



BY-LAWS
OF THE
MELVILLE
LITTLE ATHLETICS
CENTRE

December 2013

Change History

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1. RULES FOR COMPETITION

- 1.1. The Centre's Rules for Competition shall be published in the Centre's annual handbook (known as the 'Orange Book') which is distributed to all registered little athletes families, sponsors and life members. This book will also be made available electronically on the Melville Roar website.
- 1.2. Amendments to Rules for Competition must be accepted by the Committee at a Centre Executive meeting. Rules are not permitted to be amended mid season unless there are extenuating circumstances and must be accepted by 75% of members present.
- 1.3. Notification of any proposed 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 no advertising logos greater than 5cm x 3cm are allowed. (Black tape can be placed over logos if needed.). Stitching must be black in colour.
- 2.3. Only short sports socks are to be worn.
- 2.4. Changes to the Centre uniform must be approved by the Association in accordance with WALA constitution.
- 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 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). 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.
- 2.8. Shirts must be tucked in prior to event commencement.
- 2.9. For Centre competitions, an athlete's performance will be not recorded if they are out of uniform.
- 2.10. For State competitions, an athlete not wearing the correct uniform may be disqualified.

- 2.11. 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.

3. DUTIES OF THE CLUBS

3.1. The Clubs shall:

- Ensure they become affiliated with the Centre before 30 June each year.
- Provide a delegate to each Centre meeting.
- 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 and strapping tape 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.
- 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 available on the registration form.
- 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.

4. EXECUTIVE COMMITTEE

- 4.1. The Executive Committee comprises Core Executive positions detailed below, and one (1) delegate per club.
- 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.
- 4.3. Executive Committee members are to aim to gain qualifications as key officials so as to be able to provide informed advice at Centre competitions whilst serving on the Executive.

5. DUTIES OF THE CHAIRMAN

5.1. Chairman duties include:

- Chair monthly meetings of the Executive Committee.

- Chair Special General Meetings and Annual General Meetings (AGM).
- 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.
- Chair Manager's meetings on competition days (Manager's meetings are for competition specific information).
- In the case of tied vote, shall have the casting vote.
- Ensure preparations are made for Centre Registration and Centre Competition days.
- Enforce Codes of Behaviour.
- Co-ordinate Orange Book for publishing.
- Represent the Centre at Association meetings 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 CHAIRMAN

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

7. DUTIES OF THE SECRETARY

7.1. Secretary duties include:

- Take minutes of all meetings and forward copies to the Executive Committee, club delegates and WALA 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 for meeting 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.
- Ensure minutes of each Meeting are distributed to the Executive within a week of the meeting being held.
- Maintain updated database of life members and ensure relevant correspondence is forwarded to life members.
- Co-ordinate WALA Awards.
- Maintain updated database of volunteer's service.
- Represent the Centre at Association meetings 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 handle affiliations, registrations, injury claims 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.
- 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 to all cheques.
- 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. (eg Equipment 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:

- Receive from the Association all registration material and issue forms and cards to affiliated clubs.
- Co-ordinate Centre Registration day.
- Receive from affiliated clubs the required registration papers and fees.
- Issue registration numbers, bags and information as required.

- Forward one copy of the registration card, together with the required summary and remittance, to the Association Registrar, in accordance with instructions in the Association's rules.
- Forward a copy of the registrations to the Centre's officers responsible for maintaining the Centre's Results System.
- 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.
- 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 dates, programs, points etc
- Print off Starter sheets prior to each competition day.
- Enter results on completion of competition days and forward to club recorders and post to website.
- Maintain accurate database of track records and forward to Field Recorder for recording.
- Prepare performance lists as required for relays and as requested by WALA.
- Co-ordinate and enter zones entries and onforward to WALA
- 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 ribbons, trophies and awards as required.
- Update Orange book with awards and achievements.
- Destroy starter sheets for the season following the AGM.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

11. DUTIES OF RECORDS AND RESULTS MANAGER – FIELD

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

- Ensure results database is updated prior to season commencement with dates, 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 and post to website.
- Prepare performance lists as required for relays and as requested by WALA.

