

UKYDL Roles and Responsibilities.

Chairman:

- To attend YDL Committee meetings, AGMs and EGMs.
- Chair all meetings.
- Liaise with UKA and other external bodies regarding YDL matters.
- Liaise with Vice Chair, Finance Officer, Welfare Officer, YDL Administrator, Area Co-ordinators with regards to YDL issues.

Vice Chairman:

- To attend YDL Committee meetings, AGMs and EGMs.
- To deputise for Chair as and when necessary and assist with the above duties when necessary.

Finance Officer:

- To attend YDL Committee meetings, AGMs and EGMs.
- To manage the YDL Finances.
- To manage YDL bank account.
- To prepare end of year Accounts, and submit to the independent examiner for their approval. At the same time these shall be submitted to the committee.
- The approved accounts must be available for distribution with all other AGM documents.
- To submit to committee a detailed breakdown of income and expenditure for each committee meeting.

Administrator:

- Liaise with Area Coordinators re Area Data bases, collate ready for mass mail out.
- Contact all clubs re date/venue/ time of AGM/EGM.
- Prepare paper work for AGM/EGM and disseminate to all clubs.
- Prepare programme for forthcoming season in conjunction with Area Coordinators.
- Finalise timetables in conjunction with YDL Committee Members.
- Ensure competition permit is received for the agreed fixtures from UKA.
- Prepare amendments to Handbook.
- Organise printing of YDL Programme and Handbook.
- Order numbers for forthcoming season including numbers for YDL Finals.
- Send numbers, handbook and programmes to all clubs.
- Produce data base detailing 2nd claim athletes for eligibility and overuse.
- Call YDL committee meetings and produce an agenda in conjunction with YDL Chair.
- Produce minutes of all general and committee meetings.
- Send minutes to YDL Chair for approval prior to sending to YDL committee members.
- Prepare and distribute declaration forms and other relevant documentation to clubs and web site.
- Receive any complaints and collate for circulation at Committee and General meetings.
- Action complaints in conjunction with the officers if appropriate.
- Ensure all documents on the web site are correct.
- Maintain all YDL League tables in conjunction with area coordinators for publishing on web site.
- Scrutinise match results, extent to be agreed.
- Send any amendments of results of all YDL matches to Athletics Weekly and Power of 10.
- Undertake paper matches for YDL finals. (Possibly promotion matches as well)
- Liaise with Final's coordinator re qualifying clubs.

Area Co-ordinators:

North, Midlands, South, Scotland and Northern Ireland.

- Send out renewal and application forms for next season.
- Set up data base for year of competition on receipt of renewal/application forms.
- Organise divisional structure for relevant Area and finalise with the management committee.
- Inform clubs of structure for forthcoming season.
- Email clubs re hosting during forthcoming season.
- Confirm host clubs for forthcoming season.
- All documentation produced to use same format and style as per YDL masters for ease of compilation by administrator.
- Inform all clubs within relevant Area of dates and venues for forthcoming season.

- Check all teams within relevant area have received paperwork/documentation for forthcoming season, feedback shortfalls to administrator.
- Update clubs as and when necessary with regards to amendments to YDL Rules etc.
- Point of contact for all local general issues from clubs within the area.
- Point of contact for any complaints re the league, all to be forwarded to the Administrator.
- Liaise with host clubs if any issues arise / are notified by clubs attending fixtures.
- Receive an e mail copy of results from host clubs within Area.
- Liaise with Administrator re any queries from area results.
- Undertake paper match (es) for promotion to higher divisions. (Possibly administrator for continuity)
- Update YDL Management Group with regard to Area matters.

Final's Co-ordinator:

- Liaise with Stadium Management re venue for Finals.
- Call and attend all Final's Sub Group Meetings.
- Liaise with UKA NTD re all YDL Final's matters.
- Produce agendas for Final's Sub Group meetings.
- Send Agenda(s) to all members of Final's Sub Group.
- Chair Final's Sub Group meetings.
- Appoint minute secretary for Finals sub group meetings in conjunction with other members of Final's Sub Group.

Minute Secretary to send minutes to all YDL Final's Sub Group Members.

- Finalise timetables/ Call room schedules in conjunction with Final's Sub Group members.
- Produce Lane Draw / Field Event Order for LAG (Saturday) and UAG (Sunday) Finals.
- Liaise with Official's Coordinator re Chief Officials, Number of Officials, accommodation, refreshments etc.
- Order Official's lunches.
- Order VIP refreshments.
- Order Trophies in conjunction with YDL Chair.
- Collate list of VIPs.
- Produce Technical and Briefing Document for YDL Finals.
- Liaise with clubs qualifying for finals re draft and final teams.
- Liaise with clubs re information for YDL Final's programme.
- Liaise with Result's Co-ordinator re deadlines for team declarations.
- Produce YDL Final's Programme.
- Liaise with Printers re production and delivery of YDL Final's programme.
- Liaise with Administrator re Numbers.
- Liaise with Finance Officer re ordering medals. Track pads pins etc.
- Send all Chief Officials Technical and Briefing Document.
- Organise use of photocopier for results.
- Liaise with UKA re T shirts for athletes/ polo shirts for officials.
- Organise T shirts for Team collection.
- Liaise with merchandisers including photography company, clothing company, press and media.
- Check everything in place for YDL Finals.
- Attend YDL Technical Meeting.
- Call YDL Final's Sub Group Debrief Meeting.
- Produce Debrief meeting agenda.
- Feedback all matters relating to YDL Finals to YDL Management Group.

Technical Officials Co-ordinator - Finals:

- To attend YDL Committee meetings, AGMs, EGMs and Final's Sub Group Meetings.
- Coordinate officials for YDL Final, advising Finals Co-ordinator of Chiefs and Referees and number of officials.
- Book officials' accommodation for YDL Finals.
- Attend YDL Final Technical Meeting.
- Obtain completed YDL Finals Meeting Report forms from Chiefs and Referees.

Web Master:

- To attend YDL Committee meetings, AGMs and EGMs.
- Set up web site.

- Maintain web site.
- Establish relevant hyperlinks to relevant documents/other websites.
- Publish all documentation pertaining to the YDL on website.
- Liaise with Chair, Vice Chairman and Officers of YDL.

Statistician:

- To attend YDL Committee meetings, AGMs and EGMs.
- Monitor and evaluate the number of athletes competing as and when required.
- Feedback statistics/data collated to YDL Committee for consideration; to give an interpretation to the committee on external statistics received.

Welfare Officer:

- To attend YDL Committee meetings, AGMs and EGMs.
- Liaise with all clubs regarding any welfare issues.
- Liaise with UKA Welfare Officer.
- Ensure all Committee members have current CRB check in place.

Attend any relevant training (Safeguarding / Safe Athletics/Time to Listen) and cascade information to Committee members and clubs as and when necessary.

Computerised Results:

- Pre-season testing of program.
- Ensure all files; timetables, draws and standards are made and uploaded.
- Check clubs list, adding new composites.
- Be available for clubs with questions re results program, pre and post contact for queries, from setting up to producing the results.
- Update FAQ and instructions based on feedback; send to host clubs two weeks before match via administrator.
- Match days on help line from 8.30 am to 10.30 pm.
- Remote assistance if required using team viewer.
- Recalling match files with relevant pf1 file if available from host clubs.
- Doing the match results if clubs have a hardware failure.
- YDL Finals- organise results team.

Administrator, Area and Finals Co-ordinator roles all revised in 2014, all other roles revised in 2015.

Updated document issued January 2015.