



BY-LAWS

OF THE

HAMERSLEY

ATHLETICS

CENTRE (INC.)

June 2025

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 • Updates made to outdated practices (Medal Day etc).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
V4.0	11 June 2025	<ul style="list-style-type: none">• Amended the HAC By-Laws to enable the effective amalgamation of the affiliated clubs into Hamersley Athletics Centre	RR

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1. DUTIES OF THE CENTRE

1.1 The Centre shall:

- ensure that 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.
- collect all Registration Fees and Competition Fees on behalf of Athletics West.
- enter teams and individual athletes where possible, in all Athletics West run events.
- keep a monthly backup of all data and entry results.
- always act on behalf of and in the best interest of its athletes, members and Athletics West at all times.
- provide suitable trained helpers at Centre and Athletics West run events.
- Accept registration 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 members are kept up to date with Centre information, as appropriate.
- Provide previous members with information to register on-line (if offered).

2. VOLUNTEER POLICE CLEARANCES AND WORKING WITH CHILDREN CHECKS

- 2.1 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 adherence to provision of Volunteer Police Clearances and Working with Children Checks as required and in accordance with the Athletics West Policy and Guidelines.
- 2.2 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 Secretary.

- 2.3 Any volunteers or coaches with no children in the Centre must have a current Working with Children Check. Working with Children Check holders must present their Working with Children Check to the Centre Member Protection & Compliance Officer for confirmation prior to commencing their position. An image of the card must be held on file by the Centre Secretary.

3. RULES FOR COMPETITION

- 3.1 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.
- 3.2 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.
- 3.3 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 members following the meeting.
- 3.4 Consideration should be given to introducing major changes to the program and/or rules through a dedicated trial period.

4. CENTRE UNIFORM

- 4.1 The Centre uniform shall consist of gold singlet/t-shirt with maroon trim. Maroon logo and name on the back of top. Maroon or black shorts, bicycle pants or briefs (girls) without logos. Shorts are to be worn above the knee.
- 4.2 Approved bodysuits are permitted for all uniforms. If athletes are wearing lycra under-garments eg. compression, these must match the colour of the Centre's pants or to be plain black (without logos or coloured stitching).
- 4.3 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.
- 4.4 Changes of uniform as approved by the Board of Management shall have a transitional period of two (2) years.
- 4.5 Changes to the Centre uniform must be approved by Athletics West in accordance with the Athletics West Constitution.
- 4.6 Current age and registration numbers must be pinned to the singlet or shirt. Registration numbers are to be attached to the centre, front of the singlet or shirt

and age tags (if required) 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.

- 4.7 It is preferred that each competitor be attired in the correct uniform from the commencement of the season, however no disqualification for incorrect 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).
- 4.8 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.

5. EXECUTIVE COMMITTEE, OFFICERS & CO-ORDINATORS

- 5.1 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.

- 5.2 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.
- 5.3 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.
- 5.4 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.

6. DUTIES OF THE PRESIDENT

- 6.1 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.
- 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.

7. DUTIES OF THE SECRETARY

7.1 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 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.
- In liaison with the President, prepare the Annual Report for the Centre.
- Ensure members are informed of future developments and are made aware of any changes that may affect the athletes, or the Centre.
- 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.

8. DUTIES OF THE TREASURER

8.1 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 payments. 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. A report to be forwarded to Athletics West by the 31st May annually.
- Keep an updated Asset Register in liaison with Equipment Officer.

9. DUTIES OF THE REGISTRAR

9.1 Duties of the Registrar include:

- Receive from Athletics West all Registration material including online registration information.
- Co-ordinate Centre Pre-registration/Registration and Information Day.
- 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 (if provided).
- 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.
- 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.

10. DUTIES OF THE EDUCATION, COACHING & DEVELOPMENT OFFICER

10.1 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, if required.
- 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 coaching courses and clinics.
- With the Organiser of Officials, 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.
- Coordinate Hamersley Centre training sessions and training programs for athletes, prepare regular emails to athletes/families, request payments for coaches, monitor progress of coaching programs.
- 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.
- With the Centre Secretary and Administration Officer, liaise with the relevant local Councils for training dates, facilitate training sessions and handle all communications related to training with parents and athletes.