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

12. DUTIES OF THE CHAMPIONSHIP & SPECIAL EVENTS OFFICER

12.1. Duties of the Championship and Special Events Officer include:

- Co-ordinate the Centre Championships.
- Co-ordinate Association and Special Meet events to be conducted, including entry, key officials selection, program, venue and checking out the ground and other technical aspects. This may involve the Arena manager, technical officer and controller of Officials.
- Ensure entry of athletes for all events outside Centre meets are accurate and are submitted prior to final closing dates.
- Represent the Centre at events outside the Centre.
- Act as the 'Protest Officer' for the Centre for Association events.
- Ensure there are sufficient Centre uniforms for athletes as required.
- Liaise with other centres within Melville's zone to assist in organising zone qualifying rounds of the State Track and Field Championships as per the Association Championship manual.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

13. DUTIES OF THE OFFICIALS CO-ORDINATOR

13.1. Duties of the Officials Co-ordinator include:

- Ensure field site rosters are rotated on a two yearly basis, and Clubs are aware of their major sites prior to season commencement.
- Enable Clubs to volunteer for key major duties and if no volunteer is forthcoming, the duty is drawn out of a hat on a two 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 WALA events, eg relays, multis, 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.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

14. DUTIES OF THE ARENA MANAGER

14.1. 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 commencement of the program on time.
- Liaise with announcer and Field Arena Manager throughout the day to identify improvements / shortfalls in the program.
- 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.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

15. DUTIES OF THE FIELD ARENA MANAGER

15.1. 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.

16. DUTIES OF THE WINTER COMPETITION MANAGER

16.1. Duties of the Winter Competition Manager include:

- Represent the Centre at Winter Association Meetings as required.
- 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 through 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.

17. DUTIES OF THE EQUIPMENT MANAGER

17.1. Duties of the Equipment Manager include:

- Organise busy bee prior to season commencement to verify equipment requirements.
- Recommend purchase of additional equipment as required meeting centre competition requirements, and purchasing as directed.
- Repair, or organise repair of equipment identified as faulty.
- Ensure all equipment is maintained in a safe and good working order.
- Co-ordinate muster / inventory sheets and pass to Secretary for on forwarding to WALA (required for insurance purposes).
- On completion of season organise busy bee. Required for equipment muster and clean shed in preparation for winter training.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

18. DUTIES OF THE COACHING CO-ORDINATOR

18.1. Duties of the Coaching Co-ordinator include:

- 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.
- Liaise with the Development Officer regarding conduct of the centre 'introduction to coaching' course for personnel to attend prior to season commencement.
- Centre Executive may approve membership for Athletics Australia (AA) and Australian Track and Field Coaches Association (ATFCA) with Centre coach promulgated coaching information to other Centre Coaches.
- Liaise with specialist coaches to organised 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.
- Plan and implement coaching of Centre teams/representatives as required.
- Submit a written report to the Secretary for the inclusion to the Annual Report of the Centre.

19. DUTIES OF THE CANTEEN MANAGER

19.1. Duties of the Canteen Manager include:

- Operate and manage the Centre's canteen facilities including purchasing, storage and sale of supplies.
- 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.
- Organise coffee van / ice cream van for weekly competitions and collect monies from the coffee van / ice cream van (percentage of sales is given 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.

20. DUTIES OF THE PUBLICITY AND SPONSORSHIP MANAGER

20.1. 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 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 PMH 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

21. DUTIES OF THE FIRST AID OFFICER

21.1. 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 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 responsible to notify WALA 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.

