



Associations Incorporation Act 2009 (NSW) (Act).

St. George Little Athletics Centre

By-Laws

Version 3.1

Oct 2020

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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 this 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 under this Constitution who hold the positions of President, Vice President, Treasurer, Secretary and Registrar.

'General Committee Member' means a committee member at the Centre elected under this Constitution who hold positions 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 Association of NSW Inc.

'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 President shall:

- 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 Vice President shall:

- a) Assist the President as required and act in all areas in the absence of the President.

iii) Secretary

The Secretary shall:

- a) Take detailed minutes of the business from all Committee and Centre meetings and distribute copies to Committee members.
- b) Compile and distribute agendas for meetings.
- c) Keep on file, all material that may assist the organisation of Little Athletics.
- d) Forward notices of Committee meetings to members at least seven (7) days prior to the date of the meeting.
- e) Keep on file, all correspondence received, and a copy of all correspondence forwarded on behalf of the Centre by each member of The Executive.
- f) Act as the “public officer” of the Centre as that term is used in the Act.
- g) Submit a report the Annual General Meeting of The Centre.

iv) Treasurer

The Treasurer shall:

- a. Keep a detailed ledger of *all* money’s received (including Membership fees, clothing and canteen sales) and *all* purchases & payments transacted for the Centre.
- b. Arrange for issue of receipts for all monies received.
- c. Present at each meeting of the Committee, a full summary of receipts and expenses, as well as the bank balance, for ratification by the Committee.
- d. Present to each meeting of the Committee, accounts received by the Centre since the previous meeting to be approved for payment.
- e. Pay on invoice only, all accounts approved for payment, such payments to be made by cheque only.
- f. Arrange for the President, Secretary and Treasurer to act as signatories, with any two (not members of the same household) to sign on all Centre cheques.
- g. Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within 2 business days of receipt.
- h. Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- i. Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.
- j. Investigate all insurance policies required for the Centre and equipment.

- k. Establish an account or accounts with a suitable Bank or Financial Institution.
- l. 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.
- m. Implement a process (acceptable to the Committee) for reimbursing minor, pre-approved cash expenses incurred by Members on behalf of the Centre and ensure these are properly accounted for.
- n. Submit a report to the Annual General Meeting of the Centre.

v) Registrar

The Registrar shall:

- a. Obtain and distribute to persons, registration forms for completion in accordance with the LANSW rules.
- b. Receive each correctly completed registration form, accompanied by the fee set down by the Committee and proof of age of all new members.
- c. Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- d. Forward all registrations, together with appropriate fees, to the Little Athletics Association of New South Wales Inc, within one month after receiving the registration.
- e. Provide information as required by the Treasurer to account for the handling and receipting of registration fees.
- f. Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LANSW or the Centre.
- 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. Submit 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 2018/9 year comprise the 9 positions listed below; a number of 'Supporter' roles (no specific portfolio) may also be appointed.

vi) Officer for Officials

The Officer shall:

- a. Recruit and organise parent helpers for the safe and efficient conduct of Centre competitions.
- b. Assist Age Group Managers and parent helpers in their responsibilities.

vii) Championships Officer

The Officer shall:

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

viii) Competition and Records Officer

The Officer shall:

- a. Direct, plan and organise the regular competitive events conducted by the Centre
- b. Ensure all athlete performances are recorded in a suitably prepared set of books or computer program.

- c. Compile and distribute result summaries and rankings.
- d. Maintain and publish all Centre/Ground records/best performances.
- e. Assist with selection of athletes for Centre representation.
- f. Submit a report to the Annual General Meeting of The Centre.

ix) Recorder

The Officer shall:

- a. Control the handling of Event Results Sheets from their issuance through receipt, data entry and archiving;
- b. Verify Results Sheets are correctly completed and signed by the appropriate official(s);
- c. Transfer data into the Centre's computerised Results system and sign each sheet upon completion;
- d. Pass processed Results Sheets to the Competition and Records officer for final check and archiving.

x) Equipment and Grounds Officer

The Officer shall:

- 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.
- e. Provide details of equipment to the Treasurer for insurance purposes.
- f. Ensure the field is adequately marked for each running day.
- g. Monitor the condition of the grounds, the approaches and surrounds of the long/triple jump pits and shot put and discus areas and arrange for maintenance when necessary.
- h. Maintain the marking equipment.
- i. Submit a report to the Annual General Meeting of The Centre.

xi) Coaching Coordinator

The Officer shall:

- a) Establish and conduct regular coaching sessions for all athletes for all events.
- b) Recruit and develop a pool of officials competent to officiate at each event type.
- c) Organise officials for participation in instruction, training and examinations.
- d) Provide specialised coaching clinics to assist in the development of the skills of the athletes.
- e) Assist with selection of athletes for Centre representation.
- f) Direct the “Tiny Tots” segment of the Centre’s weekly program of events.

xii) Canteen Officer

The Officer shall:

- a) Manage operation of the canteen and BBQ on every Centre running day.
- b) Ensure adequate staffing of the canteen and BBQ.
- 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.
- e) Keep an up-to-date first aid kit, including ice.
- f) Provide general first aid to athletes.
- g) Keep an accurate record of all injuries.

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) Produce suitable advertising copy for inclusion in the Centre publications.
- d) Promote the activities of the Centre throughout the local community by organising promotional events or otherwise.

- e) Keep sponsors informed
- f) Compile the Annual Report.

xiv) Uniform Officer

The Officer shall:

- 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) Remit to the Treasurer all moneys collected from the sales of uniforms.

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 be disclosed to any person other than as necessary for the purposes of implementing the Award program.