11. DUTIES OF THE SELECTIONS AND CHAMPIONSHIPS OFFICER

11.1 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.
- With the Secretary and Administration Officers, communicate events to members through appropriate channels.
- 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 / Team Manager" 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.

12. DUTIES OF THE RECORDING OFFICER

12.1 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 appropriate systems 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 to assist with 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.

13. DUTIES OF THE VICE PRESIDENT

13.1 Duties of the Vice President include:

- A Vice President shall be appointed from the elected Executive Committee Members, ideally 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.

14. DUTIES OF THE ORGANISER OF OFFICIALS

14.1 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 as appropriate.
- 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.

15. DUTIES OF THE EQUIPMENT OFFICER

15.1 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.
- Work with a sub-committee to manage training equipment and equipment storage at training facilities.
- Recommend to Executive Committee items of equipment to be acquired, repaired or disposed of.
- Be responsible for the marking of the Arena, sites, training grounds and maintain that marking in a clear form for competition and training requirements.
- On an annual basis, clean out the shed and check equipment with the assistance of the Arena Manager, Centre Committee Members and invited members.
- Advise the Treasurer of equipment purchased and removal of old equipment so the Asset Register can be updated.
- Liaise with the local Councils regarding turf repairs to the arena and any issues or impacts that arise from maintenance to or modifications of the arenas or the equipment sheds.
- 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.

16. DUTIES OF THE ARENA MANAGER

16.1 Duties of the Arena Manager include:

- Assist the Championships Officer with the Centre “Protest Officer / Team Manager” role for Athletics West events.
- 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.
- With the help of the set-up and pack away coordinators, 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 appropriate volunteers.
- Maintain the Asset Register in liaison with Equipment Officer and Treasurer.
- Contact the relevant local councils with regards to any misuse of or issues with the Arena or training facilities.
- 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 competitions.
- 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 SOCIAL CO-ORDINATOR

17.1 Duties of the Social Coordinator include:

- Plan and facilitate any Centre social events.
- Book end of season entertainment for the Centre wind-up function as appropriate.
- Purchase morning tea or supper for Life Members and Committee attending the trophy presentations and AGM.
- Prepare flyers for any special events and co-ordinate 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.

18.DUTIES OF THE MEMBER PROTECTION & COMPLIANCE OFFICER

18.1 Duties of the Member Protection & Compliance Officer include:

- Be the point of contact at Saturday competition for any reports concerning child abuse.
- Ensure all committee members/volunteers/coaches who do not have a child registered to provide a Working with Children Card.
- Liaise with 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.

19.DUTIES OF THE WEBSITE/PUBLICITY OFFICER

19.1 Duties of the Website/Publicity Officer include:

- Receive information from Athletics West or the Centre, 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.

20.DUTIES OF THE INCLUSION OFFICER

20.1 Duties of the Inclusion Officer include:

- Helping Hamersley 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 Athletics Centre to work towards developing clear strategies and policies to achieve inclusion and remove discrimination from within our Centre.
- 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 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.

21.DUTIES OF THE ROSTER CO-ORDINATOR

21.1 Duties of the Roster Co-ordinator include:

- Co-ordinate rosters for Competitions, 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.

22.DUTIES OF THE CANTEEN CO-ORDINATOR

22.1 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.
- 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 UNIFORM CO-ORDINATOR

23.1 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.

24.DUTIES OF THE WINTER OFFICER

24.1 Duties of the Winter Officer include:

- Be fully responsible for the Centres' involvement in Winter Competition by liaising with Athletics West and the Centre.
- Ensure sufficient notice of both Cross Country and Road Walks, their dates and venues, is given to all members 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 relevant local council for booking of the reserve for race day and any bookings required for training sessions.
- 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.

25.DUTIES OF THE FUNDRAISING CO-ORDINATOR

25.1 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.

