



POLICIES
OF
MELVILLE ATHLETICS CLUB
2026

Change History

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1. RULES FOR COMPETITION

- 1.1. The Club will comply with the Athletics West (AW) Standard Rules of Competition. Where rules have been modified for Club competition, they will be published in the Club's annual handbook (known as the 'Orange Book') which is available electronically on the Melville Roar website (www.melvilleroar.com). A hard copy will also be distributed to each registered family, sponsor and life member.
- 1.2. When AW Rules of Competition are updated, amendments (where applicable) will be implemented by the Club. Where a Club modification to a standard rule is to be implemented, the variance must be accepted by the Committee at a Club Executive meeting. The modification, however, shall not contravene AW Standard Rules.
- 1.3. Notification of any proposed Club Rules of Competition are to be published in the agenda prior to Club 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. CLUB UNIFORM

- 2.1. The Club 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. Stitching must be black in colour.
- 2.3. Athletes may wear compression shorts, however if worn, they must be predominately black, or skin colour.
- 2.4. Changes to the Club uniform must be approved by the Association in accordance with AW 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 Club Competitions. Amendments to club uniforms are to be presented to the Committee for acceptance prior to season commencement.
- 2.6. Current registration numbers must be attached to the singlet (either sewn, hand tacked or pinned) in accordance with the AW Rules of Competition. Registration numbers are to be attached to the centre, front of the singlet.
- 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.
- 2.8. For Club 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. EXECUTIVE COMMITTEE

- 3.1. The Executive Committee comprises Core Executive positions as detailed in the Club By-laws.
- 3.2. Each Core Executive member will be provided with a Committee Shirt in Club colours to readily identify them as committee members. The shirt should be worn at all Club competitions and consideration should be given to wearing the shirt at other Special and Annual Meetings and State Events.
- 3.3. Each Core Executive Committee member, within one month of the AGM, can apply to be reimbursed for the equivalent of one of their child's registration fees paid. This will be remitted by the Club, if approved by the Executive Committee, who will deem that the individual performed their role satisfactorily through the complete season prior. A maximum of one registration fee per person will be reimbursed regardless of the number of roles performed.

4. RESIGNATIONS

- 4.1. Members of the Executive Committee may tender their resignation at any time.
- 4.2. In the event that only one resignation occurs, the Executive Committee may canvas and appoint interested persons at the next Club Executive Meeting to fill the vacant position until the next AGM.
- 4.3. 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.

5. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

- 5.1. The order of business at the Annual General Meeting of the Club shall be as follows:

- Opening by the President – Welcome any special guests
- Apologies (Executive Officer)
- Declaration of any Conflict of Interest
- Confirmation of minutes of the previous Annual General Meeting
- Business arising
- President'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.

- 5.2. 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 President for continuity and to enable sufficient time for the handover of information.

6. ORDER OF BUSINESS AT MONTHLY MEETINGS

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

- Opening by the President – Welcome any special Guests
- Apologies (Executive Officer)
- Declaration of any Conflict of Interest
- Previous Minutes - Confirmation
- Previous Minutes - Outstanding Action Items
- Correspondence (Executive Officer)
- 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

7. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS

- 7.1. 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.
- 7.2. Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee members to leave the meeting room.
- 7.3. 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.

8. OPEN VOTING

- 8.1. Questions arising at a meeting of the Executive Committee shall be decided, in open voting, by a simple majority of Executive Committee members present.
- 8.2. The President, 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.
- 8.3. If the vote is equally divided, the President or person chairing the meeting shall have the casting vote.

9. PROXY VOTING

- 9.1. Refer to the MAC Constitution.

10. COMMITTEE DECISIONS

- 10.1. 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.

11. FINANCIAL ASSISTANCE TO ATHLETES

- 11.1. Athletes representing Western Australia or Australia, excluding annual National Championships, are eligible to apply for financial assistance from a pool of \$2,000, with a maximum of \$500 per athlete.
- 11.2. Long serving athletes are encouraged to request financial assistance, in writing, via the Executive Committee. Approvals are at the discretion of the Executive Committee.

12. ASSISTANCE FOR COACHING FEES

- 12.1. The Club 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 Club.
 - Reimbursement must be approved by the Club Executive, with a determination of the reimbursement cost.
- 12.2. The Coaching/Development Officer is to maintain a record of all qualified coaches.