22. DUTIES OF THE DEVELOPMENT OFFICER

22.1. Duties of the Development Officer include:

- Recruit and organise officials for the safe and efficient conduct of Centre meets.
- Organise with clubs instruction and training for officials.
- Co-ordinate with clubs / executive, key official exams to ensure qualified and experienced parents on site.
- Co-ordinate centre 'introduction to coaching' course for personnel to attend prior to season commencement.
- Plan and implement coaching seminars for the education of coaches and athletes as required.
- 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 available for State Events.
- Conduct stocktake of uniforms.
- Co-ordinate sale of uniforms as required.
- Maintain accurate log of transactions for sale of uniforms.
- Co-ordinate second hand sales of uniforms, shoes or other items if deemed worthwhile.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

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 a 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 Chairman – Welcome any special guests
 - Apologies (Secretary)
 - Confirmation of minutes of the previous Annual General Meeting
 - Chairman's report
 - Treasurer's report
 - Reports from all Executive Office Bearers
 - Election of Office Bearers
 - Amendments to the Constitution and By-Laws
 - General Business

Note: All positions on the Executive Committee are declared vacant and nominations sought. 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 Chairman for continuity and to enable sufficient time for handover of information.

28. ORDER OF BUSINESS AT MONTHLY MEETINGS

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

- Opening by the Chairman – Welcome any special Guests
- Apologies (Secretary)
- Previous Minutes - Confirmation
- Previous Minutes - Outstanding Action Items
- Correspondence (Secretary)
- Reports – all Executive Members
- General Business
- Review Actions to be undertaken (Action officer and timelines)
- Next meeting
- Meeting Closure

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 Chairman 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 Chairman, 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 of the Executive Committee members or the combined votes of the Executive Committee members and affiliated club delegates (refer Clause 14 (a)) are equally divided, the Chairman or person chairing the meeting shall have the casting vote.

- 30.4. Notwithstanding sub-clause (3), the Chairman or person chairing the meeting shall be granted a vote on any motion pertaining to the election of Centre Captains, nominations for awards and trophies or casual vacancies on the Executive Committee.

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. Proxy voting will NOT be allowed. Executive Committee members and Club Delegates must be in attendance at the meeting at which a vote is to be taken.

33. FAMILY INTEREST

- 33.1. A member of the Executive Committee CANNOT vote on a question that has a direct bearing on the member's child or relative.

34. COMMITTEE DECISIONS

- 34.1. 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.

35. FINANCIAL ASSISTANCE TO ATHLETES

- 35.1. Athletes selected for State representation and participating in the following:

- U13 State Representatives for Nationals; or
- U15 Multi-Event Interstate Team.

Will be eligible for a financial assistance from a pool of \$2000, with a maximum of \$250 per athlete, or as determined by the Executive Committee.

36. ASSISTANCE FOR COACHING FEES

- 36.1. 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 two-year commitment with the Centre.
- Reimbursement must be approved by the Centre Executive, with a determination of the reimbursement cost.

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

37. ASSISTANCE FOR FIRST AID FEES

37.1. 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 two-year 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.

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

38. CODES OF BEHAVIOUR / ETHICS FOR ATHLETES

38.1. 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.

- 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 issue a warning to an athlete who has broken the code of conduct/ behaviour and the Arena Manager must be informed immediately.
- 38.5. 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 Chairman, and the athlete's parents advised.
- 38.6. 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 Chairman immediately.
- 38.7. An athlete 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 Association Office.

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

	1st Offence	2nd Offence
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	1 week ban from competition	2 week ban from competition
Disrespect for rules	1 week ban from competition	2 week ban from competition

39. CODE OF BEHAVIOUR / ETHICS FOR PARENTS AND SPECTATORS

39.1. 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.

39.2. 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.

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

39.4. 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.

39.5. 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 Chairman.

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

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

39.8. 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 WALA Office.

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

	1st Offence	2nd Offence
Physical Abuse	4 week ban from competition	Ban for the remainder of the season.
Abusive/Threatening Language	1 week ban from competition	2 week ban from competition

Disrespect for rules	1 week ban from competition	2 week ban from competition
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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.
- 40.5. Any person who has their membership rejected shall have the right to appeal before a Special General Meeting called for that purpose.

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’s 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. SUNSMART PROTECTION POLICY

- 42.1. 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.
- 42.2. 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.
- 42.3. The Melville Roar Little Athletics Centre is aware that children are especially susceptible to the sun's rays and that skin cancer can be prevented
- 42.4. 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 centre and region 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 (eg 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.