26.DUTIES OF THE ADMINISTRATION OFFICER

26.1 Duties of the Administration Officer include:

- Provide administration assistance to the Centre Committee.
- Assist with preparation and organising printing of the Centre 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 relevant local Councils and other sporting Clubs co-located at our facilities.

- Provide assistance to the Education, Coaching & Development Officer for the coaching and training organisation.
- 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 and invited to relevant events.
- 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.
- Provide information to the Website/Publicity Officer for upload to the website.
- Liaise with Social Co-ordinator on for planned 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.

27.DUTIES OF THE SENIOR ATHLETE OFFICER

27.1 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.
- With the Centre Registrar and Secretary, maintain an email database of all Centre Senior athletes for communication purposes.
- With the Centre Registrar, 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.

28. CENTRE CAPTAINS

28.1 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 16/17/18 age groups.

28.2 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.

29. RESIGNATIONS

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

29.2 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.

29.3 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.

30. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

30.1 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.
- Reports from all Executive Committee
- Notices of Motion
- Election of Officer Bearers
- Election of two (2) Athletics West Delegates and two (2) Proxy Delegates
- Nomination of Patron (if appropriate)
- 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.

30.2 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.

31. 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

32. BUSINESS CONDUCTED WITH OPEN/CLOSED DOORS

- 32.1 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.
- 32.2 Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee Members to leave the meeting room.
- 32.3 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.

33. OPEN VOTING

- 33.1 Motions arising at a meeting of the Executive Committee shall be decided, in open voting, by a simple majority of Executive Committee members present.
- 33.2 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.
- 33.3 If the votes of Executive Committee Members are equally divided, the President or person chairing the meeting shall cast a deciding vote.

33.4 Notwithstanding sub-clause (29.2), 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.

33.5 Life Members shall have the right to attend any Centre Meeting or Annual General Meeting. They are prohibited from voting, unless they separately qualify under the constitution as a voting Member, but may offer their advice, based on experience.

34. PROXY VOTING

34.1 Proxy voting will not be allowed. Executive Committee Members 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. The communication mechanisms must be of appropriate audio quality to allow on-line Committee Members to fully understand the conversations on topics.

35. FAMILY INTEREST

35.1 An Executive Committee Member 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.

36. COMMITTEE DECISIONS

36.1 The Committee, upon conducting a vote are to support the final decision, regardless of their personal opinion. Opposition to a committee decision may be raised at the following committee meeting but only with additional/new supportive evidence.

37. FINANCIAL ASSISTANCE TO ATHLETES

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

38. PRESIDENT'S RULINGS

38.1 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.

39. DEPUTATIONS

- 39.1 Deputations wishing to attend an Executive Committee meeting shall first submit a request, either verbal or in writing, to the Centre President or Secretary.
- 39.2 The Centre Secretary must obtain the approval of the President before including the Deputation on the Executive Committee agenda.
- 39.3 A Deputation shall not exceed a number which shall be determined by the President.
- 39.4 After the Deputation has put their case, no further discussion shall be entered into until the Deputation has withdrawn.

40. USE OF CENTRE EQUIPMENT

- 40.1 Any use/hire of the Centre's athletic equipment outside of authorised training and competition times shall be authorised by the Centre Executive Committee.

41. RULES FOR COMPETITION

- 41.1 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.

42. CODE OF BEHAVIOUR/ETHICS FOR ATHLETES

- 42.1 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 Centre 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.

42.2 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.

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

42.4 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.

42.5 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.

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

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

42.8 Below are recommended guidelines for the Centre for breaches of the codes of behaviour. All penalties imposed by the Centre 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

43.CODE OF BEHAVIOUR/ETHICS FOR PARENTS AND SPECTATORS

43.1 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.

43.2 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.

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

43.4 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.

- 43.5 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.
- 43.6 Any Key Official or Executive Committee Member may initiate a second warning but must do so through the Arena Manager or Centre President immediately.
- 43.7 A parent/spectator who has received two previous warnings will then be issued a penalty under the Centre guidelines.
- 43.8 Below are recommended guidelines for the Centre for breaches of the codes of behaviour. All penalties imposed by the Centre 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

44. NO PARENT/NO COMPETITION POLICY

- 44.1 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.

