



BY-LAWS

OF THE

HAMERSLEY

ATHLETICS

CENTRE (INC.)

7 August 2023

CHANGE HISTORY

VERSION NUMBER	DATE APPROVED	CHANGED ITEMS	CHANGED BY
V1.1	13 August 2019	Updates	MS/PJW
V2.0	5 April 2022	<ul style="list-style-type: none"> • Updates made to outdated practices (Medal Day etc). • Enabled more flexibility for some requirements such as responses by certain dates, format of the Yellow Book and club uniforms. • Name changes from LAWA to Athletics West made throughout the document. • Removed detailed Centre Awards and points section and made reference to the detail in the Website. A detailed mechanism of how any changes can be made and approved is included in the By-Laws. • Removed detailed Relay Selections Section – to be included on the Webpage. A detailed mechanism of how any changes can be made and approved is included in the By-Laws. • Added new Committee Roles and descriptions. • Updated specific events references to 'Athletics West Events' given some may change in the future, such as 'Zones'. • Removed vague reference to Life Members being able to 'vote'. • Updated potential financial assistance for Hamersley Athletes attending Nationals to give more flexibility to the Committee at the time to offer support. • Included a provision for virtual attendance at Committee Meetings. • Included a specific rule in the Code of Behaviour that Athletes can't use electronic devices at sites as per the Athletics West Rules of Competition. • Added provision for the Executive Committee to vote on any changes to any Centre-specific Rules of Competition (75% approval required and Club Delegates notified for input prior to vote). 	CMP/CB

VERSION NUMBER	DATE APPROVED	CHANGED ITEMS	CHANGED BY
V3.0	01 July 2023	<ul style="list-style-type: none">• Amended to allow senior members (expanding membership to athletes over 16 years of age).• Added Senior Athlete Officer position to the Executive Committee.• Outlined the Centre Seniors Offering.• Removed gender criteria for Centre Captains.	CMP/CB

TABLE OF CONTENTS

1.	DUTIES OF THE CENTRE	7
2.	DUTIES OF THE CLUBS	7
3.	VOLUNTEER POLICE CLEARANCES AND WORKING WITH CHILDREN CHECKS	8
4.	RULES FOR COMPETITION	9
5.	CENTRE & CLUB UNIFORM	9
6.	EXECUTIVE COMMITTEE, OFFICERS & CO-ORDINATORS	10
7.	DUTIES OF THE PRESIDENT	10
8.	DUTIES OF THE SECRETARY	11
9.	DUTIES OF THE TREASURER.....	12
10.	DUTIES OF THE REGISTRAR.....	13
11.	DUTIES OF THE EDUCATION, COACHING & DEVELOPMENT OFFICER	14
12.	DUTIES OF THE SELECTIONS AND CHAMPIONSHIPS OFFICER	15
13.	DUTIES OF THE RECORDING OFFICER.....	16
14.	DUTIES OF THE VICE PRESIDENT	16
15.	DUTIES OF THE ORGANISER OF OFFICIALS	17
16.	DUTIES OF THE EQUIPMENT OFFICER	17
17.	DUTIES OF THE ARENA MANAGER	18
18.	DUTIES OF THE SOCIAL CO-ORDINATOR	19
19.	DUTIES OF THE MEMBER PROTECTION & COMPLIANCE OFFICER.....	20
20.	DUTIES OF THE WEBSITE/PUBLICITY OFFICER.....	20
21.	DUTIES OF THE INCLUSION OFFICER	21
22.	DUTIES OF THE ROSTER CO-ORDINATOR	21
23.	DUTIES OF THE CANTEEN CO-ORDINATOR	21
24.	DUTIES OF THE UNIFORM CO-ORDINATOR.....	22
25.	DUTIES OF THE WINTER OFFICER	23
26.	DUTIES OF THE FUNDRAISING CO-ORDINATOR.....	24
27.	DUTIES OF THE ADMINISTRATION OFFICER	24
28.	DUTIES OF THE SENIOR ATHLETE OFFICER.....	25
29.	CENTRE CAPTAINS	26
30.	RESIGNATIONS.....	26
31.	ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING.....	27
32.	ORDER OF BUSINESS AT MONTHLY MEETINGS.....	28
33.	BUSINESS CONDUCTED WITH OPEN/CLOSED DOORS.....	28

34.	OPEN VOTING	29
35.	AFFILIATED CLUB VOTING	29
36.	PROXY VOTING	29
37.	FAMILY INTEREST.....	29
38.	COMMITTEE DECISIONS	30
39.	FINANCIAL ASSISTANCE TO ATHLETES	30
40.	PRESIDENT’S RULINGS	30
41.	DEPUTATIONS.....	30
42.	USE OF CENTRE EQUIPMENT.....	30
43.	RULES FOR COMPETITION	30
44.	REQUIREMENTS OF A CLUB.....	31
45.	ACCEPTANCE OF AFFILIATION OF A CLUB	31
46.	CONTINUATION OF AFFILIATION OF A CLUB.....	31
47.	ADMINISTRATION OF A CLUB.....	32
48.	APPOINTMENT OF CLUB DELEGATES	33
49.	DISSOLUTION OF A CLUB.....	33
50.	APPOINTMENT OF SENIORS DELEGATES.....	33
51.	CODE OF BEHAVIOUR/ETHICS FOR ATHLETES	33
52.	CODE OF BEHAVIOUR/ETHICS FOR PARENTS AND SPECTATORS.....	35
53.	NO PARENT/NO COMPETITION POLICY	36
54.	MEMBERSHIP TERMINATION OR REJECTION	37
55.	PARENT PARTICIPATION POLICY –COMPETITIONS	37
56.	PARENT PARTICIPATION POLICY – SPECIAL EVENTS	38
57.	SUNSMART PROTECTION POLICY	39
58.	HEAT AND HYDRATION GUIDELINES	39
59.	WET WEATHER POLICY	40
60.	SMOKE FREE POLICY	40
61.	PRIVACY	41
62.	RESPONSIBLE ALCOHOL MANAGEMENT POLICY	42
63.	ACCIDENTS AND FIRST AID	42
64.	ASTHMA POLICY	42
65.	INSURANCE	43
66.	EMAILS.....	43
67.	VISITORS TO CENTRE COMPETITIONS	43
68.	CENTRE AWARDS AND POINTS	43

69.	HAMERSLEY RECORDS AND AWAY RECORDS RECOGNITION	44
70.	SPECIAL PROGRAMS	44
71.	STATE TRACK & FIELD RELAY SELECTIONS.....	44
72.	NOMINATIONS TO ATHLETICS WEST EVENTS	44
73.	OBJECTIONS, MEDIATION AND RULINGS	45
74.	CENTRE SENIORS OFFERING	46

1. DUTIES OF THE CENTRE

1.1 The Centre shall:

- The Centre shall ensure that the Clubs and the Centre operate within the rules and guidelines as set out in the Athletics West Constitution and By-Laws, and the Centre Constitution and By-Laws.
- The Centre shall collect all Registration Fees and Competition Fees on behalf of Athletics West.
- The Centre shall enter teams and individual athletes where possible, in all Athletics West run events.
- The Centre shall keep a monthly backup of all data and entry results.
- The Centre shall always act on behalf of and in the best interest of its athletes, members and Athletics West at all times.

