



Associations Incorporation Act 2009 (NSW) (Act).

St. George Little Athletics Centre

By-Laws

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ST. GEORGE LITTLE ATHLETICS CENTRE BY-LAWS

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In these By-Laws unless the contrary intention appears:

'Act' means the *Associations Incorporation Act 2009 (NSW)*.

'Committee' means the body managing the Centre and consisting of the Committee Members.

'Committee Member' means a member of the Executive or a General Committee Member and includes any person acting in that capacity from time to time appointed in accordance with the Centre's Constitution.

'Competitive Member' means a child or young person who is registered with the Centre as an athlete.

'By-Laws' means these By-Laws of the Centre.

'Delegate' means the person(s) appointed from time to time to act for and on behalf of the Centre to represent the Centre at General Meetings of LANSW.

'Executive' means the five committee members that the Centre elected or appointed under the Centre's Constitution who hold the positions of President, Vice President, Treasurer, Secretary and Registrar.

'General Committee Member' means a Committee Member at the Centre who holds a position(s) other than those on the Executive.

'General Meeting' means the annual or any special general meeting of the Centre.

'Individual Member' means:

- (a) any parent or legal guardian of a Competitive Member;
- (b) any individual who is a volunteer, coach or official who is associated with the Centre;
- (c) any person who is a Committee Member of the Centre; or
- (d) any person who meets the criteria for membership as an Individual Member which are set out in the Regulations from time to time.

'LAA' means Australian Little Athletics Inc trading as Little Athletics Australia.

'LANSW' means Little Athletics NSW.

'Little Athletics' means the sport of athletics for children which is governed by LANSW and LAA.

2. COMPOSITION OF THE COMMITTEE

2.1 Executive Committee Members

- (a) There shall be five (5) Committee Members to fulfill the Executive positions.
- (b) The Executive positions are:
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Treasurer
 - v) Registrar
- (c) No Committee Member shall be permitted to hold more than one Executive position on the Committee concurrently, although a person may hold an Executive position and a General Committee Member position at the same time.

2.2 Executive Committee Member Roles

The duties and responsibilities of Executive Committee roles are as set out in section 16 of the Constitution of the Centre and further detailed below:

i) President

The primary role of the President is to ensure the Centre fulfils the Objects set out in the Constitution. Specific duties include:

- a) Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of the Centre either personally or by delegation to a member of the Executive or any other person deemed appropriate by the President.
- b) Remain abreast of all issues connected with the Objects of the Centre set out in section 3 of the Constitution.
- c) Perform such duties as may be required from time to time by the Centre.
- d) Submit a report to the Annual General Meeting of the Centre.

ii) Vice President

The primary role of the Vice-President is to assist the President. Specific duties include:

- a) Assist the President as required and act in all areas in the absence of the President.
- b) Such other duties as the Centre may require from time to time.

iii) Secretary

The primary role of the Secretary is assist the Centre to fulfil its obligations in accordance with the Act and the Centre's Constitution. Specific duties include:

- a) Take detailed minutes of the business from all Committee and General meetings.
- b) Compile and distribute agendas for meetings.
- c) Forward notices of Committee meetings at least seven (7) days prior to the date of the meeting.
- d) Maintain records of all material that may assist the organisation and delivery of the Little Athletics program.
- e) Act as the "Public Officer" of the Centre as that term is used in the Act.
- f) Guide the Committee in the performance of its duties to conform with the requirements of the Act and the Centre's Constitution.
- g) Issue invitations and other papers to members in connection with the Annual General Meeting (and any other General Meeting) of the Centre.
- h) Lodge key documents annually, as required, with LANSW concerning affiliation and Fair Trading concerning the association's registration.
- i) Submit a report the Annual General Meeting of The Centre.

iv) Treasurer

The primary role of the Treasurer is to manage the financial affairs of the Centre. Specific duties include:

