



**BY-LAWS**  
OF THE  
**MELVILLE**  
**LITTLE ATHLETICS**  
**CENTRE**

29 October 2017

## Change History

Version Number	Date Approved	Changed Items	Changed By
Original	07 Aug 12	Initial Version	MLAC Committee
V1.0	2 Apr 13	Update	MLAC Committee
V1.1	3 Dec 13	66.3 Update	MLAC Committee
V2.0	1 Apr 14	Update	MLAC Committee
V3.0	29 Oct 17	Update	MLAC Committee

## Table of Contents

1. RULES FOR COMPETITION .....	5
2. CENTRE UNIFORM .....	5
3. DUTIES OF THE CLUBS .....	6
4. EXECUTIVE COMMITTEE.....	6
5. DUTIES OF THE CHAIRPERSON.....	6
6. DUTIES OF THE VICE CHAIRPERSON.....	7
7. DUTIES OF THE SECRETARY .....	7
8. DUTIES OF TREASURER .....	7
9. DUTIES OF THE REGISTRAR .....	8
10. DUTIES OF RECORDS AND RESULTS MANAGER – TRACK.....	8
11. DUTIES OF THE CHAMPIONSHIP & OFFICIALS MANAGER .....	8
12. DUTIES OF THE ARENA MANAGER.....	9
13. DUTIES OF THE TECHNICAL MANAGER.....	9
14. DUTIES OF THE COACHING AND DEVELOPMENT MANAGER .....	10
15. DUTIES OF THE SENIORS REPRESENTATIVE.....	10
16. NON EXECUTIVE COMMITTEE .....	10
17. DUTIES OF RECORDS AND RESULTS MANAGER – FIELD.....	10
18. DUTIES OF THE FIELD ARENA MANAGER .....	11
19. DUTIES OF THE WINTER COMPETITION MANAGER.....	11
20. DUTIES OF THE CANTEEN MANAGER.....	12
21. DUTIES OF THE PUBLICITY AND SPONSORSHIP MANAGER.....	12
22. DUTIES OF THE FIRST AID OFFICER .....	12
23. DUTIES OF THE UNIFORM MANAGER .....	12
24. DUTIES OF THE WEBSITE MANAGER.....	13
25. DUTIES OF THE COUNCIL LIAISON OFFICER .....	13
26. RESIGNATIONS.....	13
27. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING.....	13
28. ORDER OF BUSINESS AT MONTHLY MEETINGS .....	14
29. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS .....	14
30. OPEN VOTING .....	14
31. AFFILIATED CLUB VOTING.....	15
32. PROXY VOTING.....	15
33. COMMITTEE DECISIONS.....	15
34. FINANCIAL ASSISTANCE TO ATHLETES .....	15
35. ASSISTANCE FOR COACHING FEES .....	15

36.	ASSISTANCE FOR FIRST AID FEES .....	15
37.	CODES OF BEHAVIOUR / ETHICS FOR ATHLETES .....	15
38.	CODE OF BEHAVIOUR / ETHICS FOR PARENTS AND SPECTATORS.....	17
39.	MEMBER CODE OF CONDUCT .....	18
40.	MEMBERSHIP TERMINATION OR REJECTION .....	18
41.	PARENT PARTICIPATION (includes Guardians and Carers).....	18
42.	WORKING WITH CHILDREN REGULATIONS.....	19
43.	SUNSMART PROTECTION POLICY.....	19
44.	HEAT AND HYDRATION GUIDELINES .....	19
45.	WET WEATHER POLICY .....	20
46.	SMOKE FREE POLICY.....	20
47.	PRIVACY .....	20
48.	RESPONSIBLE ALCOHOL MANAGEMENT POLICY .....	21
49.	ACCIDENTS AND FIRST AID.....	21
50.	INSURANCE .....	21
51.	PHOTOGRAPHS .....	21
52.	EMAILS .....	22
53.	CENTRE CAPTAINS.....	22
54.	VISITORS TO CENTRE COMPETITIONS.....	22
55.	USE OF CENTRE EQUIPMENT .....	22
56.	ARENA ACCESS .....	22
57.	CLUB ROSTERS .....	22
58.	OTHER DUTIES .....	23
59.	CENTRE AWARDS AND POINTS.....	23
60.	RIBBON ACHIEVEMENTS .....	24
61.	PARTICIPATION MEDALS .....	24
62.	PERPETUAL TROPHIES.....	24
63.	ATHLETE SERVICE AWARDS.....	25
64.	VOLUNTEER AWARDS.....	25
65.	CENTRE CHAMPIONSHIPS .....	26
66.	TRACK & FIELD RELAY SELECTIONS .....	26
67.	RELAY COACHES.....	27
68.	NOMINATIONS TO ASSOCIATION EVENTS .....	27
69.	CLASH OF EVENTS AT ASSOCIATION COMPETITIONS .....	28
70.	PROTESTS AT ASSOCIATION COMPETITIONS.....	28
71.	RULINGS .....	28

# 1. RULES FOR COMPETITION

- 1.1. The Melville Centre will comply with the Little Athletics WA (LAWA) Standard Rules of Competition. Where rules have been modified for Centre competition, they will be published in the Centre's annual handbook (known as the 'Orange Book') which is available electronically on the Melville Roar website ([www.melvilleroar.com](http://www.melvilleroar.com)). A hard copy will also be distributed to each registered family, sponsor and life member.
- 1.2. When LAWA Rules for Competition are updated, amendments (where applicable) will be implemented by the Centre. Where a Centre modification to a standard rule is to be implemented, the variance must be accepted by the Committee at a Centre Executive meeting. The modification however, shall not contravene LAWA Standard Rules.
- 1.3. Notification of any proposed Centre Rules for Competition are to be published in the agenda prior to Centre Executive meeting, and subsequent Executive Committee decisions are to be supported.
- 1.4. Consideration should be given to introducing major changes to the program and/or rules through a dedicated trial period.

# 2. CENTRE UNIFORM

- 2.1. The Centre uniform shall consist of a black and orange Melville Roar singlet with Tiger motif, and plain black shorts, briefs or cycle shorts.
- 2.2. Shorts are to be above the knee and if a manufacturers logo is present, the logo must not exceed 7cm x 5cm. (Black tape can be placed over logos if needed.).
- 2.3. Athletes may wear compression shorts, however if worn, they must be predominately black, or skin colour.
- 2.4. Changes to the Centre uniform must be approved by the Association in accordance with LAWA Rules of Competition. There is a two year transition period for any approved uniform amendments. On completion of the transition timeframe, all athletes are to be fitted in the current approved uniform.
- 2.5. Club uniforms are defined in the Orange Book and are to be worn at all Centre Competitions. Amendments to club uniforms are to be presented to the Centre Committee for acceptance prior to season commencement.
- 2.6. Current age and registration numbers must be attached to the singlet (either sewn, hand tacked or pinned) in accordance with the LAWA Rules of Competition. Registration numbers are to be attached to the centre, front of the singlet and age tags are to be attached to the left hand shoulder of the uniform top. Other badges are to be attached, as required by the Association or the Centre.
- 2.7. Each competitor must be attired in the correct club uniform from the commencement of the Season. Where this is not possible (e.g. manufacturing delays) an exemption may be sought from the Executive Committee, through the Club delegate.
- 2.8. For Centre competitions, if an athlete is out of uniform an initial caution will be given in the first instance. An athlete will be suspended from competition, if they fail to comply with the regulation and remain out of uniform.
- 2.9. For State competitions, an athlete not wearing the correct uniform will receive an infringement notice and may be disqualified.