2. DUTIES OF THE CLUBS

2.1 The Clubs shall:

- Ensure they become affiliated with the Centre each year. Clubs who do not affiliate with the Centre, shall not participate in the activities of the Centre, including Centre competitions and State-run events.
- Provide two (2) delegates to attend every second Executive Committee 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.
- Provide a copy of the contact list of committee members to the Centre Secretary.
- Have at least six (6) minuted committee meetings (including an Annual General Meeting) each year and provide a set of these minutes to the Centre Secretary and Member Protection & Compliance Officer.
- Ensure they provide suitably trained helpers at Centre and Athletics West run events.

-
- Ensure their own committee members and volunteers have Police Clearances or Working with Children Checks where required in accordance with Section 3.
 - Be responsible for the financial aspects of the efficient running of their Club.
 - Present a financial statement to the Centre Treasurer and Member Protection & Compliance Officer at the end of each season.
 - Provide an annual asset list to the Centre Secretary and Member Protection & Compliance Officer by the end of August each year.
 - Accept registrations forms from new athletes ensuring that the athlete has correct proof of age and all relevant details are available at the time of registration form. Proof of age is not required for athletes who are re-registering for the following season.
 - 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.
 - Provide previous members with information to register on-line (if offered).

3. VOLUNTEER POLICE CLEARANCES AND WORKING WITH CHILDREN CHECKS

- 3.1 The Centre must register one person with Athletics West to be known as the Member Protection & Compliance Officer. Only this person at the Centre will have the authority to manage the Centre's and Clubs' adherence to provision of Volunteer Police Clearances and Working with Children Checks as required and in accordance with the Athletics West Policy and Guidelines.
- 3.2 Club or Club Committee Members who handle money, keys or equipment must hold a current Volunteer Police Clearance on commencement of their position. Copies or images of these Clearances must be held on file by the Club Secretary.
- 3.3 Any Club volunteers or coaches with no children in the Club must have a current Working with Children Check. Working with Children Check holders must present their Working with Children Check to the Club President for confirmation prior to commencing their position. An image of the card must be held on file by the Club Secretary.

- 3.4 Clubs must refer to the Athletics West Member Screening Procedure for compliance and information on application, validity periods and relevant positions requiring Police Clearances and Working with Children Checks.
- 3.5 Clubs must confirm in writing that the relevant Club volunteers and Committee Members have Volunteer Police Clearances or Working with Children Checks to the Member Protection & Compliance Officer prior to the commencement of the season.

4. RULES FOR COMPETITION

- 4.1 The Centre's Rules for Competition shall be published in the Centre's annual handbook (known as the 'Yellow Book') which is distributed to all registered little athletes' families and Life Members.
- 4.2 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 Centre Executive members present.
- 4.3 Notification of any proposed changes to Rules for Competition are to be published in the Agenda prior to Centre Executive Meeting and communicated to all Clubs following the meeting.
- 4.4 Consideration should be given to introducing major changes to the program and/or rules through a dedicated trial period.

5. CENTRE & CLUB UNIFORM

- 5.1 The Centre uniform shall consist of gold singlet/t-shirt with maroon trim. Maroon logo and name on the back of top. Maroon shorts, bicycle pants or briefs (girls). Shorts are to be worn above the knee.
- 5.2 Approved bodysuits are permitted for all uniforms. If athletes are wearing lycra under-garments eg. compression, these must match the colour of the club's pants or to be plain black (without logos or coloured stitching).
- 5.3 Changes to the Centre uniform MUST be submitted to and be approved by the Board of Management of Athletics West before the end of May, for introduction the following season.
- 5.4 Changes of uniform as approved by the Board of Management shall have a transitional period of two (2) years.
- 5.5 Changes to the Centre uniform must be approved by Athletics West in accordance with the Athletics West Constitution.

-
- 5.6 Club uniforms are defined in the Yellow Book and are to be worn at all Centre Competitions. Amendments to club uniforms are to be presented to the Centre Executive Committee for acceptance prior to season commencement.
- 5.7 Current age and registration numbers must be pinned to the singlet. 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 Athletics West or the Centre.
- 5.8 It is preferred that each competitor be attired in the correct club uniform from the commencement of the season, however no disqualification for incorrect club uniform may occur until after week four of competition. Extenuating circumstances will be considered by the Centre President and Arena Manager when implementing this rule (such as uniform supplier issues leading to late delivery of uniforms).
- 5.9 For State competitions and Athletics West-run competitions, an athlete not wearing the correct uniform will be disqualified as per the Athletics West Rules of Competition.

6. EXECUTIVE COMMITTEE, OFFICERS & CO-ORDINATORS

The Executive Committee comprises Executive positions detailed below::
President, Secretary, Treasurer, Registrar, Recording Officer, Arena Manager, Selections & Championships Officer, Equipment Officer, Education, Coaching & Development Officer, Senior Athlete Officer and Organiser of Officials.

Officers and Co-ordinators positions are listed as: Vice President, Member Protection & Compliance Officer, Inclusion Officer, Roster Coordinator, Fundraising Coordinator, Website & Publicity Officer, Social Co-ordinator, Canteen Co-ordinator, Uniform Coordinator, Winter Officer and Administration Officer.

- 6.2 Each Executive member will be provided with a Committee Shirt to readily identify them as Committee members. The shirt should be worn at all Saturday morning competition and consideration should be given to wearing the shirt at other Special Meetings including State Events.
- 6.3 Executive Committee members are to aim to gain qualification as key officials so as to be able to provide informed advice at Centre competitions whilst serving on the Executive.

7. DUTIES OF THE PRESIDENT

- 7.1 Duties of the President include:
- Chair monthly meetings of the Executive Committee.

- Chair Special General Meetings and Annual General Meetings (AGM's).
- Prepare an Annual Report for presentation at the AGM.
- Be responsible for all Committee Members and ensure that they keep him/her informed of matters under their control.
- Attend Athletics West Annual Conference and report back to Executive Committee.
- Jointly with Secretary and Treasurer operate the bank account.
- Liaise and advise where necessary with Club Presidents and Secretaries.
- Ensure the wellbeing of the Centre.
- Centre spokesperson.
- Ensure preparations are made for Centre Registration and Centre Competition days.
- Enforce Codes of Behaviour.
- Provide information to the Website/Publicity Officer for upload to the website.
- Represent the Centre at Athletics West meetings as required.
- Ensure all equipment of the Centre is adequately insured.

8. DUTIES OF THE SECRETARY

8.1 Duties of the Secretary include:

- Receive record and action correspondence.
- In consultation with the President, prepare and distribute as required, the agenda for all meetings at least seven (7) days prior to a meeting.
- Take minutes of all Meetings and forward copies to the Executive Committee, Affiliated Club Secretaries, Centre and Club Delegates and, together with the Financial Statement, to Athletics West within fourteen (14) days of the meeting.
- Notify Athletics West of all accidents/incidents that could give rise to any insurance claim.