- a. Establish/maintain an account(s) with a suitable Bank or Financial Institution.
- b. Arrange for 3 members of the Executive (usually the President, Secretary and Treasurer) to act as signatories, with any two (not members of the same household) to authorise all Centre payments.
- c. Keep a detailed ledger of *all* moneys received (including Membership fees, clothing and canteen sales) and *all* purchases & payments transacted for the Centre.
- d. Present to the Committee, from time to time, summaries of receipts and expenses, as well as the bank balance, for ratification by the Committee.
- e. Present to the Committee, as required, accounts received by the Centre since the previous meeting to be approved for payment.
- f. Pay on invoice only, all accounts approved for payment, such payments to be made by bank transfer or cheque only.

- g. Collect all cash amounts owing or paid to the Centre and arrange for banking within 2 business days of receipt and ensure a record is made of the amounts/collected & the source and purpose.
- h. Prepare and maintain financial accounts, and at the completion of the Centre's financial year, arrange for the accounts to be reviewed by an independent person competent in financial reporting, such review to be provided in writing to the Committee in good time prior to distribution to Members of the Centre and inclusion in the Annual Report.
- i. Present to the Annual General Meeting Financial Statements for the Centre's financial year.
- j. Prepare a report to the Annual General Meeting of the Centre.

v) Registrar

The primary role of the Registrar is to “on-board” athletes at the commencement of the season. Specific duties include:

- a. Configure the registration system (as made available by LANSW – ‘GameDay’ from 2021/22) as required consistent with the Centre’s approved policies and fees.
- b. Maintain the Centre’s records of members / athletes in the registration system.
- c. Process athlete registrations to ‘on-board’ athletes including verifying athlete age and updating the registration system as required by LANSW or the Centre.
- d. Order registration numbers and other items from LANSW and account to LANSW for their allocation as required.
- e. Distribute Centre registration numbers, age patches, other patches and materials as needed to each athlete.
- f. Manage procedures associated with athlete Trialists and Visitors including the keeping of records and collection & prompt banking of Trialist fees.
- g. Identify appropriate policies and practices to ensure a safe environment for children and ensure that the Centre conforms to the relevant requirements of LANSW and the NSW Working with Children legislation.
- h. Monitor that all persons required to have a Working with Children Check do so;
- i. Prepare a report to the Annual General Meeting of The Centre.

2.3 Portfolios of General Committee Members

In addition to the positions of the Executive, the Committee may allocate portfolios to General Committee Members and/or titles to General Committee Members and the role

and duties of a General Committee Member who is responsible for a particular portfolio may be set out in the By-Laws. The General Committee positions established for the time being comprise the positions listed below; a number of 'General' roles (no specific portfolio) may also be appointed.

vi) Officer for Officials

The primary role of the Officer for Officials is to organise parent helpers for the safe and efficient conduct of Centre competitions. Specific duties include:

- a. Identify a list of required roles and recruit parent helpers to fill them using the Centre's "SignUp" system or otherwise.
- b. Recruit 'permanent' Age Managers.
- c. Assist Age Managers & parent helpers in the performance of their duties.
- d. Distribute to Age Managers a folder each competition day which includes their group's program for the day and recording sheets for their field events. (Folders made available by & contents prepared by the Recorder.)
- e. Organise (as necessary) parent helpers for Zone, Region and State championships.
- f. Promote increased capability to officiate at athletics events by encouraging parent helpers to gain qualifications (eg. Online) under the Australian Athletics Officials' Education Scheme.
- g. Prepare a report for the Annual General Meeting of the Centre.

vii) Championships Officer

The primary role of the Championships Officer is to plan and organise the participation of Centre athletes in LANSW & other representative Championship events. Specific duties include:

- a. Distribute competition programs and timetables.
- b. Organise officials for events conducted by LANSW and other Centres, in which the Centre participates.
- c. Ensure that all athletes are correctly nominated in their events and that the nominations are lodged by the closing date.
- d. Complete and submit any entry forms for athletes to participate in LANSW or other Centres' events.
- e. Manage the Team of Athletes attending Championships.
- f. Submit a report to the Annual General Meeting of The Centre.

viii) Competition and Records Officer

The primary role of the Competition and Records Officer is to manage the design and delivery of the weekly competition program. Specific duties include:

- a. Create a program for the regular competitive events conducted by the Centre.
- b. Manage & configure the Centre's athletics management system ResultsHQ including:
 - i. Setup committee users
 - ii. Meet Calendar
 - iii. Points Schemes to support Entre Awards
- c. Compile and distribute statistics, result summaries and rankings as necessary to support selection of athletes for representative positions, Centre Award recipients etc.
- d. Maintain Ground & Centre records.
- e. Submit a report to the Annual General Meeting of The Centre.

ix) Recorder

The primary role of the Recorder is to capture results from our weekly competition program in the Centre's athletics management system (ResultsHQ). Specific duties include:

- a. Generate recording sheets for each field event and make them available to Age Managers via the Officer for Officials.
- b. Verify Results Sheets are correctly completed and signed by the appropriate official(s).
- c. Enter all athlete performances into ResultsHQ (signing off each as "entered") and archive the hardcopies.
- d. Pass sheets claiming a Ground Record to the Competition and Records officer for confirmation and adding the result to the Ground Record list.
- e. Ensure all track results from RaceHQ computers are uploaded to ResultsHQ.
- f. Share various duties with the Competition and Records officer.

x) Equipment and Grounds Officer

The primary role of the Equipment & Grounds officer is to ensure the Centre's equipment & storage facilities are fit for purpose and that the Ground is well prepared for each competition day. Specific duties include:

- a. Determine the layout of the track and field for all competition held at the Centre.

- b. Recommend the purchase and/ or repair of all equipment.
- c. Ensure all equipment is maintained in safe and good working order.
- d. Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory and replacement cost estimate (for insurance purposes).
- e. Ensure the field is adequately marked for each running day.
- f. Monitor the condition of the grounds, the surrounds of the long/triple jump pits and shot put and discus areas and arrange for maintenance when necessary.
- g. If required, prepare a report to the Annual General Meeting of the Centre.

xi) Coaching Coordinator

The primary role of the Coaching Coordinator is to make available an appropriate Coaching program to the Centre's athletes to support improving skills and performance. Specific Duties include:

- a. Arrange and/or conduct regular coaching sessions for athletes.
- b. Provide specialised coaching clinics to assist in the development of the skills of the athletes.
- c. Assist with selection of athletes for Centre representation.

xii) Canteen Officer

The primary role of the Canteen Officer is to manage the operation of the canteen & BBQ on Centre running days. Specific duties include:

- a) Identify requirements & arrange for purchase of food and drink supplies.
- b) Supervise the running of the canteen.
- c) Provide information as required by the Treasurer to account for the purchasing and sale of items, stock on hand, and for the handling of money received.
- d) Remit to the Treasurer all moneys collected from the operation of the canteen.

xiii) Publicity & Sponsorships Officer

The Officer shall:

- a) Prepare and distribute Centre newsletters to all Centre members.
- b) Prospect for and acquire sponsors to support the activities of the Centre.

- c) Promote the activities of the Centre throughout the local community by organising promotional events or otherwise.
- d) Compile the Annual Report.

xiv) Uniform Officer

The primary role of the Uniform Officer is to manage the sourcing and supply of uniforms and other items of apparel for the Centre. Specific duties include:

- a) Obtain competitive quotes for supply of uniforms from suitable suppliers and recommend best value for money selection to the Committee for approval.
- b) Maintain and manage stocks of centre uniforms and manage sales of uniforms to centre athletes.
- c) Provide information as required by the Treasurer to account for the purchasing and sale of items, stock on hand, and for the handling of money received.
- d) As agreed with the Treasurer, provide to the Treasurer, or bank, all moneys collected from the sales of uniforms with accompanying documentation.