### **3. DUTIES OF THE CLUBS**

#### 3.1. The Clubs shall:

- Consider becoming an incorporated organisation and adopting the new guidelines by 1 July 2019.
- Ensure they become affiliated with the Centre by the nominated timeframe each year.
- Provide a delegate to nominated Centre meetings.
- Ensure they operate within the rules and guidelines as set out in the Centre Constitution and By-Laws.
- Ensure they have sufficient committee members on their committee to function properly and within accepted guidelines.
- Have at least four (4) minuted committee meetings each year and provide a set of these minutes to the Centre Secretary.
- Ensure they provide suitably trained helpers at Centre and Association run events.
- Ensure they provide Club first aid kits on site each Saturday for minor injuries such as band aids for blisters etc.
- Responsible for the financial aspects of the efficient running of their Club.
- Present a financial statement to the Centre Treasurer at the end of each season, or upon request.
- Provide an annual asset list to the Centre Secretary by end August each year.
- Accept registration forms from athletes ensuring that the athlete has correct proof of age and all relevant details are completed on the registration forms.
- Provide adequate information and advice to new parents to ensure they are familiar with procedures at Centre competition days.
- Ensure club delegates represent the views of their members on the Executive Committee.
- Ensure club members are kept up to date with Centre information.
- Attend and support Centre education, activities and coaching clinics.

### **4. EXECUTIVE COMMITTEE**

#### 4.1. The Executive Committee comprises Core Executive positions detailed below in sub-para 5-15.

#### 4.2. Each Core Executive member will be provided with a Committee Shirt in Centre colours to readily identify them as committee members. The shirt should be worn at all Centre meetings and consideration should be given to wearing the shirt at other Special Meetings including State Events.

### **5. DUTIES OF THE CHAIRPERSON**

#### 5.1. Chairperson duties include:

- Chair meetings of the Executive and Non-Executive Committee.
- Chair Special General Meetings and Annual General Meetings (AGM).
- Provide reports for all meetings.
- Be responsible for all committee members and ensure that they keep him/her informed of matters under their control.
- Monitor affiliated clubs and ensure that club meetings are held at least four (4) times per year.
- Ensure preparations are made for Centre Registration and Centre Competition days.
- Enforce Codes of Behaviour.
- Co-ordinate Orange Book for publishing.
- Act as Centre delegate at Association Conference, meetings, or functions as required.
- Provide updated information to the Centre Website as required.
- Advertise the activities of the Centre throughout the local community.
- Organise promotional activities for the Centre.

- Keep sponsors informed.
- Keep Life Members informed.
- Council Liaison as required.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **6. DUTIES OF THE VICE CHAIRPERSON**

- 6.1. Vice Chairperson shall perform all duties of the Chairperson in the absence of the Chairperson or as directed by the Chairperson.

## **7. DUTIES OF THE SECRETARY**

- 7.1. Secretary duties include:

- Take minutes of all meetings and forward copies to the Executive Committee, and club delegates within seven (7) days of the meeting being held.
- Submit minutes for promulgation to the Centre Website.
- Receive and answer correspondence, as required.
- Compile all agendas and reports as required for meetings with the assistance from the Executive at least seven (7) days prior to a meeting.
- Provide an agenda for the Annual General Meeting to all members by posting a copy on the Centre Website seven days prior to the meeting.
- Maintain updated database of life members and ensure relevant correspondence is forwarded to life members.
- Co-ordinate LAWA Awards.
- Maintain updated database of volunteer's service.
- Act as Centre delegate at Association Conference, meetings, or functions as required.
- Ensure each Club is informed of future developments and is made aware of any changes that may affect the athletes, Clubs or Centre.
- Ensure that each Club has the necessary paperwork to manage affiliations, registrations, injury claims, Working with Children (WWC) requirements and any other Centre business.
- Monitor affiliated clubs and ensure that club meetings are held at least four (4) times per year.
- Keep on file, all material that may assist the organisation of Little Athletics.
- Provide relevant information for promulgation on the Centre Website.
- Assist members of the Executive where required.
- Prepare the Annual Report of the Centre.

## **8. DUTIES OF TREASURER**

- 8.1. Duties of the Treasurer include:

- Receive and pay out money on behalf of the Centre.
- Provide a float for the canteen, bank all monies received by the canteen.
- Keep a detailed record of all receipts and payments transacted for the Centre.
- Issue receipts for all monies received.
- Arrange a bank account and signatories for all accounts.
- Invest money in an interest bearing account/s in such a manner as the Executive Committee may think fit.
- Prepare a financial statement for each meeting.
- At least once in each financial year of the Centre, the accounts of the Centre shall be examined by an independent auditor – this audit should occur as close as possible to the AGM and is to include Club books for auditing.
- The Treasurer of the Centre shall deliver to the auditor a list of all the accounts, books and records of the Centre.

- Document and arrange 'authorisation to expend funds' to Executive positions as required. (e.g. Technical Manager for general repairs, Recorder for paper, ink and stationary etc.) for auditable purposes.
- Ensure Club financial books are viewed and checked by Executive Committee. Clubs will be responsible at their expense to produce a financial statement at the end of each season. Executive Committee have the option to conduct meeting/s with any club during the season.
- Submit a written report to the Secretary for inclusion in the annual Report of the Centre.

## **9. DUTIES OF THE REGISTRAR**

### 9.1. Duties of the Registrar include:

- Attend Registration information, education and training when presented by LAWA.
- Ensure clubs registrars are appropriately educated and trained to process Club registrations.
- Receive from LAWA all registration material and forward to clubs as required.
- Co-ordinate Centre Registration Information day.
- Issue registration numbers, bags and information as required.
- Complete registration information as required.
- Maintain an accurate and up to date Register of Members of the Centre and their postal or residential addresses.
- Ensure all returns are submitted to the Association as required.
- Co-ordinate winter registrations with Winter Competition Manager.
- Provide a monthly registration report for Centre Meetings.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **10. DUTIES OF RECORDS AND RESULTS MANAGER – TRACK**

### 10.1. Duties of the Records and Results Manager – Track include:

- Ensure Results database is updated prior to season commencement with sessions calendar, programs, points etc.
- Print off Starter sheets prior to each competition day.
- Enter results on completion of competition days and forward to club recorders.
- Maintain accurate database of track results.
- Maintain card index of centre records and open records.
- Prepare performance lists as required for relays.
- Prepare and co-ordinate reports for clubs at end of season for Personal Best's and Club Points.
- Ensure centre nominations for awards are conducted and forwarded to Secretary.
- Co-ordinate and arrange PB ribbons and medals for Centre Championships.
- Co-ordinate and arrange ribbons, trophies and awards as required for season windup.
- Update Orange book with awards and achievements.
- Destroy starter sheets for the season following the AGM.
- Provide a monthly report for Centre meetings.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

## **11. DUTIES OF THE CHAMPIONSHIP & OFFICIALS MANAGER**

### 11.1. Duties of the Championship and Officials Manager include:

- Co-ordinate Centre Official education and training prior to season start.
- Encourage Officials to undertake formal education and training under the Australian Athletics Officials Education Scheme (AAOES)