- Ensure that each Club has the necessary paperwork to handle affiliation, registrations, injury claims and any other Centre business.
- In liaison with the President, prepare the Annual Report for the Centre.
- Inform Clubs of the need of one copy of the minutes of any meetings held to be forwarded to the Centre together with a Financial Statement.
- 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.
- Maintain updated database of Life Members.
- Co-ordinate Athletics West Awards.
- Ensure that the season rosters for track and field officials for Saturday competition days are prepared and distributed prior to the start of the season.

9. DUTIES OF THE TREASURER

9.1 Duties of the Treasurer include:

- Receive and pay out money on behalf of the Centre.
- Jointly with other nominated signatories operate the Bank Account. The Centre will nominate four (4) signatories to be comprised of President, Treasurer, Secretary (if appointed) plus another member as approved by the Executive Committee each year.
- Keep a proper record and books for all transactions.
- Arrange a bank account and at least two (2) signatories for all cheques. These signatories must not be from the same household nor be related.
- Invest money in such a manner as the Executive Committee may see fit.
- Prepare a Financial Statement for each meeting, a copy of which to be sent to Athletics West.
- Prepare an Annual Report for presentation at the AGM.
- Ensure that a Schedule listing the Assets of the Centre, and an Annual Income and Expenditure Report is prepared for presentation at the Annual General

Meeting. An audited report to be forwarded to Athletics West by the 31st May annually.

- Receive Club Affiliation Fees annually.
- Audit and report on the financial records of each Club to ensure that all monies are received and distributed in the correct manner. (This may also be completed by another independent competent person).
- Make sure of receipt of an Annual Statement of Income and Expenditure and Assets Schedule from each Club following their AGM.
- At least once in each financial year of the Centre, the accounts of the Centre shall be examined by an independent auditor – this audit to be completed by 31st May.
- Ensure audited Club financial statements and reports are viewed and checked by the Executive Committee and any anomalies noted. Clubs will be responsible at their expense to produce an audited financial statement at the end of each season. Executive Committee have the option to conduct meeting/s with any Club during the season.
- Keep an updated Asset Register in liaison with Equipment Officer.

10. DUTIES OF THE REGISTRAR

10.1 Duties of the Registrar include:

- Receive from Athletics West all Registration material and forward any information to the affiliated clubs including online registration information.
- Co-ordinate Centre Pre-registration/Registration and Information Day – direct new members to preferred Club, using boundary regulations.
- Issue Registration Numbers to all members using the online system, once they are financial and proof of age has been confirmed for new members.
- Retrieve previous member login details in Results HQ if they have been forgotten.
- Use Centre Administrator Login to input any notes, or update Centre requirements that are used in the online registration process.
- Sight birth certificates or passports as proof of age on registration acceptance.
- Issue registration numbers and age tags to Clubs.

- Complete registration returns and forward to Athletics West, in accordance with instructions given at the Athletics West Registrar's Meeting.
- Make payment to Athletics West for each member registered with the Centre.
- Maintain an accurate and up to date Register of Members of the Centre with their email, phone and residential address.
- Respond to registration queries received, direct queries and registration requests to appropriate Club Registrar.
- Attend to registration transfers as required.
- Issue (and charge appropriately) new age and name tags if they are lost during the season.
- Attend Registrar meeting at Athletics West.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

11. DUTIES OF THE EDUCATION, COACHING & DEVELOPMENT OFFICER

11.1 Duties of the Education, Coaching & Development Officer include:

- Ensure adequate representation by the Centre at Athletics West coaching courses.
- With the Organiser of Officials, arrange for competent site and key officials to be accredited with Athletics West's Officials Accreditation process.
- Maintain a database of Centre Coaches, their qualifications and specialisations.
- Prepare a report for the monthly Committee meetings.
- Assist parents with the registration process for courses and clinics.
- Monitor standards of officiating during competition days and provide support to parents with rules/notes and information where necessary.
- Assist Selections Officer with relay training for new relay coaches.

- Assist with the facilitation of the Hamersley Development Squad, prepare regular emails to athletes/families, request payments for coaches, monitor progress of the Squad.
- Organise Centre and Coaching Clinics as required.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.
- Co-ordinate the Hamersley Development Squad by organising coaches and payments, liaising with the City of Stirling for training dates, facilitating training sessions and handling all communications with parents and athletes.

12. DUTIES OF THE SELECTIONS AND CHAMPIONSHIPS OFFICER

12.1 Duties of the Selections and Championship Officer include:

- Organise Special events to be conducted, entry, Key Officials selection, program, venue and checking out the ground and other technical aspects. Liaise with the Arena Manager and Organiser of Officials.
- Organise entry of Athletes to all Athletics West-run events including State Track & Field Relay Championships, the Centre Uniforms for the Athletes, and inform them of any specific Rules relating to each event.
- Liaise with other Centres and assist in organising any Athletics West's Championships as per Athletics West's Championships Manual, as required.
- Advertise events to Clubs, parents and athletes via email.
- Ensure entry forms are available and collect completed forms.
- Liaise with the Recording Officer to obtain results and to ensure athletes are entered in the appropriate events.
- Notify athletes of their selection in teams and confirm their availability.
- Appoint relay coaches and liaise with them to resolve any issues.
- Assist and support the Organiser of Officials in organising rosters for State run events.
- Act as the "Protest Officer" for the Centre for Athletics West events,
- Provide a monthly report for the Hamersley Committee meetings.

- Provide a written report for inclusion in the Annual Report of the Centre.

13. DUTIES OF THE RECORDING OFFICER

13.1 Duties of the Recording Officer include:

- Calculation, input and maintenance of the Hamersley point indexes for the correct calculation of points.
- Set up the various weekly programs.
- Work with the Registrar to ensure the registrations and associated data are updated in the RHQ system in a timely manner.
- Production of the weekly competition starters and field results sheets and filing in appropriate folders.
- The input or supervision of the input of all results.
- The appraisal and verification of all results.
- Confirming results in the relevant recording system.
- Production via Excel of ad hoc reports not capable straight from the system.
- Production of reports for relay selection.
- The extract of information that Athletics West sometimes requires.
- Trophy/medal/award calculations for end of summer season.
- Trophy/medal/award calculations for end of winter season.
- Answering any queries or resolution of any disputes, regarding the results.
- Maintenance of the Yellow Book awards and records.
- Ordering or purchase of stationery for the results sheets and printer.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

14. DUTIES OF THE VICE PRESIDENT

14.1 Duties of the Vice President include:

- A Vice President shall be appointed from the elected Executive Committee Members at the first monthly meeting after the Annual General Meeting.
- Vice President shall perform all duties of the President in the absence of the President or as directed by the President.
- Where the President is unable to be present at a meeting, the Vice President shall preside.
- If both the President and the Vice President are not present, the other Members of the Executive Committee present shall select one of their numbers to act as President.

