

## UKYDL Roles and Responsibilities.

### Chair: Grace Hall.

- 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, YDL Administrator and Area Co-ordinators with regards to YDL issues.

### Vice Chair: Janice Kaufman

- To attend YDL Committee meetings, AGMs and EGMs.
- To deputise for Chair as and when necessary and assist with the above duties when necessary.
- Liaise with UKA and other external bodies alongside the Chair.
- To attend fixture planning meetings.
- Ensure all committee members have a current DBS in place.

### Finance Officer: Karl Ponty.

- To attend YDL Committee meetings, AGMs and EGMs.
- To manage the YDL Finances.
- To manage YDL bank account.
- To advise the committee of the potential financial implications of any proposed actions.
- To produce forecasts to present to the committee at management meetings, and to the AGM.
- 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: Marian Williams.

- To attend YDL committee meetings, AGMs and EGMs.
- Liaise with Area Co-ordinators 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 Co-ordinators.
- Finalise timetables in conjunction with YDL Committee Members.
- Ensure competition licence is received for the agreed fixtures from UKA.
- Prepare amendments to Handbook.
- Produce YDL Programme and Handbook for the website.
- Order numbers for forthcoming season including numbers for YDL Finals.
- Send numbers to initial host clubs.
- Produce data base detailing 2<sup>nd</sup> 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.
- To attend fixture planning meetings.
- Prepare and distribute other relevant documentation to clubs and website.
- 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 website are correct.
- Maintain all YDL League tables in conjunction with area co-ordinators for publishing on website.
- 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 as and when required.
- Liaise with Final's co-ordinator re qualifying clubs.
- Liaise with all clubs regarding any welfare issues.
- Liaise with UKA Welfare Officer.

### Area Co-ordinators:

#### North Alan Johnson, Midlands-Vacancy, South Stuart Horsewood, Scotland Leslie Roy.

- To attend YDL committee meetings, AGMs and EGMs.
- Send out composite, renewal and application forms for next season.
- Set up data base for year of competition on receipt of renewal/application forms.
- Set up a data base of composite teams within the area and forward composite team applications forms to the administrator.
- 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 (eg) for promotion to higher divisions. (Possibly administrator for continuity)
- Update YDL Management Group with regard to Area matters.

#### Final's Co-ordinator: Alan Johnson.

- Liaise with Stadium Management re venue for Finals.
- Book the stadium and forward relevant paperwork to Finance Officer.
- Appoint a meeting manager.
- Finalise timetables in conjunction with Meeting manager/Competition director.
- Produce Lane Draw / Field Event Order for LAG and UAG Finals.
- Liaise with Meeting manager/Competition director re Chief Officials, Number of Officials, accommodation, refreshments etc.
- Order Officials' lunches.
- Order Trophies in conjunction with YDL Chair.
- Liaise with Result's Co-ordinator re deadlines for team declarations.
- Produce YDL Finals Programme in conjunction with the administrator.
- Liaise with Administrator re Numbers.
- Liaise with Finance Officer re ordering medals. Track pads pins etc.
- Liaise with merchandisers including photography company, clothing company, press and media.
- Check everything in place for YDL Finals.
- Obtain completed YDL Finals Meeting Report forms from Chiefs and Referees.
- Feedback all matters relating to YDL Finals to YDL Management Group.

#### Computerised Results: Alan Johnson.

- Robust pre-season testing of program.
- Ensure the Team Managers' portal is updated.
- Ensure all files; timetables, draws and standards are made and uploaded.
- Check clubs list, adding new composites.
- Be available on match days via the helpline.
- Update guidelines based on feedback; send to host clubs two weeks before match via administrator.
- Doing the match results if clubs have a hardware failure.
- YDL Finals- organise results team.

#### Website: YDL Officers.

- Check set up of website.
- Check maintenance is updated.
- Ensure relevant hyperlinks to documents/other websites is correct.
- Check publication of all documentation pertaining to the YDL on website for accuracy.