- Co-ordinate Association and Special Meet events to be conducted, including advertising and information for Centre Members.
- Co-ordinate key officials selection for Special Events.
- Act as the Team Manager/Championship Officer for the Centre for Association events.
- Liaise with other centres within Melville's zone to assist in organising zone qualifying rounds of the State Track and Field Championships.
- Enable Clubs to volunteer for key major duties and if no volunteer is forthcoming, the duty is drawn out of a hat on a four yearly basis.
- Co-ordinate the allocation and distribution of roster duties to all clubs.
- Liaise with Club Roster Co-ordinators to ensure officials are available for the safe and efficient conduct of Centre meets.
- Co-ordinate rosters for LAWA events, e.g. relays, Combined Events, zones and states, and other events that the Centre participates in.
- Ensure a roster co-ordinator is available at Association events to facilitate the smooth running of rosters.
- Provide a monthly report for Centre meetings.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **12. DUTIES OF THE ARENA MANAGER**

### 12.1. Duties of the Arena Manager include:

- Ensure arena markings and sites are suitable for competition.
- Ensure track is surveyed prior to season commencement and track/field markings are conducted regularly.
- Co-ordinate the smooth running of the competition program, including commencing the program on time.
- Liaise with the Announcer and Field Arena Manager throughout the day to identify improvements / shortfalls in the program.
- Chair Manager's meetings on competition days (Manager's meetings are for competition specific information).
- Co-ordinate weekly program and initiate changes as required, ensuring Executive Committee concurrence.
- Verify track records, as required.
- In consultation with the Council Liaison Officer, liaise with the Council regarding track condition and requirements.
- Ensure that athletes compete in the correct Centre uniform.
- Ensure the arena is kept clear of spectators.
- Co-ordinate Centre Championships
- Ensure field site rosters are rotated on a four yearly basis, and Clubs are aware of their major sites prior to season commencement.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

## **13. DUTIES OF THE TECHNICAL MANAGER**

### 13.1. Duties of the Technical Manager include:

- Organise busy bee prior to season commencement to verify equipment requirements.
- Recommend purchase of additional equipment as required to meet Centre competition requirements, and purchase as directed.
- Repair, or organise repair of, equipment identified as faulty.
- Ensure all equipment is well maintained and in good working order.
- Co-ordinate musters / inventory sheets for on forwarding to LAWA (required for insurance purposes).
- On completion of season organise busy bee for equipment muster and repair, and clean shed in preparation for winter training.

- Provide a monthly report for Centre meetings.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

## **14. DUTIES OF THE COACHING AND DEVELOPMENT MANAGER**

14.1. Duties of the Coaching and Development Manager include:

- Organise and conduct a centre 'introduction to coaching' course for personnel to attend prior to season commencement.
- Ensure adequate representation by the Centre at Association coaching courses.
- Prioritise Centre applications for coaching courses.
- Maintain a database of Centre Coaches, their qualifications and specialisations.
- Centre Executive may approve annual membership for Athletics Australia (AA) accredited coach for the Centre coach.
- Liaise with specialist coaches to organise Centre training for U12's and above.
- Promulgate coaching sessions on Melville Roar Website.
- Undertake the duties of Centre's Relay Coaching Co-ordinator.
- Select/co-ordinate coaches for all boys and girls relay teams in each age group
- Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams, in conjunction with the executive committee.
- Plan and implement coaching of Centre teams/representatives, as required.
- Plan and implement coaching seminars for the education of coaches and athletes, as required.
- Provide a monthly report for Centre meetings.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **15. DUTIES OF THE SENIORS REPRESENTATIVE**

15.1. Duties of the Seniors Representative include:

- Chair senior sub-committee, as required.
- Report sub-committee meeting outcomes to Melville Athletics Executive.
- Attend Executive Committee meetings
- Establish a link between LAWA and Athletics WA for athletes and coaches.
- Be an informative point of contact regarding pathway in athletics, Athletic Australia rules and regulations and AA/AWA/Senior events.
- Provide a monthly report for Centre meetings.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **16. NON EXECUTIVE COMMITTEE**

16.1. The Non-Executive Committee comprises extra committee positions detailed below in sub-para 17-25.

16.2. Where non-Executive Committee positions require a high profile for members they will be provided with a Committee Shirt in Centre colours to be readily identified as committee members. The shirt should be worn at all Centre meetings and consideration should be given to wearing the shirt at other Special Meetings including State Events.

## **17. DUTIES OF RECORDS AND RESULTS MANAGER – FIELD**

17.1. Duties of the Records and Results Manager – Field include:

- Ensure results database is updated prior to season commencement with season calendar,

- programs, points etc.
- Print off Field Starter sheets prior to each competition day.
- Enter results on completion of competition days and forward to club recorder.
- Prepare performance lists as required for relays.
- Prepare and co-ordinate reports for clubs at end of season for Personal Best's and Club Points.
- Maintain accurate database of track and field records
- Records for events no longer conducted will be archived.
- Such records will be maintained in the records file/database but will no longer be published in the Orange Book.
- Update Orange book with records and as required. Destroy Field Starter sheets for the season following the AGM.
- Provide information to Record and Results Manager – Track for inclusion in the Centre monthly meetings as required.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

17.2. The Records and Results Manager – Field will be provided with a Centre Committee shirt.

## **18. DUTIES OF THE FIELD ARENA MANAGER**

18.1. Duties of the Field Arena Manager include:

- Co-ordinate the smooth running of the field competition program, in close consultation with the Arena Manager for overall co-ordination.
- Ensure field arena markings and sites are suitable for competition, in consultation with Arena Manager.
- Liaise with Arena Manager throughout the day to identify improvements / shortfalls in the program.
- In consultation with the Arena Manager, co-ordinate weekly program and initiate changes as required ensuring Executive Committee concurrence.
- Verify field records as required.
- In consultation with the Council Liaison Officer and Arena Manager highlight areas regarding field condition and requirements to be raised with the Council.
- Ensure that athletes compete in the correct Centre uniform.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

18.2. The Field Arena Manager will be provided with a Centre Committee shirt.

## **19. DUTIES OF THE WINTER COMPETITION MANAGER**

19.1. Duties of the Winter Competition Manager include:

- Represent the Centre at Winter Association Meetings as required.
- Liaise with Registrar to co-ordinate winter registrations and timing chips
- Liaise with Uniform Manager to co-ordinate winter sales of centre uniforms
- Liaise with the treasurer to bank any money.
- Co-ordinate and liaise with Council Liaison Officer for the conduct and running of the Winter program as required.
- Co-ordinate roster requirements for the Winter competition.
- Co-ordinate awards for the Winter competition and submit for Orange book publishing as early as possible.
- Co-ordinate the Winter Wind up and medal presentations.
- Promote the Winter competition throughout the summer athletics season.
- Co-ordinate BBQ and canteen requirements for the Winter Competition.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

19.2. The Winter Competition Manager will be provided with a Centre Committee shirt.

## **20. DUTIES OF THE CANTEEN MANAGER**

20.1. Duties of the Canteen Manager include:

- Operate and manage the Centre's canteen facilities including purchasing, storage and sale of supplies.
- Canteen supplies are to include healthy eating choices.
- Responsible for the accounting of all provisions purchased, sold and held by the canteen.
- Ensure adequate staffing of the canteen. No registered athletes, or persons under 15 are to be canteen staff or inside the canteen.
- Organise coffee van / ice cream van for weekly competitions and collect monies from the coffee van / ice cream van (a percentage of their sales are forwarded to the Centre).
- Ensure auditable documentation is maintained.
- Organise / Co-ordinate BBQ's including provision and payment for gas bottles.
- Ensure monies are transferred to the Treasurer/bank account as soon as practical following each competition.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **21. DUTIES OF THE PUBLICITY AND SPONSORSHIP MANAGER**