15. DUTIES OF THE ORGANISER OF OFFICIALS

15.1 Duties of the Organiser of Officials include:

- With the Education, Coaching & Development Officer, arrange for competent site and key officials to be trained and accredited with Athletics West's Officials Accreditation process.
- Maintain the database of accredited officials.
- Monitor standards of officiating during competition days and provide support to parents with rules/notes and information where necessary.
- Assist the Roster Co-ordinator to co-ordinate rosters for Saturday Competition, Athletics West events, eg State Relay Championships, State Combined Events, Inter-Centre Championships and State Championships, and other events that the Centre participates in – ensuring that Key Officials provided by the Centre are qualified for their roles at these events.
- Provide advice, encouragement and mentoring to Centre Key Officials for all events.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

16. DUTIES OF THE EQUIPMENT OFFICER

16.1 Duties of the Equipment Officer include:

- Ensure all required Centre equipment is obtained.
- Maintain all equipment in a safe and usable condition.

- Be on hand to resolve any equipment issues during competition.
- Recommend to Executive Committee items of equipment to be acquired, repaired or disposed.
- Be responsible for the marking of the Arena and sites and maintain that marking in a clear form.
- On an annual basis, clean out the shed and check equipment with the assistance of the Arena Manager and two people from each affiliated club.
- Advise the Treasurer of equipment purchased and removal of old equipment so the Asset Register can be updated.
- Liaise with the City of Stirling regarding turf repairs to the arena and any issues or impacts that arise from maintenance to or modifications of the arena or the equipment shed.
- Attend to equipment weigh-ins and dimension checks at the Centre (annually before the start of the season) and prior to Athletics West events (as required).
- Maintain the Centre equipment register.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

17. DUTIES OF THE ARENA MANAGER

17.1 Duties of the Arena Manager include:

- Ensure that the arena is line marked correctly for commencement of season.
- Ensure that the Rules of Competition are complied with.
- Ensure that records set at the Hamersley arena comply with rules and are then ratified and recorded in Arena Manager's file.
- Ensure that the equipment shed is open and ready for the set-up volunteers to set up all equipment prior to competition each week. Ensure that all equipment is returned to the shed at the end of competition each week by pack-away volunteers.
- With the help of the set-up and pack away coordinators, deliver specific site equipment to sites using the utility and associated trailers at the start of

competition days and collect equipment from sites at the end of competition days.

- Ensure that the arena is safe for competition, including making the decisions about cancelling competitions in dangerous situations.
- Ensure there is fuel in the utility and generator.
- Act as an adjudicator in disputes of rules of competition.
- Report equipment deficiencies to the Equipment Officer.
- Facilitate equipment loans for Athletics West competitions, cross country events and others as required.
- On an annual basis, clean out the shed and check equipment with the assistance of the Equipment Officer and two people from each affiliated club.
- Maintain the Asset Register in liaison with Equipment Officer and Treasurer.
- Contact City of Stirling with regards to any misuse of Arena.
- Make suggestions at Committee meetings about functionality of the events, calendar and programs in general.
- Monitor on a regular basis and keep a record of the sound readings of the PA system volume during Saturday competition.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

18. DUTIES OF THE SOCIAL CO-ORDINATOR

18.1 Duties of the Social Coordinator include:

- Plan and facilitate any social events at the Centre.
- Book end of season entertainment for the Centre wind-up function.
- Purchase morning tea or supper for Life Members and Committee attending the trophy presentations and AGM.
- Prepare PCH Day flyers and co-ordinate with Clubs to facilitate activities and provision of raffle hampers.
- Book annual committee dinner.

- Organise Santa's visit in December.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

19. DUTIES OF THE MEMBER PROTECTION & COMPLIANCE OFFICER

19.1 Duties of the Member Protection & Compliance Officer include:

- Be the point of contact at Saturday competition for any reports concerning child abuse.
- Liaise with all Clubs to confirm their Committee listings and contact details.
- Liaise with all Club Treasurers to obtain a copy of the previous seasons audited accounts.
- Liaise with all Clubs to ensure all committee members/volunteers/coaches who do not have a child registered to provide a Working with Children Card.
- Liaise with Clubs to ensure that all Minutes of Club Meetings are forwarded to Member Protection & Compliance Officer.
- Liaise with Clubs and the Centre that Committee/Volunteers/Coaches and any members that handle money, keys or equipment to ensure they have Volunteer Police Clearances or Working With Children Checks.
- Attend the Member Protection Information Officer Course.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

20. DUTIES OF THE WEBSITE/PUBLICITY OFFICER

20.1 Duties of the Website/Publicity Officer include:

- Receive information from Athletics West, Hamersley LAC and Affiliated Clubs for upload onto website and social media as required.
- Regularly check and cleanse the website for old or out of date material.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

21. DUTIES OF THE INCLUSION OFFICER

21.1 Duties of the Inclusion Officer include:

- Helping Hamersley Little Athletics Centre to strive to ensure our Centre reflects the diversity of our local community and actively works toward eliminating the barriers to inclusivity.
- Helping Hamersley Little Athletics Centre to work towards developing clear strategies and policies to achieve inclusion and remove discrimination from within our club.
- Promoting a safe, welcoming, and respectful culture where everyone feels welcome and accepted regardless of age, gender/gender identity, sexuality, ability, socio-economic status, or cultural, ethnic or religious background. Helping the Centre develop policies and procedures to support this goal in practice.
- Informing, supporting and empowering our members and all others involved in Hamersley Little Athletics Centre in relation to inclusion and diversity issues.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

22. DUTIES OF THE ROSTER CO-ORDINATOR

22.1 Duties of the Roster Co-ordinator include:

- Co-ordinate rosters for Saturday Competition, Athletics West events, (eg State Relay Championships, State Combined Events, and State Championships), and other events that the Centre participates in.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

23. DUTIES OF THE CANTEEN CO-ORDINATOR

23.1 Duties of the Canteen Co-ordinator include:

- Operate and manage the Centre's Canteen facilities including purchasing, storage and sale of supplies.
- Liaise with the City of Stirling regarding any issues with the canteen facilities, and any required maintenance or upgrades.
- 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 for weekly competitions and collect monies from the coffee van (percentage of sales is given to the Centre) at the end of the season.
 - Ensure auditable documentation is maintained.
 - Maintain a float and ensure monies are transferred to the Treasurer/bank account as soon as practical following each competition.
 - Purchase toiletries, cleaning products & large bin liners.
 - Keep a supply of ice packs for injury management.
 - Provide icy poles or similar for athletes for prizes, Santa's visit, and wind-up trophy presentations.
 - Ensure the Hamersley BBQ box is fully stocked.
 - Provide stock for cross country BBQ/Canteen hosted by Hamersley and organise a float. Assist where needed with organising and running of the BBQ/Canteen.
 - Provide stock for Winter cross country wind up.
 - With the Education, Coaching and Development Officer, assist to arrange Hamersley Development Squad end of season catering and provide cool drinks, icy poles/ice creams as required.
 - Provide a monthly report for the Hamersley Committee meetings.
 - Provide a written report for inclusion in the Annual Report of the Centre.