43. HEAT AND HYDRATION GUIDELINES

- 43.1. 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.
- 43.2. All athletes should be educated on the importance of sun safety and how to be sun smart.
- 43.3. 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.

43.4. 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 Chairman in consultation with a minimum of four members of the Centre Executive and four Club Managers (or their delegated representative).

43.5. If a Centre meet is postponed or events cancelled, these events will not be made up in subsequent Centre meets.

44. WET WEATHER POLICY

44.1. 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 Chairman in consultation with a minimum of four members of the Centre Executive and four Club Managers (or their delegated representative).

44.2. 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.

44.3. 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.

44.4. If a Centre meet is postponed or events cancelled, these events will not be made up in subsequent Centre meets.

45. SMOKE FREE POLICY

45.1. 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.

45.2. 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.

46. PRIVACY

- 46.1. The Centre collects personal information in order to provide you with the services and information associated with membership of Little Athletics.
- 46.2. The information collected is supplied by the parent upon registration of an athlete for each new season of Little Athletics.
- 46.3. 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.
- 46.4. The Association or the Centre may, on occasions, utilise your personal information for the purpose of researching and developing our services.
- 46.5. We may also use your personal information to promote the products/services offered by related organisations and our sponsors.

47. RESPONSIBLE ALCOHOL MANAGEMENT POLICY

- 47.1. 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.
- 47.2. 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. (Maximum Fine: AUD\$2,000 or on the spot fine of AUD\$200 - Section 119(4a) Liquor Control Act 1988)
 - Intoxicated persons will be strongly encouraged to depart the competition arena.

48. ACCIDENTS AND FIRST AID

- 48.1. All accidents are to be reported immediately to the First Aid Officer. A small first aid area is set up inside the roller door of the equipment shed during each competition.
- 48.2. An Injury Report Form must be completed and lodged with the First Aid Officer.
- 48.3. The club hosting the BBQ will be the club responsible for First Aid that day.

- 48.4. Clubs are also requested to have their own first aid kits on site each Saturday for minor injuries such as band aids for blisters and strapping tape etc.

49. ASTHMA POLICY

- 49.1. The Centre recognises the need to educate its members, coaches, trainers, staff and volunteers about 'Exercise Induced Asthma' and to promote responsible Asthma management strategies. The Centre is committed to providing a safe and enjoyable environment for people with asthma to attend and participate. Asthma management is viewed as a shared responsibility of coaches, trainers, athletes, parents, carers, committee and management.

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 materiel 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.

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 appoint one male and one female Centre Captain each year. The appointment of Centre Captains shall be made as soon as possible after the first running day of the season, from the ranks of the Under 16/17 age group. The Centre

Captains will be the Centre representatives as required and will be responsible for co-ordinating the annual march past at State Championships.

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 have completed Grade D Officials examinations as a minimum
 - 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. Clubs will maintain their allocated site for two years where 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 two 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.

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, 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 up to twice a year, nominally prior to the Christmas break and new achievements 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. 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 Executive by mid January. The Secretary is to forward Club nominations and justifications for all perpetual awards, to Executive Members by last Tuesday in January. A vote for nominations will occur in the first Executive Committee meeting scheduled for February, to allow sufficient time for appropriate engraving and submission of paperwork to WALA.
- 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 MLAC 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.

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.

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 WALA. 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 WALA 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 WALA 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 show’s dedication to the sport.

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, nine (9) year’s and eleven year’s (11) service at the Centre.
- 63.2. This is awarded during the year of achievement and presented during the end of year presentations.

- 63.3. 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.

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.
- 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.
- 65.3. U16 and U17 registered athletes will compete as one age group during Centre Championships.
- 65.4. Points and ribbon achievements will not count during Centre Championships.
- 65.5. Personal Best Ribbons will be awarded to all athletes that achieve a Personal Best during the two weeks of Centre Championships.