21.1. Duties of the Publicity Manager include:

- Advertise the activities of the Centre throughout the local community.
- Draft and submit Media Releases concerning Centre activities and significant achievements.
- Co-ordinate sponsorship and advertising for the Centre Orange Book.
- Co-ordinate lane and website advertising for Centre sponsors.
- Maintain liaison with Centre sponsors throughout the season.
- Co-ordinate Perth Children's Hospital (PCH) fundraising day activities and ensure funds are forwarded to the Association on completion.
- Ensure publicity articles are forwarded to the Association.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **22. DUTIES OF THE FIRST AID OFFICER**

22.1. Duties of the First Aid Officer include:

- Must have an accredited certificate in first aid.
- Ensure there is a designated qualified first aid person at each centre competition.
- On call at Centre competition meetings (Club rostered BBQ duty) to assist to any injuries or illnesses sustained by the athletes or spectators.
- Notify the parent or guardian of any injured athlete immediately.
- Ensure all injuries are recorded in the First Aid Incident register and notify LAWVA of all accidents.
- Ensure first aid supplies are stocked and in date, and ensure ice packs are readily available.
- Provide sunscreen at each Centre competition. Sunscreen to be accessible near the canteen area for athletes use.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **23. DUTIES OF THE UNIFORM MANAGER**

23.1. Duties of the Uniform Officer include:

- Ensure sufficient Centre Uniforms are available for State Events.
- Conduct stocktake of uniforms.
- Co-ordinate sale of uniforms as required.
- Maintain accurate log of transactions for sale of uniforms.
- Liaise with Winter Competition Manager to co-ordinate winter sales of centre uniforms
- Liaise with the treasurer to bank any money
- Maintain accurate log of transactions for sale of uniforms.
- Co-ordinate second hand sales of uniforms, shoes or other items if deemed worthwhile.
- Liaise with seniors uniform manager to coordinate uniform sales.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

23.2. The Uniform Manager will be provided with a Centre Committee shirt.

## **24. DUTIES OF THE WEBSITE MANAGER**

24.1. Duties of Website Manager include:

- Maintenance of the Melville Roar website.
- Ensure up to date and accurate information is available.
- Monitoring of website usage.
- Maintenance of accurate mailing lists.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **25. DUTIES OF THE COUNCIL LIAISON OFFICER**

25.1. Duties of the Council Liaison Officer include:

- Liaise with the Council with respect to the requirements of the Arena to meet competition requirements.
- Liaise with the Council with respect to the requirements of the Centre.
- Liaise with the Council for the conduct of running the winter program.
- Liaise with the Council for conduct of Centre wind up activities.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## **26. RESIGNATIONS**

26.1. Members of the Executive Committee may tender their resignation at any time.

26.2. In the event that only one resignation occurs, the Executive Committee may canvas and appoint interested persons at the next Centre Executive Meeting to fill the vacant position until the next AGM.

26.3. In the event that more than one resignation occurs, nominations shall be called for the vacant positions. If more nominations are received than vacant positions, a Special General Meeting shall be conducted to consider the nominations and make the appointments.

## **27. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING**

27.1. The order of business at the Annual General Meeting of the Centre shall be as follows:

- Opening by the Chairperson – Welcome any special guests.
- Apologies (Secretary).
- Declaration of any Conflict of Interest.
- Confirmation of minutes of the previous Annual General Meeting.
- Business arising.
- Chairperson's report.
- Treasurer's report.

- Reports from all Executive Office Bearers.
- Election of Office Bearers.
- Amendments to the Constitution and By-Laws, if any.
- General Business.

**Note:** All positions on the Executive Committee are declared vacant and nominations sought at the AGM. Written nominations may have been sought prior to the AGM, this however, does not preclude nominations being accepted from the floor.

27.2. Once the new Executive Committee has been duly elected, the proceedings for the remainder of the meeting shall continue to be conducted by the outgoing Chairperson for continuity and to enable sufficient time for the handover of information.

## **28. ORDER OF BUSINESS AT MONTHLY MEETINGS**

28.1. The order of business at monthly meetings of the Executive Committee and Non-executive shall be as follows:

- Opening by the Chairperson – Welcome any special Guests.
- Apologies (Secretary).
- Declaration of any Conflict of Interest.
- Previous Minutes – Confirmation.
- Previous Minutes - Outstanding Action Items.
- Correspondence (Secretary).
- Reports – all Executive Members.
- Progress motions, if any are on the table.
- General Business.
- Review Actions to be undertaken (Action officer and timelines).
- Next meeting.
- Meeting Closure.

**Note:** Club delegates meetings are held every second month during the year.

## **29. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS**

29.1. The business of the Executive Committee shall be conducted with open doors, except upon such occasions as the Executive Committee by resolution may otherwise decide, and which resolution may be moved without notice.

29.2. Upon resolving to proceed with closed doors, the Chairperson shall direct all persons other than Executive Committee members to leave the meeting room.

29.3. The business of the meeting shall proceed with closed doors until the Executive Committee decides by resolution to proceed with open doors, and which resolution may be moved without notice.

## **30. OPEN VOTING**

30.1. Questions arising at a meeting of the Executive Committee shall be decided, in open voting, by a simple majority of Executive Committee members present.

30.2. The Chairperson, or person chairing the meeting, is not permitted to vote on a motion before the Executive Committee unless that person has moved the motion under consideration.

30.3. If the votes equally divided, the Chairperson or person chairing the meeting shall have the casting vote.

## **31. AFFILIATED CLUB VOTING**

31.1. A Club Delegate must vote as directed to do so by the affiliated club.

31.2. A club delegate cannot also be a member of the Executive Committee.

## **32. PROXY VOTING**

32.1. Refer to the MAC Constitution.

## **33. COMMITTEE DECISIONS**

33.1. The Committee, upon conducting a vote are to support the final decision, regardless of their personal opinion. Opposition to a committee decision may be raised at the following committee meeting but only with additional / new supportive evidence.

## **34. FINANCIAL ASSISTANCE TO ATHLETES**

34.1. Athletes selected for State representation and participate in the following events:

- U13 State Representatives for Australian Little Athletics Championships,
  - U15 Multi-Event Interstate Team, or
  - Athletes representing Australia in the U20 World Championships;
- will be eligible for a financial assistance from a pool of \$2000, with a maximum of \$500 per athlete, or as determined by the Executive Committee.

## **35. ASSISTANCE FOR COACHING FEES**

35.1. The Centre will provide reimbursement of fees associated with coaching courses as follows:

- On an individual basis.
- Proof of qualifications is provided, and
- The recipient gives an undertaking of a season commitment with the Centre.
- Reimbursement must be approved by the Centre Executive, with a determination of the reimbursement cost.

35.2. The Coaching/Development Officer is to maintain a record of all qualified coaches.

## **36. ASSISTANCE FOR FIRST AID FEES**

36.1. The Centre will provide reimbursement of fees associated with first aid courses as follows:

- On an individual basis.
- Proof of qualifications is provided, and
- The recipient gives an undertaking of a season commitment with the Centre.
- The recipient fulfils first aid rosters at Centre direction.
- Reimbursement must be approved by the Centre Executive, with a determination of the reimbursement cost.