24. DUTIES OF THE UNIFORM CO-ORDINATOR

24.1 Duties of the Uniform Co-ordinator include:

- Ensure sufficient Centre Uniforms are available for State Events.
- Conduct stock take of uniforms.
- Co-ordinate sale of uniforms during competition 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.
 - Co-ordinate sale of uniforms at start of Winter training.
 - Liaise with uniform supplier for changes to uniform style and design.
 - Provide a monthly report for the Hamersley Committee meetings.
 - Provide a written report for inclusion in the Annual Report of the Centre.

25. DUTIES OF THE WINTER OFFICER

25.1 Duties of the Winter Officer include:

- Be fully responsible for the Centres' involvement in Winter Competition by liaising with Athletics West, the Centre and Clubs.
- Ensure sufficient notice of both Cross Country and Road Walks, their dates and venues, is given to all Clubs and previous season athletes.
- Maintain an email database of all winter athletes.
- Ensure that all athletes are registered for insurance purposes.
- Undertake the role of principal co-ordinator for the Cross Country host race day, ensuring the supply of sufficient personnel to run the event.
- Liaise with the Council for booking of the reserve for race day.
- Organise for Accredited cross-country coaches.
- Prepare the Winter cross country training schedule in conjunction with the appointed coaches and give to Website/Publicity Officer for publishing to website and social media pages.
- Facilitate the registration of all new winter athletes, including receipt of monies and forward registrations to Athletics West for the issuing of the registration number.
- Maintain full records of each athlete's performance.
- Co-ordinate BBQ and canteen requirements with Canteen Manager for Hamersley's host day.
- Co-ordinate awards for the Winter competition and submit for Yellow Book publishing as early as possible.

- Co-ordinate the Winter Wind up and trophy presentations.
- Promote the Winter competition throughout the summer athletics season.
- Represent the Centre at Winter Athletics West Meetings as required.
- Attend Hamersley Committee meetings as and when required, particularly during the Winter season.
- Provide a written report for inclusion in the Annual Report of the Centre.

26. DUTIES OF THE FUNDRAISING CO-ORDINATOR

26.1 Duties of the Fundraising Co-ordinator include:

- Identify and apply for appropriate grants and sponsorship funding for the Centre.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

27. DUTIES OF THE ADMINISTRATION OFFICER

27.1 Duties of the Administration Officer include:

- Provide administration assistance to President, Secretary, Treasurer and Organiser of Officials.
- Assist with preparation and organising printing of the HLAC Yellow Book.
- Handle Athletics West correspondence and forward to relevant committee members as required.
- Assistance with States/event preparations including online rosters.
- Maintain centre records.
- Check first aid equipment is current and well stocked prior to season starting.
- Ensure that first aid volunteers have a current Accredited Certificate in first aid.
- Liaise with the City of Stirling and North Beach Athletics Seniors.

-
- Provide assistance to the Education, Coaching & Development Officer for the Hamersley Development Squad.
 - Assist with preparations for end of season wind-up, including ordering trophies, invitations to Life Members, preparation of the Order of Proceedings and preparation of Award and Record Certificates.
 - Liaise with the Wendling Road Management Committee and provide feedback to the Executive Committee that is relevant to the Centre.
 - Take bookings for the Wendling Road venue from user groups.
 - Keep Life Members informed.
 - Organise Honour Boards for updating and Plaques for State & International Athletes.
 - Prepare Certificates for Service Awards.
 - Co-ordinate Athletics West Awards and submit paperwork.
 - Liaise with Athletics West for Special Events.
 - Attend Athletics West Annual Conference and report back to Executive Committee.
 - Liaise with Member Protection & Compliance Officer to Monitor Affiliated Clubs and ensure that Club Meetings are held at least six (6) times a year, and that Club accounts are audited.
 - Provide information to the Website/Publicity Officer for upload to the website.
 - Liaise and advise where necessary with Club Presidents and Secretaries.
 - Liaise with Social Co-ordinator on PCH Day activities.
 - Ensure that the season rosters for track and field officials for Saturday competition days are prepared and distributed prior to the start of the season.

28. DUTIES OF THE SENIOR ATHLETE OFFICER

28.1 Duties of the Senior Athlete Officer include:

- Be responsible for the Centres' involvement in Senior Athletics Competitions by liaising with Athletics West and the Centre.

- Liaise with Athletics West to obtain and circulate competition dates and venues, to Centre Senior Athletes.
- Maintain an email database of all Centre Senior athletes for communication purposes.
- Ensure that all Centre Senior Athletes are registered for insurance purposes including athletes that are 'training only'.
- Work with the Centre Coaching and Development Offer to organise Accredited coaches for any Centre seniors training sessions.
- Facilitate the registration of all Centre Senior Athletes, working with the Centre Registrar
- Co-ordinate any end of season wind-up events for Senior Athletes, as agreed with the Centre Executive Committee.
- Promote the Centre's Seniors offering and answer questions from Members and prospective members.
- Represent the Centre at events as required.
- Attend Hamersley Committee meetings.
- Provide a monthly report for the Hamersley Committee meetings.
- Provide a written report for inclusion in the Annual Report of the Centre.

29. CENTRE CAPTAINS

29.1 The Executive Committee shall appoint two Centre Captains 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 15/16/17 age groups.

29.2 The Centre Captains will be the Centre representatives when required and will be responsible for providing assistance with Centre tasks as required such as: helping younger athletes, helping with special events, Santa's visit and the annual trophy presentations.

30. RESIGNATIONS

30.1 Members of the Executive Committee may tender a resignation at any time.

30.2 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.

30.3 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 appointment.

31. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

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

- Opening by the President – Welcome any special guests
- Apologies
- Confirmation of minutes of the previous Annual General Meeting
- Matters Arising from Previous Minutes
- President's Report – on the activities and business of the Centre over the preceding 12 months
- Treasurer's Report – including the Annual Report, Statement of Income and Expenditure & Assets Schedule for adoption by the members. An Audited Report to be completed within two months of the AGM.
- Reports from all Executive Committee
- Reports from Affiliated Clubs
- Notices of Motion
- Election of Officer Bearers
- Election of two (2) Athletics West Delegates and two (2) Proxy Delegates
- Appointment of Auditor
- Nomination of Patron
- Amendments to the Constitution and By-Laws
- Other Business

- Next Meeting

Note: All positions open to election 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.

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

32. ORDER OF BUSINESS AT MONTHLY MEETINGS

- 32.1 The order of business at monthly meetings of the Executive Committee shall be as follows:

- Opening by the President – Welcome any special guests
- Apologies
- Confirmation of Minutes of the Previous Executive Committee Meeting
- Actions Arising from Previous Meeting
- Correspondence
- Treasurer's Report
- Executive Member Reports
- Notices of Motion
- Other Business
- Next Meeting
- Meeting Closure

33. BUSINESS CONDUCTED WITH OPEN/CLOSED DOORS

- 33.1 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.
- 33.2 Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee Members to leave the meeting room.

