
CHELSEA LITTLE ATHLETICS CENTRE



NOTES/DUTY STATEMENT FOR HANDBOOK EDITOR

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HANDBOOK PREPARATION

- Based on ~120-130 families at the Centre, estimated approx. 150 handbooks should be satisfactory
- Obtain softcopy files for Handbook (HB) (currently MS Word 2003 format)
The HB in it's current form requires a mid-level working knowledge of MS Word. Some experience of producing/updating a Table of Contents and working with images is required.
- Handbook editing is a fairly simple process of updating all relevant information. It requires liaising with at least the following:
 - Centre President: President's Message
 - Centre Secretary: Updated Centre & Club Committee, Life Member details, etc.
 - Season Calendar Editor: Updated Season Calendar Info
 - Centre Executive Committee Members: Photos
 - Club Presidents/Secretary: Club Awards
 - Sponsorship Director: Advertising Material
 - Results Co-ordinator: New Centre Records
 - Uniform Co-ordinator: Update Items/Prices
 - General Committee: Approval for expenditure, etc.
- Once completed a softcopy file in Adobe PDF format is recommended to be generated to use as the master for printing. This ensures that pagination and font representation is maintained, especially if the file is to be passed on to an outsourced printer.
- As the HB is required at the time of registrations (mid September), it is recommended that it be completed by the start of September to allow for printing and binding. This means that a draft copy should be completed by mid August to allow for proof reading and corrections.
- Generally a Committee or special meeting is scheduled during the week prior to the first day of registrations, so that the handbook may be bound with the assistance of the Committee. Of course a Handbook Sub-Committee would obviate the need for this!
- At completion provide a softcopy to the Website manager for upload to the Centre website.
- At the time of writing, there is no process as yet for storage of softcopy electronic files, be they backup of the weekly results data, Open Day results, Centre Handbook, or instruction/duty statement manuals (if they exist!), etc. It is recommended that a central storage area be created, e.g. on the Centre website with password protection, to allow for ready access to these as necessary.

MATERIAL NEEDS

(check existing supplies in clubroom)

- Centre should consider purchase of a Colour laser printer
(duplex (double sided printing) function is required)
(estimated ~\$700 of toner required)
(alternative is to outsource printing – less flexible)
(printer can also be used on an annual basis for Open Day, 5 Star Award Certificates, Centre Record Certificates, Newsletters, etc)
- Approx. 3000 sheets (6 reams of paper) (150 books x 20 sheets)
- 150 binder combs
- 150 clear presentation covers (front)
- 150 black presentation covers (back)

PROCEDURE

- Amend Advertising, See current Comm. Member responsible for Sponsorship (aim to have this finalised by mid August) (typically the item that causes delay to the Handbook being produced)
- Consider additions/amendment/removal of information (noting that Handbook is 40 pages long - 2008/09)
 - Possibly add Centre Roles & responsibilities
 - Possibly add/re-trial Centre Member advertising (suggest 8 business card size ads to a page, \$25 each?) (this was trialled in 2006/07, no further interest or promotion)
 - Possibly add event rules (how to)
 - Possibly add training/coaching program (this could be direction to the website)
 - As the Centre website is now updated on a regular basis this could be given greater prominence and mention in the handbook, directing members there for the latest information
 - Possibly included photos for all General Committee Members
- Amend Season Dates to current year
Front Cover page, Headers, Table of Contents
- Amend Season Dates for Awards/Records (noting these are for previous season)
- Amend President's Message (obtain a new message from the current President, give notice by June)
- Amend Life Members List (as applicable)
- Amend Centre Executive Committee List (obtain photos/contact details of new members)
- Amend General Committee List
- Amend Club Committee Lists
- Amend/update Uniform Pricing details (as applicable)
- Amend Set-Up/Pack-Up roster (noting dates)
- Amend Weekly Event Program (if applicable)
- Amend Season calendar (past HB's have not included date of presentation nights, these could be added)
- Amend date of Chelsea Open Day (refer Page 19 of 2008/09 HB)

PROCEDURE (cont.)

- Amend SMR Camp Day and details
(refer Page 19 of 2008/09 HB)
- Amend members Authorised to Verify Centre Records
(refer Page 24 of 2008/09 HB)
- Add/Amend all Centre/Club award winners
(obtain photos of Centre award winners)
- Amend Centre Records
(refer Website or Results Co-ordinator for updated records)