36.2. First Aid Officer is to maintain a record of qualified First Aid Officers.

## **37. CODES OF BEHAVIOUR / ETHICS FOR ATHLETES**

37.1. Codes of Behaviour / Ethics for Athletes include:

- Compete for the 'fun of it'. Be a good sport and a keen yet friendly competitor
- Play by the rules. The rules of competition ensure a safe and equal footing for all competitors.

- Never argue with the volunteers running events. Be respectful and obedient to all volunteers. Without them we would not have a competition. To hear “thank you” means a lot to our helpers.
- Be a good sport. Cheer other athletes when they perform and try to shake hands with your fellow competitors at the end of an event.
- Never put down another person. Do not ridicule others either in their performance or personal appearance.
- Never threaten or use violence against another person. Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
- Rude and / or inappropriate gestures or language will not be tolerated.
- Listen for your events to be called. Be quick to your marshalling area. This makes it a lot easier for volunteers to get your events underway as quickly as possible. Once called, events will not be held up waiting for the athlete, unless there is a clash of events and the Arena Manager has been informed.
- Wear your club colours with pride. When you wear your uniform you represent the Centre. Be proud of who you are.

37.2. The principles of natural justice are to be observed when making decision on breaches of the Codes of Behaviours and any penalties for such breaches.

37.3. Any penalties that are imposed are to be appropriate to the seriousness of the breach.

37.4. Any key official on site may issue a warning to an athlete who has broken the code of conduct/behaviour and the Arena Manager must be informed immediately.

37.5. Any executive committee member may issue a warning to an athlete who has broken the code of conduct/behaviour. This warning must be noted immediately to the Centre Chairperson, and the athlete’s parents advised.

37.6. Any key official or executive committee member may initiate a second warning but must do so through the Arena Manager/Field Arena Manager or Centre Chairperson immediately.

37.7. An athlete who has received two previous warnings will then be issued a penalty under the Centre guidelines.

37.8. Below are recommended guidelines for the Centre for breaches of the codes of behaviour. All penalties imposed by Centres/Clubs that involve suspensions that extend beyond the day on which the breach occurred must be notified to the Association Office.

**Note:** The guideline penalties below are a recommended minimum only.

	<b>1st Offence</b>	<b>2nd Offence</b>
Physical Abuse	Remainder of that competition day and the next competition day.	Remainder of that competition day and a ban on the next 3 weeks of competition.
Abusive/Threatening Language	Ban for the remainder of the competition day	2 week ban from competition
Disrespect for rules	Ban for the remainder of the competition day.	2 week ban from competition



## 38. CODE OF BEHAVIOUR / ETHICS FOR PARENTS AND SPECTATORS

38.1. Code of Behaviour / Ethics for Parents and Spectators include:

- Remember children participate in sport for their enjoyment not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Influence children to always play by the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell abuse at a child for making a mistake or losing at competition.
- Never threaten or use violence against another person. Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation to and join in as a volunteer. Without them your child would not be able to compete.
- Respect the rights dignity and worth off everyone regardless of their gender, ability and cultural or religious background.
- Applaud the performance and efforts of all athletes.

38.2. The principles of natural justice are to be observed when making decision on breaches of the Codes of Behaviours and any penalties for such breaches.

38.3. Any penalties that are imposed are to be appropriate to the seriousness of the breach.

38.4. Any key official on site may initiate a warning to a parent/spectator who has broken the code of conduct/ behaviour through the Arena Manager.

38.5. Any executive committee member may issue a warning to a parent/spectator who has broken the code of conduct/behaviour. This warning must be noted immediately to the Arena Manager / Field Arena Manager and Centre Chairperson.

38.6. Any key official or executive committee member may initiate a second warning but must do so through the Arena Manager or Centre Chairperson immediately.

38.7. A parent/spectator who has received two previous warnings will then be issued a penalty under the Centre guidelines.

38.8. Below are recommended guidelines for the Centre for breaches of the codes of behaviour. All penalties imposed by Centres/Clubs that involve suspensions that extend beyond the day on which the breach occurred must be notified to the LAWA Office.

**Note:** The guideline penalties below are a recommended minimum only.

	<b>1st Offence</b>	<b>2nd Offence</b>
Physical Abuse	4 week ban from competition	Ban for the remainder of the season.
Abusive/Threatening Language	Ban for the remainder of the competition day	2 week ban from competition
Disrespect for rules	Ban for the remainder of the competition day	2 week ban from competition

## **39. MEMBER CODE OF CONDUCT**

39.1. All members shall:

- Treat all other members with due respect and dignity.
- Not act in a manner unbecoming or demeaning to other members
- Not bring the Centre into disrepute.

## **40. MEMBERSHIP TERMINATION OR REJECTION**

40.1. The Executive Committee may suspend or expel a person from being or becoming a member of the Centre if, in the opinion of the Executive Committee, that person has committed a breach of Centre rules and policies, the Centre's Constitution or By-Laws or, has undertaken any other action that is unbecoming or contrary to the interests of the Centre and/or the Association.

40.2. Membership can be withdrawn under Rule 40.1 above by vote of more than 50% of the Centre Executive.

40.3. Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.

40.4. The Centre may reject an application in a subsequent year based on non-compliance from the member to the Centre rules and policies, Centre's Constitution or By-Laws or action that is unbecoming or contrary to the interests of the Centre and/or Association.

## **41. PARENT PARTICIPATION (includes Guardians and Carers)**

41.1. Athletics can only operate effectively when parents support each other. Parents will be required to participate through rostered duties as allocated by your Club/Centre.

41.2. Officials are required to sign on with the Co-ordinator of Officials against their allocated rostered duty. Officials should be signed in by 0735 / 1635 at the latest so as to commence the program on time.

41.3. If a parent fails to participate by not completing their allocated rostered duty they will be given a formal written warning by the Club Manager which may be transmitted by mail or electronically. The allocated roster duty must have been advised more than 7(seven) days in advance. The club must take into consideration family situation and reasons for non-compliance.

41.4. Failure to complete a rostered duty on a second occasion will result in a second formal written warning by the Club Manager, which may be transmitted by mail or electronically. The Centre Chairperson will be advised of the failure to complete a second allocated rostered duty and will log the incident for future reference.

41.5. Failure to complete further rostered duties following two formal warnings, may result in the family athletes not being allowed to compete at the Centre for the remainder of that season. Consideration will also be given to not permitting the family to register with the Centre the following season.

## **42. WORKING WITH CHILDREN REGULATIONS**

- 42.1. Any Volunteer who is not a parent or guardian of a child participating, must possess a Working with Children (WWC) clearance. Application can be made at a Post Office or online at [www.checkwwwc.wa.gov.au](http://www.checkwwwc.wa.gov.au)
- 42.2. These forms are to be given to the Centre Secretary who will maintain a register. If a WWC clearance is not held the person cannot officiate or be involved in the organisation of children.