13. ASSISTANCE FOR FIRST AID FEES

- 13.1. The Club 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 Club.
 - Reimbursement must be approved by the Club Executive, with a determination of the reimbursement cost.
- 13.2. First Aid Officer is to maintain a record of qualified First Aid Officers.

14. ASSISTANCE FOR CANTEEN FEES

- 14.1. The Club will provide reimbursement of costs associated with kitchen supervisor courses as follows:
 - On an individual basis,
 - Proof of qualifications is provided, and
 - The recipient gives an undertaking of a season commitment with the Club.
 - Reimbursement must be approved by the Club Executive, with a determination of the reimbursement cost.

15. CODE OF CONDUCT/ETHICS FOR ATHLETES

- 15.1. Codes of Conduct/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 volunteer's 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 Club. Be proud of who you are.
- 15.2. The principles of natural justice are to be observed when making decision on breaches of the Codes of Conduct and any penalties for such breaches.
- 15.3. Any penalties that are imposed are to be appropriate to the seriousness of the breach.
- 15.4. Any key official on site may issue a warning to an athlete who has broken the code of conduct and the Arena Manager must be informed immediately.
- 15.5. Any executive committee member may issue a warning to an athlete who has broken the code of conduct. This warning must be noted immediately to the Club President, and the athlete's parents advised.
- 15.6. Any key official or executive committee member may initiate a second warning but must do so through the Arena Manager/Field Arena Manager or Club President immediately.
- 15.7. An athlete who has received two previous warnings will then be issued a penalty under the Club guidelines.
- 15.8. Below are recommended guidelines for the Club for breaches of the codes of conduct. All penalties imposed by the Club 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	Ban for the remainder of that competition day and the next competition day.	Ban for the 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.

16. CODE OF CONDUCT/ETHICS FOR PARENTS AND SPECTATORS

16.1. Code of Conduct/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 of everyone regardless of their gender, ability and cultural or religious background.
- Applaud the performance and efforts of all athletes.

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

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

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

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

16.6. Any key official or executive committee member may initiate a second warning but must do so through the Arena Manager or Club President immediately.

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

16.8. Below are recommended guidelines for the Club for breaches of the codes of conduct. All penalties imposed by the Club 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	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.

17. MEMBER CODE OF CONDUCT

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 Club into disrepute.

18. MEMBERSHIP TERMINATION OR REJECTION

- 18.1. The Executive Committee may suspend or expel a person from being or becoming a member of the Club if, in the opinion of the Executive Committee, that person has committed a breach of Club rules and policies, the Club's Constitution, By-Laws or Policies or, has undertaken any other action that is unbecoming or contrary to the interests of the Club and/or the Association.
- 18.2. Membership can be withdrawn under Rule 19.1 above by vote of more than 50% of the Club Executive.
- 18.3. Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.
- 18.4. The Club may reject an application in a subsequent year based on non-compliance from the member to the Club rules and policies, Club's Constitution or By-Laws or action that is unbecoming or contrary to the interests of the Club and/or Association.

19. PARENT PARTICIPATION (includes Guardians and Carers)

- 19.1. Athletics can only operate effectively when parents support each other. Parents will be required to participate through rostered duties as allocated by the Centre.
- 19.2. Officials are required to sign on with the Co-ordinator of Officials against their allocated rostered duty. Officials should be signed in by 0720 / 1620 at the latest so as to commence the program on time.
- 19.3. If a parent fails to participate by not completing their allocated rostered duty they will be given a formal written warning by the Club President 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.
- 19.4. Failure to complete a rostered duty on a second occasion will result in a second formal written warning by the Club President, which may be transmitted by mail or electronically.
- 19.5. Failure to complete further rostered duties following two formal warnings, may result in the family's athletes not being allowed to compete at the Club for the remainder of that season. Consideration will also be given to not permitting the family to register with the Club the following season.

20. WORKING WITH CHILDREN REGULATIONS

- 20.1. 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 on online at [Working with Children Check Online Services](#)
- 20.2. These forms are to be given to the Club Executive Officer who will maintain a register. If a WWC clearance is not held the person cannot officiate or be involved in the organisation of children.

21. SUNSMART PROTECTION POLICY

- 21.1. 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.
- 21.2. The Club 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.
- 21.3. The Melville Athletics Club is aware that children are especially susceptible to the sun's rays and that skin cancer can be prevented
- 21.4. 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 Club 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 (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 Club shall provide sunscreen near the canteen area.