66. TRACK & FIELD RELAY SELECTIONS

- 66.1. The Centre Coaching Co-ordinator may delegate team selections to individual coaches but will maintain overarching authority where a dispute may be raised. The following guidelines for selection of Centre relay teams is as follows:
- As soon as practical following season commencement, an initial squad of the six fastest competitors for the track events will be forwarded from the track recorder to the Centre Coaching Co-ordinator – it is preferable that athletes have the chance to run the event twice prior to initial squad selection, however this may not always be achievable.
 - The Centre Coaching Co-ordinator will assign coaches to teams. Coaches may volunteer their status or the Centre Coaching Co-ordinator may approach appropriately suited coaches. Where there is more than one volunteer per team the Centre Coaching Co-ordinator may select the team coach, based on coaching ability, experience and ability to communicate and relate to the athletes.

- Coaches are required to approach individual athletes/families within their squad to inform them of their selection and determine their volunteer status.
- An athlete that has not competed in that event at Little A's, will not be eligible for team selection unless there are insufficient athletes in that age group to form a team.
- Selection to the track relay squad will continue until end of the third rotation of competition, to incorporate athletes that increase their times in the top five of their age group. It must be noted however, that other athletes may have already commenced training and this may impact upon your competitiveness for selection to the final relay team.
- Final track relay team selections should be completed by track relay coaches by the completion of the third rotation of competition. A maximum of five athletes per track event is allowed.
- Final track relay selection is to be advised to the Centre Coaching Co-ordinator who must submit the relay team selection to the Championships and Special Events Officer to meet the WALA directed submission timeframe.
- Coaches are to keep their team clearly informed of promulgated training sessions and any other information regarding the relay competition.
- Coaches are advised to be clear in their final team selections. The coach will have the discretion as to who runs in what event, their running position, and whether the athlete runs in the heat or final.
- Coaches are to ensure that each athlete that is selected for the final track relay team will run in, the heat, the final, or both.
- Each track relay coach is to co-ordinate training sessions for their athletes. The preference is for Centre training to occur between on Sunday mornings: 0800-0900 for U8-U10's and 0900-1000 for U11's and above. A co-ordinated training approach will mean teams can compete and test their skill against each other at the end of a training session.
- Athlete's inability to attend scheduled training sessions may affect the competitiveness of the athlete in the final team selection.
- Track relay team selection has priority over the field relay.
- On the completion of Wk 4 of the competition program, a team of up to 4 athletes will be selected by the field relay co-ordinator. The number of athletes and the events they compete in will not necessarily be based on results; consistency and technique will be important.
- 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 field relay co-ordinator 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.
- Any athlete, parent or team concerns should be brought to the immediate attention of team coach. If the issue has not been resolved it should then be brought to the attention of the Centre Coaching Co-ordinator. The Centre Chairman will be available for issue resolution as the last resort.

- Team Coaches are volunteers in the sport. Every support from the athletes and parents should be given to your team coach, regardless of your individual opinion.

67. NOMINATIONS TO ASSOCIATION EVENTS

- 67.1. The Championships and Special Events Officer is responsible for co-ordinating nominations to Association Events including State Relays, State Multi's, Zones and States.
- 67.2. Event details, including nomination information will be advertised on the Centre noticeboard and on the Centre Website.
- 67.3. 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.
- 67.4. The Centre will promulgate Centre Closing dates for nominations. These dates will be earlier than the Association closing dates to ensure our volunteers have sufficient time to complete administration required and to verify the accuracy of these entries prior to timely submission.
- 67.5. Late nominations will NOT be accepted. It is your responsibility to ensure your nomination is received prior to the promulgated Centre closing date.

68. CLASH OF EVENTS AT ASSOCIATION COMPETITIONS

- 68.1. Where there is a clash of track and field events at State and Association events, the Centre Clash Officer / Competition Clash Officer must be notified in the first instance.
- 68.2. 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.

69. PROTESTS AT ASSOCIATION COMPETITIONS

- 69.1. The Centre will nominate two protest officers at each Association event. Any queries, concerns or issues by Centre members must, in the first instance, be passed to the Centre Protest Officer/s.
- 69.2. No Centre member is to directly approach the officials on site.

70. RULINGS

- 70.1. 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 Chairman is to be sought.