

## **UKYDL Roles and Responsibilities.**

### **Chair: Janice Kaufman**

- 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: Tim Soutar**

- To attend YDL Committee meetings, AGMs and EGMs
- To deputise for the 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: Nicola Thompson**

- 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 them 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
- To organise bookings for AGM and Finals' accommodation.

### **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 paperwork 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
- Order numbers for forthcoming season, including numbers for YDL Finals
- Arrange delivery of numbers to initial host clubs
- Produce database 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 forwarding on 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 Power of 10
- Undertake paper matches as and when required, using average P4P results.
- 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: Nicola Thompson, Midlands: vacancy (contact Administrator), South: Stuart Horewood, Scotland: Leslie Roy.

- To attend YDL committee meetings, AGMs and EGMs
- Send out composite, renewal and application forms for next season. Forward to Administrator for information
- Set up database for year of competition on receipt of renewal/application forms
- Set up a database 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 the forthcoming season
- Email clubs re: hosting during the 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. Send contact information to clubs/teams by division
- 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

**Finals' Co-ordinator: Arwel Williams**

- Liaise with Stadium Management re: venue for Finals
- Book the stadium and forward relevant paperwork to Finance Officer
- Appoint a meeting manager/competition director
- 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, clothing, 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

**Results Co-ordinator: Kiera Everett**

- Robust pre-season testing of program
- Ensure the Team Managers' portal is updated
- Ensure all files; timetables, lane 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: Glen Reddington.**

- 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, liaising with YDL officers as and when necessary