22. HEAT AND HYDRATION GUIDELINES

- 22.1. 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.
- 22.2. All athletes should be educated on the importance of sun safety and how to be sun smart.
- 22.3. Regular announcements on the PA system will be made in extreme temperatures reminding those competing that they should keep hydrated, apply sunscreen and remain in the shade where possible.
- 22.4. Consideration will be given to postponing or cancelling events if the ambient temperature is expected to be above 40oC for an extended period of time during the competition period. This decision will be made by the Arena Manager and Club President in consultation with a minimum of four members of the Club Executive.
- 22.5. If a Club meet is postponed or events cancelled, these events will not be made up in subsequent Club meets.

23. WET WEATHER POLICY

- 23.1. A decision to cancel, modify or postpone a scheduled Club 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 Club President in consultation with a minimum of four members of the Club Executive.

- 23.2. 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.
- 23.3. 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.
 - If a Club meet is postponed or events cancelled, these events will not be made up in subsequent Club meets.

24. SMOKE AND VAPE FREE POLICY

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

25. PRIVACY

- 25.1. The Club collects personal information in order to provide you with the services and information associated with membership of the Association.
- 25.2. The information collected is supplied by the parent upon registration of an athlete for each new season of Athletics.
- 25.3. Your personal information may be used in order to provide the services you require or request. Providing this information allows the Association and the Club 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.
- 25.4. The Association or the Club may, on occasions, utilise your personal information for the purpose of researching and developing our services.
- 25.5. We may also use your personal information to promote the products/services offered by related organisations and our sponsors.

26. RESPONSIBLE ALCOHOL MANAGEMENT POLICY

- 26.1. The Club 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.
- 26.2. The following strategies have been adopted:
- 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.

27. ACCIDENTS AND FIRST AID

- 27.1. 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.
- 27.2. An Injury Report Form must be completed and lodged with the First Aid Officer for injuries deemed serious.
- 27.3. Claims are to be forwarded to the Association.

28. INSURANCE

- 28.1. All registered members, participants trialling before becoming a member, coaches, voluntary workers and officials are insured whilst engaged in any official Association, Club activity including, but not limited to, training sessions, working bees and officiating.
- 28.2. Athletes are automatically insured as part of their registration.
- 28.3. Parents/guardians must sign on when officiating to ensure coverage.
- 28.4. 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.

29. REFUNDING THE CLUB REGISTRATION FEE

- 29.1. The registration fee paid to Melville Athletics Club will be refunded ONLY in the following circumstances:
- A medical certificate is provided stating that the athlete will be unable to train or compete for at least 10 weeks during the season.
 - Moving locality to a country town where there is no Athletics Club.
 - Has not competed at Melville Athletics Club or equivalent.
 - Has not trained more than three times.
- 29.2. If an athlete is injured at an athletics activity, they will only be eligible for a refund if covered under the points above.
- 29.3. Refund requests must be made within 2 months from the date of registration.
- 29.4. Where a refund is granted \$15 per athlete will be retained by Melville Athletics Club.
- 29.5. Athletics West, may in accordance with their refund policy, offer a partial refund of the Association registration component.

30. PHOTOGRAPHS

- 30.1. At registration, parents agree to the Club taking videos and photos of their child and/or themselves in attendance at Melville Athletics Club events/function, which the Club can utilise for marketing and media use only.
- 30.2. Persons 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 the Code of Conduct/Code of Ethics for parents or spectators and will result in disciplinary action.

31. EMAILS

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

32. CLUB CAPTAINS

- 32.1. The Executive Committee shall seek nomination from interested U17/18 athletes and shall appoint two Club Captains each year. Club Captains can be any gender make up depending on nominations, however only two Club captains will be selected. The appointment of Club Captains shall be made by the Executive Committee. At the commencement of the season the Club Captains will be announced to the members and will be presented their Captains shirts and badges.
- 32.2. The Club Captains will be the Club athlete representatives and will be required to assist where possible.

33. VISITORS TO CLUB COMPETITIONS

- 33.1. Visitors to Club Competitions are generally 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 Club competition.
- 33.2. Visitors are not permitted to attend in the first 4 weeks of competition (relay qualifying) nor can they attend Club Championships.