45. MEMBERSHIP TERMINATION OR REJECTION

- 45.1 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.

- 45.2 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.
- 45.3 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.
- 45.4 Membership can be withdrawn under Rule 43.1 above by vote of more than 50% of the Centre Executive.
- 45.5 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.
- 45.6 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.

46. PARENT PARTICIPATION POLICY – COMPETITIONS

- 46.1 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.
- 46.2 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.
- 46.3 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.

47. PARENT PARTICIPATION POLICY – SPECIAL EVENTS

47.1 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.

47.2 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.

47.3 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.

47.4 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.

48. SUNSMART PROTECTION POLICY

48.1 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.

48.2 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.

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

48.4 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 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 Committee 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.

49. HEAT AND HYDRATION GUIDELINES

49.1 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.

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

49.3 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.

49.4 Consideration will be given to postponing or cancelling events if the ambient temperature is expected to be above 40°C for an extended period of time during the competition period. 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.

50. WET WEATHER POLICY

- 50.1 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.
- 50.2 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.
- 50.3 Weather updates may be posted on social media and the Centre website.

51. SMOKE FREE POLICY

- 51.1 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.
- 51.2 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.

52. PRIVACY

- 52.1 The Centre collects personal information in order to provide you with the services and information associated with membership of Little Athletics.
- 52.2 The information collected is supplied by the parent upon registration of an athlete for each new season of Little Athletics.

- 52.3 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.
- 52.4 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.
- 52.5 Athletics West or the Centre may, on occasions, utilise your personal information for the purpose of improving the operation of competition.
- 52.6 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.
- 52.7 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.
- 52.8 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.

53. RESPONSIBLE ALCOHOL MANAGEMENT POLICY

- 53.1 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.
- 53.2 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.
 - Intoxicated persons will be strongly encouraged to depart the competition arena.

54. ACCIDENTS AND FIRST AID

- 54.1 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.
- 54.2 All rostered first aid officers are supplied with a first aid vest, two-way radio and first aid “bum bag”.
- 54.3 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.
- 54.4 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.

55. ASTHMA POLICY

- 55.1 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.

56. INSURANCE

- 56.1 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 activity including, but not limited to, training sessions, working bees and officiating.
- 56.2 Athletes are automatically insured as part of their registration.
- 56.3 Parents/guardians must sign on when officiating to ensure coverage.
- 56.4 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.

57. EMAILS

- 57.1 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.

58. VISITORS TO CENTRE COMPETITIONS

- 58.1 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.

59. CENTRE AWARDS AND POINTS

- 59.1 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.

60. HAMERSLEY RECORDS AND AWAY RECORDS RECOGNITION

- 60.1 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.
- 60.2 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.

61. SPECIAL PROGRAMS

61.1 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.

62. STATE TRACK & FIELD RELAY SELECTIONS

62.1 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.

63. NOMINATIONS TO ATHLETICS WEST EVENTS

63.1 Nominations for Athletics West events are to be done by registered members through the ResultsHQ portal.

63.2 Event details, including nomination information will be emailed to all registered members, posted on social media and on the Centre Website.

63.3 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.

63.4 The Centre will include the Athletics West closing dates and event nomination details by email to all registered families.

63.5 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.

64. OBJECTIONS, MEDIATION AND RULINGS

64.1 Disputes and Objections must be handled in accordance with Section 29 of the Centre's Constitution and the Centre's Yellow Book.

- 64.2 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.
- 64.3 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.
- 64.4 In the case of complaints, any complaints that involve competitions can be referred to the relevant Centre Committee Member in writing.
- 64.5 Any reports of child abuse at competitions must immediately be referred to the Member Protection and Compliance Officer.
- 64.6 Disputes or complaints that cannot be resolved by mediation or the Committee respectively can be escalated to Athletics West.
- 64.7 Reports of child abuse will be escalated to the relevant authorities in writing by the Centre.

65. CENTRE SENIORS OFFERING

- 65.1 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 wider athletics offering to the community and promote the sport.
- 65.2 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 any required sub-committees.