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

34. OPEN VOTING

- 34.1 Motions arising at a meeting of the Executive Committee shall be decided, in open voting, by a simple majority of Executive Committee members present.
- 34.2 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.
- 34.3 If the votes of Executive Committee Members are equally divided, the President or person chairing the meeting shall cast a deciding vote.
- 34.4 Notwithstanding sub-clause (30.2), the President or person chairing the meeting shall be granted leave to vote on any motion pertaining to the election of Centre Captains, nominations for Awards and Trophies or casual vacancies on the Executive Committee.
- 34.5 Life Members shall have the right to attend any Centre Meeting or Annual General Meeting. They are prohibited from voting but may offer their advice, based on experience.

35. AFFILIATED CLUB VOTING

- 35.1 A Club Delegate must vote as directed to do so by the Affiliated Club.
- 35.2 A Club Delegate cannot hold an Executive position on the Centre Committee.

36. PROXY VOTING

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. Virtual attendance and voting shall be allowed (using video or tele-conference facilities) even if some of the Committee Members are present together at the clubrooms.

37. FAMILY INTEREST

An Executive Committee Member or Club Delegate cannot vote on a motion that has a direct bearing on their own child, a family member, or a child of which they are the legal guardian.

38. COMMITTEE DECISIONS

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.

39. FINANCIAL ASSISTANCE TO ATHLETES

Athletes selected for State or National representation will be eligible for appropriate financial assistance as determined by the Executive Committee on an annual basis.

40. PRESIDENT'S RULINGS

The President when deciding a point of order or practice shall give a decision. No debate shall be permitted, and the decision shall be final.

41. DEPUTATIONS

41.1 Deputations wishing to attend an Executive Committee meeting shall first submit a request, either verbal or in writing, to the Centre President or Secretary.

41.2 The Centre Secretary must obtain the approval of the President before including the Deputation on the Executive Committee agenda.

41.3 A Deputation shall not exceed a number which shall be determined by the President.

41.4 After the Deputation has put their case, no further discussion shall be entered into until the Deputation has withdrawn.

42. USE OF CENTRE EQUIPMENT

Use/Hire of the Centre's athletic equipment outside of authorised training and competition times shall be authorised by the Centre Executive Committee.

43. RULES FOR COMPETITION

The Centre abides by the Athletics West Rules of Competition as amended from time to time, unless there is a Centre-specific rule, which will be published in the Centre's Yellow Book that is distributed to all registered Little Athletes and other interested parties. Any changes to the Centre-specific rules shall be approved by a 75% majority of the Executive Committee. Any changes will be submitted to Clubs for comment before the Executive Committee vote.

44. REQUIREMENTS OF A CLUB

- 44.1 A Club shall have no less than ten (10) athletes registered with the Centre excepting in circumstances where the Centre considers that a Club can still be satisfactorily maintained with less than ten (10) athletes.
- 44.2 Each Club shall have a controlling Committee comprising of at least three (3) Members who shall be elected by interested persons, parents or guardians of Registered Athletes. For voting purposes, Membership will be restricted to one (1) Little Athletic Club.
- 44.3 Each Club may adopt Rules and By-Laws which shall be approved by the Centre Executive Committee and any further alterations made thereto.
- 44.4 Competitors attached to a Club shall be duly registered through that Club under the Centre umbrella.
- 44.5 Once the Club has initially affiliated with the Centre, it cannot Affiliate with another Centre without the written approval of the Board of Management.
- 44.6 Each Club shall pay the annual Affiliation fee as determined by the Centre Executive Committee.
- 44.7 If a Club amends its Constitution or By-Laws, this must be approved by the Centre Executive to ensure it complies with Athletics West's requirements.

45. ACCEPTANCE OF AFFILIATION OF A CLUB

- 45.1 Each new Club shall at the earliest possible date submit to the Secretary of the Centre for approval and subsequent acceptance:
- 45.2 A Club Name and Uniform to be approved by the Centre Executive Committee which shall be used at all Centre Competition and at Athletics West-run events where permitted.
- 45.3 The names and addresses of at least three (3) Administrators of the Club who shall be responsible for the Club.

46. CONTINUATION OF AFFILIATION OF A CLUB

- 46.1 In order that a Club shall continue to be accepted as Affiliated with the Centre they must continue to meet the requirements as set down in Clauses 41 and 42.
- 46.2 Where in the opinion of the Centre Executive Committee a Club has contravened the Constitution and/or Rules and By-Laws of Athletics West, the Club may have its Affiliation suspended or be suspended from voting and speaking at Centre Meetings for a period of time to be determined by the Executive Committee.

46.3 A Club failing to fulfil the requirements of the Rules and By-Laws of the Centre may have its Affiliation suspended or be suspended from voting and speaking at Centre Meetings until such time as these requirements have been met.

46.4 Any Club which has been suspended has the right of appeal to the Centre Executive Committee. This appeal must be made in writing to the Centre Secretary and President.

47. ADMINISTRATION OF A CLUB

47.1 Each Club shall be organised and administered by a Committee which shall conform as far as practicable to the Rules and Requirements of the Centre Executive Committee.

47.2 The Committee shall be elected by Members at the Annual General Meeting of the Club, which shall be held at least once every calendar year and not more than fifteen (15) months apart.

47.3 When elected the Committee shall meet at least six (6) times per annum (including the AGM).

47.4 The Committee shall consist of not less than three (3) adult persons.

47.5 It is recommended that each Club shall elect at least a President, Club Manager, Secretary, Registrar and a Treasurer.

47.6 The Committee shall act on behalf of its Members on all matters which are connected with the Centre.

47.7 The Committee shall submit to the Annual General Meeting of the Club an Audited Statement of Income and Expenditure, an Auditor's Report and an Assets Schedule for adoption by its Members, and shall forward at least one (1) copy to the Member Protection & Compliance Officer within thirty (30) days of the date of the Meeting.

47.8 Copies of the Minutes of Club Meetings and a Financial Statement shall be forwarded to Club Committee Members and one (1) copy to the Member Protection & Compliance Officer within thirty (30) days of the date of the Meeting.

47.9 The Club shall pay all accounts by cheque or EFT which shall be signed by at least two (2) people. The authorised signatories to the account shall not be members of the same household or be related.

47.10A Special Meeting of the Club shall be called at the request of the Centre Executive Committee or at least five (5) Members of the Club. Not less than fourteen (14) days' notice of the Special Meeting shall be given to all Members of the Club and the Centre Executive Committee.

48. APPOINTMENT OF CLUB DELEGATES

- 48.1 Clubs shall appoint two (2) Delegates who shall represent the Club at Centre Meetings, Special General Meetings and the Annual General Meeting of the Centre.
- 48.2 Each Affiliated Club should be represented at Centre Delegates Committee Meetings or Centre Special Meetings by at least one (1) appointed Delegate.