## **43. SUNSMART PROTECTION POLICY**

- 43.1. The health of members and supporters is our primary concern. We will actively see to promote, encourage and support sun protection at meetings, training and competitions.
- 43.2. The Centre acknowledges that skin cancer is a major public health problem in Australia with two out of three people requiring treatment for some form of skin cancer in their lifetime. We recognise that skin cancer is preventable and will actively promote, encourage and support sun protection at meetings, training and competition.
- 43.3. The Melville Athletics Centre is aware that children are especially susceptible to the sun's rays and that skin cancer can be prevented.
- 43.4. The following strategies have been adopted:
- Where possible, competition and training shall be scheduled outside the hours of 12:00 and 3:00 pm.
  - The centre will maximise the use of natural shade provided by trees, buildings and portable shades.
  - Individuals will be encouraged to bring their own shade structures to activities.
  - Where possible, portable shade will be provided at all marshalling areas.
  - Executive members, officials and volunteers must be seen setting a sun smart example (e.g. shirt with sleeves, hats, sunglasses etc.)
  - All athletes should be wearing sun safe attire at competition and whilst exposed to the sun. Hats or caps should be worn except when in the action of competing. (ie wear hats in lines awaiting throw/jump as appropriate).
  - The Centre shall provide sunscreen near the canteen area.

## **44. HEAT AND HYDRATION GUIDELINES**

- 44.1. It is recommended that if extreme temperatures are likely to occur, parents and officials should take extra care to ensure athletes are sufficiently hydrated and shade is provided.
- 44.2. All athletes should be educated on the importance of sun safety and how to be sun smart.
- 44.3. Regular announcements of the PA system will be made in extreme temperatures reminding those competing that they should keep hydrated, apply sunscreen and remain in the shade wherever possible.
- 44.4. Consideration will be given to postponing or cancelling events if the ambient temperature is expected to be above 40°C for an extended period of time during the competition period. This decision will be made by the Arena Manager and Centre Chairperson in consultation with a minimum of four members of the Centre Executive and four Club Managers (or their delegated representative).
- 44.5. If a Centre meet is postponed or events cancelled, these events will not be made up in subsequent Centre meets.

## **45. WET WEATHER POLICY**

- 45.1. A decision to cancel, modify or postpone a scheduled Centre meet due to prevailing weather shall be made no sooner than 30 minutes after the official starting time at a duly convened meeting attended by the Arena Manager and Centre Chairperson in consultation with a minimum of four members of the Centre Executive and four Club Managers (or their delegated representative).
- 45.2. If significant rain has fallen overnight or in the lead up to competition, the track and field will be inspected prior to competition commencement with safety of the athletes being paramount.
- 45.3. In the case of a thunderstorm the '30-30 rule' should be observed:
- Once the 'flash to bang' (lightning to thunder) reaches 30 seconds or less, all events should be postponed or cancelled and all individuals instructed to take appropriate shelter.
  - The competition should not resume until at least 30 minutes after the last sound of thunder or flash of lightning, and conditions are completely safe.
  - Each time lightning is observed or thunder is heard, the 30 minute clock should be re-started.
- 45.4. If a Centre meet is postponed or events cancelled, these events will not be made up in subsequent Centre meets.

## **46. SMOKE FREE POLICY**

- 46.1. The Centre recognises that passive smoking is hazardous to health and that non- smokers should be protected from the involuntary inhalation of tobacco smoke. Accordingly, smoking is prohibited in ALL areas of competition and in the clubrooms and its surrounds. This also includes ALL functions organised by the Centre or Association.
- 46.2. The following strategies have been adopted to promote a Smoke Free environment;
- Cigarettes shall not be sold by the Centre.
  - Executive members, coaches and officials shall not smoke in view of the public or athletes during the lead up to and conduct of Little Athletics events.
  - All Centre meetings and functions shall be smoke free.
  - All areas within the Centre will be Smoke Free, including clubrooms, canteen, changing rooms, toilet blocks, spectator areas, and competing areas.
  - All visitors will be required to observe this policy.

## **47. PRIVACY**

- 47.1. The Centre collects personal information in order to provide you with the services and information associated with membership of Little Athletics.
- 47.2. The information collected is supplied by the parent upon registration of an athlete for each new season of Little Athletics.
- 47.3. Your personal information may be used in order to provide the services you require or request. Providing this information allows the Association and the Centre to administer and manage those services and to inform you of additional services/opportunities that may be available to you as a result of your child's membership.
- 47.4. The Association or the Centre may, on occasions, utilise your personal information for the purpose of researching and developing our services.

47.5. We may also use your personal information to promote the products/services offered by related organisations and our sponsors.

## **48. RESPONSIBLE ALCOHOL MANAGEMENT POLICY**

48.1. The Centre is aware that alcohol, when misused can cause harm to the drinker and others. A responsible drinking policy has been adopted so as to reduce risks and avoid problems.

48.2. The following strategies have been adopted:

- There will be no sale of alcohol during the conduct of any Centre meets or functions.
- Consumption of alcohol during the conduct of Twilight meets is not encouraged.
- It is an offence under Western Australian alcohol laws for persons of any age to drink in public, such as on the street, park or beach. Penalties will apply if deemed to have not upheld the rules/law in a public space.
- Intoxicated persons will be strongly encouraged to depart the competition arena.

## **49. ACCIDENTS AND FIRST AID**

49.1. All accidents are to be reported immediately to the First Aid Officer. A small first aid area is available inside the roller door of the gym/equipment shed during each competition.

49.2. An Injury Report Form must be completed and lodged with the First Aid Officer for injuries deemed serious.

49.3. The club hosting the BBQ will be the club responsible for First Aid that day.

49.4. Clubs are also requested to have their own first aid kits on site each Saturday for minor injuries such as band aids for blisters.

49.5. Claims are to be forwarded to LAWA.

## **50. INSURANCE**

50.1. All registered members, participants trialling before becoming a member, coaches, voluntary workers and officials are insured whilst engaged in any official Association, Centre or Club activity including, but not limited to, training sessions, working bees and officiating.

50.2. Athletes are automatically insured as part of their registration.

50.3. Parents/guardians must sign on when officiating to ensure coverage.

50.4. The insurance cover reimburses up to 100% of non-Medicare expenses or expenses recoverable from any Medical or Hospital Benefit Scheme. More details can be obtained from the Association website.

50.5. Each club is to provide an attendance book at training for coaches and parent help to sign in for each training session for insurance purposes.

## **51. PHOTOGRAPHS**

51.1. Athlete photos are only to be used for the Melville Website or promotional material where parents have given prior permission.

51.2. Personal taking private photographs are to restrict photography to their child only as far as practical. Any inappropriate photographic material is considered an ethical issue and as such a breach of behaviour / code of ethics for parent or spectators and will result in disciplinary action.

51.3. See LAWA Policies for further clarification, if required.

## **52. EMAILS**

52.1. Emails sent to the wider membership of the Centre should be sent using the 'blind carbon copy' (BCC) email addressing option to restrict on forwarding of email details.

## **53. CENTRE CAPTAINS**

53.1. The Executive Committee shall seek nomination from interested U16/17 athletes and shall appoint two Centre Captains each year. Centre Captains can be any gender make up depending on nominations, however only two Centre captains will be selected. The appointment of Centre Captains shall be made as soon as possible after the first running day of the season. The Centre Captains will be the Centre representatives, as required.

## **54. VISITORS TO CENTRE COMPETITIONS**

54.1. Visitors to Centre Competitions are welcome. If advised early, and PB's are provided they may be placed in competitive heats. Otherwise, visitors will be placed in early throws and in last heats to ensure minimum disruption to the Centre competition.

## **55. USE OF CENTRE EQUIPMENT**

55.1. Centre Equipment may be used by a Centre Coach, for Centre Athletes during promulgated coaching sessions as directed by the Centre Coaching/Development Officer.