34. USE OF CLUB EQUIPMENT

- 34.1. Club Equipment may be used by a Club Coach, for Club Athletes during promulgated coaching sessions as directed by the Club Coaching/Development Officer.
- 34.2. Club Coaches restricting their coaching sessions to a particular group of athletes, must have the express permission of the Club Executive prior to being granted access to Club equipment.
- 34.3. Accredited coaches, not a member of the Club, requesting use of Club 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.
- 34.4. Athletes may warm up with Club provided equipment under the supervision of a coach provided Committee permission is granted. Borrowed equipment must be returned on completion of the event.

35. ARENA ACCESS

- 35.1. The Club 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
- 35.2. Breach of this policy will be considered a breach of the spectator code of conduct and may result in a ban from competition.
- 35.3. Athletes with disabilities that require specific parental supervision will be required to notify the Arena Manager through the executive officer, to provide an exemption to this policy.

36. ROSTERS

- 36.1. Registered families will be allocated to roster teams/duties as part of the Club's parent roster. The Roster Manager is responsible for coordinating the allocation of families across roster teams and ensuring sufficient volunteers are allocated to enable the efficient running of Club competitions throughout the season. This includes:
- 36.2. Ensuring key officials are fully conversant with the rules of competition.
- 36.3. Key officials should be encouraged to complete relevant World Athletics/Athletics Australia officials training and education, where appropriate. Links to training and supporting resources will be made available to families.
- 36.4. Rostered families are expected to report to their allocated roster team at the required time and assist with the setup, operation, and pack up of their allocated area/duty.
- 36.5. All required equipment is collected from the shed prior to competition and sites are set up by 07:40 for morning meets and 16:40 for twilight meets.
- 36.6. First events for the day commence on time. Key officials are not to wait for late competitors for the first competition start.
- 36.7. Roster teams are responsible for ensuring equipment used within their allocated area is packed up and returned to the shed at the completion of competition.
- 36.8. Report any defects or deficiencies to the Equipment Manager immediately.

37. ROSTER DUTIES

- 37.1. **Major duties** – It is acknowledged that some competition duties require significant volunteer input, continuity and/or specific expertise for the efficient operation of Club competitions. Allocation to these duties will be determined by the Roster Manager.
- 37.2. Major duties include: Straight Track, Circular Track, Walks, Starters and other specialist/key official roles as determined by the Roster Manager.
- 37.3. Where appropriate, families allocated to these teams will rotate through the various positions within that roster team throughout the season.
- 37.4. **Other duties** – Remaining roster duties will be allocated by the Roster Manager, taking into consideration registration numbers, competition requirements and the number of volunteers required within each area.
- 37.5. Roster allocations may be reviewed and adjusted throughout the season to ensure duties are distributed as fairly as practicable and that each competition area has sufficient volunteers. Other duties include: Walk assistants, lane officials and any other competition duties as required.

38. CLUB AWARDS AND POINTS

- 38.1. Club awards are based upon the points system using a central database. Points will be awarded for each event the athlete participates in, during the Club competition (excluding Championship weeks).
- 38.2. 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.
- 38.3. Points are not distributed to competitors as they are used as the basis for Club Awards.

39. PARTICIPATION MEDALS

- 39.1. U7, U8 and U9 athletes who have participated in more than 80% of the season will be presented with a participation medal at the end of the year presentations.

40. PERPETUAL TROPHIES

- 40.1. Each executive member is to submit nominations for Perpetual Awards to the Executive Officer to meet AW submission dates. The Executive Officer is to forward all nominations and justifications for 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 AW.

- 40.2. 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 Club 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 Club award and is determined by the Executive Officer through the recording database.

Club Sportsmanship Award – The Sportsmanship award is presented to an U15, U16 or U17 athlete who, in the opinion of the Executive Committee, best complies with the criteria for the AW Doug Hancy Award. The recipient is considered to be a mentor for younger athlete and will become the Club's nominee for this prestigious award. Each Club is able to nominate one boy and one girl who meets the following criteria:

- Competes regularly in all events.
- Assists at club and Club 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.

Coach's Winter Award – A coach's award is presented annually to a winter athlete who show's dedication to the sport. This is a Melville Club Award and presented on completion of the Winter Season. To enable winter awards to be awarded a winter manager must be in an elected position of the committee.

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.

Blackman Volunteer of the Year and Blackman Youth Volunteer of the Year Awards: These awards recognise members of the wider community who have the desire to foster the aims of MAC and have demonstrated a level of commitment well in excess of that expected of a Club volunteer.

