

BALMORAL LITTLE ATHLETICS CLUB

Family Volunteering Policy

Supporting a safe, fair and sustainable Little Athletics program

Policy owner	BLAC Management Committee
Applies to	Parents, guardians and families of registered BLAC athletes
Related documents	LAQ Parent Volunteers resources; LAQ Child Safeguarding and Young People Policy; LAQ Blue Card Policy; BLAC Code of Conduct; BLAC Parent/Guardian Onsite and Athlete Supervision Policy
Review	Annually, or when relevant LAQ requirements or Club operations change

1. Purpose

Balmoral Little Athletics Club (BLAC) is a volunteer-run community sporting club.

Our training and competition programs rely on families contributing their time to help run events safely, efficiently and fairly. Coaches, officials, Age Marshals, committee members and other volunteers are predominantly members of our own BLAC community.

Little Athletics Queensland (LAQ) recognises that parent involvement is essential to running weekly Little Athletics competitions and encourages parents and guardians to assist with activities such as event set-up, measuring, recording, age-group management, officiating and canteen duties.

2. Our expectation of families

When registering an athlete with BLAC, families acknowledge that parent and guardian participation is part of being a member of our Club.

Each family is expected to make a reasonable contribution to the running of BLAC throughout the season.

Where requested, parents or guardians are expected to assist with competition-night and Club duties. Families are not expected to know how to perform every role, and experience is not required. Guidance, training, and support will be provided.

Volunteering is separate from the requirement for a responsible adult to remain onsite while an athlete participates. Parents and guardians are encouraged to use their time onsite to contribute to the running of the Club.

3. How volunteering works at BLAC

BLAC's volunteer structure is designed to share responsibilities across the Club rather than relying on a small number of people each week.

- The Volunteer Coordinator oversees volunteer participation and helps allocate families to roles.
- Each age group has an Age Group Coordinator (AGC) who assists with coordinating parent volunteers within that age group.
- Families may be rostered or asked to assist during the season, including when their age group is responsible for particular Club duties such as the canteen.
- Parents and guardians should respond to volunteer requests, and if they cannot undertake a role, should arrange to swap with another parent where possible, or advise the Volunteer Coordinator or Age Group Coordinator to support a swap or organise another arrangement if required.

4. Ways families can help

There are many ways to contribute, and BLAC will aim to match families with roles that suit their experience, confidence and availability. Volunteer activities may include:

- setting up and packing away equipment
- assisting Age Marshals and Age Group Coordinators
- measuring jumps and throws
- raking long jump and triple jump pits
- recording results
- starting or timing races
- assisting officials at events
- canteen duties
- helping athletes move safely between events
- coaching or assisting coaches
- communications
- equipment, grounds and facilities support
- helping at carnivals, fundraising activities or other Club events
- committee and operational roles

5. Training and support

No previous athletics experience is required to volunteer.

BLAC will provide reasonable guidance and support for volunteer roles. LAQ also provides parent-helper resources covering common competition duties including throws, starting, timing and jumps.

Parents who would like to develop their skills further are encouraged to undertake available coaching or officiating education.

6. Blue Cards and child safety

All volunteers must comply with BLAC and LAQ child-safeguarding requirements and any Blue Card requirements applicable to their role.

Under the LAQ Blue Card Policy, some committee members, coaches, officials and volunteers must hold a Blue Card linked to their Centre before commencing the relevant role. Parent volunteers assisting in on-field roles while their own child is actively participating may fall within an applicable parent exemption, depending on the role and circumstances.

BLAC may require a Blue Card or apply additional safeguards where appropriate for a particular role.

7. If you are unable to volunteer

BLAC understands that individual circumstances differ and that not every parent or guardian will be able to undertake every type of volunteer role.

Families should not simply disregard allocated duties of volunteer requests. If families have circumstances that make a particular duty difficult, they should speak with their age group coordinator or the volunteer coordinator. Wherever reasonably possible, BLAC will work with families to identify another suitable way to contribute. Where families are repeatedly unwilling to engage with the club to arrange suitable volunteering opportunities, BLAC reserves the right to take appropriate action in accordance with the club's policies.

The aim is not for every family to contribute in exactly the same way. It is for every family to play a reasonable part in supporting the Club.

8. Our shared responsibility

BLAC can only provide a safe and enjoyable Little Athletics program when our community shares the work required to run it. Without sufficient volunteers, there could be disruption to competition nights.

A small contribution from many families prevents the responsibility falling repeatedly on the same volunteers and helps ensure athletes can participate in a well-run competition program.

Many hands make Little Athletics work.

9. Related documents and resources

- LAQ Parent Volunteers resources
- LAQ Child Safeguarding and Young People Policy

- LAQ Blue Card Policy
- LAQ Codes of Conduct
- BLAC Parent/Guardian Onsite and Athlete Supervision Policy
- BLAC Code of Conduct