

## ROLE DESCRIPTION – HANDICAPPER

### 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 **Handicapper** 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 <sup>st</sup> July 2023 to 30 <sup>th</sup> 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

Handicaps are required for 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. Handicappers report to the Chief Steward on event day and are required to be at the venue 30 minutes before the first event to confirm any changes with other stewards and/or officials. Handicappers typically require approximately 1-2 hours per event, to handicap each of their allocated events (a solid understanding of maths, athletics and using a computer will be necessary to complete this role).

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).

### HONORARIUM

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

Season payment of \$2,000\* base amount (\*pending number of events handicapped) 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: Handicapper**

- Provide athlete handicaps for all allocated races across the season, as advised and directed by the Director of Handicapping and/or the VAL Executive Officer (EO).
- Ensure handicaps are provided to the Director of Handicapping by the agreed time frame prior to each meeting.
- Attend the assigned VAL meetings throughout the season and work with the Chief Steward, other Stewards, Officials and the VAL EO in the running of the meetings.
- If a Handicapper is unable to attend an assigned meeting, they are to inform the EO in advance.
- Assist in the maintenance and upkeep of the online handicap data for events allocated by the Director of Handicapping and/or VAL Executive Officer.
- Complete the adjustment of handicaps and reviews for all athletes after the completion of each meeting. This is done via the completion of, and maintenance of the online handicap and review data and in accordance with the VAL Handicap Regulations.
- To assist in the review of performances of VAL registered athletes in external competitions and to make appropriate resulting adjustments to handicaps.
- Assist the Chief steward and Stewards in the allocation of non-acceptable performance categories.
- Ensure race day communication with athletes and trainers that relates directly to handicapping and/or results is conducted by, or in conjunction with, the Chief Steward. Outside of race day, communication with athletes and/or trainers about handicaps must be directed through VAL office.

### **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 VA 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 Officials (including Handicappers) are 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

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](mailto:taylah@val.org.au) or call the office on 03 4239 0211.