41. ATHLETE SERVICE AWARDS

- 41.1. The Club 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 Club.
- 41.2. Athletes that have completed 11 years of continuous service at the Club are made Athlete Life Members.
- 41.3. This is awarded during the year of achievement and presented during the end of year presentations.
- 41.4. 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 U8 – U18's. This award is presented at State Championships.

42. VOLUNTEER AWARDS

- 42.1. In recognition of parent support over the years, the Association provides several awards for officials, administrator and coaches and service awards.
- 42.2. Clubs must provide nominations for all volunteer awards to the Club Executive by the closing date.

43. CLUB CHAMPIONSHIPS

- 43.1. The final two weeks of Club Competition are reserved for the Club Championships. Every eligible U7 to U18 athlete is encouraged to participate in this competition.
- 43.2. To be eligible to compete in a Club Championships event, an athlete must have competed in that event at least twice during the current program season at weekly Melville Little Athletics Club competitions.
- 43.3. Where an athlete is unable to meet the two-competition eligibility requirement due to genuine extenuating circumstances after registering with MAC, a written exemption request may be submitted to the Executive Committee. Requests will be assessed on a case-by-case basis. Athletes are expected to make every reasonable effort to compete in the relevant event on the required two occasions before an exemption is considered.
- 43.4. U19+ athletes are not eligible to compete in any events during Club Championships.
- 43.5. Eligible athletes must nominate via Results HQ in order to compete in Club Championships competitions.
- 43.6. U17 and U18 registered athletes will compete as one age group during Club Championships.
- 43.7. Club Championship results are not included in points calculations.
- 43.8. The first three place getters in each age group will be awarded either a gold, silver or bronze medal.
- 43.9. Personal Best Ribbons will be awarded to all athletes aged U7 to U12 that achieve a Personal Best during the two weeks of Club Championships.

44. TRACK & FIELD RELAY SELECTIONS

44.1. The Club Executive may delegate team selections to the Championships Manager and appointed coaches. The Club Executive retains overall authority and will make the final decision if a dispute is raised.

44.2. The selection of Melville 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.

44.3. The 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 AW) 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 Club submits the strongest team possible.

44.4. Once their confirmed place is accepted, athletes who withdraw or are withdrawn from a relay team for any reason (other than injury) including DNS for field relay athletes will be excluded from relay team consideration the following summer season.

45. TRACK RELAY COACHES

- 45.1. The Club Championships Manager will assign coaches to teams. Coaches may volunteer or be approached by the Manager. If more than one person volunteers for a team, the Club Executive will make the final decision on the selection of the coach based on coaching ability, experience, communication skills and rapport with athletes.
- 45.2. All coaches must be clear in their communication, specific in their instructions and manage interactions with athletes and parents within the Club's Code of Conduct agreement.
- 45.3. It is the objective of the coach to work with the selected athletes to improve their understanding of relays (including changes).
- 45.4. 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 and/or final.
- 45.5. If an underage coach/athlete is selected, they must nominate an overseeing adult to shadow their team management.
- 45.6. Each track relay coach is to co-ordinate training sessions for their athletes.
- 45.7. An athlete's inability to attend scheduled training sessions must be discussed with the team coach in the first instance as this may impact their final selection.
- 45.8. Coaches are required to approach individual athletes/families of their team to inform them of their selection and determine their volunteer status.
- 45.9. Final track teams are to be advised to the Championships Manager who must submit the relay teams to meet Athletics West directed submission timeframe.

46. NOMINATIONS TO ASSOCIATION EVENTS

- 46.1. The Championships Manager is responsible for co-ordinating nominations to Association Events including State Relays, State Combined Events and State Championships.
- 46.2. Event details, including nomination information will be advised via email, social media and advertised on the AW Website.
- 46.3. 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.

47. PROTESTS AT ASSOCIATION COMPETITIONS

- 47.1. The Club will nominate a Team Manager at each Association event. Any queries, concerns or issues by Club members must, in the first instance, be passed to the Club Team Manager. If a protest is to be submitted, the Team Manager (or their representative) will do so in accordance with the AW rules.
- 47.2. No Club member is to directly approach the officials on site.

48. RULINGS

- 48.1. Executive Committee decisions will be made through consultation wherever practical. Where consultation is not possible or practical, the matter will be referred to the Club President for a decision.