49. DISSOLUTION OF A CLUB

- 49.1 In the event of a Club failing to revitalise its Members to function according to the Requirements of a Club, or is in serious difficulties, a Meeting shall be called to consider revitalisation or dissolution. The last available list of Club Members shall be used to give effect to the provision of this Clause.
- 49.2 The President of the Centre shall call and Chair such meetings for this purpose.
- 49.3 The Club shall be dissolved unless a working Committee is elected at this Meeting.
- 49.4 All assets of a defunct Club are to be held in Trust by the Centre for a period of twenty four (24) months and thereafter will be transferred to the control of the Centre to be sold or used at their discretion.

50. APPOINTMENT OF SENIORS DELEGATES

- 50.1 A sub-committee chaired by the Seniors Officer shall run an appropriate process to select two (2) Delegates who shall represent the Senior Athletes at Centre Meetings, Special General Meetings and the Annual General Meeting of the Centre.
- 50.2 At least one (1) appointed Seniors Delegate should be present at Centre Committee Meetings or Centre Special Meetings.

51. CODE OF BEHAVIOUR/ETHICS FOR ATHLETES

- 51.1 Code 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.
 - Electronic devices should not be used by athletes on any sites in accordance with Athletics West rules.

51.2 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.

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

51.4 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.

51.5 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 President, and the athlete’s parents advised.

51.6 Any Key Official or Executive Committee Member may initiate a second warning but must do so through the Arena Manager or Centre President immediately.

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

51.8 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 Athletics West Office.

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

Breach	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

52. CODE OF BEHAVIOUR/ETHICS FOR PARENTS AND SPECTATORS

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

- 52.2 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.
- 52.3 Any penalties that are imposed are to be appropriate to the seriousness of the breach.
- 52.4 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.
- 52.5 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 and Centre President.
- 52.6 Any Key Official or Executive Committee Member may initiate a second warning but must do so through the Arena Manager or Centre President immediately.
- 52.7 A parent/spectator who has received two previous warnings will then be issued a penalty under the Centre guidelines.
- 52.8 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 Athletics West 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

53. NO PARENT/NO COMPETITION POLICY

- 53.1 It is Centre policy that if a child is dropped at the Centre for competition and does not have a parent or nominated guardian present, they will not be allowed to compete until that parent or guardian arrives. The Centre ensures the utmost duty of care in providing children with a safe and pleasant environment in which to compete. The Centre cannot take responsibility for a child's safety if they are unattended and experience difficulties during this time.

54. MEMBERSHIP TERMINATION OR REJECTION

- 54.1 Membership can be terminated either by the parents or legal guardian of registered athletes or by the Executive Committee in the form of suspension, termination or rejection.
- 54.2 A parent or legal guardian of a registered athlete must provide the Centre 21 days' notice of termination in writing if they wish to withdraw their Membership.
- 54.3 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 Athletics West.
- 54.4 Membership can be withdrawn under Rule 52.1 above by vote of more than 50% of the Centre Executive.
- 54.5 Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose. At least 14 days prior to the requested meeting date, the member shall submit a written request of appeal justifying the reasons for the appeal.
- 54.6 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 Athletics West.

55. PARENT PARTICIPATION POLICY –COMPETITIONS

- 55.1 Every family registered with the Centre is required to nominate for a season roster duty when they complete their child's online registration. The roster duties offered are many and varied, and not all duties involve prior skills or knowledge. It is expected that throughout the season, parents will volunteer for approximately 10-20 hours.
- 55.2 The Centre will offer training sessions in all disciplines to assist parents in being upskilled to complete their roster duties. All Key Officials will need to complete the Athletics Australia Level 1 Officials Accreditation before competition commences and email their certificate to the Organiser of Officials with a copy to the Administration Officer.

55.3 Families will be provided with a mechanism to contact parents who have chosen the same role, so they can arrange their own roster swaps with suitably qualified and accredited parents. Failure to arrange a swap will result in a warning being issued for a first offence. For a second offence with no prior communication, the Centre reserves the right to terminate the athlete's registration, rendering the athlete ineligible to compete in any further competition days or State events.

55.4 Canteen and BBQ roster duties are covered by the Clubs.

56. PARENT PARTICIPATION POLICY – SPECIAL EVENTS

56.1 State Track & Field Championships, Combined Events and any Centre-approved or Athletics West events:

Parents of participating athletes are usually required to fulfil **one*** time slot of roster duty for each child registered at the event venue over the weekend. The duration of the roster time slot varies in accordance with the allocation of duties to each Centre.

56.2 Junior Athletics Carnival, State Track & Field Relay Championships and the State Combined Events:

Parents of participating athletes are usually required to fulfil **one*** time slot of roster duty at the State Athletics Stadium (or chosen venue) on the day. The duration of the roster time slot varies in accordance with the allocation of duties to each Centre by Athletics West.

56.3 Hamersley Hosted Cross Country Events:

Parents of any athlete attending winter training and/or participating in the fortnightly winter Athletics West races are usually required to fulfil **one*** time slot of roster duty at the Hamersley LAC winter race venue on the day.

* Please note the number of roster duties required per family may change closer to the date of the event depending on the number of athletes participating and the ruling of the organising body for each event.

56.4 Exceptions to the above may be extended to Hamersley Committee or due to extenuating circumstances and must be agreed to by the Organiser of Officials prior to the day of Competition. Failure by parents to complete their required rostered duties may result in your athlete being excluded from competing as a Hamersley Athlete in future events and/or may place your membership for the following season in jeopardy.

57. SUNSMART PROTECTION POLICY

57.1 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.

57.2 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.

57.3 The Hamersley Little Athletics Centre is aware that children are especially susceptible to the sun's rays and that skin cancer can be prevented.

57.4 The following strategies have been adopted:

- **Where possible**, competition and training shall be scheduled outside the hours of 12:00 and 3:00 pm with the exception of HDS and relay coaching sessions which may be conducted at other times in the day. The Centre will maximise the use of natural shade provided by trees, buildings and portable shade tents.
- Individuals will be encouraged to bring their own shade structures to centre and region activities.
- Where possible, portable shade tents 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 and at the northern and southern marshals.

58. HEAT AND HYDRATION GUIDELINES

58.1 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.

58.2 All athletes should be educated on the importance of sun safety and how to be sun smart.

58.3 Regular announcements over 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.

58.4 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. Specific events (such as longer distance running events) may be brought forward to earlier in the day to avoid having athletes running in high temperatures. This decision will be made by the Arena Manager and Centre President. Weather updates will be posted on social media and the Centre website.

59. WET WEATHER POLICY

59.1 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 President.

59.2 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.

59.3 Weather updates may be posted on social media and the Centre website.

60. SMOKE FREE POLICY

60.1 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 Athletics West.

60.2 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.