55.2. Centre Coaches restricting their coaching sessions to a particular group of athletes, must have the express permission of the Centre Executive prior to being granted access to Centre equipment.

55.3. Accredited coaches, not a member of the Centre, requesting use of Centre equipment, must seek the express permission, in writing, to the Executive Committee. The Executive Committee may impose any terms and conditions that it thinks fit, in granting permission for any such use.

55.4. Athletes may warm up with centre provided equipment under the supervision of a coach provided Committee permission is granted. Borrowed equipment must be returned on completion of the event.

## **56. ARENA ACCESS**

56.1. The Centre encourages support of the athletes but this must be done in a safe area clear of the arena, the track finish line and recording areas.

56.2. Breach of this policy will be considered a breach of the spectator code of behaviour and may result in a ban from competition.

56.3. Athletes with disabilities that require specific parental supervision will be required to notify Arena Manager through Club Manager, to provide an exemption to this policy.

## **57. CLUB ROSTERS**

57.1. Each Club is allocated a field site as their primary roster duty. The club is responsible for ensuring the efficient running of this site for the duration of the season. This includes:

- Ensuring key officials are fully conversant with the rules of competitions.

- Key officials should be encouraged to completed the Level 1 Officials examinations, as a minimum. Visit LAWA and/or Athletics Australia (AA) website for further information and completion.
- All equipment for the site is collected from the shed prior to competition start and the site is set up my 0745 for morning meets and by 1645 for twilight meets.
- First event for the day commences on time. Key officials are not to wait for late competitors for the first competition start.
- All equipment for each site is packed up and returned to the shed in an efficient manner.
- Report any defects or deficiencies to the Equipment Manager immediately.

57.2. In 2012 Clubs drew their roster from a hat for the commencement of the 2012/13 season. In 2013/14 the decision was made to ensure the rotation of field sites did not occur during an Olympic or Commonwealth Games year due to the loss of corporate knowledge and subsequent program impacts at the commencement of the season. The field rotation will occur at commencement of season 2017/18 and then every 4 years thereafter. The sites will be rotated as follows:

- Long Jump.
- Discus.
- High Jump.
- Shot Put.
- Triple Jump.
- Javelin.

## 58. OTHER DUTIES

58.1. **Major Duties** - It is acknowledged that some equipment duties require significant volunteer input to run or specific expertise for efficient operations of Centre Competitions. Clubs will be given the option to volunteer for these specific duties. If no volunteers are forthcoming the key major role rosters will be allocated following the drawing out of a hat. These rosters will be assigned on a four yearly basis and consideration will be given to providing an exemption for clubs with less than 50 members. Club managers are to take an active role in ensuring their club can commence the season with sufficient members with the expertise and experience to fulfil the major duties. Rotation of major duties will commence as per site rotations.

58.2. Major duties include: timing gates (straight and circular), key walk judge, announcer, and starters.

58.3. **Other duties** - All remaining duties will be distributed between clubs as deemed appropriate by the Co-ordinator of Officials. Initial distribution of duties will be distributed proportionally based on the previous year's registration numbers. This will be realigned two weeks into the season and again at four weeks into the season as a minimum.

58.4. Other duties include: hurdles, age group managers (U6 to U10), walk assistants and lane officials.

## 59. CENTRE AWARDS AND POINTS

59.1. Centre awards are based upon the points system using a central database. Points will be awarded for each event the athlete participates in, during the Centre competition (excluding Championship weeks).

59.2. Track and Field points are accumulated throughout the season and combined following the last competition program (excluding Championship weeks). These points will determine Age Group Champions and Runner Up.

59.3. Points are not distributed to competitors as they are used as the basis for Centre Awards.

## 60. RIBBON ACHIEVEMENTS

- 60.1. The Centre strongly encourages striving for personal achievement through the ribbon achievement system. Each athlete has the opportunity to earn either a Green, red or blue ribbon according to their achievement in each event.
- 60.2. The ribbon achievement levels are updated every 3-4 years and based on mean accumulated performance over previous years. A blue achievement is aligned to top 10%, red achievement is aligned to next 40% and green achievement is aligned to the next 30%.
- 60.3. A ribbon of the corresponding colour can be achieved through the accumulation of a specific number of events as highlighted in the Centre 'Orange Book'.
- 60.4. The ribbons are presented to athletes, through their clubs once a year at the end of the season.
- 60.5. An athlete who achieves the blue level in a specific number of events, as detailed in the Centre 'Orange Book', will be presented a Gold Achievement Award at the end of year presentations.

## 61. PARTICIPATION MEDALS

- 61.1. U6, U7, U8 and U9 athletes who have participated for more than half the season will be presented with a participation medal at the end of year presentations.

## 62. PERPETUAL TROPHIES

- 62.1. Each club is to submit nominations for Perpetual Awards to the Centre as promulgated by the Secretary to meet LAWA submission dates. The Secretary is to forward Club nominations and justifications for all perpetual awards, to Executive Members to allow sufficient review time. A vote for nominations will generally occur in the first Executive Committee meeting scheduled for February, to allow sufficient time for appropriate engraving and submission of paperwork to LAWA.
- 62.2. Perpetual Trophies are as follows:
  - **Tom Wilson Award** – this award was introduced at the conclusion of the 2007/08 season by the Wilson family to honour the memory of their son Tom Wilson who was tragically taken from the MAC community. This award reflects Tom's fun-loving spirit and enthusiasm for running and being a happy participant no matter the result. The award goes to the athlete who is not necessarily the best athlete but is always happy to try their hardest. This is a Melville Centre award.
  - **Personal Best Award** – The MG Bassett Trophy will be presented to the athlete who achieves the greatest improvement in performances over the season. This is known as the PB Trophy. This is a Melville Centre award and is determined by the recorder through the recording database.
  - **Independent Little Athletes of the Year** – These awards – one for boys and one for girls in the U15 age group only, are presented on the final day of the State Championships by LAWA. Each Centre throughout the State may nominate a maximum of one boy and one girl from their respective Centre, bearing in mind the criteria: 'The child who has the potential to go on and possibly become a State or National Champion Athlete'. The athlete must also have won an individual medal at the previous state Track and Field Championships, Multi Event State Championships or Winter State Championships. The



recipients are selected from Centre nominations by LAWA Board of Management. The Centre nominee/s will also receive a Melville award.

- **Centre Sportsmanship Award** – The Sportsmanship award is presented to an U15 athlete who, in the opinion of the Executive Committee, best complies with the criteria for the LAWA Doug Hancy Award. The recipient is considered to be a mentor for younger athlete and will become the Centre’s nominee for this prestigious award. Each Centre is able to nominate one boy and one girl who meets the following criteria:
  - Competes regularly in all events
  - Assists at club and Centre Level
  - Is respected by other athletes, officials and parents.
  - Endeavours to uphold the Little Athletics Code of Conduct at all times.
  - Shows sportsmanship, courage and maintains an effort to do better.
  - Honest and friendly.
- **Open Champion Club** – The Open Champion Club shield is presented to the club with the highest aggregate total of points scored by all its athletes. The shield is to be retained for one year and a replica is also presented for permanent retention by the Club. The inaugural year for this award was 1996/97.
- **Champion Club** – The Champions Club shield is presented to the club with the highest points, based on the total points scored by all its athletes, divided by the number of registered athletes in the club. This shield is to be retained for one year and a replica is also presented for permanent retention.
- **Coach’s Winter Award** – A coach’s award is presented annually to a winter athlete who shows dedication to the sport. This is a Melville Centre Award and presented on completion of the Winter Season.
- **Mitchell Allomes Memorial Award** – winter – This perpetual award is presented to a winter athlete who displays enthusiasm over the season and is a regular participant.

