chief Steward shall undertake interviews with members in the presence of at least one other Steward, Official and/or VRTA representative.
- The Chief Steward shall be required to collaborate, delegate and work with appointed Assistant Stewards.
- The Chief Steward shall be responsible for ensuring that interviews between any Official and a member under the age of 18 are accompanied by a parent, guardian, VRTA representative or Trainer of 18+ years of age.
- The incumbent shall submit a typed and detailed meeting report to the VAL office within 3 days of the completion of each meeting or as requested by the EO. Reports shall be prepared in a format determined by, and/or agreed with by the EO.
- The Chief Steward shall collaborate with Assistant Stewards and/or Handicappers in the allocation of performance reviews including non-acceptable performance categories.
- The Chief Steward shall report directly to the EO.
- The incumbent shall assist the VAL and Executive Officer with other tasks associated with the administration as advised.

Victorian Athletic League Commitment:

- Provide a Volunteer Services Agreement including volunteer role and responsibilities, so you understand the role and the tasks you are authorised to perform.
- Provide an induction, orientation and any training necessary for the role.
- A safe and inclusive environment in which to perform the role.
- Ensure 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 in attendance at a VAL sanctioned meeting (VAL branded uniform will be supplied).
- No Official (including the Chief Steward) is authorised to address the media in any way, shape, or form unless explicit permission has been given by the CEO or VAL President. This includes publishing comments or other items online.
- Understand and comply with the Regulations and Policies established by the Victorian Athletic League Committee.
- 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

Before you can commence the volunteer role, we require the following documentation:

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

HONORARIUM

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

\$200 per event 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.

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.