61. PRIVACY

- 61.1 The Centre collects personal information in order to provide you with the services and information associated with membership of Little Athletics.
- 61.2 The information collected is supplied by the parent upon registration of an athlete for each new season of Little Athletics.
- 61.3 No information will be requested by Athletics West or the Centre unless it is relevant. Members will be advised of the reason for collecting information if requested.
- 61.4 Your personal information may be used in order to provide the services you require or request. Providing this information allows Athletics West 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.
- 61.5 Athletics West or the Centre may, on occasions, utilise your personal information for the purpose of improving the operation of competition.
- 61.6 Member information will only be provided to third parties on written request that is assessed by the Centre as being relevant to the operation of competition. Member information will not be used for marketing purposes.
- 61.7 The Centre will only use athletes' images for promotional purposes either in print, on the Centre's website or in the Centre's social media platforms if given permission at registration by the parents of the registered athlete.
- 61.8 Parents or visitors 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 is a breach of behaviour/code of ethics for parent or spectators will result in disciplinary action.

62. RESPONSIBLE ALCOHOL MANAGEMENT POLICY

62.1 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.

62.2 The following strategies have been adopted:

- There will be no sale of alcohol during the conduct of any Centre meets or functions.
- 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.

63. ACCIDENTS AND FIRST AID

63.1 All accidents are to be reported immediately to the Announcer and then the First Aid Officer. A small first aid area is set up inside the roller door of the equipment shed during each competition.

63.2 All rostered first aid officers are supplied with a first aid vest, two-way radio and first aid “bum bag”.

63.3 To ensure duty of care for all athletes and patrons, the Centre will ensure there is sufficient number of first aid officers rostered on at all competitions.

63.4 An Injury Report Form must be completed and lodged with the First Aid Officer. All Injury Report Forms are to be passed on to the Centre President or Arena Manager for tabling and discussion at the next Executive Committee meeting.

64. ASTHMA POLICY

64.1 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.

65. INSURANCE

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

65.2 Athletes are automatically insured as part of their registration.

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

65.4 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 Athletics West website.

66. EMAILS

66.1 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.

67. VISITORS TO CENTRE COMPETITIONS

67.1 Registered athletes from other Centres are welcome at Hamersley. Visitors should provide their personal best performances to the Recording Officer at least three (3) days prior to the competition day. Failure to do so may mean that the visitor is not appropriately graded and may be placed in the last heat of each event to avoid minimum disruption to Centre Competition. Visitors are expected to provide officials to help on sites as required. Visiting athletes will not have their results published by Hamersley however they may request their results on the day from the recorders at each event.

68. CENTRE AWARDS AND POINTS

68.1 The mechanisms and eligibility criteria for determining Centre awards are published on the Centre Website. The mechanisms and associated input will be reviewed and updated each season by a sub-committee chaired by the Records Officer prior

to the start of the season. Any changes to the mechanisms from the previous season must be agreed by a 75% majority of the Executive Committee. Any proposed changes will be presented to Club Delegates for comment prior to the Executive Committee vote.

69. HAMERSLEY RECORDS AND AWAY RECORDS RECOGNITION

69.1 When a Hamersley Record is broken and ratified at a Hamersley competition, this will become the new record for that age group / event after the date the record is broken. At the end of each season, any new Hamersley records for each event will be captured and then published in the next season's Hamersley Yellow Book.

69.2 When a Hamersley record is broken at a Centre-recognised event outside of the Hamersley competitions (such as State Championships), this record shall be acknowledged as an 'Away Record'. At the end of each season, any new Away Records for each event will be captured and then published in the next season's Hamersley Yellow Book. Note: Away Records were only agreed to be implemented in April 2022, using all available data up to that point.

70. SPECIAL PROGRAMS

Special programs (such as Centre Championships) will be held each season in accordance with the procedure and rules developed by a Sub-Committee formed each season to oversee these events. The Selections and Championships Officer will chair the Sub-Committee. Any changes to the previous season's procedures and rules shall be approved by a 75% majority vote of the Centre Executive Committee and published in the Yellow Book / Centre Website. Any changes or new programs being introduced each season will be tabled for Club Delegate comment before the Centre Executive vote.

71. STATE TRACK & FIELD RELAY SELECTIONS

Selections for the Athletics West State Track and Field Relay Championships will be made by a Sub-Committee formed each season to oversee this event in accordance with the procedure published on the Centre Website. This Sub-Committee will be chaired by the Selections and Championships Officer. Any changes to the procedures and rules each season shall be approved by a 75% majority vote of the Centre Executive Committee and published on the Centre Website for that season. Any proposed changes will be presented to Club Delegates for comment prior to the Executive Committee vote.

72. NOMINATIONS TO ATHLETICS WEST EVENTS

- 72.1 Nominations for Athletics West events are to be done by registered members through the ResultsHQ portal.
- 72.2 Event details, including nomination information will be distributed to Clubs and emailed to all registered members, posted on social media and on the Centre Website.
- 72.3 A condition of nomination to Athletics West events is that a parent, guardian or family member must be available for a roster duty as per the Parent Participation Policy for that specific event. Failure to conduct a nominated roster may impact the athlete's eligibility to register with the Centre the following season.
- 72.4 The Centre will include the Athletics West closing dates and event nomination details by email to all registered families.
- 72.5 Late nominations will not be accepted by Athletics West. It is a parents' responsibility to ensure the nomination is received prior to the advertised closing date.

73. OBJECTIONS, MEDIATION AND RULINGS

- 73.1 Disputes and Objections must be handled in accordance with Section 29 of the Centre's Constitution and the Centre's Yellow Book.
- 73.2 In the case of objections to results, objections must be made in writing to the Centre Records Officer. Any ruling by the Records Officer is final.
- 73.3 In the case of disputes, if no resolution results from discussion between the parties, the parties can either appoint a mediation skilled Member as a Mediator themselves or seek assistance from the Centre to appoint a Mediator to assist with resolving the dispute.
- 73.4 In the case of complaints, any complaints that cannot be resolved at Club level, or any complaints that involve Saturday competition can be referred to the relevant Centre Committee Member in writing.
- 73.5 Any reports of child abuse at Saturday competition must immediately be referred to the Member Protection and Compliance Officer
- 73.6 Disputes or complaints that cannot be resolved by mediation or the Committee

respectively can be escalated to Athletics West.

73.7 Reports of child abuse will be escalated to the relevant authorities in writing by the Centre.

74. CENTRE SENIORS OFFERING

74.1 The aim of the Hamersley Athletics Centre Senior Athletics offering is to:

- Provide a pathway for athletes in Junior Athletics to progress to Senior Athletics (recognising that there is an overlap in age groups across both).
- Integrate well with any existing Centre coaching and training offering and provide older 'junior athletes' an opportunity to train together. This will create a sense of community for these athletes, foster friendships and hopefully keep them in the sport.
- Minimise costs – fees, uniforms, training / coaching.
- Allow junior athletes with private coaches to compete in 'seniors competitions' without having to go to another club or join as an Athletics West Independent (as this costs more due to higher fees and multiple uniform costs).
- Allow senior athletes (including parents of little athletes) in the area to join Hamersley Seniors and train and compete at Athletics West Seniors Competitions (if they choose) and help provide a wider athletics offering to the community and promote the sport.

74.2 The Centre Seniors offering to members will be outlined in detail in a document produced by the Executive Committee and reviewed and amended as required in consultation with the Seniors Officer and Seniors Delegates and any required sub-committees.