

ATTA Committee & Associated Roles - General Description

President ⁽¹⁾

Set the long term direction and strategic planning of Association, in consultation with other members of the Committee
Liaison with associated cycling governing bodies
Arrange or oversee the Racing Calendar (including course selection and venues) for the following season
Manage and coordinate other roles.

Vice President

Provide backup to President.

Secretary

Maintain documentation as required
Record Keeping (includes Traffic Management accreditations; First Aid qualifications)
Maintain Membership records as required by the Associations Act
Correspondence
Purchase of awards, engraving etc.

Databases

Maintain and update current databases: results, courses, events, riders etc.
Ensure regular backups
Ongoing development of databases as required.

Treasurer

Payment of accounts;
Bookkeeping and bank reconciliation;
Financial reporting;
Record and manage race entry fees, cash sales and banking;
Interface with *Register Now* or other entity for specified events.

Traffic Management (TM); Course Approvals; Venue bookings.

Coordinate preparation of Traffic Management Plans (TMPs) in accordance with MRWA requirements
Liaise with professional TM providers for ratification of TMPs (where applicable)
Liaise with Local and State Government authorities
Seek formal approval for use of, or make bookings for courses and facilities for ATTA events
Act as interface between ATTA and relevant authorities once approvals have been granted
Coordinate professional TM providers prior to events
Ensure compliance with TMPs on race day.

Coordinator of Volunteer Marshal/Support Rosters

Source, motivate and arrange race day volunteers
(Download event volunteer details from website)
Coordinate volunteers – assign roles to those with appropriate skills
Document instructions for volunteers and provide briefings.
Ensure personnel are available with relevant First Aid qualifications.

Equipment Trailer and BWTM (Basic Worksite Traffic Management) Coordinator

Arrange roster of personnel to ensure equipment trailer is taken to races loaded with all necessary equipment including correct signage as required by any applicable TMP.
Arrange roster of personnel to ensure a minimum of one qualified person is available to oversee installation of signs and remain present at every event where a TMP is implemented.

Maintain online register of event *Daily Reports* prepared as required by approved TMPs.

1. The only currently named role as required under the ATTA is that of President. The other roles may be shared or combined; elements of a role may be distributed among different individuals.

ATTA Task Descriptions

Equipment Management - Mechanical

Maintain trailer and signs
Purchase additional signage or replace; includes other equipment as required.

Equipment Management - Specialist Timing

Ensure timing equipment is in working order and ready for use
Ensure timing gear (including back-up equipment) is taken to events
Maintenance of *J.atta Time* and other timing software as appropriate
Recommend to, or replace or repair obsolete or damaged equipment
Maintain the stock of loan transponders and arrange replacements or renew subscriptions when required
Source technological improvements.

Administrative Management for Race Day

Management of website calendar listings and race pre-registrations
Preparation and publication of Start schedules
(Set up *Register Now* or other third party registrations for specified events)
Deal with Rider queries; dissemination of Rider information
Check subscription status of personally-owned transponders
Setup/load timing software with relevant data in preparation for event
Print work lists for Registration desk, Starter, Marshals
Manage results and publish to website; prepare race reports.

Event Day Support

Purchase sufficient stock of drinks and ice, deliver to course prior to event; cake
Hold "stock" and resupply as necessary prior to next event
For nominated events, source additional catering if appropriate eg: State Titles.
Liaise with coffee van provider for events that do not have a local coffee shop (eg: Wandl, Champion Lakes)

Promotions; Website

Update *Facebook* with race reports, items of interest, promote special events etc.
Keep Club website updated, develop and implement enhancements when required
ISP/hosting liaison; includes troubleshooting problems
Ensure regular backups etc.

ATTA Kit Coordinator

Arrange club clothing/ kit
(Design Hilly shirts etc)

BWTM Trained Representative (race day role)

Work with Trailer Driver to ensure signs are placed in accordance with approved TMP.
Brief corner/traffic management volunteers on race day
Liaise with professional TM, where engaged, on race day
Record any incidents (as required by TMP)