

ROLE DESCRIPTION – TRANSPORT & LOGISTICS COORDINATOR

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 **Transport & Logistics Coordinator** 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 and specific roles and responsibilities related to volunteer service may be varied based on operational requirements.

TIME COMMITMENT

Transport & Logistics 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, with bump in and out required outside of these hours. Depending on the venue bump in/out can take up to 2 hours, however, once an event starts there is minimal requirement from the role, other than being available if conditions change, equipment needs moving, replacement etc. There is downtime for this role during the meeting and the incumbent would be able to compete should they wish.

Transport & Logistics includes driving the VAL equipment van, as such all travel expenses (vehicle, petrol, tolls and accommodation etc.) are covered or reimbursed.

VOLUNTEER ROLE AND RESPONSIBILITIES

Volunteer Role: Transport & Logistics Coordinator

- To adhere to the agreed VAL Regulations.
- To attend the assigned VAL meetings throughout the season and if unable to attend an assigned meeting, inform the Executive Officer in advance.
- Provide storage for the VAL transport vehicle and equipment during the athletic season *
- Transport the equipment to and from all VAL meetings during the season.
- Safely complete the set-up and pack-up of all VAL equipment required for competitions (Marquees, tables, chairs, branding, finish gates etc.). This may also include the correct setup of any timing or recording equipment in accordance with VAL Regulations.
- Attend to any maintenance requirements to ensure the equipment is kept in serviceable order (any costs to be borne by the VAL).
- Where required, work collaboratively with other Officials to ensure the needs of the competitions are met.
- Advise the relevant VAL personnel as soon as any damages, constraints, requirements, or notable matters are discovered before, during, or after meetings.
- The incumbent shall assist the VAL and Executive Officer with other tasks associated with this role.

*Can be discussed/alterred if necessary.

Victorian Athletic League Commitment:

- Provide an induction, orientation, and any training necessary for the volunteer role.
- Provide a safe and inclusive environment in which to perform your role.
- Ensure respect for your privacy, including keeping your private information confidential.
- Provide insurance to cover you for the volunteer duties you are authorised to perform (see below).
- Cover transport and accommodation costs required to safely complete this role.

Volunteer Expectations:

- Be suitably attired at all times while in attendance at a VAL sanctioned meeting (VAL branded uniform will be supplied).
- No Official (including Logistics & Colours Officers) 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 established by the Victorian Athletic League Committee.
- Support the VAL 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.
- Understand and comply with the organisation's policies and procedures.

Volunteer Requirements

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

- Valid Working with Children Check
- Valid Driver's licence
- Signed Code of Conduct
- Signed 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:

\$250 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.

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.