## 63. ATHLETE SERVICE AWARDS

- 63.1. The Centre has a service award for athletes that have completed five (5) year’s, eight(8) year’s and eleven year’s (11) service at the Centre.
- 63.2. Athletes that have completed 11 years of continuous service at the Centre are made Athlete Life Members.
- 63.3. This is awarded during the year of achievement and presented during the end of year presentations.
- 63.4. The Association has an eight (8) year service award for athletes that have completed eight years’ service to Little Athletics. In 2013 the Association introduced an 11 year award to acknowledge athletes who have progressed from U7 – U17’s. This award is presented at State Championships.
- 63.5. The 2018/2019 age group alignment will be catered for to ensure no athlete is disadvantaged.

## 64. VOLUNTEER AWARDS

- 64.1. In recognition of parent support over the years, the Association provides a number of awards for officials, administrator and coaches and service awards.
- 64.2. Clubs must provide nominations for all volunteer awards to the Centre Executive by the Centre closing date.

## **65. CENTRE CHAMPIONSHIPS**

- 65.1. The final two weeks of Centre Competition are reserved for the Centre Championships. Every athlete is encouraged to participate in this competition.
- 65.2. The first three place getters in each age group will be awarded either a gold, silver or bronze medal. If there are five (5) or less registered athletes in an age group, only gold medals will be awarded.
- 65.3. Only athletes that have competed in an event, a minimum of three times, during the Melville Little Athletics Centre program season will be eligible to compete in that event during the Centre Championships. The only exceptions to this is rule are as follows:
- 65.4. Athletes in the U17 age group, whom only need to compete in an event on two (2) occasions.
- 65.5. Athlete that cannot compete after registering with MAC, due to extenuating circumstance. The exemption shall be qualified by a written request via the athletes Club Manager to the Executive Committee, whereby an assessment will be made on a case by case basis on the approval of the exception. The athlete is to make every attempt to compete in an event on three (3) occasions.
- 65.6. U16 and U17 registered athletes will compete as one age group during Centre Championships.
- 65.7. Points and ribbon achievements will not count during Centre Championships.
- 65.8. Personal Best Ribbons will be awarded to athletes aged U6 to U13 that achieve a Personal Best during the two weeks of Centre Championships.

## **66. TRACK & FIELD RELAY SELECTIONS**

- 66.1. The Centre Executive may delegate team selections to the Coaching & Development Manager (and subsequent individual coaches) but will maintain overarching authority where a dispute may be raised.
- The Centre Coaching & Development Manager will assign coaches to teams. Coaches may volunteer their status or the Centre Coaching & Development Manager may approach suited coaches. Where there is more than one volunteer per team the Centre Executive will select the team coach, based on coaching ability, experience and ability to communicate and relate to the athletes.
- 66.2. The following guidelines for selection of MAC Track relay teams are as follows:
- In the first 4 weeks of the MAC season, all athletes will have the opportunity to have two times recorded for the 100M, 200M and 400M depending on age group. If a competition in the first 4 weeks is cancelled for any reason a 'make up' competition may be held.
  - At the conclusion of the first 4 weeks the 5 fastest available runners will be named as the team, with the final team selection to be determined by the coach.
  - Eligible athletes have the right to withdraw their availability, but must do so by the end of week 5 of the MAC season. If an athlete withdraws their availability after the commencement of week 6 of the MAC season they will be ineligible for selection to a field relay team.
  - Once the track relay team has been selected and volunteer status of athletes confirmed, the athlete's position in the track relay team is assured, irrespective of future results.
  - An athlete that has not competed in the event at MAC competition or has registered after the first 4 weeks will not be eligible for team selection unless there are insufficient athletes in the age group to form a team.

## **67. RELAY COACHES**

- 67.1. All coaches must be clear in their communication, specific in their instructions and manage interactions with athletes and parents within the Centre's Code of Conduct agreement.
- It is the objective of the coach to work with the above selected athletes to improve their understanding of relays (including changes).
  - Coaches are advised to be clear in their final team selections, particularly the discretion as to who runs in what event, their running position, and whether the athlete runs in the heat or final.
  - If an underage coach/athlete is selected they must nominate an overseeing adult to shadow their team management.
  - Each track relay coach is to co-ordinate training sessions for their athletes.
  - An athlete's inability to attend scheduled training sessions must be discussed with the team coach in the first instance as this may impact on their final selection.
  - Coaches are required to approach individual athletes/families of their team to inform them of their selection and determine their volunteer status.
  - Final track teams are to be advised to the Coaching & Development Manager who must submit the relay teams to the Championships & Officials Manager to meet the LAWA directed submission timeframe.
- 67.2. The following guidelines for selection of MAC Field relay teams are as follows:
- In the first 4 weeks of the MAC season, all athletes will have the opportunity to have two distances recorded in eligible relay events (as prescribed by LAWA) in their respective age group.
  - At week 6 of MAC competition the 4 best athletes (1 athlete per event) that have not committed to a track relay team will be named as the field relay team.
  - Eligible athletes have the right to withdraw their availability, but must do so by the end of week 7 of the MAC season.
  - An athlete that has not competed in the event at MAC competition or has registered after the first 5 weeks will not be eligible for team selection unless there are insufficient athletes in the age group to form a team.
  - If an athlete has indicated their volunteer status to compete for track selection they will be ineligible for selection to the field relay team.
  - Once the field relay team has been selected and volunteer status of athletes confirmed, the athlete's position in the field relay team is assured, irrespective of future results and / or an athlete missing out on selection for the track team.
  - The Coaching & Development Manager may schedule additional training for the athletes selected in the field relay. This training is not compulsory but is strongly encouraged to further develop athlete skills and competitiveness to ensure the Centre submits the strongest team possible.

## **68. NOMINATIONS TO ASSOCIATION EVENTS**

- 68.1. The Championships and Officials Manager is responsible for co-ordinating nominations to Association Events including State Relays, State Combined event, Zones and States.
- 68.2. Event details, including nomination information will be advertised on the Centre noticeboard and on the Centre Website.
- 68.3. Registration for events will be via Results HQ, which may include payment for the nominated event.
- 68.4. A condition of nomination to Association events is that a parent must be available for a

roster. Failure to conduct a nominated roster may impact the athlete's eligibility to register the following season.

## **69. CLASH OF EVENTS AT ASSOCIATION COMPETITIONS**

69.1. Where there is a clash of track and field events at State and Association events, the Centre Team Manager must be notified in the first instance.

69.2. In the event of a clash, the athlete will be escorted by an official to their event. Every effort will be made to ensure the athlete is able to compete fully.

## **70. PROTESTS AT ASSOCIATION COMPETITIONS**

70.1. The Centre will nominate a Team Manager at each Association event. Any queries, concerns or issues by Centre members must, in the first instance, be passed to the Centre Team Manager. If a protest is to be submitted the Team manager, or their representative, will do so in accordance the LAWA rules.

70.2. No Centre member is to directly approach the officials on site.

## **71. RULINGS**

71.1. As much as practical ,consultative Executive committee decisions are to be made, however there are times that this may not be possible or practical. In this case a decision from the Centre Chairperson is to be sought.