3. ADJUDICATION OF AWARDS

St George Little Athletics Centre Inc (“the Club”) makes several awards each season to recognise the achievements of its Competitive Members (“Athletes”). The set of awards which may be earned by Athletes in a Season, and the eligibility and other criteria defined for those awards, are set out in the Handbook.

This By-Law sets out the procedures to be followed in determining award recipients.

2.1 Principles to be Applied

To ensure a fair and objective outcome for every award the club applies the following principles as further detailed in this by-law:

- The Award program is reviewed and actively communicated to members each year;
- The criteria by which Award candidates are to be judged are set out in the Handbook;
- Processes for shortlisting & selection must ensure potential biases are avoided or nullified;

2.2 Award Set & Criteria

The Awards proposed to be offered each season, and the criteria for those awards, shall be reviewed and confirmed prior to the start of season competition, documented in the Handbook, and promoted to the Members.

In general, the Club will not “withdraw” an award that it has defined & published for the current year, though an award might not be given in a year if it is judged that no Athlete met the standards expected.

The club may give additional awards beyond those defined in the Handbook, where the club believes it is important to do so in service of the Objects of the club. But in any such case, the Committee

must clearly record the reason for making such an award and the criteria to be applied, and ensure such criteria are in fact applied.

2.3 Awards Sub-Committee

A sub-committee is responsible for determining a recommended Award Winner(s), or short list of Award Candidates, for each Award by application of the criteria set out in the Handbook. Unless the Committee determines otherwise, the sub-committee shall comprise:

- Championships Officer (chair);
- Competition & Records Officer;
- Coaching Co-ordinator.

These officers will not be prevented from serving on this subcommittee simply because their children (or other familial relatives) may be candidates for an award.

For each Award requiring adjudication, the subcommittee shall seek to agree the most deserving Athlete according to the defined criteria. Where they cannot agree the most deserving Athlete, a short-list shall be produced such that the set of names arrived at is agreed to *include* the most deserving athlete. The short-list shall not exceed 3 names.

A written report is to be prepared addressing each individual award and *justifying* the recommended choice (if any), or the shortlist, according to the criteria set out in the Handbook, for presentation at a Committee meeting. Sufficient verifiable data must be included to enable the full Committee to endorse the recommended winners and to resolve Awards that the subcommittee was unable to finalise.

The sub-committee is responsible for acquiring Award trophies / medals etc, subject to the approval by the committee of the costs.

2.4 Committee Decision

The sub-committee's report shall be provided to the full committee 1-week prior to the meeting at which it is scheduled to be received.

The report will be presented by the sub-committee and considered by the full Committee. Where the subcommittee recommends a single Athlete for an Award, the Committee shall, subject to paragraph 2.5, endorse that choice.

Where the subcommittee provides a short-list of 2 or 3 Athletes, the Committee will, subject to paragraph 2.5, review the shortlisted athletes and select the Award recipient. Any Committee member with a familial connection to any shortlisted Athlete shall absent him/herself from any discussion or vote taken to formalise the relevant Award selection.

2.5 Manifest Error

The Committee shall accept the recommendation, or the short-list, provided by the sub-committee except where a *manifest failure to apply the criteria set out in the handbook can be demonstrated*. In such cases, the Committee shall (at its discretion) refer the matter back to the sub-committee or determine the Award(s) itself.

2.6 External Awards

From time to time, opportunities may arise to nominate an Athlete to receive an externally conferred Award. A process analogous to that described above will be applied to determine our nominee(s), viz:

- A subcommittee will be established to determine a recommendation or short-list;
- The full Committee (excluding familial relatives) reviews the recommendation.

2.7 Confidentiality

The deliberations and determinations of the subcommittee and Committee concerning Award candidates, winners and nominees are confidential and are not to be disclosed to any person other than as necessary for the purposes of implementing the Award program.

4. PARENT HELPER OBLIGATIONS

The necessity for parents (or guardians) to contribute to the conduct of Little Athletics programs is well-established throughout the sport of Little Athletics. The regular competition programs of Little Athletics Centres cannot operate if supervisory and other duties are left to Committees.

St George Little Athletics Centre communicates this need widely through its website (including the “How to Join” page), and parents are asked to commit to support the program by agreeing to the Terms & Conditions statement included in the on-line registration platform.

To assist parents to support the program, we:

- Clearly communicate the available duties and the number of occasions we require each family to perform a duty.
- Allocate duties, or provide a convenient means for parents to select and signup to perform a duty.
- Provide material on our website to explain what is involved in most duties.

While many parents make generous contributions to support the activities of the Centre, experience has shown that not all are so willing to contribute.

In view of the necessity of regular parent contribution if the objects of the Centre are to be achieved, and in the interest of fairness to all members, St George Little Athletics Centre *reserves the right* to restrict children’s participation in the program in the event that *their* parents fail to assist the program as required. These restrictions may include:

- making children ineligible for awards
- not recording results during the Friday night competitions

Where a family advises us that it may not be able to perform the number of duties as required, the Officer for Officials will seek to resolve the situation, eg. by agreeing alternative arrangements.

5. ATHLETE SUPPORT SCHEME

St George Little Athletics Centre offers financial support to assist athletes to participate in certain athletics events conducted in a State or Territory other than NSW or the ACT.

The events for which support may be offered, and the eligibility criteria are as follows:

EVENT	CRITERIA
Australian Little Athletics Championships (typically April)	The athlete earned a Participation Award in the recently completed club season
Australian All Schools (typically Nov/Dec)	Participation in events in the current season’s club program to date is 50% or better

EVENT	CRITERIA
LANSW LEAP Camp	Depending on timing of the Camp – a record in the current or previous season of participation of 50% or better
LAA U15 Camp	Depending on timing of the Camp – a record in the current or previous season of participation of 50% or better

The maximum financial assistance that may be offered depends on the location of the event, as follows:

\$300 - QLD, VIC

\$400 - Far Nth QLD, SA, WA, NT, TAS

Notwithstanding anything set out above, the Committee has an overriding *discretion* to grant or decline financial assistance to an athlete if it believes that to do so is in the best interests of STGLAC.

6. PARTICIPATION CREDIT FOR ATTENDANCE AT EVENTS

From time to time, athletes will want to attend athletics carnivals or other athletics-specific events held in locations and/or at times which would prevent the athlete from participating in our weekly Friday competition program. In certain cases, we will credit the athlete's STGLAC participation measure so that attendance at the carnival does not prejudice their club participation measure.

The carnivals /events for which attendance can be credited (subject to conditions outlined below) comprise the following:

CARNIVAL/EVENT	TYPICAL TIMING
NSW All Schools (ANSW)	October
NSW Junior Championship (ANSW)	February
Australian All Schools (AA)	November
Athletics ACT/NSW Pentathlon, Heptathlon or Decathlon Championship Events	January
LANSW LEAP Camp	October
LAA U15 Camp	October

Athletes seeking a participation credit associated with attendance at one of these events will be required to submit a request to the Competition & Records Officer identifying the carnival, the events in which they are registered to participate and their associated dates/times, and travel arrangements. In general, credit will only be in given in situations where:

- Participation in the Carnival/Event, or travel to it, makes *attendance* at the Friday club competition unreasonable or impractical; OR

- *Competing* in the Friday club competition is unreasonable and as an alternative, the athlete attends the Friday club competition and assists in the delivery of the program.

The quantum of (event) participation credits that are given will be decided by the Competition & Records officer having regard to the quantity of events typically undertaken by the athlete at Friday competitions.